Littlehampton Harbour

Harbour Office
Pier Road
Littlehampton, West Sussex BN17 5LR
Tel: 01903 721215
Fax: 01903 739472

HARBOUR MASTER B Johnson BSc Hons
DEPUTY HARBOUR MASTER H Gregory M. Eng.
TREASURER C Braby ACMA, CGMA
ACTING CLERK J Bagshaw B.Ed, DMS

LITTLEHAMPTON HARBOUR BOARD
MEETING - MONDAY 3 DECEMBER 2018

To:

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

You are hereby summoned to the Board Meeting of the Littlehampton Harbour Board to be held on **Monday 3 December 2018** in **Committee Room 1, Arun District Council, Maltravers Road, Littlehampton** commencing at **1000 hours**.

John Bagshaw
Acting Clerk to Littlehampton Harbour Board

AGENDA

1. **Apologies**

2. **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:

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

3. **Public Questions (15 mins)** Members of the public may ask questions of Members and officers of the Harbour Board at meetings of the Harbour Board. 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 or addressed to the Clerk to the Board at the Harbour Office at least three clear days prior to the 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 the event 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.

Pg No

4. **Minutes of the Meeting held on 22 October 2018** 3-5
To confirm the Minutes of the Board meeting held on 22 October 2018 – circulated herewith.

5. **Harbour Operational Report** - report attached. 6-10

6. **Treasurer's Report** – report attached. 11-14

7. **Outcome for 2018/19, Budget 2019/20 and Schedule of Charges** – report attached 15-37

8. **Outcome of the External Audit 2017/18 Annual Return** – report attached 38-39

9. **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, the public and accredited representatives of the press and other media be excluded from the meeting on the grounds it involves the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.

10. **Minutes of the Exempt business from the meeting held on 22 October 2018** 40-41
To confirm the Exempt Minutes of the Board meeting held on 22 October 2018 – circulated herewith.

11. **Update on Estate and Legal Matters** – report attached 42-54

12. **Staffing Matters** – report attached 55-56

13. **Debit Card** – report attached 57

14. **Date of next meeting:** 7 February 2019

Agenda item 4

MINUTES OF THE MEETING OF THE LITTLEHAMPTON HARBOUR BOARD HELD IN COMMITTEE ROOM 1 AT THE ARUN DISTRICT COUNCIL CIVIC CENTRE, MALTRAVERS ROAD, LITTLEHAMPTON ON MONDAY 22nd OCTOBER 2018

Present:

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

In Attendance:

Mr C Braby, Treasurer to the Board
Mr Billy Johnson, Harbour Master
Mr P Richards, Notes Secretary

DRAFT

173 APOLOGIES

Apologies were received from, Councillor David Edwards, Councillor Roger Elkins, and Mr Will Chalmers (Clerk).

174 DECLARATIONS OF INTEREST

None received.

175 PUBLIC QUESTIONS

175.1 There were 5 members of the public present.

175.2 The Chairman advised that three written questions had been received and he invited the relevant member of the public to ask their question.

175.3 The Chairman advised that the written questions and answers would be posted on the Board's website.

176 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th AUGUST 2018

176.1 It was **RESOLVED** that the amended Minutes of the meeting held on 20th August 2018 (previously circulated) be approved and signed by the Chairman.

177 HARBOUR OPERATIONAL REPORT

177.1 The Board discussed operational issues and it was **RESOLVED** that: -

(a) The report be noted;
(b) The Harbour Master would review and update the risk assessment for collision (including near miss) between a small vessel and a vessel under pilotage;

(c) The Harbour Master would present a revised personal watercraft policy following consultation with the Personal Watercraft Partnership (PWP) to a future Board meeting; and
(d) The Harbour Master would review the placement of buoys adjacent to the swimming area off the East Beach.

178 HARBOUR STAKEHOLDER GROUP MEETING

178.1 The Board discussed the Stakeholder Group meeting and it was **RESOLVED** that: -

(a) The report be noted; and
(b) The current Board policy on written public questions remain unchanged.

179 PROPOSAL FOR LIAISON WITH MARINE VOLUNTEER SERVICE

179.1 The Board discussed the report and **RESOLVED** that: -

The Chairman, Vice Chairman and officers identify, explore and establish a relationship with the Maritime Volunteer Service.

180 TREASURERS REPORT

180.1 The Treasurer presented the report (previously circulated). The Board discussed the report and **RESOLVED** that: -

The report be noted.

181 REPORT ON ERICA'S PERFORMANCE

181.1 The Treasurer presented the report (previously circulated). The Board discussed the report and **RESOLVED** that: -

(a) The report be noted; and
(b) Other income generating opportunities for the Erica be pursued.

182 PILOTAGE CHARGES

182.1 The Treasurer presented the report (previously circulated). The Board discussed the report and **RESOLVED** that: -

(a) The report be noted;
(b) The Harbour Master review the Pilotage Sub-Committee minutes with regard to Simulator training; and
(c) The Treasurer and Harbour Master review potential towing charges and report back to the Board.

183 CONFIDENTIAL AND EXEMPT BUSINESS

183.1 It was **RESOLVED** 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.

DRAFT

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

184 MINUTES OF THE CONFIDENTIAL & EXEMPT BUSINESS FROM THE MEETING HELD ON 20 AUGUST 2018

It was **RESOLVED** that the confidential and exempt minutes of the meeting held on 20 August 2018 (previously circulated to Members of the Board only) be confirmed as a true record and signed by the Chairman.

The Chairman reported that the Clerk had resigned. He advised that an interim Clerk would be appointed and it was **RESOLVED** that the Chairman: -

(a) recruit an interim Clerk;
(b) review the terms of reference of the Clerk's duties; and
(c) organise a review of the terms and conditions for the Clerk.

185 ESTATE AND LEGAL MATTERS

It was **RESOLVED** that: -

The report be noted and that Board Members be informed of any material changes.

186 PILOTAGE ALLOWANCE

It was **RESOLVED** that: -

The Pilotage Allowance be increased and set at a flat rate per pilotage act.

187 HARBOUR REVISION ORDER

It was **RESOLVED** that: -

(a) The approved Sub-Committee be convened and entitled the Statutory & Governance Sub-Committee with the agreed Terms of Reference;
(b) Four Board Members be nominated. Members elected were Richard O'Callaghan, Roger Spencer, Cllr George Blampied and Tom Drennan. The Sub- Committee will meet, on a date to be agreed, to review the first draft proposals; and
(c) West Sussex County Council, Arun District Council and Littlehampton Town Council to be approached for co-option nominees.

The meeting closed at 12:35. The date of the next meeting is 3rd December 2018.

_____ CHAIR

DRAFT

Littlehampton Harbour

LITTLEHAMPTON HARBOUR BOARD

Agenda item 5.

NON CONFIDENTIAL

MEETING: LITTLEHAMPTON HARBOUR BOARD

DATE: 3 DECEMBER 2018

REPORT BY: HARBOUR MASTER

SUBJECT: HARBOUR OPERATIONAL REPORT

Commercial Activity

Pilotage/Commercial Shipping Trade

UMA Wharf			Railway Wharf		
Oct	2		Oct	0	
Nov	1	potential	Nov	0	as at 14th Dec 18

Leisure Trade

Town Quay		
Oct	94	
Nov	29	as at 14th Dec 18

Workboat

Oct	Worthing buoy collection (ERICA). Contract sheet pile inspection (WINDSONG).
Nov	Both boats involved in recovery of sunken vessel MUDLARK.

PMSC and Conservancy Duty

Survey

Bar	last conducted	30th Jan 18
Town Quay	last conducted	10th Feb 17
Complete Port survey (incl Bar)	last conducted	3rd Jun 16 – LHB Plot of data expected soon.

Aids to Navigation

Agreement with ADC Foreshore Office reached for purchase of 9 seasonal marker buoys for bathing beach demarcation during the summer.

Maintenance

Job #	Job Type	Asset	Title	Department	Due	Completed
73	Corrective	Erica	Repair overheated Erica capstan switch	Vessel Maintenance	05/11/2018	07/11/2018
33	Corrective	West Works	47 - Replace corroded connection plates with more new bolted plates	Harbour Maintenance	05/09/2018	06/11/2018
69	Corrective	Erica	Erica Port side navigation light not working	Vessel Maintenance	19/10/2018	06/11/2018
72	Corrective	West Works	103-104 Replace missing board	Harbour Maintenance	31/10/2018	06/11/2018
77	Corrective	Erica	Chocolate bar connector on non-functioning capstan switch has overheated	Vessel Maintenance	07/11/2018	06/11/2018
30	Corrective	West Works	105 - Replace broken top waling south of structure 105	Harbour Maintenance	05/09/2018	02/11/2018

71	Corrective	East Pier	Cut up and remove the 20ft hard wood timber loose at the nose of the East Pier before it does any damage	Harbour Maintenance	30/10/2018	30/10/2018
42	Corrective	West Works	18 to 21: Remove fallen beam between structures 18 and 20. Appears to be redundant anyway so cut away at S18.	Harbour Maintenance	05/09/2018	30/10/2018
38	Corrective	West Works	28 - Replace bolt on member W2 (2nd level of wailing from top).	Harbour Maintenance	05/09/2018	15/10/2018
54	Corrective	West Works	38 - Remove redundant cable.	Harbour Maintenance	06/09/2018	15/10/2018
59	Corrective	Workshop Exterior	Clean 'LHB Workshops' sign on road-facing side of building	Harbour Maintenance	04/10/2018	15/10/2018
61	Corrective	Pier Road Pontoons	Screws on aluminium runners on pier road moorings	Harbour Maintenance	11/10/2018	11/10/2018
60	Corrective	West Works	Spraypaint on numbers on every 5th west works structure using stencils provided	Harbour Maintenance	04/10/2018	11/10/2018
45	Corrective	Harbour Promenade	Promenade bench loose	Harbour Maintenance	05/09/2018	09/10/2018
57	Corrective	Office Car Park & Gardens	Public bench	Harbour Maintenance	18/09/2018	04/10/2018
40	Corrective	West Works	27 - Replace bolt on member W2 (2nd level of wailing from top)	Harbour Maintenance	05/09/2018	04/10/2018
28	Corrective	Dukes Wharf Pontoons	Bird scarer battery	Harbour Maintenance	04/09/2018	01/10/2018

Dredging

Shoal bank being monitored but not now expected to need dredging until spring. EA engaged in shingle recycling from first groyne area for emergency project at Elmer from 14th Nov.

Wreck and Abandonment

Two abandoned small craft and previously recovered wreck disposed of from Fisherman's Quay with ADC. Staff also heavily involved in raising and disposal of charter vessel ADELAIDE which sank in entrance 19th Oct 18. Vessel recovered to safe area same day and removed from harbour 28th Oct 18. Vessel MUDLARK wrecked up river 9th Nov recovered to Fisherman's Quay for disposal.

Local Notices to Mariners Published

13 of 2018 – Notice to Small Craft	Issued
14 of 2018 – Shore light interference with AtN	Issued
15 of 2018 – Canx of above	Issued
16 of 2018 – Marked wreck of Adelaide	Issued
17 of 2018 – Canx of above	Issued

Consents/Consultations

Section 43 Consents

Nil.

MMO/Trinity House Consultations

Nil

Environment

Debris from MUDLARK being gathered by harbour staff where possible at Slipway.

Safety

MarNIS Report

	Date	ID Code	Accident Category	Name			
	09/11/2018	LHP4115INV	Sinking and capsizing	015 of 2018 - Wreck and Abandonment of MUDLARK			
	19/10/2018	LHP4114INV	Sinking and capsizing	014 of 2018 - ADELAIDE collision with West Works and sinking in harbour entrance			
	01/10/2018	LHP4112IVD	Impact with Structure	012 of 2018 - SEA RUBY unberthing manoeuvre			
	01/10/2018	LHP4113CLO	Collision ship - ship	013 of 2018 - CQS SEA RUBY outbound with Yacht DANSK			

Staffing/Training

New staff have now completed chainsaw, marine knuckle boom, working at height, MCA approved workboat stability and abrasive wheel training courses as required. Slinger signaller and firefighting training remain outstanding.

Maritime Volunteer Service

Meeting with MVS representative scheduled for 16th Nov.

Joint Rescue services interoperability day

Harbour staff exercised with teams from HMCG, WSFRS and the RNLI with the aim of improving responses to on water incidents in the harbour.

Property

Remedial works at OCH now completed by our contractor. Now awaiting tenant's completion of dilapidation works.

Signage

Review of signage within the harbour has now taken place with revised signage plan approved and to be in place prior to 2019 season.

News and Activity on the River

Wrecked and abandoned boats have taken up a considerable amount of harbour resource over the last few weeks. Modern powers to address this sort of issue are contained in the draft HRO which is currently with our solicitors.

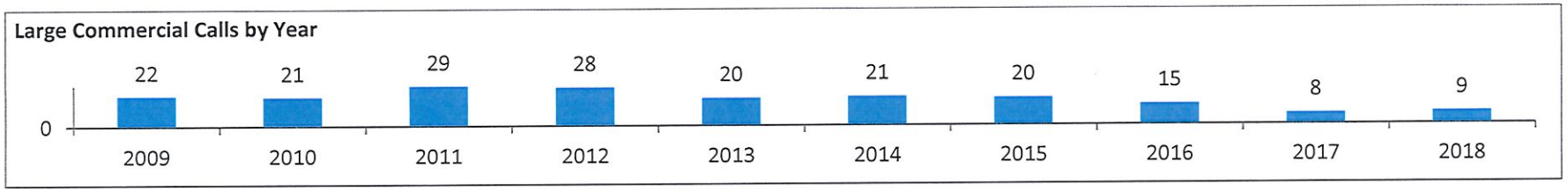
Recommendation

It is recommended that the Board notes this report.

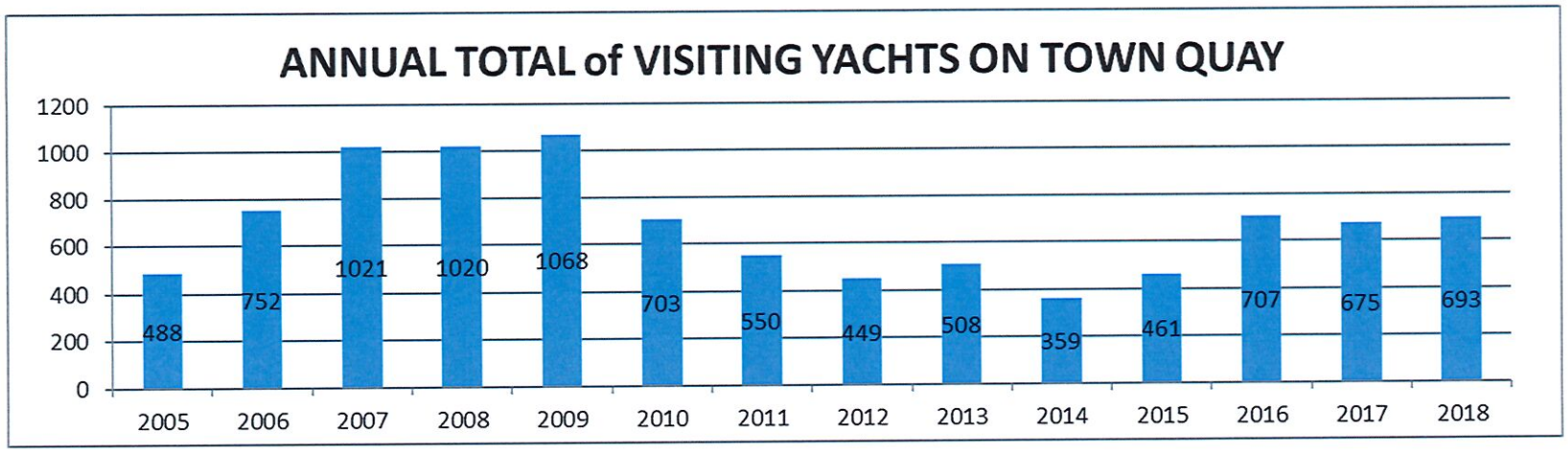
Commercial Shipping

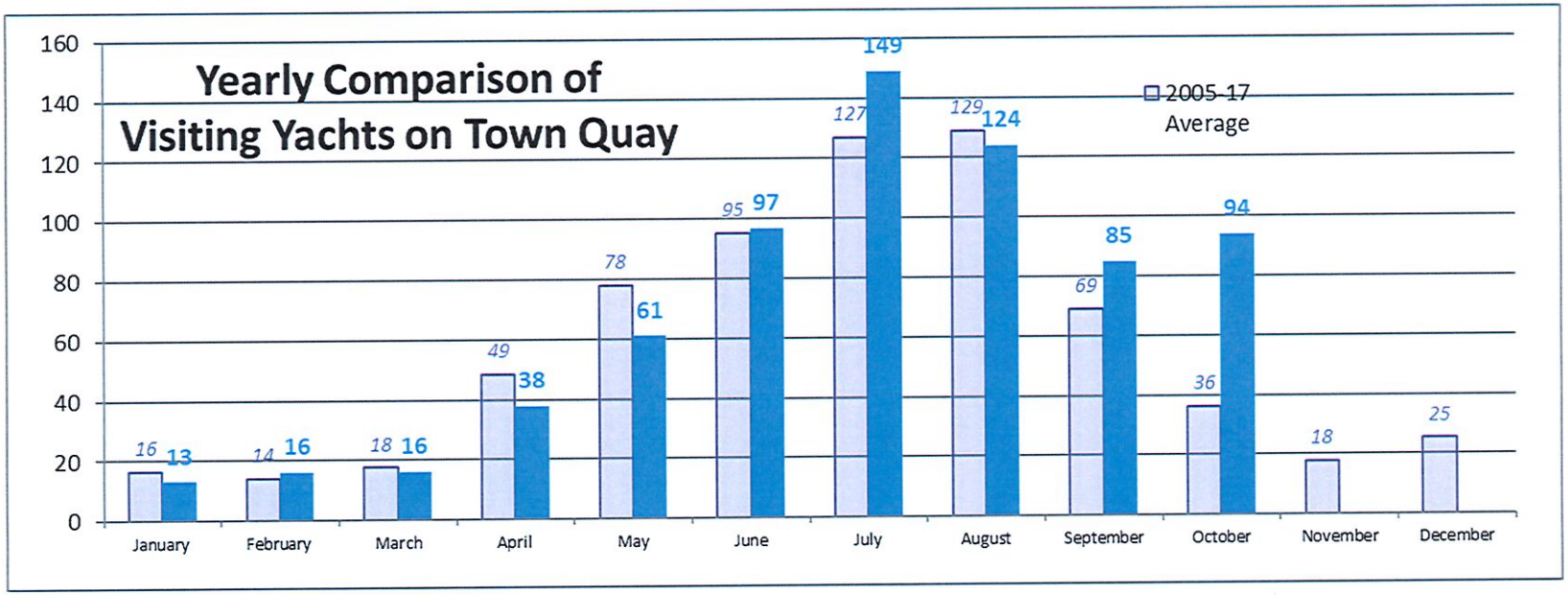
Totals for Financial Year 2018/19

No of Ships	Month	GRT	Gt Dues (£)	Cargo Dues In (£)	Pilot Boat and Mooring Service	Cargo Total	Pilotage and HDsTotal	Total Commercial
		0.5059						
2	April	3024	1529.84	1793.46	£3,272.00	1,793.46	9,458.80	11,252.26
2	May	2594	1312.30	1388.84	£3,272.00	1,388.84	8,579.06	9,967.91
1	June	1297	656.15	693.38	£1,636.00	693.38	4,289.53	4,982.92
1	July	1392	704.21	723.38	£1,636.00	723.38	4,483.89	5,207.28
2	August	2510	1269.81	1417.36	£3,272.00	1,417.36	8,407.21	9,824.56
0	September	0	0.00	0.00	£0.00	0.00	0.00	0.00
2	October	2662	1346.71	1308.88	£3,272.00	1,308.88	8,718.19	10,027.07
	November		0.00	0.00	£0.00	0.00	0.00	0.00
	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
10			£6,819.03	£7,325.30	£16,360.00	£7,325.30	£43,936.69	£51,261.99



Leisure Visitors





Littlehampton Harbour

LITTLEHAMPTON HARBOUR BOARD

Agenda item 6.

NON CONFIDENTIAL

MEETING: LITTLEHAMPTON HARBOUR BOARD

DATE: 3 DECEMBER 2018

REPORT BY: TREASURER TO THE BOARD

SUBJECT: TREASURER'S REPORT

1. Income and Expense to the end of September 2018

Included in this report are the Income and Expenditure Statement and the Income analysis both to the end of September 2018.

2. Summary

Income overall was above budget by £25,887, increases in commercial shipping visits and a rental increase for Railway Wharf were offset by lower than planned income from work boats and moorings. Operational expense was marginally ahead of budget principally due to the unbudgeted cost of pilotage training for the new deputy.

	Actual to Sept £	Budget to Sept £	Budget Year £	This time last Year £
Operational Income	277,733	264,602	390,883	237,681
Other Income	2,898	500	1,000	4,023
Prior Year's rent	10,250	0	0	0
Rate Rebate				18,544
Interest	158	50	100	16
Operational Expense	(247,084)	(243,123)	(437,828)	(220,878)
Capital	(0)	(0)	(10,000)	(0)
Loan repayments	(92,511)	(92,512)	(164,810)	(93,291)
Precept Income	292,852	292,852	292,852	294,413
Surplus/(deficit)I	244,296	223,370	72,197	150,508

Operational income- Operational income at £277,733 was above budget by £13,131. ***commercial shipping*** continues to run well above budgeted expectations with 9 ships visits to date against a budget for the total year of 6, additional income for the commercial shipping operation to date amounts £19,289 An increase in ***rental income from Railway Wharf*** following a new 5 year agreement at a rental charge of £104,500 pa, generates an additional £10,250 from October 2017 to March 2018, (shown above as prior year's rent), and a further £10,250 gain over budget for the first 6 months of this financial year. ***Work Boat income*** is currently £7,608 below budget expectations. ***Leisure income*** has fallen short of budget by £10,544 of which ***mooring fees*** currently are below budget by £10,299. Unfortunately two long stay customers are currently unwell and have been unable to deal with the settlement of their bills, it is feared that at least one or possibly both boats will ultimately be lost to the harbour.

Operating expense i.e. before loan repayments amounted to £247,084 above budget by

£3,961. Variances of note against budget are ***employee costs*** up by £2,385, (recruitment costs), and ***training*** up by £4,781, (Pilotage training for the new Deputy).

Comparison with last year

Commercial shipping and rental income is significantly ahead of this time last year. Operational expense increases over last year by £26,000. Significant items were, Legal and Professional £9,700, IT £4,000 and Training £8,000

3. RECOMMENDATION

3.1 It is recommended the report be noted.

Littlehampton Harbour Board

Income and Expenditure Statement to the end of September 2018

	To end of Sept 2018	Budget to end of Sept 2018	2017/18 Budget	This time Last Year
	£	£	£	£
Income				
Commercial Income	132,377	102,838	205,674	95,731
Leisure Income	129,320	139,864	138,319	124,637
Chargeable Services	1,577	2,650	8,390	1,826
Work Boats	11,642	19,250	38,500	13,429
Fuel Dispensing	2,816	0	0	2,058
Misc Income	2,899	500	1,000	4,023
Rate Rebate	0	0	0	18,544
Prior Year's Rent	10,250	0	0	0
Investment Income	158	50	100	16
Total Income	291,039	265,152	391,983	260,264
Expenses				
Employee Costs	127,390	125,005	245,007	125,410
Services to the Board	7,937	8,637	18,724	6,326
Legal and Professional Services	14,912	18,815	33,630	5,191
Repairs and Maintenance				
Premises	7,316	6,818	13,636	5,390
Moorings	374	690	1,380	1,703
Harbour Structures	531	1,635	3,269	1,199
Navigational	6,636	6,750	13,500	6,384
Boats and Vehicles	9,297	8,414	16,828	11,363
Equipment Hire	1,035	1,750	3,500	0
Administration				
Rent and Rates	5,925	6,061	9,161	5,776
Utilities	1,368	1,350	2,700	677
Printing, Postage and Stationery	1,821	1,525	4,550	1,776
Insurance	32,976	31,702	31,702	30,383
IT	10,578	8,711	12,721	6,531
Telephone	602	700	1,400	645
Training	9,644	4,863	9,725	1,516
Bank and Credit Card Charges	2,933	2,600	4,200	2,908
Other Administrative	4,912	7,097	12,195	5,002
Recoverable costs	897	0	0	2,698
Total Expenses	247,084	243,123	437,828	220,878
Loan and interest payments- PWLB	72,686	72,687	144,985	73,466
Loan and interest payments- WSCC	19,825	19,825	19,825	19,825
Capital	0	0	10,000	0
Total Expense	339,595	335,635	612,638	314,169
Precept	292,852	292,852	292,852	204,413
(Deficit)/Surplus	244,296	222,369	72,197	150,508

LITTLEHAMPTON HARBOUR BOARD

2018/19 Financial Year

		2018/19 Actual to Sept	2018/19 Budget to Sept	2018/19 Budget	This Time Last Year
INCOME	Description	£	£	£	£
Commercial Vessels	Harbour Dues	5,472	2,295	4,590	2,228
	Cargo Dues	6,016	2,641	5,282	3,713
	Pilotage Service	14,514	7,014	14,027	2,192
	Pilot Boat and Mooring Service	10,144	4,907	9,814	1,792
Commercial Shipping		36,146	16,857	33,713	9,925
Commercial Rents	Railway Wharf (Tarmac)	52,250	42,000	84,000	42,000
	UMA Wharf	10,500	10,500	21,000	10,500
	The Old Customs House	12,500	12,500	25,000	12,500
	Workshop	3,925	3,925	7,850	3,750
	Office Rent	3,588	3,588	7,175	3,588
		82,763	72,513	145,025	72,338
Footbridge	Footbridge WSCC	13,468	13,468	26,936	13,468
Work Boats		11,642	19,250	38,500	13,429
TOTAL COMMERCIAL INCOME		144,019	122,088	244,174	109,160
Leisure	Harbour Dues Leisure Craft	53,558	53,250	53,250	47,797
	Visitor Harbour Dues	5,078	5,468	5,468	4,732
	Commission Look and Sea	(163)	0	0	(138)
		58,473	58,718	58,718	52,391
Chargeable Services	Crane	1,287	1,750	3,500	0
	Labour	43	750	1,500	1,250
	Electricity Cards	64	150	300	576
	Office Services	0	0	0	0
	Supplies	183	0	0	0
	Fuel Sales	2,816	0	0	2,058
		4,393	2,650	5,300	3,884
Moorings & storage	Moorings	61,883	73,140	73,140	65,785
	Visitors Berths	6,055	6,461	6,461	5,641
	Boat Storage	2,909	1,545	3,090	820
		70,847	81,146	82,691	72,246
Income from Investments					
	Investment Interest	158	50	100	16
Misc Income		2,899	500	1,000	4,023
Rate Rebate		0	0	0	18,544
Prior Year's rental income		10,250	0	0	0
TOTAL INCOME		291,039	265,152	391,983	260,264

Littlehampton Harbour

LITTLEHAMPTON HARBOUR BOARD

NON CONFIDENTIAL **Agenda item 7**

Report to: Littlehampton Harbour Board

Report on: **Outcome for 2018/19 and the 2019/20 Budget and Schedule of Charges**

Report by: Treasurer to the Board

Date: 3 December 2018

Introduction and Summary

Forecast Outcome for 2018/19

The forecast outcome for this current year moves from a budgeted surplus of £22,000 to little better than break even after applying £8,341 to reinstate the statutory minimum general reserve figure of £35,000. All this has been brought about by a number changes and events not foreseen when the Budget was compiled late last year. At the time of writing this report the challenge to the 2018/19 harbour dues under Section 31 of the Harbours Act remains unresolved. As this process is still in its early stages it is unlikely that the DfT will hand down a judgement before March 31st 2019 the end of our Financial Year. The 2018/19 charge therefore remains in place until a judgement is handed down and the 2019/20 budgeted harbour dues are calculated on the existing 2018/19 charge plus a CPI uplift of 2.4%.

.

SIGNIFICANT FORECAST CHANGES TO 2018/19 BUDGET	£
Increased Income	28,750
Groyne reserve not required	50,000
Capital Reserve cancelled	10,000
Salary and related cost increases	(12,495)
Pilotage training (new deputy)	(6,750)
Harbour Revision Order	(30,000)
Old Customs House floor replacement	(35,000)
Sheet pile inspection	(15,221)

With regard to the 2019/20 budget, income falls against this year's forecast by £8,000 but expense, before loans and interest also falls by £47,000.

The financial picture for both 2018/19 and 2019/20 is set out in the table below

2018/19 Outcome and 2019/20 Budget Summary

	2017/18 Actual £	2018/19 Budget £	2018/19 Forecast £	2019/20 Budget £
Operational Income	365,737	391,883	410,083	412,717
Investment Income	69	100	400	400
Prior Year Income	18,544	0	10,250	0
TOTAL INCOME	384,350	391,983	420,733	413,117
Operational Expense	(411,924)	(437,828)	(539,522)	(452,765)
Court Costs and settlement claims	(88,406)	(0)	(0)	(20,000)
Infrastructure Reserve		(50,000)	(0)	(20,000)
Loan repayments	(164,368)	(164,810)	(164,810)	(162,364)
Capital	(0)	(10,000)	(0)	(20,000)
Precept	204,413	292,852	292,852	262,012
Surplus/(deficit)	(75,935)	22,197	9,253	(0)

The 2019/20 Budget as submitted has the following assumptions:

- **Charges** and expenses have been increased by the annual CPI to September of 2.4%
- An **infrastructure reserve** of £20,000 has been budgeted to go some way to meeting the recommendations of the Black and Veatch report in September 2015, that by 20/21 reserves of £50,000 would be needed for major replacement/refurbishment of infrastructure
- With regard to **adequate financing of the pilotage service**, the principal of sliding charges tied to the number of ship visits continues in 2019/20. However for a number of reasons the costs of providing the pilotage service rise well above inflation in the budget year so charges have been increased accordingly.
- In the case of the **Old Customs House, the rental income** remains at £25,000 per annum. The existing tenant has undertaken to find a replacement on the same terms as apply now with all costs incurred being borne by the existing tenant.

Income

- **Leisure harbour dues** rise by the annual CPI to September of 2.4%.
- **Commercial shipping income** is based on 15 ship visits in the year all forecasted to be medium sized vessels at an average Gross Tonnage (GT) of 1250 (previously1512) and an average cargo weight of GT1600 (previously 2125). This downsizing of the average craft and its cargo has an adverse knock on effect on both cargo dues and pilotage income in 2019/20
- **Workboat** Income from 3rd parties in the budget year is assumed to generate a net profit sufficient to finance the annual loan repayment to WSCC.
- The base **Precept** for the year is £262,012, £30,000 less than the 2018/19 Precept.

Expense

- This report seeks Board consent to uplift **salaries and allowances** (except Pilotage Acts) by the annual CPI inflationary movement of 2.4%. This uplift has been included in the budget, there are no incremental increases proposed for the budget year but the working hours allowance for the Clerk has been significantly increased to more realistically reflect the time required to adequately perform the role.
- No changes to the establishment are budgeted.
- **Pension contributions** remain at 19.3% and it is assumed that National Insurance rates will not rise. A number of posts have been filled this year and all new employees have taken up the option to join the pension scheme, this has increased the Board's pension costs considerably. **"On costs" now stand at an average of 28% per employee**
- **Harbour Infrastructure spend** for both maintenance and planned work is based on the adopted engineering plan. The groyne at the harbour entrance which was damaged in January 2017 still remains buried and no financial contribution from the Board to its possible reinstatement is included in this budget pending further discussions with Natural England and the EA.

Capital

£20,000 is allocated for the replacement of the Board's vehicle which has now gone beyond its useful life and is starting to incur major repair costs. The current vehicle (first registered in March 04) was purchased second hand and the replacement will likewise be a used vehicle.

Forecast Outcome for the current financial year to 31 March 2019

Income is projected at £420,000 an improvement of £28,000 over the original budget. Of this increase **rental income from Railway Wharf** accounts for £30,750. The number of **commercial ship visits** is increased from 6 to 15, however the vessels currently visiting are of a much lower gross tonnage and cargo capacity than that budgeted thus limiting the amount of additional income that will be derived from such a substantial increase. The net gain from commercial shipping activity is £6,426. ***Work boat income*** falls by £15,000 although the forecast income will be sufficient to service "ERICA'S" debt. It has to said that forecasting 3rd party income is extremely difficult as we do not have much in the way of forward planned work, most of the income tends to be derived from ad hoc demand for our services. Nevertheless, we are making increased efforts to market our services outside the harbour.

Operational expense at £539,000 increases by £102,000 above Budget. The principal contributors are highlighted at the beginning of this report namely **employment costs** up by £12.000. (Increases in contractual hours worked £6,000 and pension contributions by £4,000). **Training** includes the unbudgeted costs of Pilotage training for the new Deputy, (£6,750) ***Legal and professional costs*** include £30,000 for a Harbour Revision Order, (funded by increased rental income), and an inspection of the sheet piling costing a further £15,000, (part funded by the reversal of the reserve of £50,000 for the repair of the groyne at the harbour entrance). **Premises repair and maintenance** costs rise by £35,000, (replacement floor for the Old Customs House part funded by reversing the reserve for the repair to the groyne at the harbour entrance).

2019/20 Budget

Income

Income amounts to £413,000, £8,000 below the 2018/19 forecast. ***Commercial shipping*** is budgeted at 15 ships in line with the 2018/19 forecast. As highlighted earlier in this report whilst the ship visits are expected to remain buoyant, at least in comparison with recent years, the size and capacity of the ships has reduced thus limiting the benefit of increased trade. The increase in pilotage charges generate a further £4,000 over forecast but this only offsets the increased cost of operating the Pilotage Service. ***Work Boat Services*** increase over last year by £4,000.
Leisure Harbour Dues increase by 2.4%, (CPI)
Mooring income declines by £6,000 reflecting the loss of some long stay customers.
Miscellaneous Income declines significantly with last year's back rental charge being a one off.

Expense

Expense decreases over 2018/19 by £47,000, significant variances to arrive at this are:

- ***Employee costs*** rise by £28,000. An inflationary increase of 2.4% raises costs by £3,800, and all Pilotage Acts, now being paid at a set rate per act, increases costs by £933, pension costs increase by £7,498 reflecting all new employees joining the scheme. NI increases by £2,263. Increases in the number of weekly hours for the Clerk escalates costs by a further £8,698 and the full year impact of new joiners accounts for a further £5,100. Salary on costs i.e. pension and NI represent 28% of employment costs.
- ***Legal and Professional costs*** reduce by £44,000 over 2018/19 the main impact being the charging of £30,000 in 2018/19 for the Harbour Revision Order and the steel piling inspection. for £15,000. Despite this reduction, £20,000 is budgeted to deal with on-going challenges to the Board's charges and related costs.
- ***Repairs and Maintenance*** down by £22,000:
  Premises falls by £38,000 (Old Customs House floor replacement in 2018/19 £35,000).
  Harbour Structures increase by £21,000, (£20,000 reserve per Black and Veatch report).
- ***Training*** falls by £9,000 over 2018/19 due to the pilotage training for the new deputy in 2018.
- ***Other administrative*** reduce by £7,000, furniture and equipment and debt collection costs in 2018/19 not repeated.

Loans and interest payments reduce very slightly over the current year as some minor loans are cleared.

Capital- Replacement vehicle planned in 2019/20, (£20,000)

Charges for 2019/20

As outlined in the opening comments to the 2018/19 Forecast and the 2019/20 budget commentary, with the exception of pilotage all charges increase by the annual CPI rate of 2.4%.

RECOMMENDED

(a) That the Board note the forecast revisions to the 2018/19 Budget and authorise the Treasurer to vire income and expense among the relevant budget categories

(b) The Board approve an uplift to salaries and allowances by the annual rate of CPI which is 2.4%

(c) The Board approve the 2019/20 Budget and consequent precept of £262,012 to be shared equally between West Sussex County Council and Arun District Council

(d) The Board approve the 2019/20 schedule of charges as presented.

Supporting papers

Schedule of charges for 2019/20 — Treasurer to the Board 12-11-2018

Littlehampton Harbour Board

2018/19 OUTCOME AND 2019-20 BUDGET

	2017/18 Actual	2018/19 Budget	2018/19 Forecast Outcome	2019/20 Budget
	£	£	£	£
Income				
Commercial Income	214,634	244,174	251,933	264,653
Leisure Income	143,269	146,709	150,981	146,064
Other Miscellenous	4,446	1,000	3,500	2,000
Investment Income	69	100	400	400
Fuel Dispensing	3,388	0	3,669	0
Rate Rebate	18,544	0	0	0
Prior Years Rent	0	0	10,250	0
total income	384,350	391,983	420,733	413,117
Expenses				
Employee Costs	246,266	245,007	257,502	285,195
Services to the Board	15,170	18,724	18,524	19,138
Legal and Professional Services	110,626	33,630	74,394	30,540
Repairs and Maintenance				
Premises	12,847	13,766	48,972	10,796
Moorings	1,967	1,250	1,150	1,250
Harbour Structures	3,443	53,269	2,600	23,300
Navigational	13,114	13,500	15,495	12,900
Boats and Vehicles	17,765	20,328	17,613	18,663
Fuel dispensing purchases	3,029	0	3,261	0
Adminstration				
Rent and Rates	6,588	9,161	8,988	9,418
Utilities	2,613	2,700	3,385	3,100
Printing, Postage and Stationery	4,731	4,550	5,459	5,105
Insurance	30,383	31,702	34,976	35,000
IT	8,665	12,721	13,315	16,488
Telephone	1,407	1,400	1,350	1,350
Training	2,204	9,725	14,504	5,080
Bank and Credit Card Charges	3,761	4,200	4,225	4,325
Other Administrative	12,431	12,195	12,912	11,117
Recoverable Costs	3,320	0	897	0
Total Expenses	500,330	487,828	539,522	492,765
Loan and interest payments	164,368	164,810	164,810	162,364
Capital	0	10,000	0	20,000
Total Expense	664,698	662,638	704,332	675,129
Surplus/(deficit)	(280,348)	(270,655)	(283,599)	(262,012)
Precept	204,413	292,852	292,852	262,012
Total Surplus/ (Deficit)	(75,935)	22,197	9,253	0
B/Fwd reserves from previous year	67,594	(8,341)	(8,341)	912
Net surplus/(Deficit)	(8,341)	13,856	912	912

LITTLEHAMPTON HARBOUR BOARD

Outome for 2018/19 and the 2019/20 Budget

		2017/18 Actual	2018/19 Budget	2018/19 Forecast	2019/20 Budget
INCOME	Description	£	£	£	£
Commercial Vessels	Harbour Dues	4,182	4,590	9,486	9,714
	Cargo Dues	5,735	5,282	9,965	10,204
	Pilotage Service	3,988	14,027	11,000	14,094
	Pilot Boat and Mooring Service	5,634	9,814	9,688	10,680
Commercial Shipping		19,539	33,713	40,139	44,692
Commercial Rents	Railway Wharf (Tarmac)	84,000	84,000	104,500	104,500
	UMA Wharf	21,000	21,000	21,000	21,000
	The Old Customs House	25,000	25,000	20,833	25,000
	Workshop	7,446	7,850	7,850	7,850
	Office Rent	7,175	7,175	7,175	7,175
		144,621	145,025	161,358	165,525
Footbridge	Footbridge WSCC	26,937	26,936	26,936	26,936
Work Boats		23,537	38,500	23,500	27,500
TOTAL COMMERCIAL INCOME		214,634	244,174	251,933	264,653
Leisure	Harbour Dues Leisure Craft	47,546	53,250	55,000	56,320
	Visitor Harbour Dues	5,659	5,468	6,000	6,144
	Commission Look and Sea	(147)	0	(163)	0
		53,058	58,718	60,837	62,464
Chargeable Services	Crane	3,204	3,500	3,861	3,500
	Labour	3,964	1,500	1,000	1,000
	Electricity Cards	1,215	300	100	100
	Office Services	0	0	0	0
	Supplies	878	0	183	0
	Fuel Sales	3,388	0	3,669	0
		12,649	5,300	8,813	4,600
Moorings & storage	Moorings	70,705	73,140	74,000	70,000
	Visitors Berths	6,239	6,461	7,000	7,200
	Boat Storage	4,006	3,090	4,000	1,800
		80,950	82,691	85,000	79,000
Misc Income		4,446	1,000	3,500	2,000
Rate Rebate		18,544	0	0	0
Prior Years Rent		0	0	10,250	0
Investment Interest		69	100	400	400
TOTAL INCOME		384,350	391,983	420,733	413,117

LITTLEHAMPTON HARBOUR PILOTAGE SLIDING SCALE OF CHARGES FOR 2019/20

Number of Annual Visits	Pilot Boat and pilot per act	Mooring and unmooring per act	Pilotage rate per GT per act with pilot	Simulator
	£	£	pence	£3,500
6	442	442	82	Included
7	387	387	73	included
8	342	342	65	included
9	270	270	51	N/A
10	246	246	47	N/A
11	229	229	44	N/A
12	215	215	41	N/A
13	200	200	40	N/A
14	190	190	38	N/A
15	178	178	36	N/A
16	172	172	35	N/A
17	166	166	33	N/A
18	164	164	31	N/A
19	161	161	30	N/A
20	159	159	29	N/A
21	157	157	27	N/A
22	155	155	26	N/A
23	153	153	25	N/A
24	152	152	24	N/A

Littlehampton Harbour

Schedule of Charges, Fees and Dues for the Period

1st April 2019 to 31st March 2020

Approved by the Littlehampton Harbour Board and made in amendment to parts I to VI of the Third Schedule of the Littlehampton Harbour and Arun Drainage Outfall Act 1927.

DRAFT

Harbour Office
Pier Road
Littlehampton
West Sussex
BN17 5LR
(01903) 721 215
harbour@littlehampton.org.uk

Littlehampton Harbour

Part 1: Introduction

- All charges, fees and dues are subject to the current/appropriate value added tax (VAT) which is included in the price, except where indicated.

- Harbour due charges relate to the period 1st April to 31st March.

- Seasonal charges only, where applicable relate to the periods:
  Summer - 1st April – 30th September
  Winter - 1st October – 31st March

- Payment terms, as stated on all account invoices are 30 days from the date of issue. Payment of the charges may be required in advance of the service being taken up. Credit and debit cards facilities and online facilities are available either online, at the harbour office or over the phone.

- All annual payments connected with these conditions are made for the year commencing as listed above.

- No refund is made for a part of a year whether the facility or service ceases to be used or enjoyed during the relevant year.

- The appropriate rate shown on the Littlehampton Harbour Board's (LHB) schedule of charges will be applicable to all services rendered, whether or not made known specifically to the customer prior to rendering the service.

- **Penalty for evading payment of charges** – Section 43 (Harbour, Docks and Pier Clauses Act 1847), if the master of any vessel or the owner of any goods evades payment of the rates payable to the undertakers in respect of such vessel or goods, or any part thereof, he shall pay them three times the amount of rates of which he so have evaded the payment, and the same shall be recovered from such master or owner respectively in the same manner as penalties imposed by this Act are directed to be recovered, or by action in any court of competent jurisdiction.

- Failure to notify the harbour office of arrival or departing the harbour without paying harbour charges will be construed as an attempt to evade the payment of harbour charges.

- All lengths are referred to a length overall (LOA). This includes bowsprit, pushpit, stern davit and/or bumpkin etc as determined by the Harbour Master or authorised officers.

- Application for and acceptance of a mooring, berth, compound space or other facility, is at the discretion of the Harbour Master and implies the acceptance of the rate of charge currently in force and of the conditions of issues including that the Board and its staff indemnified against any claims arising from or in connection with such berth or facility, save only as the authority may be liable under the Unfair Contracts Terms Act 1977.

- The lawful orders or Directions of the Harbour Master and any other authorised officers of the Littlehampton Harbour Board must always be obeyed promptly.

- No facility granted may be shared, assigned or sub-let without the prior consent of the Harbour Master in writing and further charges may apply.

- The LHB has the right to exercise a general lien upon any vessel, and/or her gear and equipment, whilst in or upon the harbour premises, or afloat, until such time as the monies due to the Board from the applicant in respect of such vessel whether on account of storage or mooring charges or otherwise, shall be paid.

- No person shall use a mooring to place a vessel of a different size than that applied for without the applicant obtaining the approval of the Harbour Master in writing.

- In the event of the applicant selling or otherwise disposing of the vessel authorised to use the mooring, the Harbour Master must be notified in writing.

- The Harbour Master may vary these charges and / or levy additional charges in respect of anything done or provided by, or on behalf of, the harbour authority in accordance with the Harbour Act 1964 and all powers delegated to the Harbour Master by the Littlehampton Harbour Board.

Part 2: Definitions

- *Limits of the Harbour.* The area of jurisdiction for the Littlehampton Harbour Board as the statutory harbour authority extends from the old road bridge in Arundel to approximately one hundred feet due south of the western pier at the harbour entrance and extending five hundred yards east and west of the breakwaters, as defined in the Littlehampton Harbour Revision Order of 2015.

- *Pilotage.* Pilotage is compulsory within the area of jurisdiction defined in the Littlehampton (Pilotage) Harbour Revision Order 1988 for vessels 60 gross tonnes and over, vessels of 20 metres or more in overall length carrying more than 12 passengers, any vessel engaged in towing or pushing where the combined tonnage exceeds 60GT and any vessel greater or equal than 20m suffering from a defect or deficiency that effects its ability to navigate or comply with the requirements of the COLREGGS or STCW requirements.

- *Pilotage exemption certificates (PEC).* Under section 8 of the Pilotage Act 1987 the Harbour Master has delegated powers to issue pilotage exemption certificates.

- *Work within the Harbour.* The loading, discharging, transport, carriage, storing or accommodation of goods, cargo, dry, liquid or gaseous commodities, livestock or passengers. The carrying out of any project for any purpose including but not limited to photographic, film or other artistic work on or by any vessel. Dredging, bed levelling, diving, pile driving or removal, laying or recovering an underwater cable or pipeline. Laying, maintenance, survey or

recovery of mooring anchors, ground tackle, risers or buoys. Surveying, scientific research, water sampling or core sampling and drilling in to the river bed for any purpose. Any other project resulting in the construction or removal of any structure or the alteration of the harbour bed or infrastructure. Operations carried out by HM Customs, Immigration, UKBF, Police and fisheries patrols but excluding firefighting and search and rescue operations.

- *Passenger.* Any person carried that is not essential to the running of the vessel or any person who has paid to be transported, accommodated or trained on the vessel on which he/she is embarked.

- *Commercial vessels.* Recreational vessels of 50m LOA and over. Vessels used for the carriage of cargo and all other vessels, including Navy vessels, dredgers, workboats, tugboats, barges, and pilot boats used for any purpose other than recreation except motor fishing vessels as defined below.

- *Recreational vessels.* Any vessel <50m LOA used solely for the purpose of recreation and leisure use.

- *Motor fishing vessels.* A registered motor fishing vessel licensed by the Government department responsible for fisheries and displaying a bona fide fishing number, the owner/master/operator of which is engaged in commercial fishing for his sole or main income.

- *Boats in club compounds.* Vessels associated with a recognised club, association or other organisation in the Littlehampton Harbour limits which are permanently stored in compound storage ashore at the premises of that club and do not have a permanent mooring in the harbour.

Part 3: Harbour Dues

- Harbour Dues are payable on all vessels entering, within or leaving the Harbour. Harbour Dues relate to a particular vessel and are not transferable. It is not Board policy to give refunds or partial refunds for Harbour Dues. An adhesive valid plaque and/or receipt is supplied as evidence that Harbour Dues have been paid. This valid plaque must be prominently displayed on the vessel for which it is issued. Vessels not displaying an appropriate plaque will be deemed not to have paid Harbour Dues.

- Harbour Due plaques that are lost, mislaid or stolen must be reported to the Harbour Office as soon as practical. Replacement plaques will be charged at the full rate applicable to vessels up to 5m.

- Bona-fide tenders up to 3m in length are covered by the payment of Harbour Dues on the parent vessel. Such tenders must be clearly and uniquely identifiable. Only one tender per vessel is covered in this way. Tenders may only be used for transport to and from the parent vessel and/or mooring. Craft of 3.0m and under which are not bona fide tenders will attract Harbour Dues at the rate appropriate to their length, as specified in the Board's scale of charges.

Littlehampton Harbour

- Small vessels of 5m LOA or under for which the only means of propulsion is either oars or paddles and which are not normally berthed within the limits of the Harbour are exempt from the payment of Harbour Dues.

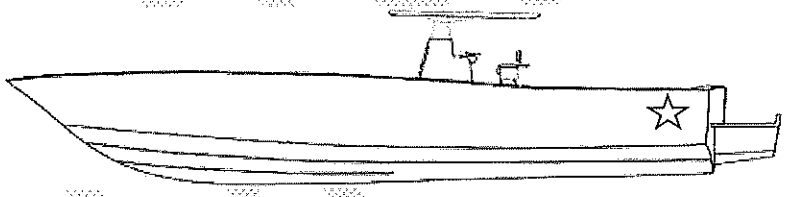
- Safety and or rescue vessels may be exempted from Harbour Dues by agreement with the Harbour Master. Except that all RNLI vessels will be exempt from the payment of Harbour Dues and mooring fees. HM Ships, Customs, UKBF and Excise vessels and craft in the service of Trinity House may be exempt from the payment of harbour charges.

- At the discretion of the Harbour Master, harbour charges may be offered at concessionary rates for the vessels taking part in organized events within the harbour limits if permission is sought and granted in advance of the event and the names and lengths of the vessels involved are made available to the Harbour Master.

- All rates of Harbour Dues are made payable in advance, no refunds will be given. To qualify for daily rates, payment must be made at the time of launch. Failure to pay daily or monthly Dues in advance will automatically result in owners being charged at the annual rate.

- All harbour plaques assigned to a vessel are non-transferable are to be affixed to the port side aft of the vessel.

- Time spent chasing harbour dues costs the Harbour Board time, effort and money. The Littlehampton harbour board reserves the right to make a charge for debt recovery administration.



Part 4: Non-commercial vessels

- Charges are levied according to length per annum thereof expiring 31st March the following. Prices are inclusive of VAT unless otherwise stated.

- Payment of Annual Harbour Dues must be signified by the display of the Harbour Board 'Plaque' for the appropriate term which will be issued when payment is made. Failure to display a valid plaque or displaying a plaque issued in respect of another vessel will be taken as an attempt to evade the payment of Harbour Dues.

- Boats in club compounds will be liable for the full annual rate if moored in the Harbour without the prior consent of the Harbour Master.

Littlehampton Harbour

- Boats moored north of the Old Town Bridge in Arundel are not liable for Harbour Dues.
- Visiting vessels up to 6.3M LOA taking part in open races organized by a local club will be charged at the rate of £2.00 for up to two days or £3.50 for up to one week (inc. VAT).

Annual pleasure craft harbour dues (inc. VAT)	£	
Pleasure craft < 5m	76.47	Deleted: 74.68
Pleasure craft 5.01-8m	153.59	Deleted: 149.99
Pleasure craft 8.01m-11m	228.01	Deleted: 222.67
Pleasure craft 11m >	304.45	Deleted: 297.31
Dinghies in club compound	22.11	Deleted: 21.59

Monthly pleasure craft harbour dues (inc. VAT)	£	
Pleasure craft < 5m	38.34	Deleted: 37.44
Pleasure craft 5.01-8m	69.01	Deleted: 67.39
Pleasure craft 8.01m-11m	92.20	Deleted: 90.04
Pleasure craft 11m >	122.93	Deleted: 120.05

Daily pleasure craft harbour dues (inc VAT)	£	
Pleasure craft < 5m	12.57	Deleted: 12.28
Pleasure craft 5.01-8m	12.57	Deleted: 12.28
Pleasure craft 8.01m-11m	12.57	Deleted: 12.28
Pleasure craft 11m >	15.38	Deleted: 15.02

- All charges listed are inclusive of VAT at 20%
- Charges listed above will not apply to bona fide charter fishing vessels.
- Vessels used for charter or hire will be charged the following harbour dues, all information listed above remains applicable.

Littlehampton Harbour

Annual charter vessel harbour dues (inc. VAT)	£	
Vessel <5m	114.03	Deleted: 111.36
Vessels 5.01 - 8m	228.37	Deleted: 223.02
Vessels 8.01m - 11m	342.19	Deleted: 334.17
Vessels 11.m>	456.03	Deleted: 445.34

Monthly charter vessel harbour dues (inc. VAT)	£	
Vessel <5m	38.27	Deleted: 37.37
Vessels 5.01 - 8m	76.06	Deleted: 74.28
Vessels 8.01m - 11m	114.11	Deleted: 111.43
Vessels 11.m>	182.84	Deleted: 178.55

Daily charter vessel harbour dues (inc. VAT)	£	
Vessel <5m	18.28	Deleted: 17.85
Vessels 5.01 - 8m	18.28	Deleted: 17.85
Vessels 8.01m - 11m	18.28	Deleted: 17.85
Vessels 11.m>	24.90	Deleted: 24.32

Part 5: Visitor charges, slipway use

- This section applies to non-commercial vessels visiting Littlehampton Harbour and to vessels launching and recovering into or out of Littlehampton Harbour.

- All charges quoted within this section are inclusive of VAT unless otherwise stated. These charges are combined charges and include Harbour Dues, mooring fees and other charges where applicable.

- No refunds or partial refunds will be given.

Littlehampton Harbour

- No refund or allowance will be made for vessels changing from the daily to the annual tariff.
- Visitor berths are charged on a per night basis.
- Visitor short stay berth may be used with prior consent of the Harbour Master up to a maximum of four hours.
- Harbour Dues/slipway usage does not include trailer parking charges. Vehicles and trailers are not permitted to park on the Harbour premises without prior consent of the Harbour Master. Nearest car and trailer parking facility for the Fisherman's Quay slipway can be found on Surrey Street behind the Littlehampton Lifeboat station.
- Vessels launching from slipways in other facilities around Littlehampton Harbour must ensure they hold a valid daily or annual Harbour Due plaque.

Daily visitor mooring inc vat and daily harbour dues	£	
Vessels <8m	27.27	Deleted: 26.63
Vessels 8.01m - 11m	30.30	Deleted: 29.59
Vessels 11.01 - 13m	36.51	Deleted: 35.65
Vessels 13m >	42.65	Deleted: 41.65
Short stay berthing > 4hours	Harbour Dues + 1.72 ph	Deleted: 1.68
Use of slipway	Daily Harbour Dues	

Daily visitor mooring excluding Harbour Dues	£	
Vessels <8m	14.70	Deleted: 14.35
Vessels 8.01m - 11m	17.73	Deleted: 17.32
Vessels 11.01 - 13m	21.13	Deleted: 20.63
Vessels 13m >	27.27	Deleted: 26.63
Short stay berthing > 4hours	Harbour Dues + 1.72 ph	Deleted: 1.68

Littlehampton Harbour

Part 6: Personal water craft (PWC) and flyboards

- All PWC must be registered with the Littlehampton Harbour Board
- PWC are only permitted to use the harbour with the consent of the Harbour Master or authorised officers of the board.
- The Board's PWC policy states that craft launching in the Harbour must have valid annual Harbour Dues, provide evidence of insurance, the owner/user must show evidence of a RYA training course or equivalent, have a valid data tag registration number and attend a safety briefing from the Harbour Master of authorised officer regarding Harbour Byelaws, Directions and the International Regulations for Preventing Collisions at Sea.
- Flyboards and/or hoverboards are permitted in the harbour on application to the Harbour Master.

Deleted: and

PWC harbour dues/permits (inc. VAT)	£
Daily (for PWC arriving from sea)	12.57
Annual (for PWC launching in the Harbour)	76.47

Deleted: 12.28

Deleted: 74.68

Part 7: Annual berthing and storage

- The allocation of moorings and facilities is entirely at the discretion of the Harbour Master.
- All Littlehampton Harbour Board berth holders by making payment accept the terms on and conditions of the licence agreement for the current year.
- Permanent moorings and berthing facilities are allocated on an annual basis, 1st April to 31st March the following.
- No refund of mooring fees will be given.
- The hirer must obtain insurance against third party claims for at least the minimum sum recommended by leading marine insurers.
- Owners must ensure that the vessel is provided with a sufficient number of fenders and warps adequate for the size of vessel, so as to prevent damage to other vessels, quays or other property.
- Owners will be allocated a space with a minimum of 0.75m space fore and aft of the vessel. This should always be maintained and never reduced.
- For tidal moorings, it is the responsibility of the licensee to ensure that the mooring and all mooring aids are maintained at all times and in a fit and safe condition for its purpose.

Littlehampton Harbour

Annual mooring charges (inc VAT) per metre	£	
Pier Road	323.41	Deleted: 315.83
Pier Road – seasonal and pro-rata rate	355.75	Deleted: 347.42
Town Quay - Higher	360.02	Deleted: 351.58
Town Quay - Lower	306.42	Deleted: 299.24
Dukes Wharf - Inner	306.42	Deleted: 299.24
Dukes Wharf - Outer	360.02	Deleted: 351.58
Workshop Wharf	306.42	Deleted: 299.24
Bridge Hard < 2 hours afloat	74.31	Deleted: 72.57
Bridge Hard 2 > hours afloat	111.44	Deleted: 108.83
Winter berthing on Town Quay (1st Oct – 31st March) per meter per week, min 5m LOA, 2 weeks duration	5.94	Deleted: 5.80

- All prices listed are inclusive of VAT at 20%
- All prices exclude the appropriate harbour dues required for individual craft.
- Charges listed within this document for annual mooring fees are for the Littlehampton Harbour Board pontoons and berths only.
- Vessels using the Board's premises for boat storage do so at their own risk and subject to the terms for storage available from the Harbour Master.
- The storage of trailers in the board's compound is at the discretion of the harbour master.
- No charge levied for storage on Littlehampton Harbour Board property for LHB berth holders for up to 14 days.

Littlehampton Harbour

Compound storage (inc. VAT)	£
Hard standing per metre per week (min 5m)	3.68
Hard standing LHB bertholder (2 week FOC)	1.81
Tender storage: annual	86.62
Tender storage: daily	7.22
Trailer storage: annual	144.39
Car and trailer: daily	8.63

Deleted: 3.59

Deleted: 1.77

Deleted: 84.59

Deleted: 7.06

Deleted: 141.01

Deleted: 8.43

Part 8: Services and miscellaneous charges

- There is no charge for water taken by small vessels.
- There are vessel length, breadth and weight restrictions for services carried out by the Littlehampton Harbour Board. Customers must ensure their vessel is fit for the work to be carried out. Works are carried out at the discretion of the Harbour Master.
- Use of a mobile crane / commercial crane on harbour property / estate is at the discretion of the Harbour Master. A charge may be made for permitting this equipment to be used on the premises.
- Enhanced rates will be charged, out of ordinary working hours, where overtime is required to be worked. If staff called out, a minimum of 2 hours overtime will be charged per person.
- Littlehampton Harbour Board personnel and equipment (subject to availability) are charged out at the following rates, all including VAT. Use of these facilities is at the Harbour Master's discretion.
- Towing services are provided at the discretion of the Harbour Master
- Commercial filming or photographic shoot permits are permitted in the Harbour limits at the discretion of the Harbour Master.
- The Littlehampton Harbour Board office is available for hire at the discretion of the Harbour Master.
- Consultancy/Administration. Charges may be made for administration and/or consultancy undertaken for a third party at the hourly rates published in this schedule.

Littlehampton Harbour

Labour and Equipment (inc. VAT)	£
Electricity cards	2.00
Boat for hire inc. crew per hour (min 15 mins)	150.13
Works vehicle for hire inc. driver (min 15 mins)	115.50
Workshop staff per hour	53.20
Clean and anti-foul vessel	POA
Crane hire, charges depend on number of vessels lifted	POA
Consultancy/Administration (per hour carried out by HM or Clerk)	82.12
Consultancy/Administration (per hour carried out by Finance and Accounts Officer or DHM)	65.74
Debt recovery administration (per hour)	65.74
Debt recovery correspondence (per letter, email or notice affixed to vessel)	25.00
Use of Scrubbing Dock facilities booked through Harbour Office for vessels with annual Harbour Dues (per tide)	2.56
Use of Scrubbing Dock facilities booked through Harbour Office for vessels without annual Harbour Dues (per tide)	12.80
Un-booked and overstaying use of Scrubbing Dock	25.00

Deleted: 146.61

Deleted: 112.80

Deleted: 51.95

Deleted: 80.20

Deleted: 64.20

Deleted: 64.20

Deleted: 2.50

Deleted: 12.50

Misc. Harbour and Passenger Dues (ex. VAT)	£
Tug per entry	123.18
Tug per week after the 1st calendar month in harbour	24.87
River or fuelling barge	271.94
Speed boat plying for hire per annum	740.62
Speed boat plying for hire 6 months	518.99
Ferry operating in harbour	At the Board's discretion, Annual Charter Harbour

Deleted: inc

Deleted: 144.35

Deleted: 29.14

Deleted: 318.68

Deleted: 867.91

Deleted: 608.19

Littlehampton Harbour

	Dues or Passenger Dues per passenger at rate agreed in advance by the LHB
Filming in harbour limits	from 450.00

DRAFT

Littlehampton Harbour

Part 9: Commercial Vessels

- This section applies only to commercial vessels; prices are exclusive of the current VAT rate.
- Commercial vessels remaining in the Harbour for longer than seven days on any one visit will be charged at the 'per visit rate' for every week or part thereof exceeding the first seven days in the Harbour.
- Commercial vessels laid up and not working within the Harbour will be charged the per visit GRT rate and a compulsory pilotage fee. Arrangements to lay up in Littlehampton Harbour must be agreed by the Harbour Master in advance.
- Commercial vessels entering the Harbour due to stress of weather, not remaining more than 48 hours and neither loading nor unloading, no dues are payable, however pilotage is a compulsory charge.

Harbour dues (ex VAT)	Pence
per gross ton - per visit	51.80

Deleted: 50.59

- Cargo (Goods) dues. Cargo dues are levied as follows (VAT exempt for vessels over 15 GRT)
- Cargo dues apply to both import and export cargoes
- Charges for cargo other than shown below on application to the Harbour Master.

Cargo dues (ex VAT)	Pence
Marine aggregates (ballast)	37.21
Stone	42.51
Marble, lime peatmoss, salt, wheat, oats, barley	66.43
Animal feed, potatoes	66.43
Timber	95.66
Iron & steel	84.81
Cargo other than listed	discretion of HM

Deleted: 36.34

Deleted: 41.52

Deleted: 64.87

Deleted: 64.87

Deleted: 93.42

Deleted: 82.82

Littlehampton Harbour

Part 10: Pilotage

- Services of a Pilot and/or Pilot Boat are zero rated for VAT.
- The Littlehampton Harbour Board is the Competent Harbour Authority for Littlehampton Harbour and under the Pilotage Act 1987 undertakes all functions relating to Piloting within the Harbour. Pilot Boarding place 50° 46.60' N, 000° 32.60' W.
- Pilotage is compulsory within Littlehampton Harbour area of jurisdiction for vessels over 60 gross tones and over and vessels of 20 metres or more in overall length carrying more than 12 passengers.
- Pilotage Exemption Certificates (PEC) under section 8 of the Pilotage Act 1987: the Harbour Master has delegated powers to issue Pilotage Exemption Certificates.
- Vessels in Government service except when berthing or un-berthing at any non-Ministry of Defence facility are exempt from Compulsory pilotage.
- Vessels under tow: for the purpose of this direction, the length of a tug and tow shall be the distance from the forward end of the towing vessel to the stern of the last vessel towed and this length will be considered the length overall.
- For commercial vessels entering the Harbour the GRT charges listed above are applicable alongside those listed in the table below.
- Pilotage charges are applicable for up to six calls made by any commercial operator. For a greater number of calls the LHB reserves the right to modify charges upon application to Harbour Master.

Pilotage charges (VAT exempt)	£	
Pilot boat and pilot per act	442	Deleted: 409
Mooring and un mooring vessel per act	442	Deleted: 409
Attend / shift vessel	138.12	Deleted: 134.88
Cancellation if due to sail	213	Deleted: 208
Fresh water supply per unit	3 x unit rate (currently 1.3729)	Deleted: 1.31
	(Pence)	
Pilotage rate per GT per act: with pilot	82	Deleted: 77
Pilotage rate per GT per act: without pilot	12.70	Deleted: 12.40

Littlehampton Harbour

LITTLEHAMPTON HARBOUR BOARD

Agenda item 8.

NON CONFIDENTIAL

MEETING: **LITTLEHAMPTON HARBOUR BOARD**

DATE: **3 DECEMBER 2018**

REPORT BY: **TREASURER TO THE BOARD**

SUBJECT: **EXTERNAL AUDIT 2017/18 ANNUAL RETURN**

1. Summary

1.1 At the June Board Meeting the 2017-18 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.

1.2 No issues where 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".

2. **RECOMMENDATION:**

2.1 It is recommended that

2.1.1 the Board note the findings of external audit, i.e. no issues raised

2.1.2 the Board approve and accept the completed and audited 2017/18 Annual Return

Background papers
Section 3 of the audited Annual Return

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Littlehampton Harbour Board OT0032**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name: **PKF LITTLEJOHN LLP**

External Auditor Signature: PKF Littlejohn LLP Date: **17/09/2018**

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)