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TREASURER	C Braby ACMA, CGMA
CLERK	S Simpson LLB

## LITTLEHAMPTON HARBOUR BOARD

### MEETING - MONDAY 4 DECEMBER 2017

To:

Mr Philip Bush (Chairman)  
Councillor Roger Elkins (Vice Chairman)  
Councillor George Blampied  
Mr Tom Drennan  
Councillor David Edwards  
Mrs Janet Mockridge  
Mr Richard O'Callaghan  
Mr Karl Roberts  
Mr Roger Spencer  
Councillor Dr James Walsh

The Meeting of the Littlehampton Harbour Board will be held in **Committee Room 1, Arun District Council, Maltravers Street, Littlehampton** on **Monday 4 December 2017** commencing at **1000 hours** and you are requested to attend.

**Sue Simpson**

**Clerk to Littlehampton Harbour Board**

### AGENDA

1. Welcome & Notices (mins)

2. Apologies

3. Declarations of Interest

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

They should declare their interest by stating:

- The item they have the interest in
- Whether it is a personal interest and the nature of the interest.
- Whether it is also a prejudicial interest.
- If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

4. Public Questions (15 mins) Members of the public may present written questions in accordance with the Board's agreed policy. The time for questions from the public will be limited to a total of 15 minutes save that the Chairman may extend the time at his discretion. Members of the public must give prior written notice of their question which should be sent to [clerk@littlehampton.org.uk](mailto:clerk@littlehampton.org.uk) or addressed to the Clerk to the Board at the Harbour Office at least three clear days prior to the

For information on the Harbour visit our web site at: [www.littlehampton.org.uk](http://www.littlehampton.org.uk)

meeting. Clear days means weekdays (not weekends or Public Holidays) and excludes the day the question is sent and the day of the meeting. When submitting written questions members of the public are asked to provide their name and address. This is in case it is necessary to follow up in writing with a more detailed answer after the meeting. At the meeting members of the public will have the choice to put the question themselves or to have someone read it out for them. However, the Chairman of the meeting does have discretion that the question will not be dealt with at the meeting and a written reply provided.

5. **To approve the Minutes of the meeting of 18 September 2017 (p 4 )**  
To approve as a correct record the Minutes of the Board's Meeting held on 18 September 2017.
6. **\*Harbour Operational Report (p 9 )**  
To receive the operational report from the Harbour Master.
7. **\*Treasurer's Report (p 13)**  
To receive a report from the Treasurer for income and expenses.
8. **\*Outcome of the External Audit of the 2016-17 and Annual Return (p 17)**  
To receive from the Treasurer the outcome of the external report for 2016-17 and to approve and accept the completed and audited Annual Return.
9. **To approve the 2018-19 Precept (p 19)**  
To receive a paper from the Treasurer on the precept for 2018-19 .
10. **The Port Marine Safety Code**  
To receive a verbal report from Tom Drennan on the BPA training day for Port Marine Safety Code Duty Holders.
11. **Confidential and Exempt Business**  
The Board is asked to consider passing the following resolution:-  
That, due to the confidential nature of the following item(s) to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.
12. **\*Minutes of the Confidential & Exempt business from the Meeting held on 18 September 2017 (p 2 )**  
To approve as a correct record the confidential and exempt Minutes of the Annual Meeting of the Board held on 18 September 2017
13. **The EU General Data Protection Regulations (GDPR) (p 24)**  
To receive a report from the Treasurer on the introduction of the GDPR
14. **\*Proposals for the future use of the Old Custom House (p 25)**  
To receive a report from the Treasurer on the future of the Old Customs House.
15. **\*Minutes of the Special Meeting held on 7 November 2017 (p 27)**  
To approve as correct the confidential and exempt minutes of the Special meeting held on 7 November 2017.
16. **\*Clerk's Update on events following the Special Meeting (p 31)**  
To receive a written update from the Clerk.

17. **\*Minutes of the Personnel Sub Committee Meeting held on 7 Nov 2017 (p 32)**  
To approve the minutes of the Minutes of the Personnel Sub Committee meeting.

**Dates of next meeting: 5 Februaury 2018**

*Note: \* indicates report/papers attached*

AGENDA ITEM 5

**MINUTES OF THE MEETING**  
**OF THE LITTLEHAMPTON HARBOUR BOARD**  
**HELD IN THE OAK ROOM AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE,**  
**MALTRAVERS ROAD, LITTLEHAMPTON ON**  
**MONDAY 18<sup>TH</sup> SEPTEMBER 2017 AT 10AM**

**Present:** Mr P Bush (Chairman)  
Mr Tom Drennan  
Councillor David Edwards  
Mrs Janet Mockridge  
Mr Richard O'Callaghan  
Mr Karl Roberts  
Councillor Dr James Walsh

**In Attendance:** Mrs S Simpson, Clerk to the Board  
Mr C Braby, Treasurer to the Board  
Mr B Johnson, Harbour Master  
Mrs J Harris (Notes Secretary)

**30. WELCOME AND NOTICES**

The evacuation procedures were noted. The Chairman reminded everyone that recording the meeting was not permitted as the Board had yet to formulate and agree a policy in this respect. Referring to recent statements that had been critical of some of the Board's employees, the Chairman stated for the record that the Board had the utmost confidence in the integrity of its staff.

**31. APOLOGIES**

Apologies were received from Councillor Elkins, Councillor Blampied, Mr Marchant and Mr Spencer.

**32. DECLARATIONS OF INTEREST**

Councillor Dr Walsh declared a personal interest as a Town, District and County Councillor in matters relating to Littlehampton Town, Arun District, and West Sussex County Councils across the agenda. The Chairman requested again that Board members should only declare any interests specific to an agenda item.

**33. PUBLIC FORUM**

**33.1** There were seven members of the public present.

**33.2** The Chairman explained the written question procedure and confirmed that although written questions had been received, they had not been submitted

within the proscribed timescale. He confirmed that the matters raised would therefore be dealt with outside meeting and that the responses would be circulated to Members.

#### **34. MINUTES**

- 34.1** Regarding Minute 10.3, Resolution (2) the Minute reference required correcting to read "10". A minor typographical error was also observed in the heading of Minute 2.
- 34.2** It was therefore **RESOLVED** that, subject to these corrections, the Minutes of the Annual Meeting held on 24<sup>th</sup> July 2017 (previously circulated) be approved and signed by the Chairman.

#### **35. HARBOUR OPERATIONAL REPORT**

- 35.1** The Harbour Master presented a report (previously circulated) which detailed the operational activities undertaken in the harbour since the last meeting. In addition, he also updated the Board on forthcoming works in the river, a Section 43 request in respect of piling proposed at Mud Docks and recent incidents on the River. Observing an increase in reported thefts from vessels along the River and the arbitrary Police response, it was noted that this issue had been raised with the Sussex Police and Crime Commissioner during a recent Public Meeting. Consequently, an assurance had been received from Sussex Police that they would resume attendance at the Stakeholder Group. Considering a recent grounding incident, the Arun Yacht Club were reviewing their procedures and lessons learnt from this review would be shared with the Stakeholder Group.
- 35.2** Following the completion of the installation of scrubbing piles at Bridge Hard, the Board was asked to consider proposals (previously circulated) setting out terms and conditions of use. Regarding the reporting and penalties for breaches of a toxic nature, it was noted that these were policed by the Environment Agency (EA). Members were broadly content with the proposals and it was agreed that precise details regarding enforcement relating to breaches of a toxic nature be obtained from the EA and reviewed in the context of the General Directions. It was noted that if a change to the General Directions was required, a report would be brought back to the Board for consideration. It was therefore **RESOLVED** that:
- 1) Subject to the inclusion of a standard disclaimer clause and the removal of the facility to rent the 110V generator the Terms and Conditions of use for the scrubbing piles now installed at Bridge Hard, (including charges for use at £2.50p per tide (for vessels with annual HDs) booked with the Harbour Office and £25.00p per tide for un-booked use and overstaying) be approved.**
  - 2) The contents of the Harbour Operational Report be otherwise noted.**

#### **36. TREASURER'S REPORT**

- 36.1 The Treasurer presented the income and expenditure statement and income analysis for the period to the end of July 2017 (previously circulated). Whilst it was still too early in the financial year to identify trends, income was below budget. This was in part due to pontoon fees which at a level of £3206 (not £1980 as reported), were being withheld pending the outcome of a court case. The level of expenditure in relation to the work boat Erica was also higher than predicted. This was explained by the level of use and the need to ensure that maintenance of the vessel was commensurate with the work load. This would need to be factored in to the budget in future years. It was **RESOLVED** that:

The Report be noted.

37. **PILOTAGE SUB COMMITTEE REPORT REGARDING AUTHORISING LHB PILOTS**

- 37.1 The Board received a report (previously circulated) which set out the current position regarding pilotage cover in the Harbour and the challenges facing the Board in determining future need. Observing that detailed proposals would be presented for consideration in the Exempt part of the meeting it was **RESOLVED** that:

The contents of the report be noted.

38. **A27 ARUNDEL BYPASS PUBLIC CONSULTATION**

- 38.1 The Board heard from Mr Roberts who reported on the three options that had been presented by Highways England to replace the existing single carriageway road at Arundel with a dual carriageway bypass. This was part of a wider programme of investment in improvements planned along the A27 between Chichester and Lewes. Areas of interest for the Board related to the proposal in option three to create a new bridge over the River Arun because of its jurisdiction over the river at this point and the potential economic benefit of the port being used as a transport hub for materials throughout construction.
- 38.2 Members proceeded to consider the options in more detail and it was observed that the bridging proposals would need to be mindful of the tidal nature of the River and be capable of accommodating vessels travelling up river to Arundel. In terms of the economic wellbeing of the port, options 3&5A were judged beneficial. It was also noted that options to improve the A27 junction at Ford Road, a known pinch point in the current highways network, were proposed. Observing that improvements to the junction at this point would also improve connectivity from Littlehampton to the A27, it was considered that this would also support commercial activity at the Harbour. Members were therefore minded to support the need for enhancements to the highways network at this point. Overall, in view of the proximity of the Harbour to the proposed scheme it was also considered important that the environmental benefits of utilising the port as part of the construction process be emphasised in the Board's response. It was therefore **RESOLVED** that:

- 1) The points highlighted in the discussion inform the Boards response to the consultation.
- 2) Officers, in consultation with the Chairman, be authorised to respond to the consultation accordingly.

**39. CONFIDENTIAL & EXEMPT BUSINESS**

It was **RESOLVED** that:

Due to the confidential nature of the following items to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.

**SUMMARY OF MATTERS DISCUSSED IN THE  
CONFIDENTIAL & EXEMPT PART OF THE  
AGENDA**

**40. THE CONFIDENTIAL AND EXEMPT MINUTES OF THE ANNUAL MEETING HELD ON 24<sup>TH</sup> JULY 2017**

- 40.1** It was **RESOLVED** that the confidential and exempt minutes of the Annual Meeting held on 24<sup>th</sup> July 2017 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the chair.

*Councillor Edwards declared a personal and prejudicial interest in the following matter as a member of the District Council's Development Control Committee, and left the meeting at 11am. Mr Roberts declared a personal interest in the following discussion in his capacity as Director of Place at Arun District Council, the Local Planning Authority.*

**41. THE OLD CUSTOMS HOUSE**

- 41.1** The Treasurer presented a report (previously circulated to Members of the Board only) which contained options for future leasing arrangements of the Old Customs House. A way forward was agreed regarding the current lease but Officers were requested to continue to explore further options for the Board to consider at the December meeting.

*Councillor Edwards re-joined the meeting at 11.17 am and the Harbour Master declared a prejudicial interest in the following matter as an employee and left the meeting at this point.*

**42. UPDATE ON THE HARBOUR BOARD'S DUTY OF CARE AND RESPONSIBILITIES TO ITS EMPLOYEES.**

- 42 1** The Board received an update from the Chairman and the Clerk regarding the current situation relating to allegations that had been made against employees

of the Board. A way forward was agreed in relation to the current situation and it was **RESOLVED** that:

**The Board be kept informed of progress.**

*The Harbour Master re-joined the meeting at 11.45 am.*

**43. MINUTES OF THE PILOTAGE SUB COMMITTEE MEETING 4<sup>th</sup> SEPTEMBER 2017**

**43.1** The Harbour Master presented the minutes of the meeting held on 4<sup>th</sup> September 2017 which set out recommendations regarding future pilotage cover in the Harbour (previously circulated to Members of the Board only). The Board considered the recommendations in terms of the costs of maintaining this skilled resource, the need to maintain an open harbour and alternative training methods. It was noted that any changes to the existing arrangements would have to be reviewed in the context of the Pilotage Directions. Should a change to the Pilotage Directions be required, a consultation process would be instigated and future costs would be considered as part of the budget and precept setting process. Reports would therefore be brought back to the Board for consideration in due course and it was **RESOLVED** that:

- 1) **The number of pilots be reduced from three to two.**
- 2) **Subject to an assessment of practices at other ports, the annual number of pilotage acts for qualified pilots be reduced from twelve to nine.**
- 3) **The use of manned models be kept under review.**
- 4) **Consideration be given to the adoption of simulator training subject to the Harbour Master determining an indicative cost; the availability and cost of a licence for in house simulator training; and the assessment process for simulator training.**
- 5) **Subject to the above being acceptable, each pilot should undergo at least one simulator session per annum.**
- 6) **The Harbour Master presents details of the existing costs of pilotage.**
- 7) **The option for outsourcing pilotage be kept under review.**
- 8) **The confidential minutes of the Pilotage Sub Committee meeting held on 4<sup>th</sup> September 2017 be noted.**

The meeting closed at 12.05 pm.

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**CHAIR**



LHB MEETING – 4<sup>th</sup> December 2017

Agenda Item: 6

**LITTLEHAMPTON HARBOUR BOARD**

Report to: Littlehampton Harbour Board  
 Report on: Harbour Operations  
 Report by: Harbour Master

Date: 16<sup>th</sup> November 2017

**Commercial Activity**

**Pilotage/Commercial Shipping Trade**

<u>UMA Wharf</u>		<u>Railway Wharf</u>	
Sep	0	Sep	0
Oct	0	Oct	0
Nov	1 to date	Nov	0

**Leisure Trade**

<u>Town Quay</u>	
Sep	54
Oct	34
Nov	8 to date

**Workboat Activity**

Sep	Recovery of yacht SEA LADY from East Beach
Oct	Worthing Foreshore seasonal buoys (majority) recovered.
Nov	AYC Seasonal marks recovered.

**Conservancy Duty**

The LHB continues to operate an open port and un-interrupted pilotage service.

**Survey**

Bar	last conducted	6 <sup>th</sup> May 15
Town Quay	last conducted	10 <sup>th</sup> Feb 17
Complete Port survey (incl Bar)	last conducted	3 <sup>rd</sup> Jun 16

**Aids to Navigation**

AYC Seasonal Marks recovered.

**Maintenance**

West Training Wall concrete repairs following minor impact by SHETLAND TRADER underway.

**Dredging**

Dredge operations at Shoal Bank scheduled for 22<sup>nd</sup> Nov 17 working alongside EA recycling efforts.

**Pilotage**

Two pilots were used onboard SHETLAND TRADER in order to achieve minimum trips for the year.

**Local Notices to Mariners Published**

09 of 2017 – Repairs to West Training Wall	Issued	10 <sup>th</sup> Nov 17
10 of 2017 – Multi Cat and Jack Up Ops in Harbour	Issued	

**Consents/Consultations**

**Section 43 Consents**

02/17 WPH sheet pile Repair Ninevah Shipyard	Issued	4 <sup>th</sup> May 17
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03/17 Mackley Construction River Road sheet piling  
 04/17 Volker Stevin remedial works at Arun View PH  
 05/17 OoA piles and pontoons at Mud Docks

Issued 5<sup>th</sup> Sep 17  
 Issued 5<sup>th</sup> Sep 17  
 Under consideration

**MMO/Trinity House Consultations**

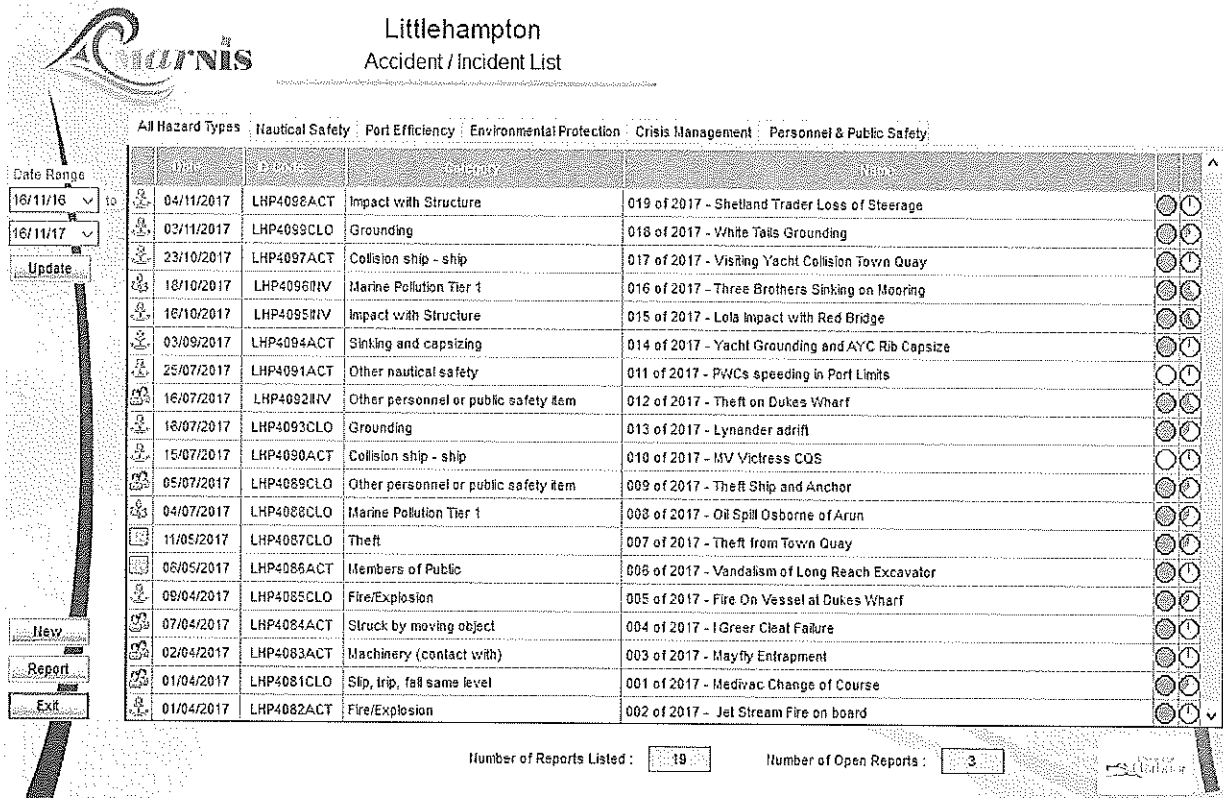
Nil

**Environment**

End date for dredge ops at Climping SSSI 30<sup>th</sup> Nov 17.

**Safety**

**MarNIS Report**



**Littlehampton  
Accident / Incident List**

All Hazard Types    Nautical Safety    Port Efficiency    Environmental Protection    Crisis Management    Personnel & Public Safety

Date	Description	Category	Title
04/11/2017	LHP4098ACT	Impact with Structure	019 of 2017 - Shetland Trader Loss of Steerage
03/11/2017	LHP4099CLO	Grounding	018 of 2017 - White Tails Grounding
23/10/2017	LHP4097ACT	Collision ship - ship	017 of 2017 - Visiting Yacht Collision Town Quay
18/10/2017	LHP4096RIV	Marine Pollution Tier 1	016 of 2017 - Three Brothers Sinking on Mooring
16/10/2017	LHP4095RIV	Impact with Structure	015 of 2017 - Lola Impact with Red Bridge
03/09/2017	LHP4094ACT	Sinking and capsizing	014 of 2017 - Yacht Grounding and AYC Rib Capsize
25/07/2017	LHP4091ACT	Other nautical safety	011 of 2017 - PWCs speeding in Port Limits
16/07/2017	LHP4092RIV	Other personnel or public safety item	012 of 2017 - Theft on Dukes Wharf
16/07/2017	LHP4093CLO	Grounding	013 of 2017 - Lynander adrift
15/07/2017	LHP4090ACT	Collision ship - ship	010 of 2017 - MV Victress CGS
05/07/2017	LHP4089CLO	Other personnel or public safety item	009 of 2017 - Theft Ship and Anchor
04/07/2017	LHP4088CLO	Marine Pollution Tier 1	008 of 2017 - Oil Spill Osborne of Arun
11/05/2017	LHP4087CLO	Theft	007 of 2017 - Theft from Town Quay
06/05/2017	LHP4086ACT	Members of Public	006 of 2017 - Vandalism of Long Reach Excavator
09/10/2017	LHP4085CLO	Fire/Explosion	005 of 2017 - Fire On Vessel at Dukes Wharf
07/04/2017	LHP4084ACT	Struck by moving object	004 of 2017 - I Greer Cleat Failure
02/04/2017	LHP4083ACT	Machinery (contact with)	003 of 2017 - Mayfly Entrapment
01/04/2017	LHP4081CLO	Slip, trip, fall same level	001 of 2017 - Medivac Change of Course
01/04/2017	LHP4082ACT	Fire/Explosion	002 of 2017 - Jet Stream Fire on board

Number of Reports Listed: 19    Number of Open Reports: 3

**News and Activity on the River**

**Harbour Dues**

461 plaques now issued. ( For comparison: 455 to 23<sup>rd</sup> Nov 15, 474 14<sup>th</sup> Nov 16.) All YCs and Marina have now been inspected.

**PMSC Audit**

Took place 7<sup>th</sup> and 14<sup>th</sup> Nov 17. Full report from DP to follow.

**Pontoon Harbour Dues**

Recent ruling judged these not to be applicable. Conservancy charges on vessels to be modified accordingly.

**Recommendation**

That the Board notes this report.

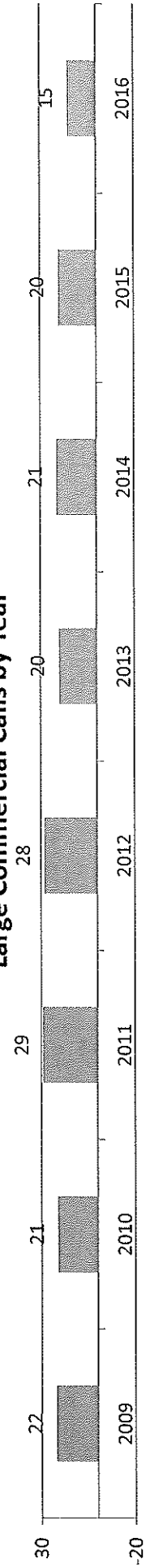
That the Board approve the removal of Pontoon Harbour Dues from the LHB Schedule of Charges

**Commercial Shipping**

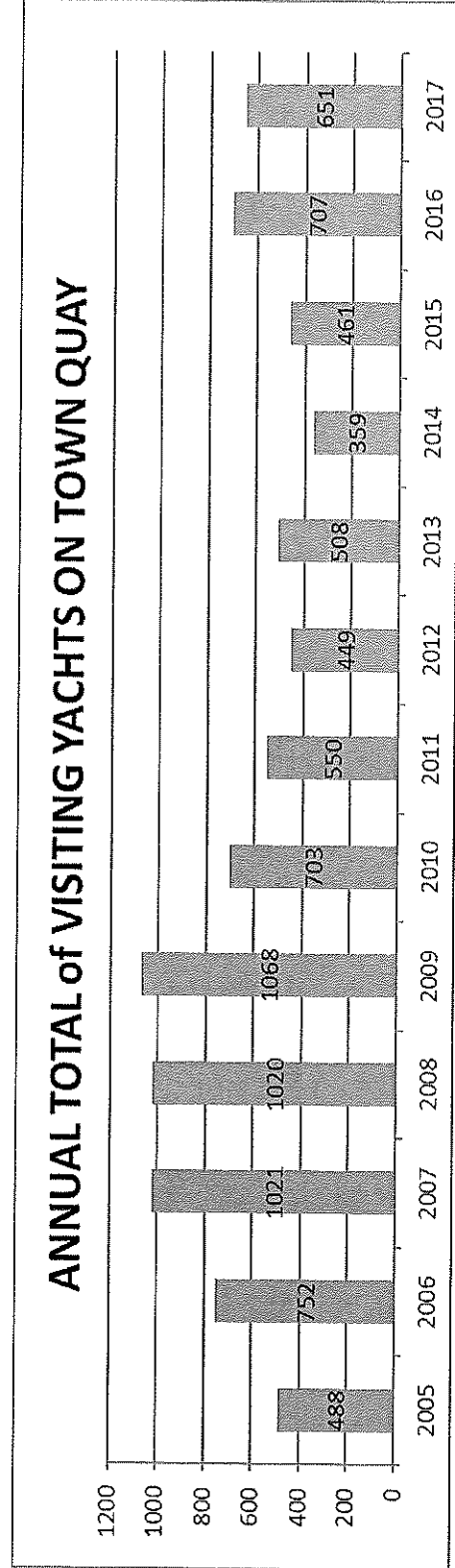
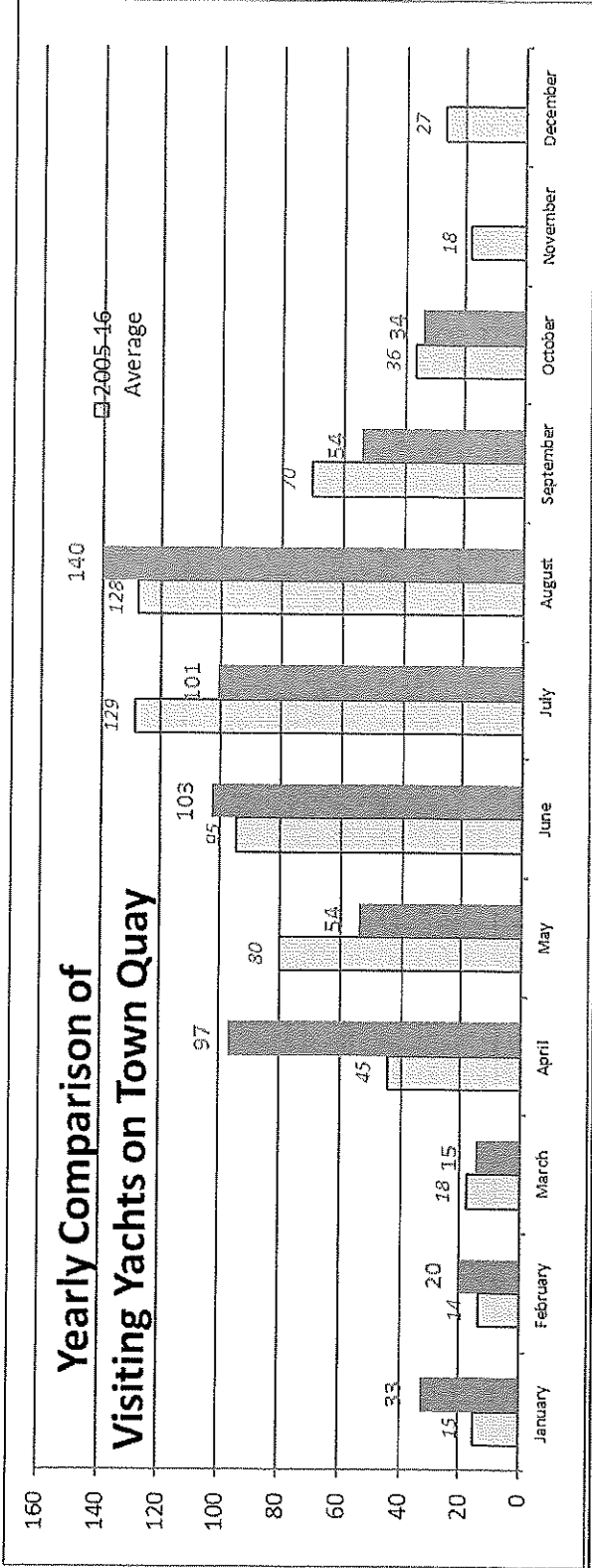
**Totals for Financial Year 2017/18**

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Pilot Boat and Mooring Service	Cargo Total	Pilotage and HDs Total	Total Commercial
		<b>0.4912</b>						
1	April	1512	742.69	1283.23	£511.12	1,283.23	1,984.41	3,267.64
1	May	1512	742.69	1280.85	£769.85	1,280.85	2,243.14	3,523.99
0	June	0	0.00	0.00	£0.00	0.00	0.00	0.00
1	July	1512	742.69	1148.71	£511.12	1,148.71	1,984.41	3,133.12
0	August	0	0.00	0.00	£0.00	0.00	0.00	0.00
0	September	0	0.00	0.00	£0.00	0.00	0.00	0.00
0	October	0	0.00	0.00	£0.00	0.00	0.00	0.00
1	November	1512	742.69	1234.26	£766.68	1,234.26	2,239.97	3,474.24
	December		0.00	0.00	£0.00	0.00	0.00	0.00
	January		0.00	0.00	£0.00	0.00	0.00	0.00
	February		0.00	0.00	£0.00	0.00	0.00	0.00
	March		0.00	0.00	£0.00	0.00	0.00	0.00
<b>4</b>			<b>£2,970.78</b>	<b>£4,947.05</b>	<b>£2,558.77</b>	<b>£4,947.05</b>	<b>£8,451.94</b>	<b>£13,398.99</b>
Budget			£9,706.00	£17,757.00	£6,133.00	£17,757.00	£23,852.00	£41,609.00
Forecast			0	0	0	0	0	0
Variance			£6,735.22	12809.95	£3,574.23	24635.78	28210.01	£28,210.01

**Large Commercial Calls by Year**



Leisure Visitors



## LITTLEHAMPTON HARBOUR BOARD

Report to: Littlehampton Harbour Board

Agenda item 7

Report on: Treasurer's Report

Report by: Treasurer to the Board

For the 4<sup>th</sup> of December Board Meeting

### Income and Expense to the end of September 2017

Included in this report are the Income and Expenditure Statement and the Income analysis both to the end of September 2017.

#### Summary

Operating Income overall was slightly below budget but after the addition of a rate rebate on past empty property rates, (£18,544), income rose above budget by £17,000. In more certain times this windfall would have been used as a contribution to the £50,000 repair fund estimated to be required by 2020/21 under the adopted Infrastructure repair and maintenance programme. After discounting recoverable expense, operating expense was £5,000 below budget.

	Actual to Sept £	Budget to Sept £	Budget Year £
Operational Income	241,704	242,972	366,943
Bank Interest	16	225	450
Other Income	18,544	0	0
Operational Expense	(220,880)	(225,440)	(405,400)
Loan repayments	(93,291)	(93,291)	(166,368)
Precept Income	204,413	204,413	204,413
Surplus/(deficit)	150,506	128,879	38

**Operational income-** Operational income at £241,704 was slightly below budget; **commercial shipping** continues to run well below budgeted expectations with only 3 ship visits so far against a budget of 8. **Leisure harbour dues** have fallen short of budget by £5,825 a large proportion of which relates to mooring pontoon harbour dues. **Moorings and storage** fees however are well ahead by £9,989 which helps negate some of the income lost elsewhere. **Fuel sales** at £2,058 were unbudgeted. Miscellaneous income is boosted by the recovery of the 2016/17 insurance premium on the Old Customs house, (£1,686).

**Operating expense** i.e. before loan repayments amounted to £220,880 and after discounting recoverable expense was below budget by £7,258. That said, even at this stage in the year, forecasting trends on spending is extremely difficult. Variances of note were **Legal and Professional services** currently underspent by £3,807; however lease renewals, rent reviews and the court case will soon rectify that. **Harbour Structures**, below budget by £5,733, (the forecast outcome for the year revises this budget down significantly by removing this year's planned contribution to the Infrastructure repair and maintenance fund required under the adopted plan). **Navigational** up on budget by £3,479, entirely timing related. **Boats and Vehicles**, up on budget by £5,880, (fuel purchases for re sale not budgeted, £1,844, fuel for in house use £2,418, £585 over budget), "ERICA" total spend to date £4,753, £3,703 over budget and £2,657 over total year budget, **Rent and Rates**, below budget by £5,863,

(refund on 2016/17 empty property rates). Further rate refunds in respect of unoccupied storage land levied in past years and amounting to £18,544 are included in the income. **Insurance** premiums up by £3,383, (engineering inspection), **Training** currently below budget by £2,183 entirely timing related **Recoverable Costs** not budgeted; this is for costs recoverable from 3<sup>rd</sup> party contracts.

### ***Comparison with last year***

Both Commercial shipping and workboat income were significantly ahead at this time last year. Although the total expense in total was extremely close between the two years, there are several significant differences. Employee costs are £10,000 higher this year, (establishment wages and pension contributions), offset by reduced rates, (£5,000) and legal and professional £5,000 higher this time last year.

### BACKGROUND PAPERS

Statement of Income and Expenditure to the end of September 2017 compared with Budget and Last Year

Income Analysis by source

C.C.Braby 13<sup>th</sup> November 2017

**RECOMMENDATION: That the Board note this report**

**2017/18 Income and Expenditure Statement to September 2017**

	2017/18 To Sept	2017/18 Budget To Sept	2017/18 Budget	2017/18 Forecast	This time Last Year
	£	£	£	£	£
<b>Income</b>					
Commercial Income	95,731	106,623	213,220	190,944	105,825
Leisure Income	123,817	118,973	118,973	127,669	121,341
Chargeable Services	2,646	3,430	6,850	6,750	5,342
Work Boats	13,429	13,544	27,100	32,600	45,420
Fuel Dispensing	2,058	0	0	3,558	3,782
Misc Income	4,023	402	800	3,463	2,643
Rate Rebate	18,544		0	18,544	0
Investment Income	16	225	450	50	164
<b>Total Income</b>	<b>260,264</b>	<b>243,197</b>	<b>367,393</b>	<b>383,578</b>	<b>284,517</b>
<b>Expenses</b>					
Employee Costs	125,412	124,170	246,339	241,542	115,395
Services to the Board	6,326	6,584	14,968	15,398	5,857
Legal and Professional Services	5,191	8,998	14,000	37,032	10,546
Repairs and Maintenance					
Premises	5,390	4,611	9,220	17,410	4,562
Moorings	1,703	500	1,000	4,203	1,133
Harbour Structures	1,199	6,932	13,869	2,120	2,210
Navigational	6,384	2,905	9,810	11,816	4,144
Boats and Vehicles	11,363	5,483	10,959	22,362	11,440
Equipment Hire	0	1,750	3,500	0	0
Administration					
Rent and Rates	5,776	11,639	12,451	9,588	10,774
Utilities	677	1,625	3,250	2,650	1,113
Printing, Postage and Stationery	1,776	1,638	4,700	5,388	2,146
Insurance	30,383	27,000	27,000	30,383	28,402
IT	6,531	6,830	9,101	10,423	6,530
Telephone	645	675	1,350	1,350	608
Training	1,516	3,699	7,398	7,698	853
Bank and Credit Card Charges	2,908	2,316	3,450	3,750	2,333
Other Administrative	5,002	8,085	13,035	12,138	5,967
Recoverable costs	2,698	0	0	4,200	6,609
<b>Total Expenses</b>	<b>220,880</b>	<b>225,440</b>	<b>405,400</b>	<b>439,451</b>	<b>220,622</b>
Loan and interest payments- PWLB	73,466	73,466	146,543	146,543	74,609
Loan and interest payments- WSCC	19,825	19,825	19,825	19,825	19,825
Capital	0	0	0	0	0
<b>Total Expense</b>	<b>314,171</b>	<b>318,731</b>	<b>571,768</b>	<b>605,819</b>	<b>315,056</b>
Precept	204,413	204,413	204,413	204,413	206,457
<b>(Deficit)/Surplus</b>	<b>150,506</b>	<b>128,879</b>	<b>38</b>	<b>(17,828)</b>	<b>175,918</b>

LITTLEHAMPTON HARBOUR BOARD		2017/18	2017/18	2017/18	2017/18	This Time
2017/18 Financial Year		Actual to	Budget to	Budget	Forecast	Last Year
	Description	Sept	Sept	£		£
<b>INCOME</b>		£	£	£		£
Commercial Vessels	Harbour Dues	2,228	4,854	9,706	4,456	4,644
	Cargo Dues	3,713	8,880	17,757	7,426	8,578
	Pilotage Service	2,192	4,007	8,013	4,384	4,861
	Pilot Boat and Mooring Service	1,792	3,066	6,133	3,067	4,448
	<b>Commercial Shipping</b>	<b>9,925</b>	<b>20,807</b>	<b>41,609</b>	<b>19,333</b>	<b>22,531</b>
Commercial Rents	Railway Wharf (Tarmac)	42,000	42,000	84,000	84,000	42,000
	UMA Wharf	10,500	10,500	21,000	21,000	7,988
	The Old Customs House	12,500	12,500	25,000	25,000	12,500
	Workshop	3,750	3,750	7,500	7,500	3,750
	Office Rent	3,588	3,588	7,175	7,175	3,588
		<b>72,338</b>	<b>72,338</b>	<b>144,675</b>	<b>144,675</b>	<b>69,826</b>
Footbridge	Footbridge WSCC	13,468	13,468	26,936	26,936	13,468
Work Boats		13,429	13,554	27,100	32,600	45,420
<b>TOTAL COMMERCIAL INCOME</b>		<b>109,160</b>	<b>120,167</b>	<b>240,320</b>	<b>223,544</b>	<b>151,245</b>
Leisure	Harbour Dues Leisure Craft	47,797	53,166	53,166	48,000	51,232
	Visitor Harbour Dues	4,732	5,050	5,050	5,050	4,646
	Commission Look and Sea	(138)	0	0	(138)	(45)
		<b>52,391</b>	<b>58,216</b>	<b>58,216</b>	<b>52,912</b>	<b>55,833</b>
Chargeable Services	Crane	0	1,752	3,500	3,500	2,086
	Labour	1,250	75	150	1,500	2,649
	Electricity Cards	576	78	150	750	124
	Office Services	0	0	0	0	0
	Supplies	0	25	50	0	483
	Fuel Sales	2,058	0	0	3,558	3,782
		<b>3,884</b>	<b>1,930</b>	<b>3,850</b>	<b>9,308</b>	<b>9,124</b>
Moorings & storage	Moorings	65,785	55,000	55,000	69,000	58,428
	Visitors Berths	5,641	5,757	5,757	5,757	5,394
	Boat Storage	820	1,500	3,000	1,000	1,686
		<b>72,246</b>	<b>62,257</b>	<b>63,757</b>	<b>75,757</b>	<b>65,508</b>
Income from Investments	Investment Interest	16	225	450	50	164
Misc Income		4,023	402	800	3,463	2,643
Rate Rebate		18,544	0	0	18,544	0
Asset Disposals		0	0	0		0
Loan WSCC		0	0	0		0
<b>TOTAL INCOME</b>		<b>260,264</b>	<b>243,197</b>	<b>367,393</b>	<b>383,578</b>	<b>284,517</b>



## LITTLEHAMPTON HARBOUR BOARD

**Report to:** Littlehampton Harbour Board

**Agenda item 8**

**Report on:** Outcome of the external audit of the 2016/17 Annual Return

**Report by:** Treasurer to the Board

For the 4<sup>th</sup> of December Board Meeting

At the June Board Meeting the 2016-17 Annual Return was presented and approved prior to its submission to the External Auditor PKF Littlejohn LLP. Section 3 of the return, the subject of this report, is the ***External Auditor's Certificate*** and it is in this section that the Auditor will detail any matters arising from the audit which in their opinion require to be addressed. No issues were raised and we have therefore the benefit of a "clean audit". The Auditor requires that this audit outcome is taken to the Board and in addition wishes the production of a minute "to show that the annual return has been approved and accepted by the Board".

### **RECOMMENDED:** that

- (a) The Board note the findings of external audit, i.e. no issues raised
- (b) That the Board approve and accept the completed and audited 2016/17 Annual Return

### Background papers

Section 3 of the audited Annual Return

Treasurer to the Board 13<sup>th</sup> November 2017

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

LITTLEHAMPTON HARBOUR BOARD

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report (W50081)

~~(Except for the matters reported below)~~\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

4/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## LITTLEHAMPTON HARBOUR BOARD

**Report to:** Littlehampton Harbour Board

**Agenda item 9**

**Report on:** Setting the 2018/19 Precept Levy

**Report by:** Treasurer to the Board

For the 4<sup>th</sup> of December Board Meeting

The Board normally reviews and adopts the following year's budget and charges at their December Meeting. The timing of this is set to coincide with the need for both Local Authorities to be aware of the Board's Precept Levy for incorporation into their budget setting process in January.

This year given the significant unknowns especially, but not limited to, the pending court settlement, the Board's Officers are recommending that the presentation of the 2018-19 Budget and Schedule of Charges is delayed into the new year when we will hopefully have more clarity. This will require the Board to waive standing orders.

However as emphasized above our Precepting Authorities will need a figure from us as part of their January budget setting process. The Board's Officers are therefore recommending that the precept should be based on the 2017/18 charge reduced by the clearance of a small PWLB loan which reduces the precept to £202,852, (£101,426 for each authority). Finance personnel of both Local Authorities have already been briefed on the reasons for the delay in presenting the budget and the potential financial implications of any settlement in or out of court.

### **RECOMMENDED:** that

- (a) The Board agree to waive standing orders relating to the setting of the Budget by the 31<sup>st</sup> December each year (WSSCC Act 1972)
- (b) The Board set a 2018/19 precept of £202,852 to be shared equally between Arun District Council and West Sussex County Council

Treasurer to the Board 17<sup>th</sup> November 2017