

Littlehampton

# Harbour

Annual Report 2019/20



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## Overview of the Harbour



Littlehampton Harbour is located at the mouth of the River Arun and hosts an active leisure boating, yachting and sport angling community, a small inshore fishing fleet and a sole commercial shipping operator (Tarmac Ltd) receiving bulk cargos at wharf space rented from LHB to feed its adjacent asphalt plant.

The entrance to Littlehampton Harbour and the 'Narrows' requires careful navigation due to the cross current, lack of room for manoeuvre and the strong ebb and flood streams in the river. The spring ebb stream in the Narrows can reach six knots. All ships over 60 gross tonnes and ships 20m in length carrying more than 12 passengers entering the harbour are required to take a Littlehampton pilot onboard. The Littlehampton bar (drying heights on approach to the harbour mouth) extends 600 metres southwards from the end of the west training wall – the West Works – and the maintenance and eventual replacement of the eastern and western training arms is the single largest challenge to face the harbour.

Most activity within the harbour is concentrated within the first nautical mile of the river channel before the A259 crosses the River Arun and effectively limits larger traffic from passing upstream. A retractable footbridge also crosses the river linking east and west banks of Littlehampton and is operated by the harbour authority on behalf of West Sussex County Council.

There are two clubs, a marina and two small boatyards providing leisure moorings on the west bank for approximately 350 vessels. Approximately 12 commercial fishing vessels (of which 10 are "LI" registered) ranging from 6-10m in length also moor on the west bank mainly at the boatyards and Marina.

On the east bank the Harbour Board provides 30 moorings for resident leisure craft and 90m of visitor berthing at a Town Quay pontoon adjacent to the Harbour Office which has basic visitor facilities.



An 8.5m short stay berth is also provided at the Harbour Office. This is open to the public, so can be used by smaller vessels on an ad hoc basis, seasonal inland ferry services and the emergency services. The ferry service most recently operated is supported financially by the Town Council and is run by the Littlehampton Yacht Club. It provides a seasonal service for both tourists and local foot passengers, with a maximum of 12 passengers, crossing the river between the Harbour Office and the Littlehampton Yacht Club and occasional tours of the harbour and up-river.

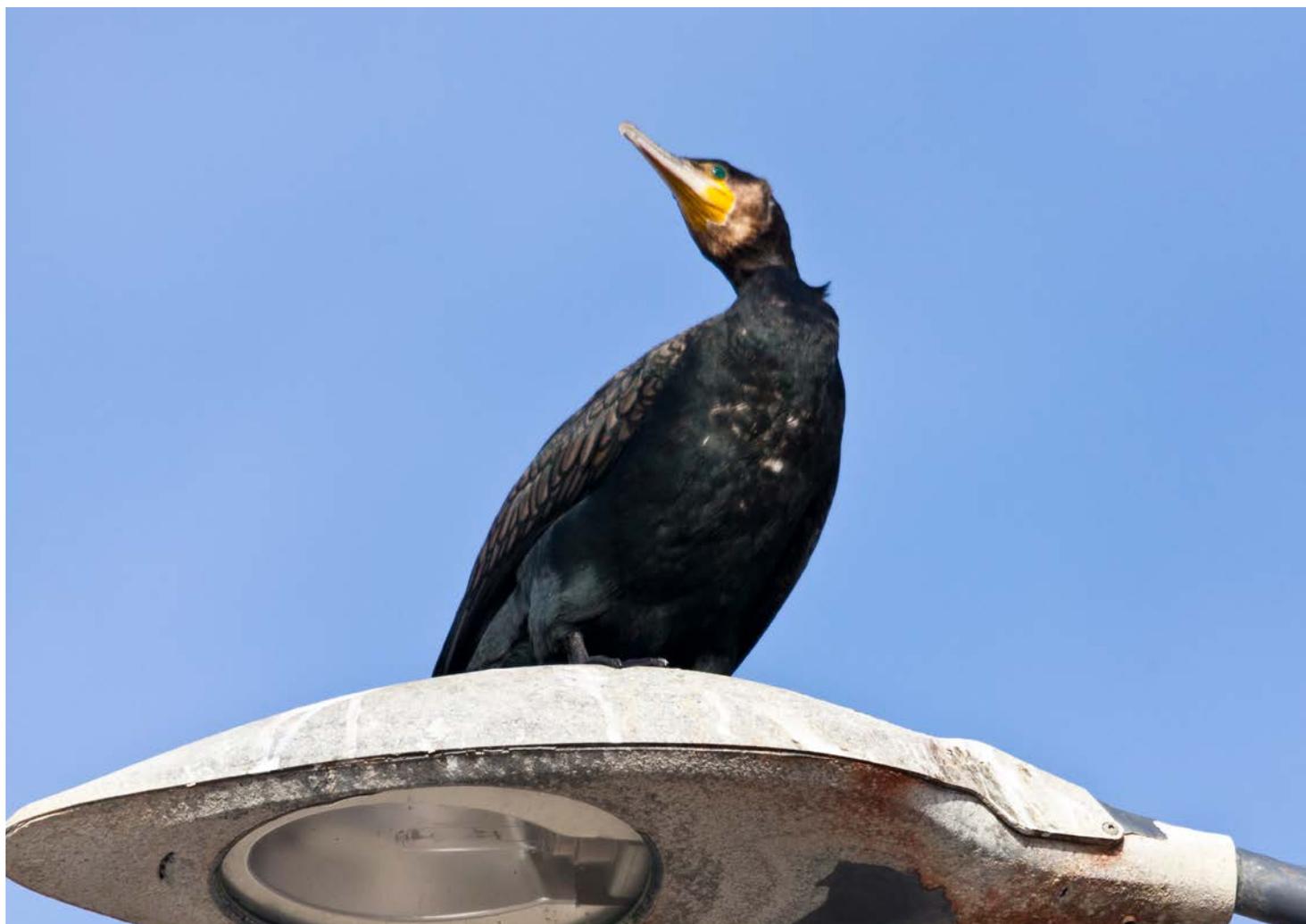
The RNLI operate two inshore lifeboats and respond to between 60-100 incidents a year locally from the public slipway also located on the east bank. Above the footbridge there are a small number of moorings, the Harbour Board workshops and two larger commercial wharves operated by Tarmac Ltd providing not-afloat-but-safely-aground (NABSA) berths for vessels of up to 80m in length.

Cargoes of granite and steel slag are imported to produce asphalt. Since 2012 the port has handled between approximately 10-30,000 tonnes of cargo per annum for Tarmac who are the sole commercial operator within the port. Tarmac is also the primary user of pilotage services, although in previous years the pilotage service has also been required for the movement of workboats and jack-up barges associated with flood defence projects. The historic decline in the number of commercial calls is a key problem faced by the harbour.

Despite the low volume of commercial traffic however, there is limited room for expansion in leisure moorings. Basins and mud docks on the west bank could feasibly be dredged to provide additional moorings and local consent has been granted north of the A259 road bridge for installation of moorings, but no plans have yet been submitted to the MMO. Applications to provide additional moorings within the river would be unlikely to be approved due to the encroachment into the main navigation channel. The challenge of providing additional leisure moorings is another key issue faced by the harbour.

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# A. Chairman's Report



2019/20 was not only a busy year on the water for the Harbour Master and his team with dredge activity, workboat operations and provision of support to local Environment Agency flood defence projects, but also saw a great deal of progress in terms of strategy and governance off the water. Considerable change at both staff and Board levels has accompanied genuine progress in terms of governance arrangements and operational capabilities on the water.

The successful recruitment of our new clerk has allowed us to make significant steps to improve the governance of the harbour and the submission of a Harbour Revision Order to the Marine Management Organisation which should in due course bring the harbour into line with the national best practice guidance for ports.

Significant effort has also been made to improve our stakeholder engagement process and a much more effective forum will now be established to generate real dialogue on the challenges that we face from 2020 onwards.

These challenges include the development of priority projects to maximise opportunities for co-operative commercial marine activity (including potential for barge transport for bulk material or dredge arisings); working with stakeholders and the District Council to promote the concept of West Bank Marina facilities; scoping for replacement of river-mouth infrastructure (with reference to local flood defence and coastal management aspirations) and the overarching aim of improving marine access to the harbour for all.

As a Board we continue to strive to safeguard Littlehampton Harbour as a valuable local asset with the aim of handing it on to succeeding generations in the same or better condition through promoting and improving facilities for both commercial and leisure marine sectors. The challenge now for all harbour users will be to develop a better understanding of the way the harbour could function more effectively - partly by learning from the outcomes of ongoing challenges to the levying of Harbour Dues and governance arrangements outlined in the HRO - before concentrating on developing a co-ordinated vision for its improvement.

I am convinced our excellent team are more than equal to this task, and while at time of writing we all face considerable uncertainty during the response to the COVID-19 pandemic, I take great heart at the genuine co-operation and consideration being shown by river users and mooring providers alike.

I look forward as I think we all do, to getting back on the water and to exciting times building on the solid foundations of 2019/20.

**Wing Commander Philip Bush**  
**Chairman of the Littlehampton Harbour Board**

## B. Harbour Masters Report



The 2019/20 season was again a busy one and full of challenges for our small team. I am proud to be able to report however that our staff were more than equal to all the tasks the year threw at them. Importantly we were able to rely on their skill and professionalism even when operating at the raised tempo of operations which have become the norm over recent years: pre-season safety prep and dredge activity, summer season safety management and enforcement, post season dredge activity and conservancy activity.

Turning to other harbour activities, at the outset of the year the introduction of policies for the improved management of PWCs (Jetskis) and Small Commercial Vessels within the harbour immediately benefitted the safety of those using the harbour. It is important to remember though that it is central to these policies that they are implemented with co-operation and dialogue between the harbour and its users.

Without a genuine buy-in from our newly formed Littlehampton Jetski Club we wouldn't have seen the positive changes in culture on the water. We continue to reap the benefits this year not only through improved levels of training, but by active Club members recently being involved in recovery of swimmers and other small craft who have got into difficulty at the entrance to the harbour.

The same can be said of the commercial and charter fishing fleet in signing up to the Small Commercial Vessel Code. Without buy-in from the individual Skippers we would be unable to provide the extra benefit of recording vessel details, including MMSI numbers and telephone contact details, in

**(For summer season 2019 and ending in spring 2020)**



the harbour database for use by HM Coast Guard in an emergency.

These changes sound simple but I strongly believe that if we can continue to build on improvements to standards of training and professionalism as well as these positive relationships across the harbour, we will encourage similar positive feedback in other areas and importantly ensure the continued operation of the harbour as an asset for all.

As my time in Littlehampton comes to an end, I am confident that the port will continue to benefit from the effort made by harbour staff and harbour users alike in making Littlehampton Harbour such a unique place to be on the water.

**Billy Johnson**  
Harbour Master, Littlehampton

## C. Activity in the Harbour

### Spring – April and May 2019

The season kicked off with a **new website**, new harbour signage appearing in key locations (intended to improve awareness of safety and regulations), the introduction of the **Littlehampton PWC Permit Scheme** and updated General Directions for all vessels using the harbour.



The joint harbour and Environment Agency spring **shingle recycling** campaign on West Beach took place at the end of April to reduce the build-up of the shoal bank in the harbour entrance where shingle spills over into the navigation channel.



Harbour staff were also involved in systematic **inspections of harbour sheet piling** for ongoing monitoring and maintenance of river walls for which we are responsible, as well as carrying out routine maintenance on harbour pontoons and other structures. Following this a **water injection dredging** campaign was arranged in May covering Littlehampton Marina, the Harbour Board's pontoon moorings and the harbour's commercial wharves. Van Oord's HAVIK/BALDR lifted up to 1000 cubic metres of mud back into suspension on each of the 21 ebb tides they worked. This campaign was supplemented by further bed levelling by ERICA in the commercial wharves' turning cut and in other hard to reach areas across the harbour.



A seasonal **“no-powered craft”** zone was implemented off West Beach and East Beach to protect swimmers and wildlife. A line of yellow marker buoys marks this area between April and September each year; and the sailing season also kicked off early with one of the busiest Mays on record for Town Quay in terms of visiting yachts.

### Summer – June, July and August 2019

ERICA was busy with yearly inshore zone and **swim zone marker buoy deployment** off Worthing and Shoreham; and was also involved in several dropdown video surveys for two clients at the Kingmere Marine Conservation Zone and the Rampion Windfarm. Harbour staff also supported trials of autonomous surface vessels (ASV) with Chichester based firm **AutoNaut**; and the WINDSONG assisted with maintenance of the **Arun Platform** weather station and was engaged by various engineering firms for safety boat and workboat duties within the River.

Commercial shipping visits peaked over the summer with the better weather, including 1 visit in June, 1 visit in July and 4 in August making use of settled weather and high tides to bring **record cargoes** into the harbour.



The 2019 Waterfront Festival took place on Sunday 18th August, attracting thousands of people to the harbour to watch this spectacular free event with action throughout the day. The harbour



hosted a number of visiting vessels including Sussex Inshore Fisheries Conservation Authority (IFCA) patrol vessel Watchful, Shannon Class RNLI all weather lifeboat Eric and Denise from Selsey, the Tamar Class RNLI all weather lifeboat Enid Collet from Shoreham and the national Maritime Volunteer Service training vessel East Sussex 1. Also open to visitors on the pontoon were the beautiful locally built gaff-rigged timber pilot cutter Mary Winifred and our very own multi-use vessel ERICA.

A new unit of the national **Maritime Volunteer Service** was established in Littlehampton following a successful pilot in August, where visiting volunteers from their Eastbourne unit delivered safety of navigation patrols up-river to Arundel, supported the harbour's Waterfront Festival and recruited a number of new volunteers local to Littlehampton. Their presence has helped to deter speeding and excessive wash and, alongside harbour staff and the RNLI, they played a key role in assisting a number of harbour users in difficulty and giving safety advice to members of the public.

## Autumn – September, October and November 2019



A significant programme of **rock replenishment at Elmer** commenced on behalf of the **Environment Agency (EA)** in September to enhance sea defences at Elmer. **Keynvor Morlift** have made seven deliveries of rock using the 60m barge MORMAEN15 towed by the 24m multi-cat SARAH GREY and the 80m barge SELINA towed by 24m tug INDUS. These vessels operated on return passages from Falmouth and Boulogne, delivering a total of around 20,000 tonnes of rock armour.



Because Elmer sits within Littlehampton Harbour's pilotage district, the harbour put a pilot



onboard for each Barge Master's first delivery to provide local knowledge and familiarisation in the area. After which, **Pilotage Exemption Certificates** were issued. These deliveries required co-ordinated and complex seamanship to support the primary tug with 1 or 2 assisting tugs

(including the ERICA) often in attendance to allow the discharge of material to the beach.



The **end of season crane-out** also took place at the Harbour workshops in September and stakeholder consultation on changes to harbour governance arrangements was also conducted prior to the submission of a harbour revision order (HRO).

The **annual structural inspection of the West Works** was completed over spring tides at the end of September, with a programme of maintenance and repairs now confirmed for the following 12 months. The spring tides were also used by harbour



## C. Activity in the Harbour

staff to replace the green marker poles on the east training wall – Dicker Works.

Worthing and Littlehampton **swim area buoys were recovered** after particularly heavy weather at the close of the summer season, so ERICA was once again busy with a total of 65 buoys recovered in October and November.

In mid-November, the **shoal bank** at the harbour entrance was also significantly reduced with the shingle recycled to contribute to sea defences at Elmer. After the two bouts of unseasonably heavy weather experienced in July and August, the size of the shoal bank was unusually large for Autumn.

Harbour staff have also conducted the twice annual **survey of**



**the bar** at the harbour entrance at this time, which continued to show minimal change beyond the drying level which is charted and advertised in the standing local notice.

In addition, over the course of six days at the end of November, the dilapidated **timber piles** and associated structures forming the old moorings between Arun Yacht Club and Ballast Island were removed by the workboat OBERVARGH (meaning Workhorse in Cornish) which was already in Littlehampton for the Elmer works.

The **2020 Tide Tables and Port Information booklets** were



completed in time for the new year. These books are an important source of tidal and other safety information and are free to everyone using the harbour.

Following the partial collapse of the river wall between the bridges in Arundel, a broader **EA flood defence project**

**for Arundel was brought forward** and adjusted to include these repairs. In early November, Mackley - part of Team Van Oord - mobilised on the Arun with support from harbour staff with the assembly of a **20m by 10m barge in Littlehampton which ERICA then towed to Arundel**. This barge was then used to assemble the larger **RED7 Jack Up Barge** which now dominates the waterway in Arundel. ERICA has also been used to shift and adjust the assembled Jack Up barge into position for piling works.



### Winter – December 2019 and January, February 2020

The usual bi-annual **dredging campaign** of the shoal bank planned for April, had to be expedited at the end of January due to **storms Brendan and Ciara** in January and February accelerating movement of shingle. An initial two-week campaign kicked off on the 27th January to remove shingle from the river and keep the channel open to all vessels. The campaign was



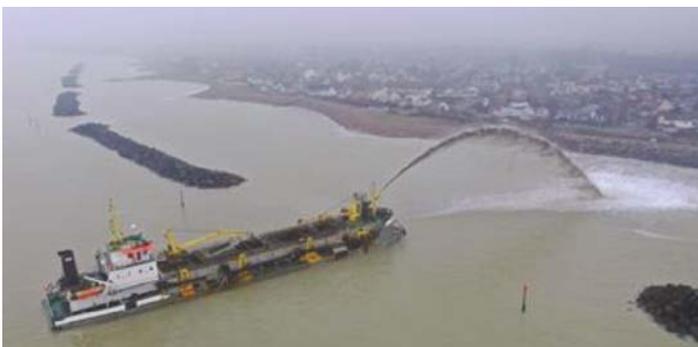
subsequently **extended by a further two weeks as bad weather continued** in cooperation with the by then also restarted Environment Agency shingle recycling to Climping.

Two Jet Ski users and a sailing yacht skipper were **prosecuted for contravention of Littlehampton Harbour regulations** (General Directions) and were found guilty by Worthing Magistrates Court on Friday 7th February.

The owners of two Jet Skis **berthed within Littlehampton Harbour** were each fined £200 and must each pay £30 victim surcharge and £500 costs after being found guilty of exceeding the speed limit on the River Arun between Littlehampton and Ford on 15th September 2019. The incident occurred just before sunset in a quieter part of the harbour and was witnessed by members of the public who were concerned about the welfare of other vessels using the river, as well as the more vulnerable paddle craft and a seal which was in the immediate vicinity at the time. They made a formal report to the Harbour Master and submitted mobile phone footage which was instrumental in the successful prosecution.

In addition, the skipper of a 21ft sailing yacht **berthed within Littlehampton Harbour** was fined £300 and must pay £30 victim surcharge and £500 costs after being found guilty of not listening to the port's designated VHF radio channel and subsequently impeding the passage of a large commercial vessel - the 68m dredger ARCO DEE on 3rd August.

The **final deliveries of boulders** by barge for the primary rock armour took place in early January due to a delay for bad weather. The focus then shifted to recharging of shingle by the SOPSAN DAU, a trailing suction hopper dredger with the capability to spray or "rainbow" shingle from the bow onto the beach. She conducted week-long campaigns in January and February.



## Spring – March 2020

Government restrictions put in place to stop the spread of **COVID-19 precluded the use of boats for sport, leisure or angling**. In line with these instructions all Littlehampton Harbour

marinas and yacht clubs were closed, and the Town Quay was closed to all leisure vessels including visiting yachts.

The harbour maintained its statutory open port policy by continuing to facilitate commercial vessels using the harbour - including fishermen and other local commercial vessels - and providing a limited conservancy patrol. Some harbour staff were furloughed and working arrangements were modified to allow as much working from home as possible.

Another unfortunate impact of COVID-19 was that, after starting recruitment for our new Stakeholder Advisory Body, the selection process had to be put on hold as we were unable to shortlist and interview. In addition, we were unable to hold the inaugural Stakeholder AGM which was scheduled to take place on 30 July 2020 due to the ban on public gatherings.



# Key Performance Indicators for Marine Activities (FY 19/20 unless stated)

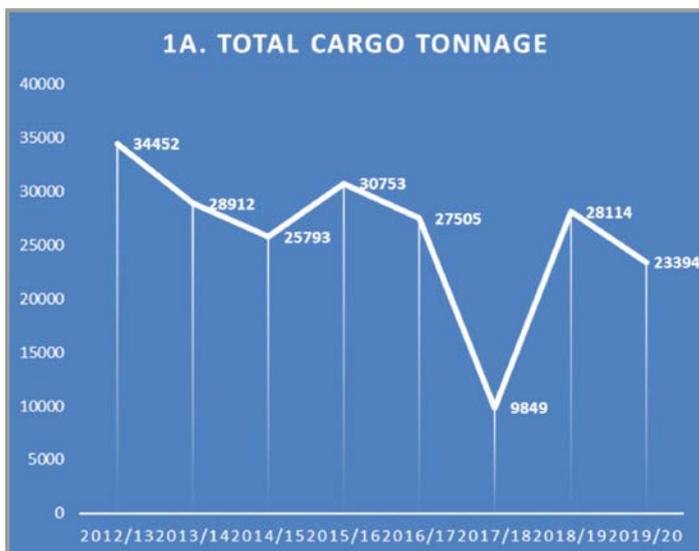
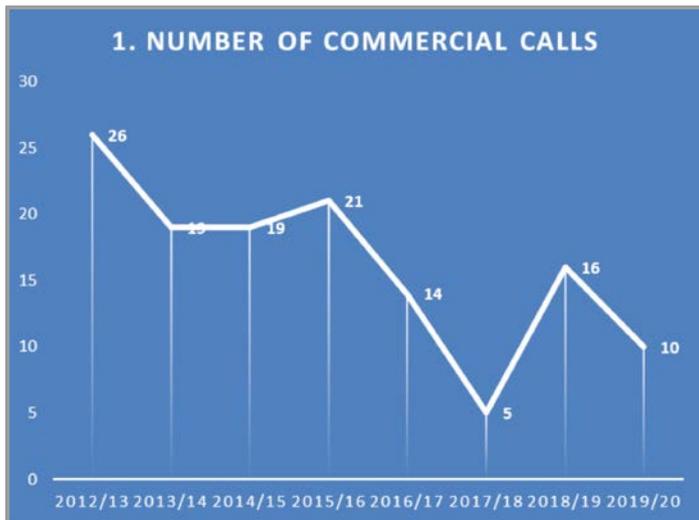
## 1. Number of Commercial Calls – 10

### 1a. Cargo Tonnage Handled – 28,114 tons

The harbour leases two wharves to Tarmac Ltd, primarily for the import and storage of material used in its asphalt plant. FY19/20 saw 10 commercial vessels call at these wharves importing a total of 23,394 tons of cargo – primarily roadstone.

All but one of the calls were made by the largest class of ship ever to use the harbour, at 80m LOA and 1,917 GT operated by Bontrup based in Amsterdam. Because of this average cargo volumes were the largest in the port's history, nearly double those of 20 years ago, and income from commercial shipping (harbour dues, cargo dues and pilotage charges) exceeded budget.

The other visit to the harbour was a trial call by a Tarmac owned trailing suction hopper dredger to look at feasibility of landing sand in Littlehampton. Following consultation with Masters and Littlehampton pilots, it is not considered viable for self-discharging vessels to arrive and depart on the same tide which limits commercial viability.

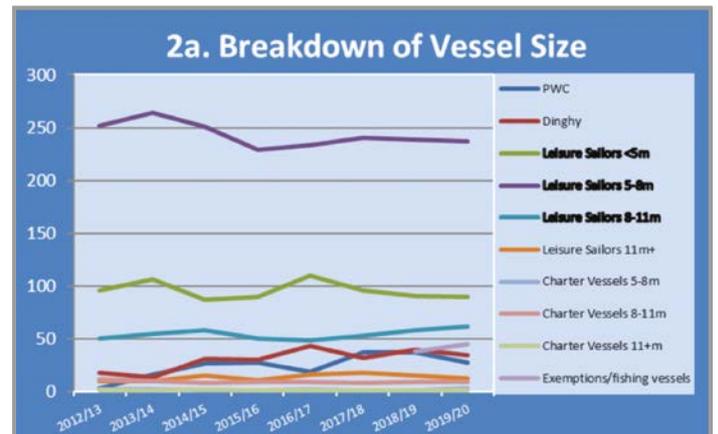
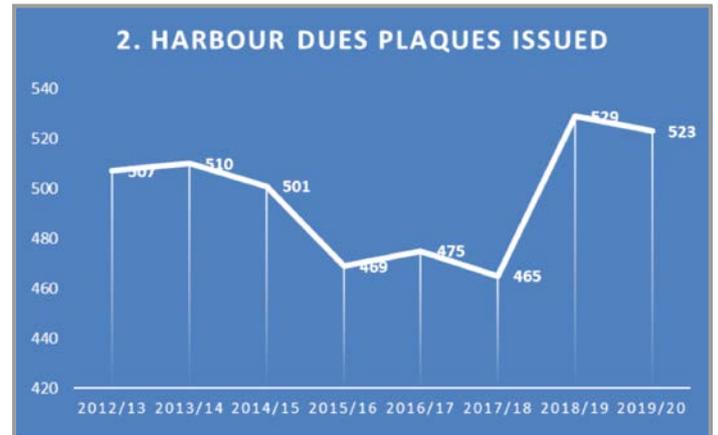


## 2. Number of Annual Harbour Dues Plaques Issued - 523

### 2a. Annual Harbour Dues Breakdown of Harbour Dues Boat sizes

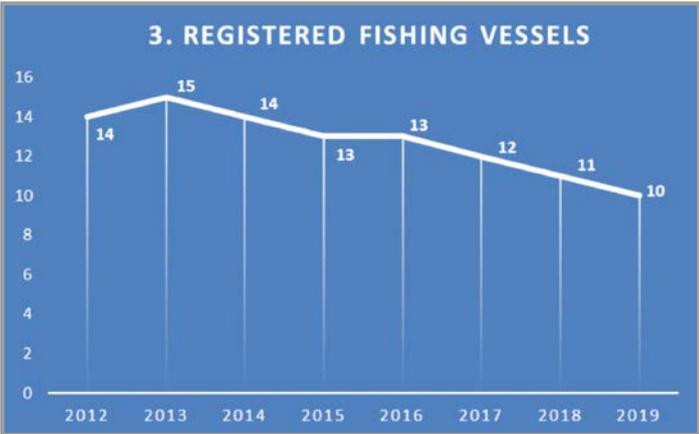
The number of smaller leisure and commercial vessels issued with annual harbour dues plaques remains broadly stable. (The increase over the last few years mainly being attributable to the recording of plaques allocated to LI registered fishermen and vessels involved in youth training activities.) A slight decrease in the number of plaques issued to PWCs can be accounted for by a change to local regulations introducing the requirement for a permit but allowing these vessels to pay daily.

A challenge to the level of Harbour Dues lodged with the Department for Transport for the 2018/19 and the 2019/20 financial year by the Littlehampton Yacht Club, Arun Yacht Club and Littlehampton Marina was sent to public enquiry. At the time of publishing, a date has not been allocated but it is hoped that this can be resolved in the 2020/21 financial year.



## 3. Number of LI registered fishermen - 10

The number of fishing vessels using Littlehampton as their home port reduced by one to a total of ten. Catch value in Littlehampton for 2017 was £268,000 and of this value £184,000 was for shellfish (comprising crab, whelk, cuttlefish, lobster and scallops) (source: MMO). Improving landing facilities would support the local inshore fleet and could encourage additional vessels to operate from the harbour.



#### 4. Overnight Stays at Town Quay - 582

The number of overnight stays at Town Quay improved during the summer 2019 season, but income from visiting vessels remained slightly below budget. Volume of overnight stays by visiting vessels are particularly difficult to forecast due to the impact of weather and tides.



# Board and Governance

## The Board and Its Vision

Littlehampton Harbour is managed as a Trust Port by the Littlehampton Harbour Board (LHB), which is an independent statutory body. The duties and responsibilities of the LHB are defined by local Acts, principally the Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended) and Part II of the West Sussex County Councils Act 1972 (as amended).

**The Harbour Board is comprised of eleven members appointed to act as independent harbour commissioners as follows for the period ending March 2020:**

### Members Appointed by the Board



**Appointed as recreational users representative**  
Mr Philip Bush (Chairman)



**Appointed as commercial users representative**  
Mr Barry Goodhew

### Member Appointed by the Environment Agency



Mr Richard O'Callaghan

### Members Appointed by West Sussex County and Arun District Councils



Captain Tom Drennan



Mrs Janet Mockridge



Cllr Bryan Turner



Cllr Dr James Walsh



Cllr Roger Elkins  
(Vice Chairman)



Cllr Shirley Haywood



Mr Karl Roberts



Mr Roger Spencer

**Board and Committee Membership for 2019-20 including Board Meeting Attendance**

<b>Board Member</b>	<b>Meetings Attended</b>	<b>Committees Served On</b>	<b>Notes</b>
<b>Philip Bush</b>	5	Personnel Statutory & Governance Pilotage	Chairman (re-appointed 10 June 2019)
<b>Roger Elkins</b>	5	Audit	Vice Chairman (re-appointed 10 June 2019)
<b>Ian Buckland</b>	1		10 June 2019 appointed 9 July 2019 de-selected
<b>Tom Drennan</b>	2	Statutory & Governance Pilotage	
<b>Barry Goodhew</b>	4	Personnel	
<b>Shirley Haywood</b>	4	Personnel	2 Sep 2019 appointed 10 March 20 co-opted to Personnel Committee
<b>Janet Mockridge</b>	3	Audit	
<b>Richard O'Callaghan</b>	5	Statutory & Governance Personnel	
<b>Karl Roberts</b>	5	Audit Personnel	Resigned 18 Feb 2020
<b>Roger Spencer</b>	5	Audit Statutory & Governance	
<b>Bryan Turner</b>	3		2 Sep 2019 appointed
<b>James Walsh</b>	5	Pilotage	Resigned 2 March 2020
<b>Billy Johnson</b>	4	Pilotage	Harbour Master Non -Board Member

Overall Board Meeting attendance for 2019-20 was 87%. This excludes the Harbour Master (as a Non-Board Member) and is based on a total of 47 meeting attendances out of a possible 51. An Infrastructure Project Development Group did not meet during the reporting year.

The Board's vision is outlined in its Business Plan and was last reviewed in 2016:

***“To maintain an open port and to act in capacity as a Competent Harbour Authority (CHA) [for the purposes of our pilotage service]. We will use all reasonable endeavours to maintain the port as a viable commercial operation for our major commercial tenant, Tarmac;***

***To transform the harbour and seafront into a thriving leisure destination, creating a variety of new skills, development and business opportunities that are economically sustainable as one part of a holistic approach to the regeneration of Littlehampton. The harbour will have attractive and accessible waterfronts that are well connected with the town supporting a harbour that is extensively used by local people and attracts visitors to the area with a range of marine, cultural, heritage and recreational activities.***

***The harbour will be managed cost-effectively, safely and sustainably as a Trust Port in the interest of all its beneficiaries. We will encourage active use of the harbour by all stakeholders including the leisure, commercial and fishing sectors.”***

LHB's structure and financial arrangements are laid down in the West Sussex County Council Act of 1972 and amplified in the LHBs Constitution. During the year, the Board reviewed its Constitution and Governance Framework and updated it to take account of Department for Transport's Ports Good Governance Guidance (2018), UK Corporate Governance Principles, Inconsistencies in Governance Documentation and to reflect prior resolutions of the Board.

Where the Board of a trust port decides not to comply with the Ports Good Governance Guidance, it should be clearly stated and reasons given in its annual report. Significant non-compliances and their explanations are outlined on the next page.

## Corporate Governance

### Appointments

The Board has limitations in recruiting the appropriate balance of skills, experience and backgrounds in that the Board is the appointing authority for only two of its eleven Members. However, when a vacancy has arisen, the appointing authority concerned is advised of the skills and experience the Board seeks. Moving forward, appointing authorities will also be advised of the equality and diversity profile of the Board.

Due to the limited control the Board has over its Membership, while there is a maximum term of four years, this may be renewed without restriction with the result that there is currently no maximum term of office for Board Members.

Changes to the recruitment of Board Members, to bring procedures into line with the Department for Transport's Ports Good Governance Guidance, have been drafted and incorporated within a proposed Harbour Revision Order.

### Board Membership

The induction training for Board Members was reviewed and updated during the year but the Board does not currently have a programme of identifying and delivering on Member training requirements or an established approach with regard to Board and senior management succession.

### Board Evaluation

The Board has not developed a process for annual internal evaluation of its performance, that of its committees or individual Members. That said, attendance records are maintained and demonstrate a high commitment level of Board Members with 87% overall Board attendance for 2019-20. In addition, all Board Members attended a Strategic Away Day on 8 October 2019.

### Remuneration

The Board does not have a Remuneration Committee and has opted for recommendations on Executive remuneration to be developed by the Boards' Personnel Committee. The remuneration of Board members is not currently considered appropriate in the context of Littlehampton.

### Commercial accountability, compliance and strategic reviews

#### Commercial accountability

The Board's annual budget deficit is met by a contribution from the two constituent Local Authorities (West Sussex County and Arun District Councils). Additional expense or reduction in income during the budget year would be covered by a precept on the same Local Authorities. In the context of the Board's constitution, a target level of return is not considered appropriate.

In general terms, the running costs of the port are met by its income while existing Public Works Loan Board (PWLB) debts for infrastructure works are met by the contributions from the Local authorities, with conservancy activity such as dredging and infrastructure maintenance being broadly covered by statutory levies such as Harbour Dues as well as the precept as required.

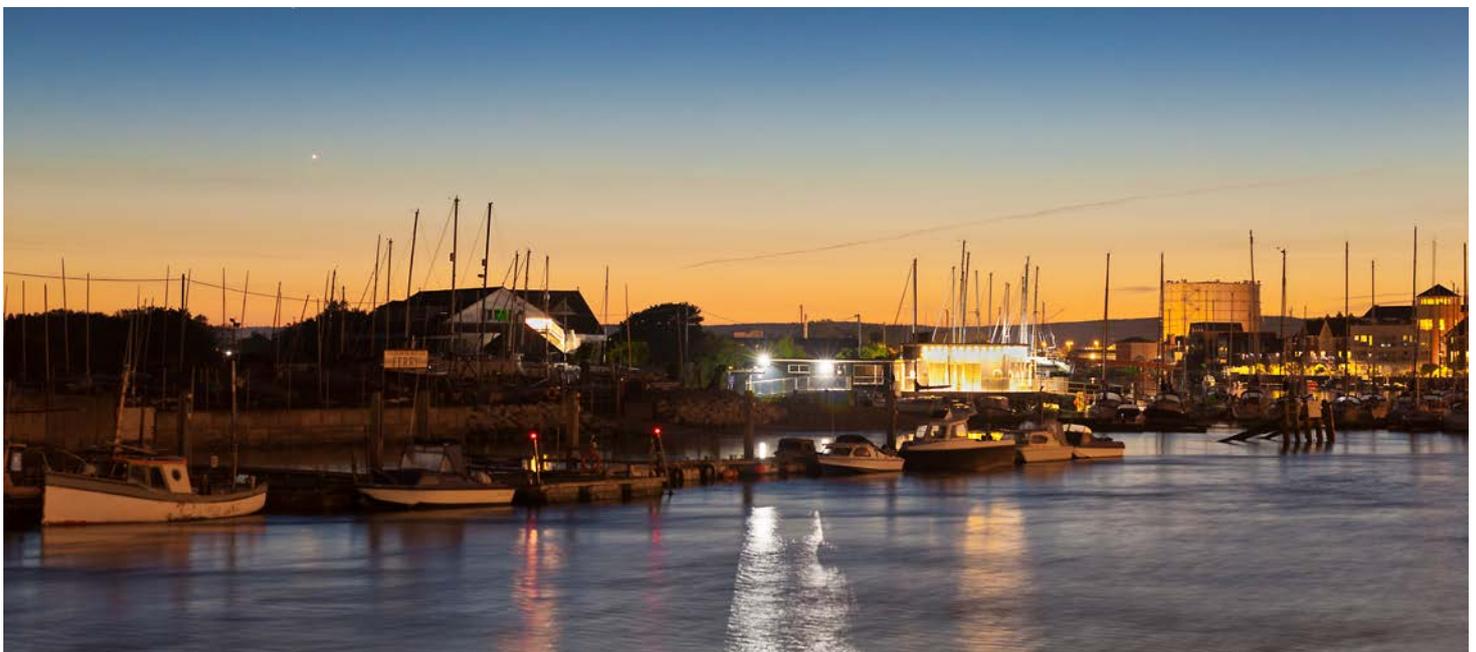
The Board provides a limited amount of in-house services (moorings, workboat services, hard-standing and commercial fuel sale). This income augments statutory levies on harbour users and Local Authorities. Mooring and hard standing rates are published in the Board's Schedule of Charges Fees and Dues document which is updated annually.

Commercial fuel retail charges are maintained at a standard level above purchase price to cover costs of retail and avoid unfair competition.

Work gained by the harbour's multipurpose vessel (the ERICA) is won through competitive tendering processes and profit and loss records are kept for each contract. It is not believed that an annual efficiency statement is appropriate to the Board's operation.

#### Strategic reviews

It is not considered appropriate to produce a separate annual strategy document: strategic aims are covered by the port's Business Plan covering the period to 2020, and in yearly reports on the Board's accounts.



## E. Port Marine Safety Code Compliance



### Safety Management System

The annual review of the harbour's Marine Safety Management System (MSMS) was conducted by Nicholson's Risk Management in November 2019 acting as the port's Designated Person (DP) in accordance with the Port Marine Safety Code (PMSC). It is planned to comprehensively revise MSMS documentation as part of the 2020 audit and this requirement will form part of a planned re-tendering exercise scheduled for 2020.

Two types of risk assessment are used within the harbour: a marine operations Risk Assessment is made in accordance with the principles laid down in the PMSC using the MarNIS Risk Assessment software tool and a further set of staff Risk Assessments are carried out in accordance with HSE legislation and approved codes of practice.

Incidents and near misses are logged on MarNIS along with all control measures such as risk assessments, Standard Operating Procedures (SOPs), Local Notices to Mariners (LNtMs) and safety patrols etc. All marine risks currently identified are assessed to be as 'As Low As Reasonably Practicable' (ALARP) and this is reviewed each year on significant changes to marine operations. Marine risk assessments are also circulated to the stakeholder group for external comment. All marine and staff risk assessments were last reviewed in November 2018.

### Stakeholder Engagement

A review of stakeholder engagement was undertaken during the year which analysed existing arrangements against the Ports Good Governance Guidance. This identified that the Board needed to widen the range of stakeholders with which it consulted. Terms of Reference for a new Stakeholder Advisory Body were developed through local consultation and in line with the practices at other ports but recruitment to the new Body had to be placed on hold following

the outbreak of COVID 19.

It is hoped that the group will provide a forum for the views of various user groups in the harbour like the Littlehampton Harbour Stakeholder Association user group consisting of recreational and smaller business users of the harbour which met independently for the first time in March 2019 and the Littlehampton Jetski Club which was founded in December 2018.

It was also decided to establish an annual general meeting of stakeholders to assist the Board and advisory body in reaching the wider community of harbour users and to communicate strategy.

### Environmental Protection

*The harbour continues its close working relationship with the Environment Agency, District Council coastal engineers and Natural England, particularly when conducting shingle bank dredge operations within the Climping SSSI.*

The harbour has renewed its contract with Adler and Allan for Tier 2 environmental incident response, but a scheduled multi agency exercise had to be cancelled at the onset of the COVID-19 response measures. There were no significant environmental incidents to report during the year and deployment of harbour oil spill containment equipment was not required.

### Civil Contingencies Duty and Reporting Requirements

*The harbour is a member of the Sussex Resilience Forum (Cat 2 Group) and sends a representative to periodic meetings of the group.*

Annual Maritime Statistics return was submitted to the Department for Transport (DfT) in January 2019 along with the ports Oil Pollution Preparedness, Response and Co-operation Convention (OPRC) Compliance statement to the MCA.

# F. Safety Management

## Incident Recording

(Statistics below are calendar year 2019 unless stated.)

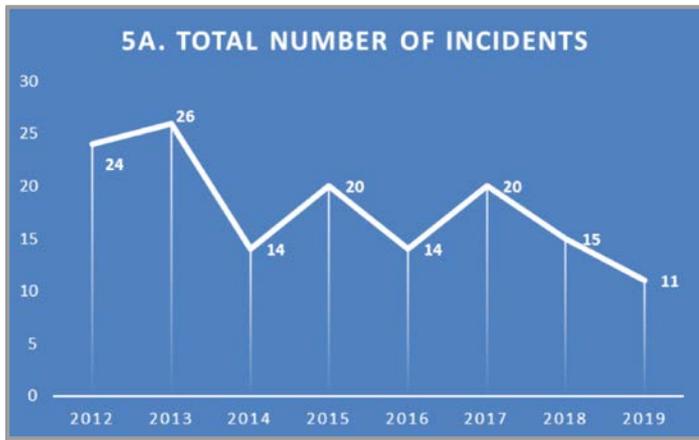
**5a. Number of Incidents Logged - 11**

**5b. Number of Commercial Shipping Incidents Logged - 2**

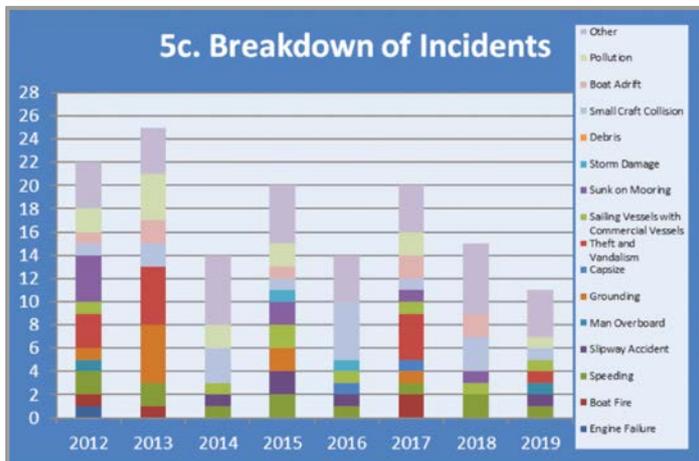
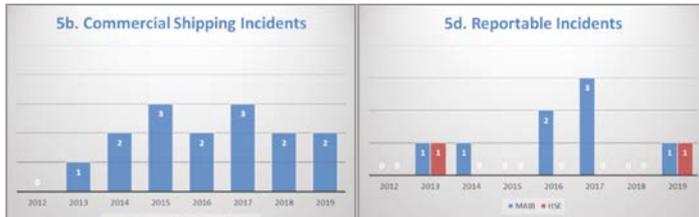
**5c. Breakdown of Incidents**

**5d. Reportable Incidents (MAIB, HSE) – 1 HSE, 1 MAIB**

There were 11 separate incidents logged in the calendar year 2019. These included two incidents involving vessels under pilotage, two incidents involving injuries to harbour staff and one incident involving a diver.



There was one RIDDOR reportable accident involving LHB staff (from a trip) and the incident reportable to the Department for Transport's (DfT) Marine Accident Investigation Branch (MAIB) was a man overboard from a towed barge while under pilotage.



Date	Accident Category	Name	Status
05/12/2019	Lifting and handling injuries	011 of 2019 - Workshop Staff Back Injury	Reported
01/11/2019	Drowned, asphyxiated or exposed to harmful substance	010 of 2019 - MoB during Towing Ops	Investigating
03/08/2019	Collision ship - ship	008 of 2019 - ARCO DEE Entrance Impeded by Leisure Traffic	Investigation Complete
03/08/2019	Dangerous occurrence	009 of 2019 - Littlehampton Ferry Co. Overloaded with Passengers	Reported
17/07/2019	Striking with ship (moored)	007 of 2019 - Erica allision while dredging	Investigating
23/06/2019	Dangerous occurrence	006 of 2019 - Speeding vessel in harbour entrance close to sailing dinghies	Potential incident
22/06/2019	Diving Injury	005 of 2019 - Diver surfaced from depth accidentally	Investigating
19/06/2019	Slip, trip, fall same level	004 of 2019 - Workshop Staff Member Trip Injury	Reported
14/04/2019	Marine Pollution Tier 3	003 of 2019 - Persistent Diesel run off from Ford Outfall pipe	Investigating
30/03/2019	Other personnel or public safety item	002 of 2019 - Vehicle stranded at public slipway	Reported
20/02/2019	Dangerous occurrence	001 of 2019 - Boats Set Adrift from Pier Road	Reported

### Number of Accidents listed = 11

Incident report status as follows;

Reported = 0; Investigating = 0; Investigation Complete = 2; Actioned-Closed = 9

### Key

Symbol showing the record type:

- Incident
- Potential incident
- Details not yet completed

Symbol showing the record status:

- Reported
- Investigating
- Investigation Complete
- Actioned - Closed

### Policies

The harbour introduced two new policies at the start of the season in response to local consultation and incident trend analysis.

#### Small Commercial Vessel Policy

The Small Commercial Vessel (SCV) Policy requires all commercially coded vessels (workboats and vessels carrying up to 12 passengers to sea) to register their coding details, skipper qualifications and insurance details with the harbour. The policy is designed to ensure that all vessels operating commercially are doing so safely and without risk to the harbour or those using it.

## Personal Watercraft Policy

The Littlehampton Personal Watercraft (PWC) Policy requires that all PWC/Jetski users intending to use slipways in the harbour or transit north of the A259 register with the Harbour Office and agree to a code of conduct. It was introduced in consultation with the Littlehampton Jetski Club and significantly improved the relationship with PWC users and levels of behaviour on the river.

## General Directions

Alongside the introduction of new policies a number of changes were made to the Littlehampton General Directions and these were brought into force in time for the start of the 2019 season. New Directions formalised the SCV and PWC policies, required the carriage of VHF and prohibited the use of power driven vessels on the harbour's bathing beaches.

## Enforcement

Following the summer season, three incidents were sent to Worthing Magistrates Court for hearing. The action resulted in three successful prosecutions and one that remains pending.

Offence	Prosecutions
Speeding, failure to abide by PWC code of conduct	2
Failure to follow a Direction given by harbour staff	pending
Impeding passage of a larger vessel entering the harbour, failure to listen to VHF	1

## 6. Number of LNTMs Published - 15

Fifteen Local Notices were published in 2019 notifying harbour users of events planned in the river, hazards to navigation such as fishing gear in harbour approaches, aids to navigation when off station or obscured, dredge operations and the introduction of seasonal restrictions on powered craft off bathing beaches.

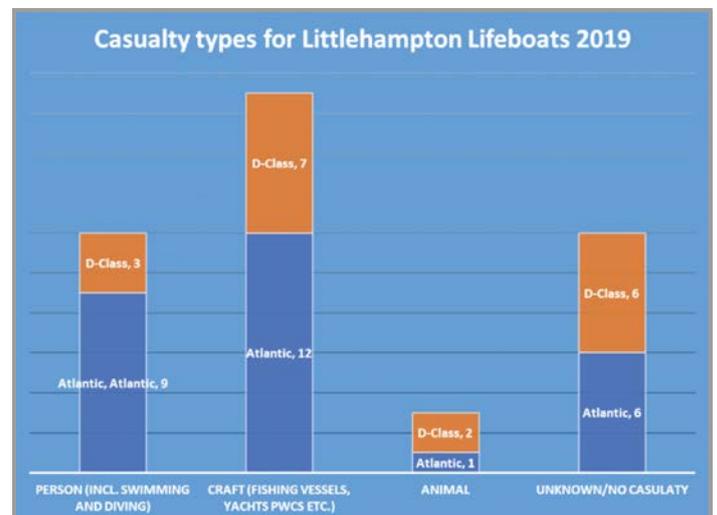
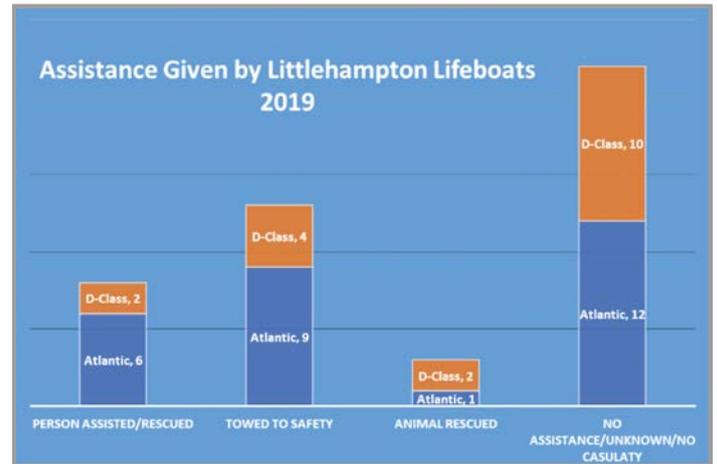
## 7. Number of RNLI Launches - 46

Littlehampton lifeboat station operate 2 inshore lifeboats, an Atlantic 85 (Renee Sherman) and D-Class (Ray of Hope). 2019 saw the Littlehampton lifeboats launched 46 times aiding 25 people in difficulty at sea. The slight downturn in launches over recent years can probably be accounted for by the introduction of the RNLI Beach Lifeguard service in Littlehampton who are often able to respond to developing situations before a lifeboat response is required.



A breakdown of incidents responded to by the Littlehampton lifeboats over the last 10 years is contained in the RNLIs Community Lifesaving Plan and can be seen below. It is hoped that establishing a Water Safety Forum in Littlehampton from 2020 onwards with attendees from HMCG, District Council Foreshore service, RNLI and Harbour staff will allow a more co-ordinated response to water safety and the tracking of incidents in and around the harbour.

Of the 46 Lifeboat incidents recorded in 2019 (28 involving the larger Atlantic 85 and 18 involving the D-Class lifeboat) outcomes were recorded as follows:



# F. Safety Management

## 8. Number of Compliments and Complaints – 37/2

Board policy is to capture as much feedback as possible both positive and negative. The Littlehampton Harbour Board received two complaints regarding Board policy and the conduct of officers. It was not necessary to escalate any of these complaints both of which have now been resolved.

Littlehampton Harbour staff received 37 written compliments for assistance given to harbour users in 2019. In particular, it was pleasing to read the large number of compliments for the warm welcome and professional service offered to visiting yachts by our weekend staff many of whom work for the harbour on a casual part time basis.



## Littlehampton RNLI Launches

Our Atlantic 85 (*Renee Sherman*) and D-Class (*Ray of Hope*) inshore lifeboats launch on service around 70 times per year to a wide variety of incidents from Worthing to Bognor Regis, including:



Motorboaters – 30%



People in the water – 14%



Yacht sailors – 11%



Dogs or other animals – 7%



Angling or fishing vessels – 6%



Dinghy sailors – 5%



Jet skiers – 4%



People on shore (e.g. pier / bridge / sandbank / riverbank) – 4%



Windsurfers – 3%



People on inflatables blown out to sea – 3%



Canoeists or kayakers – 3%



Kitesurfers – 2%



Missing people – 2%



Paddleboarders – 1%



Other – 5%



**How many people?** We rescue around 70 people per year across our 70 launches. Sometimes its many in one rescue (10 people is the biggest in recent years) or, on about 1 in every 3 launches, we are relieved to find that that no assistance is needed. This could be because the situation has resolved itself, others were able to help sooner or it never was an emergency but a call of good intent by a passer-by. It's always better to be safe than sorry! Remember, if you see someone in distress, call 999 and ask for the Coastguard.



Our advice for staying safe whilst having fun on the the water:

1. Check the **weather forecast and tides** and make sure someone ashore knows your rough route and when you will be back
2. Always **wear a lifejacket or a suitable buoyancy aid** and carry at least one accessible means of calling for help
3. Find more activity specific advice and useful guides at [www.rnli.org/safety](http://www.rnli.org/safety) or [Arun RNLI Community Safety](#) on Facebook.

# G. Conservancy

The “conservancy duty”, “open port duty”, “environmental duty” and “civil contingency duty” are all part of the responsibility for the management and upkeep of the harbour so that it is fit for use by all. The maintenance of infrastructure, dredging, charting, removal of wrecks, liaison with outside agencies such as the UKBF (UK Border Force) and NE (Natural England) and provision of a Pilotage Service all fall under this combined responsibility as a Statutory Harbour Authority (SHA) under the Harbours Docks and Piers Clauses Act, 1847 and as a Competent Harbour Authority (CHA) under the Pilotage Act, 1987.

Conservancy and Open Port duty activity in 2019/20 included:

- ✓ repairs and maintenance of the West Works and East Pier;
- ✓ removal of potentially hazardous floating debris from the river;
- ✓ continued monitoring of depths at the harbour entrance;
- ✓ dredging at the West Training Wall (including an additional emergency campaign as a result of local coastal changes);
- ✓ removal and disposal of wrecked and/or abandoned vessels;
- ✓ repairs and maintenance of Aids to Navigation (AtoN);
- ✓ provision of a pilot boat, trained crew and pilots throughout the year;
- ✓ provision of seasonal safety patrols;
- ✓ enforcement of General Directions (including three prosecutions for offences);
- ✓ and stakeholder communications such as the publication of annual tide times and port information booklet and the pocket guide to General Directions.

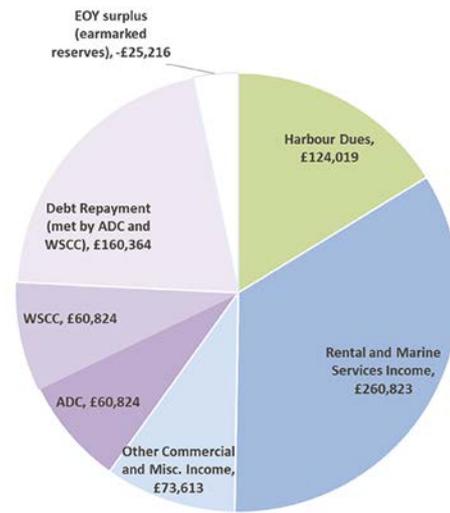
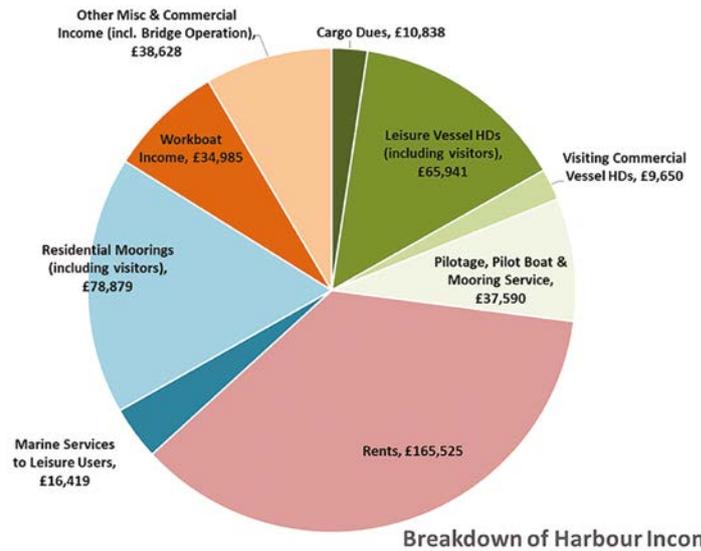
## How is this funded?

The running cost of the harbour for 2019/20 was £715,251 (including £160,364 in debt repayments - primarily for land purchase and infrastructure re-construction). Money spent on conservancy within the port should primarily be gathered through **Vessel Dues** (paid by both leisure and commercial operators), **Passenger Dues** (paid by commercial operators taking fare paying passengers), **Cargo Dues** and **pilotage charges** by larger ship owners to cover the costs of the pilotage service. Total income from these statutory sources for the year was £124,019.

This statutory income is subsidised by the Harbour’s own commercial activity in the form of income primarily from commercial rents and marine services such as moorings and workboat services. Income from these sources totalled £458,455.

## Breakdown of Harbour Income

Cargo Dues	£10,838	
Leisure Vessel HDs (including visitors)	£65,941	
Visiting Commercial Vessel HDs	£9,650	
Pilotage, Pilot Boat & Mooring Service	£37,590	£124,019
Rents	£165,525	
Marine Services to Leisure Users	£16,419	
Residential Moorings (including visitors)	£78,879	
Workboat Income	£34,985	
Other Misc & Commercial Income (incl. Bridge Operation)	£38,628	£334,436
	<b>£458,455</b>	



Meeting the Costs of Running the Harbour

## Meeting the Costs of Running the Harbour

Harbour Dues	£124,019	
Rental and Marine Services Income	£260,823	
Other Commercial and Misc. Income	£73,613	£458,455
ADC	£60,824	
WSCC	£60,824	
Debt Repayment (met by ADC and WSCC)	£160,364	£282,012
EOY surplus (repaid & earmarked reserves)	-£25,216	
	<b>£715,251</b>	

## H. Staff

### The Board recognises that its staff are its key asset

The LHB employs five full time marine staff – three based at the Harbour Board Workshops and the Harbour Master and Deputy based at the Harbour Office, two part time staff – a Clerk to the Board and an Accounts and Administration Officer who also work at the Harbour Office and a sub contracted Treasurer to the Board. Staff are on duty weekdays during office hours and the Harbour Office is staffed at weekends from April to September. During the busier summer season, on weekends and during holidays, full time staff are augmented by casual seasonal staff who contribute 88 person days of casual staff time, equating to £5,000 of expense. The office may be temporarily closed out of season or when staff are busy elsewhere in which case the duty officer is available via mobile phone. The staffing levels are considered by LHB to be set at a level which provides for safe and efficient running of the harbour and discharge of their statutory duties.

#### Marine Staff



#### **Harbour Master;** **Billy Johnson joined the LHB in September 2012.**

Prior to taking up post in Littlehampton Billy was the Port Hydrographer for Associated British Ports (ABP) in Southampton and served for 8 years as an Officer in the Royal Navy.



#### **Deputy Harbour Master;** **Harry Gregory.**

As well as being a commercially endorsed workboat coxswain and experienced sailor, Harry's professional background is in project management, business management and civil engineering. Harry is also an active member of the local RNLI lifeboat crew

#### Marine Operations Staff;



**John Jones** is the longest serving member of the Harbour team, joining in October 2003, and has primary responsibility for the routine maintenance of the LHB vessels and machinery.



**Peter Knight** re-joined the harbour team following 11 years as a full-time RNLI Lifeboat Helm/Mechanic on the Thames and 6 years at the Arun District Council Foreshore Office. Pete leads on towage and workboat operations within the harbour.



**Andrzej Lanczewski** brings a huge amount of maritime experience from 25 years at sea with the Merchant Navy. Andy spent time on various cargo ships, ferries and dredgers, qualifying as a Second Officer. Unfortunately, Andy injured his knee in June 2019 and is awaiting an operation to repair the damage sustained.

As a harbour however we were extremely fortunate to be able to recruit Alex Davies to fill the gap left by Andy. Alex has excellent boat handling skills and a great deal of experience through his time as volunteer Littlehampton lifeboat crew. Alex has now started his basic training to join the Police Force.

#### Casual Harbour Staff

The LHB would not be able to function without calling on a number of casual staff to act as additional crew for our vessels, line handling and bridge opening for larger commercial traffic and running the office at weekends and during the holidays.

Staff receive an induction brief and if used as a Cox'n on the water hold a minimum RYA Level 2 qualification or equivalent local training. Staff used in 2019/20 year were:

Brian Flook	Steve Howlett
Ian Foden	Oliver Lamb
Charlie Gregory	Steve Mathews
Sophie Hanson	Laura Robinson
Andy Hicks	Ritchie Southerton
Rich Howlett	Stuart Taylor

We are fortunate to be able to call upon their skill and professionalism and are very thankful for the contribution they make to the running of the harbour and the commitment they show to managing safety on the water particularly over the busy summer period.

#### Administration and support staff



#### **Treasurer (P/T); Chris Braby joined the LHB in April 2001.**

Chris has an accounting background in industry, latterly at Board level. Past employers include IBM and The De La Rue Company.



#### **Clerk (P/T); John Bagshaw**

started the period with us as a locum until full recruitment for a Clerk took place and in April 2019 was replaced by Jen Brooker on a permanent basis.



#### **Clerk (P/T); Jen Brooker**

Jen has extensive experience in governance having worked in Central Government and the education sector and has an Advanced Diploma in Corporate Governance.



#### **Accounts and Admin Officer (P/T); Kerrie Whitley**

has worked with LHB since 2011. Kerrie is an AAT qualified bookkeeper and is responsible for the day to day running of the LHB business and accounts administration.

# I. Treasurers Report

## Explanatory foreword to the 2019/20 Statement of Accounts

The final outcome for the year was a surplus of £25,216 to be compared with a surplus of £15,426 in 2018/19. This gain however masks a number of significant variances both up and down between the two years.

When the 2019/20 Budget was presented to Board Members in December 2018, it contained a proposed charge to the precept of £20,000 to set up an infra structure repair reserve. However, in

the event, Members voted to increase this reserve to £40,000, thus increasing the proposed precept from £262,012 to £282,012. At the close of the year we would have expected to carry forward this sum into 2020/21. Unfortunately as is frequently the case events have conspired to frustrate this objective. First of all the necessity to carry out the removal of the shingle build up at the harbour entrance not once in the year but twice has meant an over spend against budget of £35,000. In addition the need to carry out urgent repairs to the West Works including the replacement of a king pile, (originally forecast to cost £40,000 but now thought to be nearer £25,000), meant the retention of this reserve was not possible. In the event, the commencement of the West Works contract was delayed until the beginning of May so the carried forward surplus for the year should fund the cost.

### Performance compared with last year

Operating Income increased over last year in total by £12,000. Commercial income was ahead of last year by £19,000 of which commercial shipping accounted for £9,000, commercial rents £4,000 and work boat income £6,000. Leisure income was also up this year by £12,000; sale of supplies for contractual work generated an additional £6,000 whilst sale of fuel to contracting vessels operating in the harbour produced a further £6,000. This was offset by a once off insurance recovery last year of £16,000 to cover the cost of removing sunken vessels from the navigational channels.

Other Income: Last year saw once off Income relating to back rent arising from the rent review on Railway Wharf, (£10,250).

Operating Expenses were down on last year by £28,000 this was a net figure after taking into account a number of variances both up and down, of significance were;

Employee costs up on last year by £33,000;  
Annual CPI uplift £3,400  
Increase in contractual hours £2,358  
Pilotage allowances up by £1,718  
Regrading of Marine Staff £5,101  
Cover for long term sickness £9,229  
Overtime up by £2,895, {3rd party contracts and sickness cover}  
NI up by £2,051  
Pension contributions up by £6,716  
Legal and Professional Fees drop this year by £40,000;  
HRO spend down by £15,000  
Section 31 down by £9,000  
Sheet Piling Survey in 18/19 £15,000  
Repairs and Maintenance decrease this year £15,000;  
Premises down this year by £32,000 (Old Customs House damp issues)  
Harbour Structures up by £7,000 {UMA Wharf and West Pier}  
Navigational up by £10,000, (dredging up by £25,000 but removal of wrecks and debris down by £14,000)  
Training costs drop over last year by £9,000, (Model Ship Course)  
Capital Costs-There were no capital purchases in 2018/19

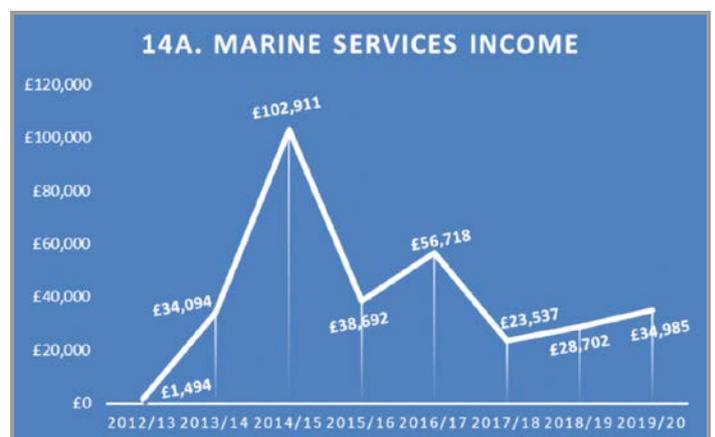
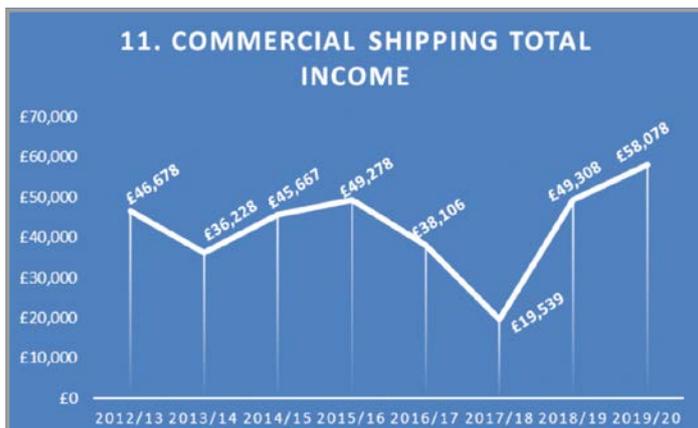
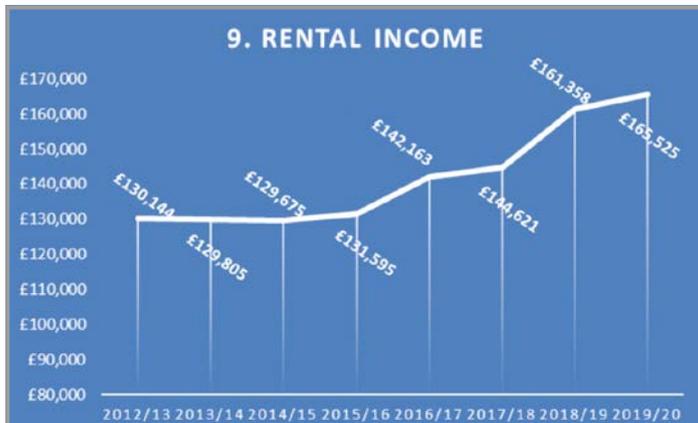


**Chris Braby**  
Treasurer to the Board



# J. Financial Key Performance Indicators (FY 19/20)

- 9. Commercial Rent Income - £165,525
- 10. Harbour Dues Income (less commercial shipping) - £65,941
- 10a. Moorings Income - £78,879
- 11. Commercial Shipping Income – £58,078
- 12. Precept - £282,012
- 13. Running Cost - £715,251
- 14. Independent Income (Income less Precept) - £458,455
- 14a. Workboat Income - £34,985



# K. Accounts

(Board approved and submitted for external audit)

	2020 £	2020 £	2019 £
<b>INCOME</b>			
Commercial Harbour Dues	20,488		21,256
Pilotage Service	37,590		28,052
Footbridge	26,937		26,937
Commercial Rents	165,525		171,608
Chargeable Services	61,660		38,807
Harbour Dues-Leisure Craft	65,941		63,251
Moorings	78,879		86,216
Income from Investments	1,115		560
Deferred Loan Income	-		-
Asset Disposal	-		-
Miscellaneous Income	320		19,037
Local Authority Precepts	282,012		292,852
<b>TOTAL INCOME</b>		<b>740,467</b>	<b>748,576</b>
<b>EXPENDITURE</b>			
Employee costs	296,195		262,794
Accounting, Admin and Audit	18,498		18,557
Legal and Professional Fees	44,801		84,414
Repairs and Maintenance-Premises	12,713		44,224
Repairs and Maintenance-Moorings	277		669
Repairs and Maintenance-Harbour Structures	7,407		531
Repairs and Maintenance-Navigational	49,326		39,186
Repairs and Maintenance-Boats and Vehicles	20,973		15,818
Equipment Hire	2,937		3,613
Rent and Rates	8,978		8,987
Light and Heat	3,373		3,810
Printing and Stationery	5,192		4,803
Insurance	34,824		36,080
IT services	14,008		12,230
Telephone	1,835		1,349
Training and Conferences	4,691		13,410
Other administration expense	10,028		12,436
Recoverable Costs	2,266		3,473
Bank and Credit Card charges	4,133		3,958
Capital Expenditure	12,432		0
Loan Repayments	160,364		162,808
<b>TOTAL EXPENDITURE</b>		<b>715,251</b>	<b>733,150</b>
<b>INCOME LESS EXPENDITURE</b>		<b>25,216</b>	<b>15,426</b>
<b>GENERAL FUND ANALYSIS</b>			
Income for the Year		740,467	748,576
Expenditure for the Year		(715,251)	(733,150)
Transfer to/from Earmarked Reserves		-	-
Transfer to Reserves		25,216	15,426

The notes on pages 6-9 form part of these accounts

## K. Accounts

	Note	2020 £	2020 £	2019 £
<b>LONG TERM ASSETS</b>				
INVESTMENTS AT COST		-	-	
<b>CURRENT ASSETS</b>				
DEBTORS	3	16,534		16,142
CASH AT BANK & IN HAND		105,632		94,519
PUBLIC SECTOR INVESTMENT FUND		15,934		50,336
<b>TOTAL ASSETS</b>			<b>138,100</b>	<b>160,997</b>
<b>CURRENT LIABILITIES</b>				
CREDITORS	4		70,799	118,912
CONTINGENT LIABILITIES			-	-
<b>NET ASSETS</b>			<b>67,301</b>	<b>42,085</b>
<b>REPRESENTED BY</b>				
GENERAL FUND	6		35,000	35,000
EARMARKED RESERVES	6		32,301	7,085
			<b>67,301</b>	<b>42,085</b>

The above statement represents fairly the financial position of the Board as at 31st March 2020 and reflects its income and expenditure during the year.

Signed :

Chairman

Date

Signed :

Responsible Financial Officer

Date

14<sup>TH</sup> MAY 2020

The notes on pages 5-7 form part of these accounts

# Notes to the Accounts 2019/20

## 5 Pension Costs

In 2019/2020 the Board paid employer's contributions of £38,961, (31,987), representing 19.3% (19.3%) of employees' pensionable pay into West Sussex County Council Pension Fund, which provides members with defined benefits based on pay and service. The contribution rate is determined by the Fund's actuary, Hymans Robertson, based on triennial actuarial valuations, the latest such review was in March 2020 which has set the rate for the next 3 years (2020/21 18.3%, 2021/22 18.0% and 2022/23 at 18.0%). Under pensions regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Further information can be found in West Sussex County Council Pension Fund Annual Report which is available on request from County Hall, Chichester.

## 6 Reserves

General Reserves	£
Opening Reserve as at April 2019	35,000
Transfers In 2019/20 Operating Surplus	25,216
Transfers out 2019/20 to Earmarked Reserves	<u>(25,216)</u>
Closing Reserve as at 31st March 2020	35,000
Earmarked Reserves	
Opening Reserve as at April 2019	7,085
Transfer from General Reserve	<u>25,216</u>
Closing Earmarked Reserves as at 31st March 2020	32,301
Total Reserves as at 31st March 2020	<u><u>67,301</u></u>

