



Littlehampton Harbour

Annual Report 2020/21



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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 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 10 commercial fishing vessels (of which 9 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 11 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-always-afloat-but-safely-aground (NAABSA) 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 or coastal 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, 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 further into the river channel 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.

Contents

A - Chairman's Report

B - Harbour Master's Report

C - Activity in the Harbour

D - Board and Governance

E - PMSC Compliance

F - Safety Management

G - Conservancy

H - Staff

I - Treasurers Report

J - Financial KPIs

K - Accounts



A. Chairman's Report



This report covers the period 1 April 2020 to 31 March 2021 and reflects on an extraordinary year that has resulted from the consequences of the Coronavirus pandemic. It has meant a busy year for the Harbour Team who throughout have maintained a presence on the water but who have also had to put in place Government measures to protect harbour users, members of the public and harbour staff. A range of measures were adopted including, at one stage, furloughing of some staff members, restricting access to the Harbour Office and its communal facilities and staff members working from home. It is pleasing and reassuring to report that harbour users and marina operators have taken their management of Covid-19 equally seriously.

There have been a number of changes to the Harbour Team following the departure of, first, the Harbour Master and, second, the Clerk to the Board, both of whom have moved onto bigger and better things. A new Harbour Master was appointed in July 2020 has, since his appointment, hit the ground running to face some significant challenges all met with his own style of polished professionalism. A new Clerk to the Board was eventually recruited and started in January 2021 shortly followed by a new Deputy Harbour Master who joined the team in February 2021.

One of several setbacks that resulted from the pandemic was a limit to the ability to conduct stakeholder engagement. Following careful consideration by the Board, the planned inaugural Annual General Meeting of stakeholders was cancelled. In keeping with the practices of ports elsewhere, the Board has since set up an Advisory Body and this will form the main conduit of communication between the Board and with Stakeholders. In keeping with Government governance guidance, the Body will be consulted on all significant matters affecting the Harbour.

Plans to make significant improvements to the future management and legal integrity of the port in the form of a Harbour Revision Order have been initiated but progress has been delayed due to higher priority commitments at Government level. That said, the changes will demonstrate in a positive way the importance of the Board's commitment to making Littlehampton Harbour a better facility for the benefit of future generations.

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

Following 12 years' dedicated service as Recreational Users Representative and 6 years as Chairman, Philip concluded his final term at the end of March 2021. The Board and staff are hugely grateful for Philip's contribution during this time and wish him all the best in enjoying his well earned retirement. Gordon Lindsay has since been appointed the Recreational Users Representative and Richard O'Callaghan has been appointed as Chair to the Board.

B. Harbour Masters Report



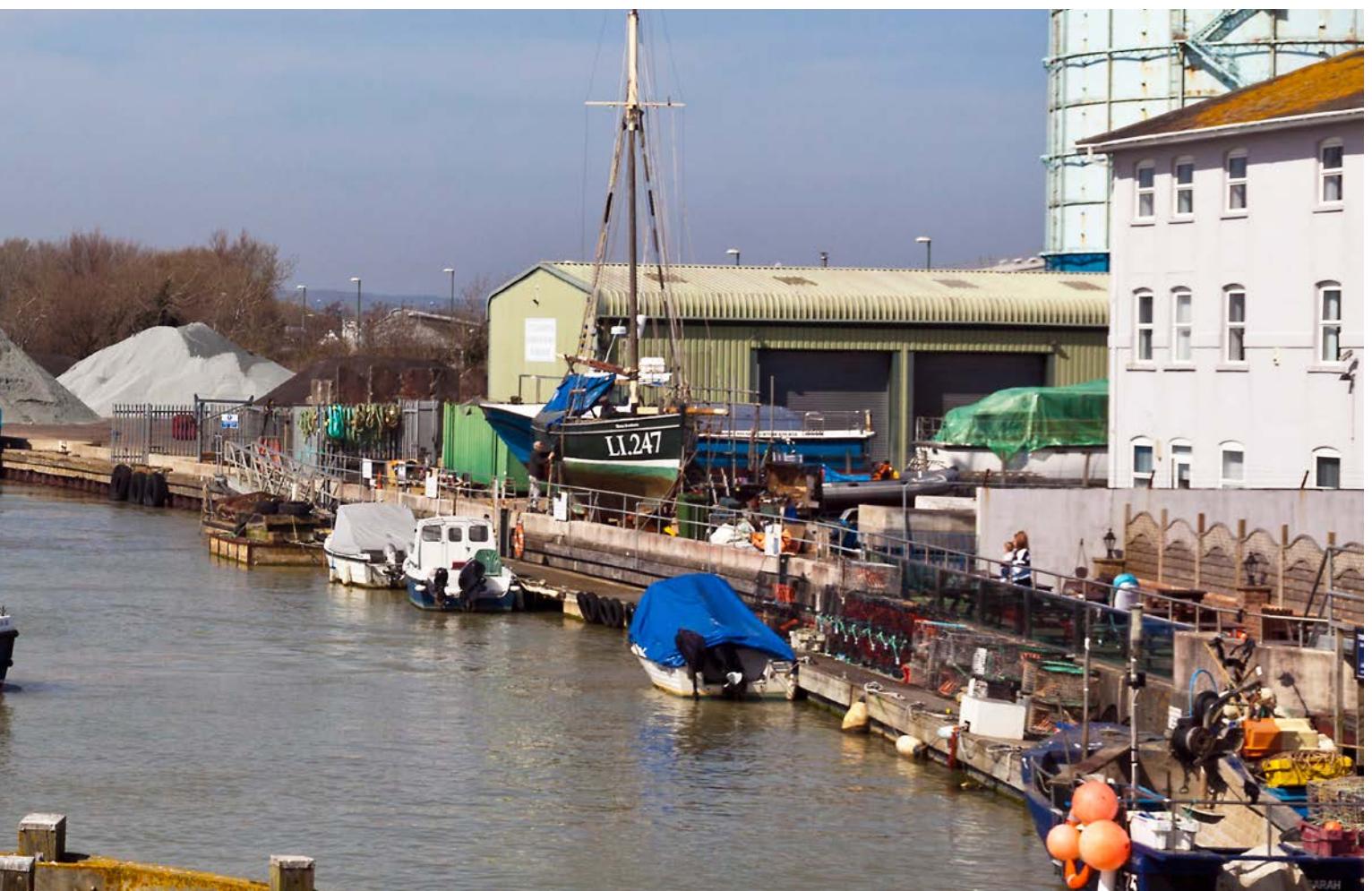
It is fair to say that this period for the harbour did not get off to a great start when we first heard the phase “stay at home” and all leisure use of the harbour came to a jarring halt before the season even began. During the remainder of the period, nine sequential Local Notices to Mariners were required to update harbour users on the implications for marine activities in Littlehampton each time national restrictions changed.

A shortened but near-normal summer was thankfully possible between June and October 2020 for local leisure vessels. Perhaps due to the lack of overseas travel opportunities, resident vessel numbers were actually higher than at any time since just before the 2008 financial crisis. The easing of restrictions also coincided with a heatwave, schools remaining closed and a slightly delayed start to the beach lifeguard season. This culminated in more people than ever “tombstoning” into the harbour or getting into difficulty whilst choosing to swim in locations marked as unsafe. The newly formed Littlehampton Water Safety Forum proved its value at this point, bringing together local staff and volunteers of agencies involved in preventive water safety or Search & Rescue to work out an integrated response. This sort of activity is unfortunately also most often linked with other anti-social behaviour involving young people on the harbour’s edges. This has led harbour staff and other responders to develop new relationships with local Youth Workers and local authority Anti-Social Behaviour officers to ensure this activity is managed before it escalates into more serious crime in and around the harbour.

The period also brought two incidents involving commercial shipping including one which attracted national media attention due to the timing coinciding with the Suez Canal incident. The experience and professionalism of our marine team shone through in their efficient to each incident and, following thorough investigation into the varied factors contributing to each incident, the lessons learned have been built into the processes shared between the harbour authority, ship operators and wharf operators to ensure that such an incident is not repeated.

Despite the uncertainty, frustration, loss of loved ones and financial difficulties the past year has brought for many, it has been pleasing to see those involved with the running of the harbour, its marinas, and

(For summer season 2020 and ending in spring 2021)



the various local marine businesses and volunteer organisations rising to the occasion. Closer working relationships have been forged through the frequent communication and problem solving necessary to collectively find our way through this unprecedented time. The harbour's new Stakeholder Advisory Body is now building on this momentum and is already fulfilling a key role in ensuring all harbour user groups have an equal voice in the management and development of the harbour as a community asset.

All in all, this has been a very interesting time to take the helm at Littlehampton and I look forward to working with all those involved with the harbour to meet the opportunities and challenges of the coming years. These include renewal of the infrastructure at the harbour entrance, opportunities for expansion of leisure moorings (possibly as part of wider redevelopment on the west bank) as well as the commercial opportunities associated with the construction of the A27 Arundel Bypass and Rampion Windfarm extension.

A handwritten signature in black ink, appearing to read "HG".

Harry Gregory
Harbour Master, Littlehampton

C. Activity in the Harbour

April 2020

- COVID-19 first major lockdown begins
- ERICA lift-out for maintenance at Brighton Marina
- Dory wreck recovered from river near Arundel
- Pilotage for SOSPAN DAU shingle replenishment at Elmer
- Local independent workboat Tenacity coded as backup contract pilot boat

May 2020

- Timber and concrete repairs on West Works conducted by Earlcoate
- Seasonal inshore marker buoys deployment off Worthing and Shoreham
- Appointment of ABPmer as Port Marine Safety Code Designated Person / Marine Safety Auditors

June 2020

- Drop down video survey of Kingmere Marine Conservation Zone
- Supported demobilisation of Environment Agency Arundel Tidal Defences Scheme Jack Up Barge
- First meeting of Littlehampton Water Safety Forum, chaired by LHB
- Support to maintenance of Arun Met Mast
- Visit of Maritime Volunteer Service's East Sussex 1 for volunteer harbour patrol training
- Harry Gregory appointed Interim Harbour Master

July 2020

- Tow of Tidal Defences scheme 18m works pontoon from Arundel to Littlehampton
- Waterfront festival cancelled due to COVID-19
- Seasonal inshore marker buoys deployment off Bognor Regis and Littlehampton

- Drop down video surveys of Kingmere Marine Conservation Zone
- Deployment of Arun Yacht Club Seasonal Race Markers
- Remaining restricted leisure activity resumed after first lockdown

August 2020

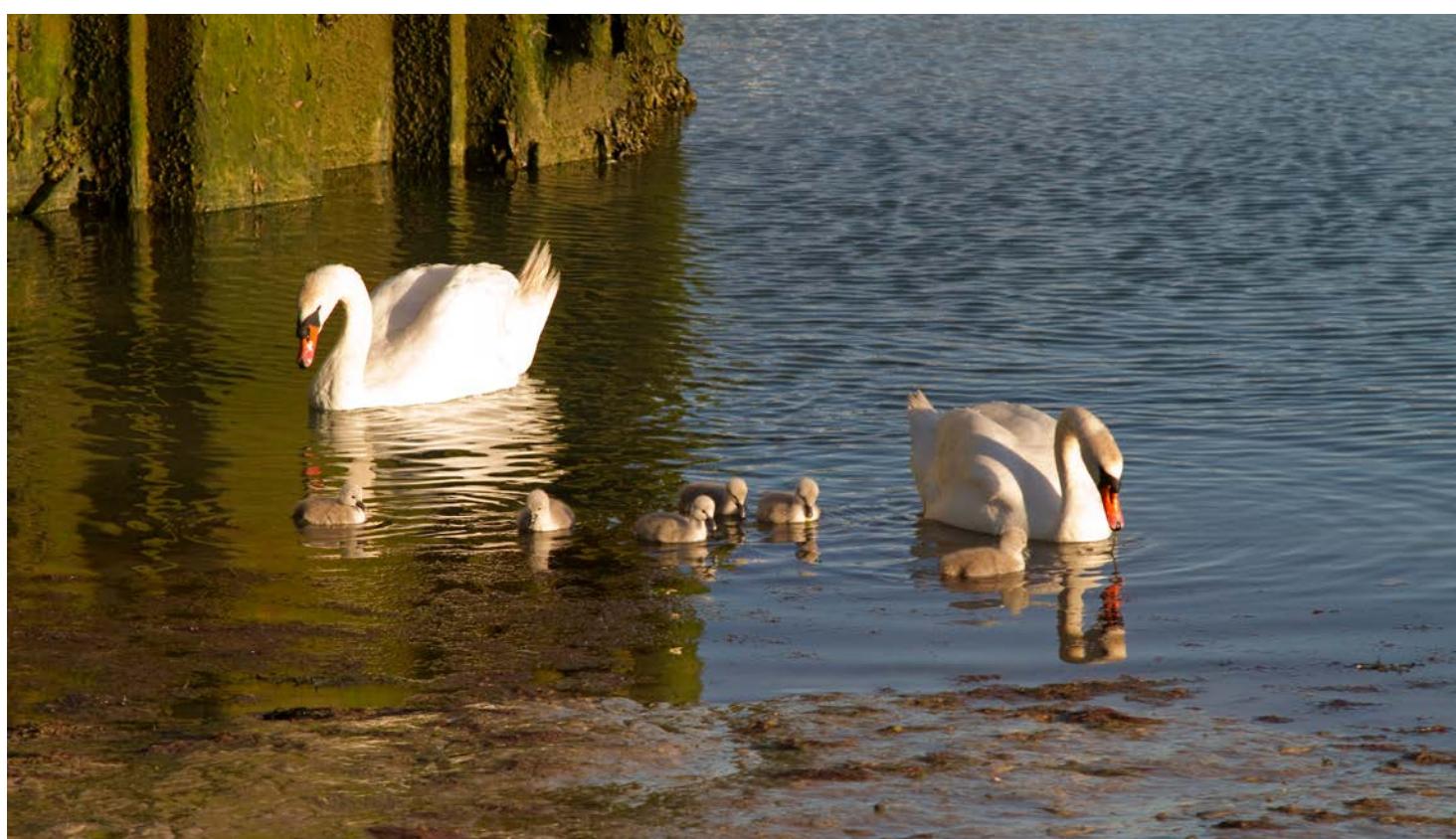
- Filming within harbour for Dutton Amphibious Vehicles
- Mind your wash communication campaign in Summer newsletter
- Revised Strategic Outlook for Littlehampton Harbour published

September 2020

- Tow of vessel from Shoreham to Littlehampton Marina
- Support to maintenance of Arun Met Mast
- Owner of a motorboat fined £2,740 by the courts for multiple breaches of harbour regulations
- Incident involving ship MV ELISE at Railway Wharf

October 2020

- Towing assistance to ship with engine failure at Langstone
- Recovery of inshore marker buoys
- Rustington Wavebuoy maintenance
- Simulator training day for Pilots
- In house survey of bar at harbour entrance
- Dredge of shoal bank at harbour entrance
- Three vessels cut adrift by vandals from moorings within the harbour
- Autumn Stakeholder Update video shared (in place of Stakeholder AGM cancelled due to COVID-19)
- University of Southampton Engineering Undergraduate project on modelling of coastal processes at harbour entrance commenced





C. Activity in the Harbour

November 2020

- Marine leisure activity halted again due to return to severe COVID-19 restrictions
- Harry Gregory appointed as Harbour Master
- Dredging at Dukes Wharf and Railway Wharf
- Migration of harbour maintenance management into Harbour Assist IT tool
- Replacement of port lateral AtoN in the narrows
- Overnight safety boat for engineering works on A259 road bridge
- Deployment and recovery of acoustical survey equipment off Littlehampton

December 2020

- Advertising and recruitment of Harbour Advisory Body appointees via user groups
- Recovery of Arun YC Seasonal Race Markers
- Port Marine Safety Code Audit with ABPmer
- Deputy Harbour Master and Clerk Interviews
- 2021 Tide Tables and port information booklets published

January 2021

- Service of Red Lateral Beacon on Drumhead
- Recruitment of Steve Alexander as Marine Engineering and Operations Assistant
- Appointment of Louise Shaw as Clerk
- Roof repair works at Old Customs House
- WINDSONG lift out for 10-year refit

February 2021

- Crane lifting at LHB workshops
- Survey works at Arundel

- Trinity House Aids to Navigation Audit
- Appointment of Mike Hayes as Deputy HM
- Rampion Wind farm Extension Hazard workshop for Shipping and Navigation
- Inaugural Littlehampton Harbour Advisory Body Meeting
- Development of harbour Towage Guidelines for later publication
- Consultation on revision to port's Pilotage Directions
- Port Marine Safety Code Audit report to board and compliance notification sent to MCA
- Replacement of electrical and water stanchions on visitor's pontoon

March 2021

- 3-yearly Tier 2 Oil Spill Incident Management Exercise
- Dredging and recycling of 8,500 tonnes shingle from the shoal bank at the harbour entrance
- In house stabilising temporary repairs to 4x damaged piles on West Works at harbour entrance (medium-term steelwork repairs scheduled)
- Sussex Police familiarisation visit with harbour staff
- Works at Rustington Wavebuoy
- Impound of abandoned 62ft motor cruiser
- Crane slinger / signaller training for staff
- Planning meeting with A27 Bypass Project Team
- Dredging at Littlehampton Marina, Railway Wharf and LHB pontoon berths
- Pollution response to oil in culvert just north of A259 bridge, did not enter the river.
- Phased lifting of marine leisure COVID-19 restrictions (Spring Roadmap) commences.





Key Performance Indicators for Marine Activities

(FY 20/21 unless stated)

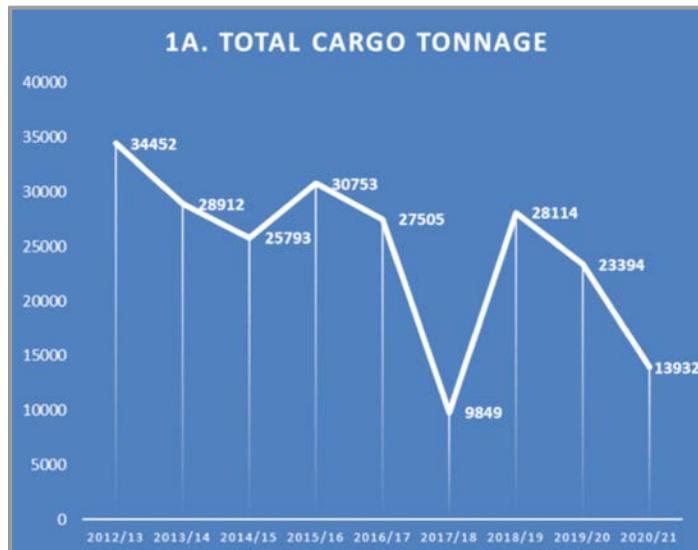
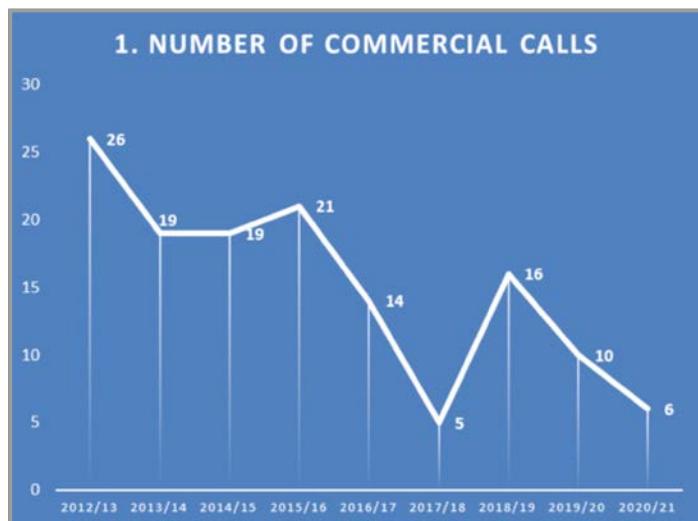
1. Number of Commercial Calls – 6

1a. Cargo Tonnage Handled – 13,932 tons

The harbour leases two wharves to Tarmac Ltd, primarily for the import and storage of material used in its asphalt plant. FY20/21 saw 6 commercial vessels call at these wharves importing a total of 13,932 tons of roadstone cargo.

All of these 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 have continued since April 2019 to be individually the largest in the port's history, nearly double those of 20 years ago.

Numbers of calls were down from the previous year due to a reduction in demand (and asphalt plant operation) due to the pandemic and then subsequent realignments in Tarmac's estates across the South East meaning that stockpiled material has had to be transferred by road for stockpiling at Littlehampton.



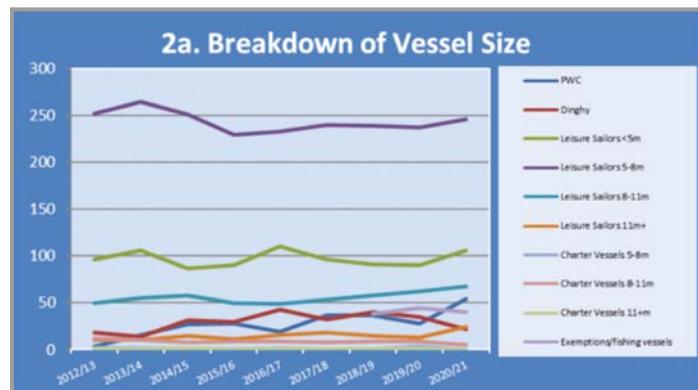
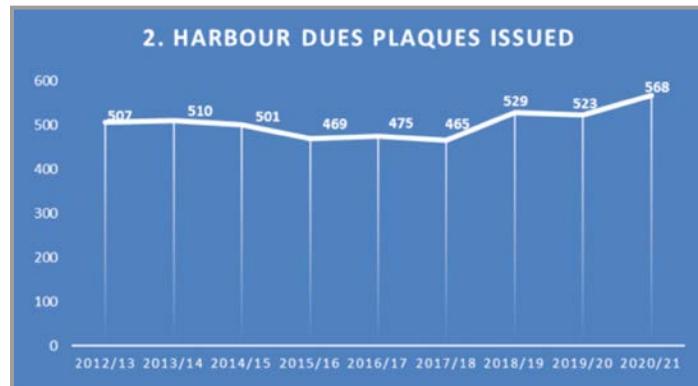
2. Number of Annual Harbour Dues Plaques Issued - 568

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

The number of smaller leisure and commercial vessels issued with annual harbour dues plaques increased by about 8% on the previous year which is expected to be attributable to the lack of overseas holidays in Summer 2020. This is expected to carry through to FY21/22 with incomes recovering further but overseas travel still likely to be limited. The last sharp increase between 2017/18 and 2018/19 is mainly attributable to the recording of plaques allocated under exemptions/concessions to LI registered fishermen and vessels involved in youth training activities.

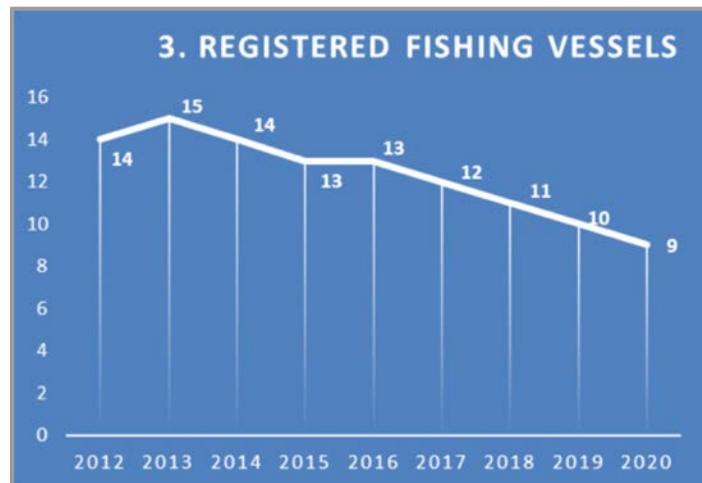
For Jet Skis / PWCs, 2020/21's figure is higher than ever due to nearby other beach launch ramps being closed during the pandemic and more areas banning launch of jet skis. This is a spike in the already upward trend despite the slight drop during 2019/20's which when Littlehampton's new PWC permit regulations were rolled out in (excluding those who couldn't produce training certificates and also allowing permit holding PWC users to pay daily as an alternative to annual).

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 virtual public inquiry is expected to go ahead during Autumn 2021.



3. Number of LI registered fishermen - 9

The number of fishing vessels using Littlehampton as their home port reduced by one to a total of 9. Catch value in Littlehampton for 2019 was £199,600 and of this value £149,000 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 - 129

The number of overnight stays at Town Quay dramatically reduced during 2020 due to the visitors pontoon being closed to leisure vessels in line with COVID-secure guidance for a full year from the 9th April 2020 until 12th April 2021. At the time of publication, and since reopening, these numbers are showing signs of a strong recovery.



Board and Governance

The Board and Its Vision

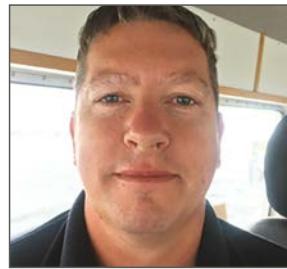
Littlehampton Harbour is managed as a Trust Port by the Littlehampton Harbour Board (LHB) which is an independent statutory body. The duties and responsibilities of the LHB are defined by local Acts, principally the Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended) and Part II of 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 2021:

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



Cllr Jacky Pendleton



Mr Roger Spencer

Board and Committee Membership for 2020-21 including Board Meeting Attendance

Board Member	Meetings Attended	Committees Served On	Notes
Philip Bush	5	Personnel Statutory & Governance Pilotage	Chairman (resigned at end of term March 2021)
Richard O'Callaghan	5	Statutory & Governance Personnel	Vice Chairman (appointed June 2020)
Tom Drennan	5	Statutory & Governance Pilotage	
Roger Elkins	5	Audit	
Barry Goodhew	2	Personnel	
Shirley Haywood	5	Personnel	
Janet Mockridge	5	Audit	
Jacky Pendleton	3	Infrastructure Project Design Group	Appointed by WSCC June 2020
Roger Spencer	5	Audit Statutory & Governance	
Bryan Turner	3		
James Walsh	3		(Resigned as WSCC appointee March 2020) Appointed by ADC December 2020
Billy Johnson	2		Harbour Master (resigned July 2020) Non – Board Member
Harry Gregory	4	Pilotage Infrastructure Project Development Group	Acting Harbour Master (July 2020- Nov 2020) Harbour Master (Appointed Nov 2020) Non -Board Member

Overall Board Meeting attendance for 2020-21 was 78%. This excludes the Harbour Master (as a Non-Board Member) and is based on a total of 43 meeting attendances out of a possible 55. Due to the Covid-19 Pandemic some sub-committees were unable to hold meetings during the year.

The Board's vision is outlined in its Business Plan and was last formally 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 below.

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 with a requirement for all Board Members to attend the Duty Holder's Training in accordance with the Port Marine Safety Code. All Board Members attend an in-house induction within the Harbour.

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 78% overall Board attendance for 2020-21. Unfortunately, the Board were unable to hold the Strategic Away Day originally booked for October 2020 due to the Covid-19 Pandemic.

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 number 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

The ongoing impacts of the pandemic have so far prevented a full review of the board's 2016 Business Plan. However, as an interim measure, a revised Strategic Outlook was developed and published by the board in June 2020. This document sets out the harbour's revised aims, objectives and priority projects set against the context of its broad duties and responsibilities as a small but busy Trust Port Harbour Authority.



Our Strategic Outlook in 2020

Aims & Objectives



Open port duty	Responsibility for revising duties and powers
To take reasonable care, so long as the harbour is open for public use, that all who may choose to navigate in it may do so without danger to their lives or property by maintaining harbour infrastructure and the ongoing repair and maintenance of the western breakwater and east and west entrance walls.	To keep under review the powers and jurisdiction of Littlehampton Harbour in relation to its duties as a statutory harbour authority and to amend statutory powers as and when required.
To maintain and repair the harbour entrance training arms (West Works and West Training Wall, Dicker Works and East Pier)	Keep under review general duties and responsibilities and promote Harbour Revision Orders (HRO) where deficiencies are identified
To maintain a professional and scalable pilotage service in line with current and forecasted demands and to keep under review the requirement for a pilotage service	Review and amend the harbour's General Directions as required and consider the use of byelaws
Provide a Town Quay and facilities for visiting yachts and crews and short stay berthing for local fishermen and ferry services	To keep under review governance arrangements and policies to be in line with national best practice
Provide local consent for works undertaken in the harbour	
Conservancy duty	Civil Contingencies and port security duty
To conserve the harbour so that it is fit for use and provide users with adequate information about conditions in the harbour.	To take account of the harbour's responsibility under the Civil Contingencies Act 2004 as a Category 2 response organisation, including planning, preparing and co-ordinating responses to emergencies which threaten serious damage to human welfare, the environment or security.
Carry out dredging as required to facilitate access to the harbour	Attend the Local Resilience Forum as a Category 2 organisation
Survey the harbour and approaches periodically and share this information with the UK Hydrographic Office	Provide a permanent duty point of contact for border security agencies, emergency services and UK Search and Rescue organisations taking actions as required
Act as a Local Lighthouse Authority with responsibility for the maintenance of Aids to Navigation, and reporting of defects with accountability to Trinity House the General Lighthouse Authority	Complete Consolidated European Reporting System (CERS) reporting actions for arriving ships as required
Operate a periodic Harbour Radio VHF service	Work with tenants to maintain an appropriate security level at the Railway Wharf quaysides.
To produce an annual port guide for users and provide up to date weather information	
Set harbour dues on goods, passengers and vessels	
General duty to ensure safe and efficient port marine operations	Financial responsibility
To consider the efficiency, economy and safety of the services and facilities provided in the harbour and ensure appropriate resources are made available to meet the harbours marine safety obligations.	To generate income through provision of leisure moorings for visiting and residential vessels, letting of property, provision of marine services and gathering harbour dues and to balance income with expenditure so far as reasonably practicable.
Maintain and review annually a Marine Safety Management System (SMS) and report Port Marine Safety Code (PMSC) compliance as required to the Department for Transport	Manage the costs of staffing the harbour through periodic staff review and participation in annual British Ports Association salary benchmarking exercise
Engage with marine service providers, organisations and individual users on marine operations and events	Maximise income through provision of residential and visitor moorings
To provide a flexible and professional local tug/towage capability to facilitate safe berthing of larger commercial vessels, and support local construction and flood defence projects	Maximise income through provision of marine services using Harbour staff and vessels to offset operational costs where this is possible and does not impact on conservancy functions
Maintain a patrol presence on the water as required	Maximise income through development of property holdings and acquisition where aligned with business objectives (including Harbour Office, Workshop/Old Customs House and Railway Wharf sites)
Establish a Water Safety Forum with representatives from Search and Rescue and emergency services to co-ordinate and improve safety in local waters	Monitor costs of providing a pilotage service passing costs to end users
Maintain an enforcement capability and carry out enforcement action where required	Ensure that Harbour Dues are set at an appropriate level to fund the harbour undertaking
Set the standard for levels of training and qualification of marine staff in line with national requirements and best practice	Report deficiencies in income to the Local Authorities by 31st December each year to allow contributions to harbour to be made in time for the next financial year
To conduct incident investigation in line with published MCA and MAIB guidance	To report un-budgeted overspend or less than budgeted income as soon as possible to the Local Authorities to allow calculation of a precept if required
Environmental duty	Stakeholder engagement responsibility
To have due regard to nature conservation as well as pollution control and response in the harbour and to liaise with relevant authorities for flood defence and coastal management locally.	To engage effectively on significant decisions where appropriate with a wide range of stakeholders through a stakeholder advisory body, AGM of stakeholders and production of an annual report.
Maintain adequate Tier 1 pollution response	Establish Harbour Advisory Body for stakeholder engagement
Train staff to respond to pollution events	Hold Annual General Meeting of stakeholders and publish an annual report
Retain a contract with an accredited Tier 2 response organisation	Encourage the formation of user groups and actively engage with these groups
Liaise with coastal management and flood defence authorities (Environment Agency and Arun District Council) with regard to construction and dredge operations within the harbour	Engage with Local Authorities where possible with regard to annual contributions, precepts and to align positions on strategic opportunities for development within the harbour (with reference to Minerals Plan and Local Plan etc.)
Liaise with Sussex IFCA, the Marine Management Organisation and Natural England as required to conserve designated sites in and around the harbour and in local waters	
Responsibility to promote and improve the harbour as an asset	
	To safeguard Littlehampton Harbour as a valuable asset and to hand it on in the same or better condition to succeeding generations through promoting and improve the harbour for commercial and leisure marine sectors.
	Promote improvement of facilities for commercial fishing vessels
	Promote the improvement of facilities and expansion of moorings for leisure vessels
	Maintain facilities for commercial marine activity at Railway Wharf
	Replace entrance infrastructure with aim of improving access to the harbour and co-ordinating with local coastal defence activity

Priority Projects from 2020

Maximise opportunity for co-operative commercial marine activity, including potential of barge transport for Arundel Bypass (A27) construction works and dredge arisings, taking advantage of change in leasehold arrangements where possible	Work with stakeholders including Arun District Council to promote the concept of creating further moorings on the west bank ensuring they add value to the harbour	Working collaboratively where possible, commence scoping for replacement of river-mouth infrastructure, taking regard of Environment Agency / Arun District Council flood defence and coastal management aspirations and with the aim of increasing marine access to the harbour	Develop returns from property holdings at Railway Wharf through development, as allowed by lease arrangements and planning restrictions, and consider financially viable land acquisition
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E. Port Marine Safety Code Compliance

The Port Marine Safety Code (PMSC) sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the port marine environment. As required by the PMSC, Littlehampton Harbour Board (LHB) published its 2021-23 Safety Plan for Marine Operations in January 2021 and also published the annual revision to its Marine Safety Management System (MSMS). Each confirm LHB's commitment to undertaking the proper management and regulation of marine operations within the scope of its powers and authority.

Towards the end of the financial year consultation was also carried out in developing a set of local Tugage Guidelines to ensure that tugage carried out within the harbour is safe and, where appropriate, regulated. Work is also underway on various modernising revisions to the port's Pilotage Directions. Both are due to be published during 2021.

A Water Safety Forum for Littlehampton was established by LHB in June 2020 with attendees from HMCG, the District Council Beach Patrol, RNLI, Maritime Volunteer Service, Fire Service, Police and Harbour staff to allow a more co-ordinated response to water safety, local inter-agency training and the tracking of incidents in and around the harbour.

Marine Safety Management System

The annual review of the harbour's Marine Safety Management System (MSMS) was conducted by ABPmer in December 2020 acting as the port's Designated Person (DP) in accordance with the Port Marine Safety Code (PMSC). ABPmer were appointed following a tendering exercise in early 2020 and are supporting comprehensive revisions of MSMS and other safety and PMSC-relevant policy documentation.

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. Updated safety documentation (such as risk assessments) are also circulated to the advisory body for external comment. All marine and staff risk assessments were last reviewed in March 2020.

The group currently meets virtually in May, July and September each year.

Stakeholder Engagement

A review of stakeholder engagement was undertaken in early 2020 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. After a pause during the peak of the government's COVID-19 response, recruitment was carried out between December 2020 and February 2021 with representatives appointed by 14 of its 16 designated user groups.

This self-chaired group meets shortly before each Board Meeting to ensure that their input is timely and proactive on current board matters. The group provides a forum for the views of the full range of user groups across the harbour including the Littlehampton Harbour Stakeholder Association 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. The inaugural event could not be held as planned during Summer 2020 due to government restrictions on mass gatherings at the time but this event has now been rescheduled for July 2021.

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 and held its three-yearly multi agency exercise in March 2020. There were no significant environmental incidents to report during the year and deployment of harbour oil spill containment equipment was only required at small scale on one occasion.

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 2020 along with the ports Oil Pollution Preparedness, Response and Co-operation Convention (OPRC) Compliance statement to the MCA.



F. Safety Management

Incident Reporting and Investigation

(Statistics below are calendar year 2020 unless stated.)

5a. Number of Incidents Logged - 23

5b. Number of Commercial Shipping Incidents Logged - 1

5c. Breakdown of Incidents

5d. Reportable Incidents (MAIB, HSE) - 0 HSE, 1 MAIB



There were 23 separate incidents logged in the calendar year 2020. These included one berthing incident for large commercial vessel, one incident involving a Jack Up Barge under pilotage and 7 incidents involving tombstoning or swimmers during the post-lock down heatwave in early Summer 2020 when the RNLI beach lifeguard service mobilisation was also unfortunately delayed.

There were no RIDDOR reportable accidents involving LHB staff and the incident reportable to the Department for Transport's (DfT) Marine Accident Investigation Branch (MAIB) was the MV ELISE grounding across the channel following a berthing incident.

Number of Accidents listed = 23

Incident report status as follows;

Reported = 0; Investigating = 0; Investigation Complete = 1; Actioned-Closed = 22

Key

Symbol showing the record type:

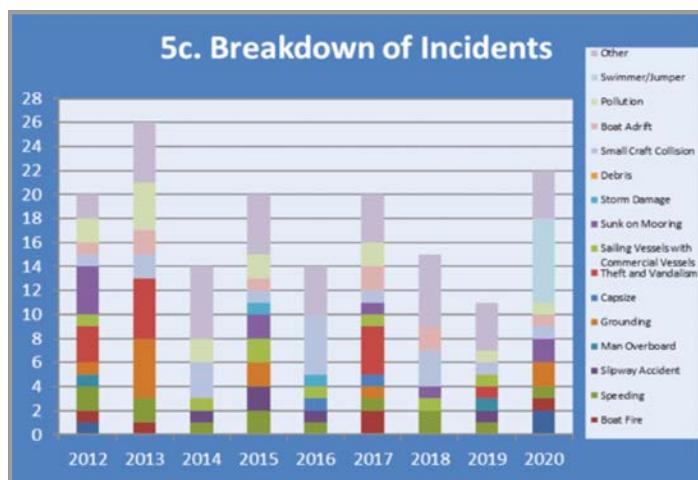
- Incident
- Potential incident
- Details not yet completed

Symbol showing the record status:

- Reported
- Investigating
- Investigation Complete
- Actioned - Closed

Date	Accident Category	Name	
29/12/2020	Marine Pollution (Minor)	023 of 2020 - Contaminated discharge into River	
01/11/2020	Grounding	022 of 2020 - Two PWCs grounded on West Beach	
26/10/2020	Grounding	021 of 2020 - Three Vessels set adrift from LHB Moorings and grounded on beach	
18/09/2020	Grounding	020 of 2020 - ELISE grounded across channel at Railway Wharf	
10/08/2020	Other personnel or public safety item	019 of 2020 - 1 swimmer rescued by kayaker and patrol RIB	
10/08/2020	Other nautical safety	018 of 2020 - Wash created by speeding PWC and pursuing Patrol Rib	
09/08/2020	Dangerous occurrence	016 of 2020 - Swimmer in river near miss with speedboat	
09/08/2020	Dangerous occurrence	017 of 2020 - Young person deliberate tombstoning off Footbridge into path of vessels	
07/08/2020	Fire/Explosion	015 of 2020 - Suspected engine fire of motorboat	
31/07/2020	Other personnel or public safety item	014 of 2020 - Two Swimmers Rescued by Motor Cruiser in Harbour Entrance	
11/07/2020	Impact with Structure	013 of 2020 - Allision of Yacht with Western wall in Narrows	
23/06/2020	Impact with Structure	012 of 2020 - Red 7 Jack-Up impact with quayside flap valve under tow	
20/06/2020	Sinking and capsizing	011 of 2020 - Yacht sunk on AYC moorings shortly after being craned-in	
13/06/2020	Other nautical safety	010 of 2020 - Kite surfer in difficulty across harbour entrance	
04/06/2020	Striking with ship (moored)	009 of 2020 - Canoeist carried with ebb tide into Jack Up Barge at Arundel	
02/06/2020	Other personnel or public safety item	008 of 2020 - Person swept over East Training Wall	
29/05/2020	Sinking and capsizing	007 of 2020 - Yacht Serena sunk on mooring at Timber Docks	
28/05/2020	Other personnel or public safety item	006 of 2020 - 4 swimmers swept into river from beach on flood tide	
27/05/2020	Other personnel or public safety item	005 of 2020 - Child swept seawards when swimming on E Beach	
24/05/2020	Striking with ship (moored)	004 of 2020 - Yacht lines failing on AYC hammerhead	
23/05/2020	Striking with ship (moored)	003 of 2020 - Yacht engine failure and collision with moored vessels	
10/05/2020	Impact with Structure	002 of 2020 - Windsong set on to Arundel Bridge	
12/02/2020	Physical assault or injured by an animal	001 of 2020 - Intimidation of Harbour Staff During Shoal Clearance Ops	

F. Safety Management



Enforcement

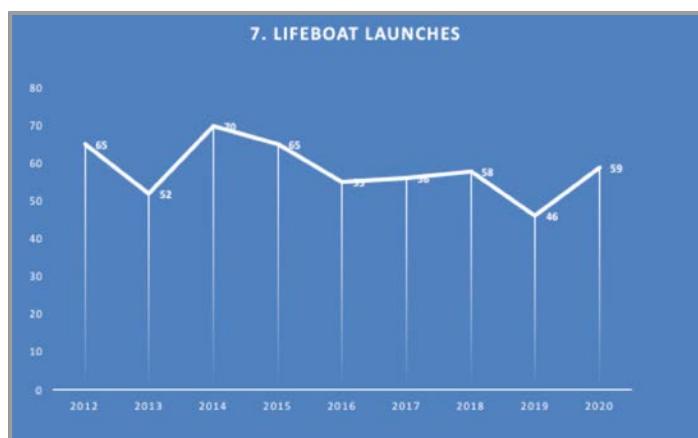
In addition to 9 interviews under caution throughout the season and further verbal and written warnings issued, one incident was sent to Magistrates Court during 2020 for a single incident involving a motorboat failing to follow a verbal direction issued by harbour staff, failing to listen to VHF, speeding and impeding the passage of a large vessel under pilotage. They were fined £1,000 by the courts and were also required to pay £1,740 in costs.

6. Number of LNtMs Published - 18

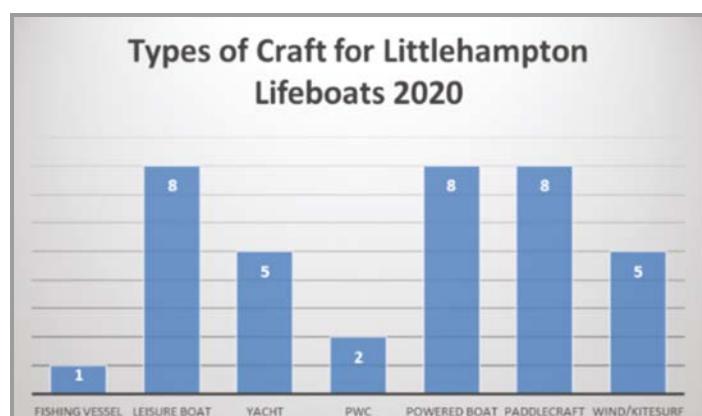
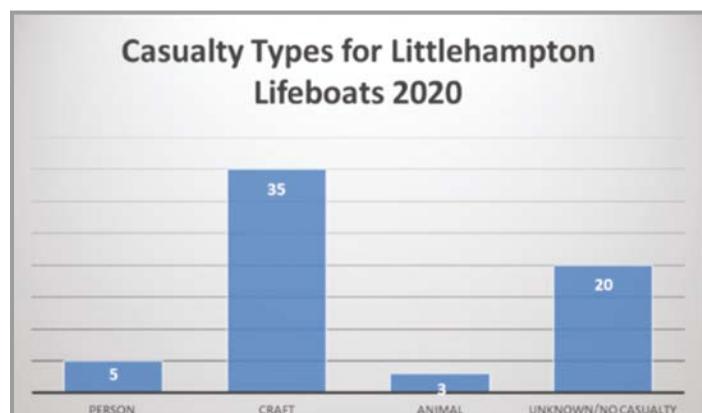
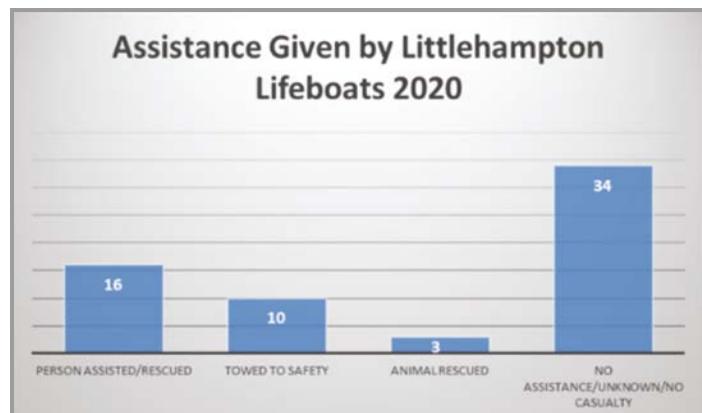
Eighteen Local Notices were published in 2020 notifying harbour users of events planned in the river, hazards to navigation such as fishing gear in harbour approaches, aids to navigation when off station or obscured, dredge operations and the introduction of seasonal restrictions on powered craft off bathing beaches. Several notices were also used to summarise for harbour users the relevant evolving national restrictions on marine leisure activity due to COVID-19.

7. Number of RNLI Launches - 59

Littlehampton lifeboat station operate 2 inshore lifeboats, an Atlantic 85 (Renee Sherman) and D-Class (Ray of Hope). 2020 saw the Littlehampton lifeboats launched 59 times aiding 41 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.



Of the 59 Lifeboat incidents recorded in 2020 (41 involving the larger Atlantic 85 and 18 involving the D-Class) outcomes were recorded as follows:

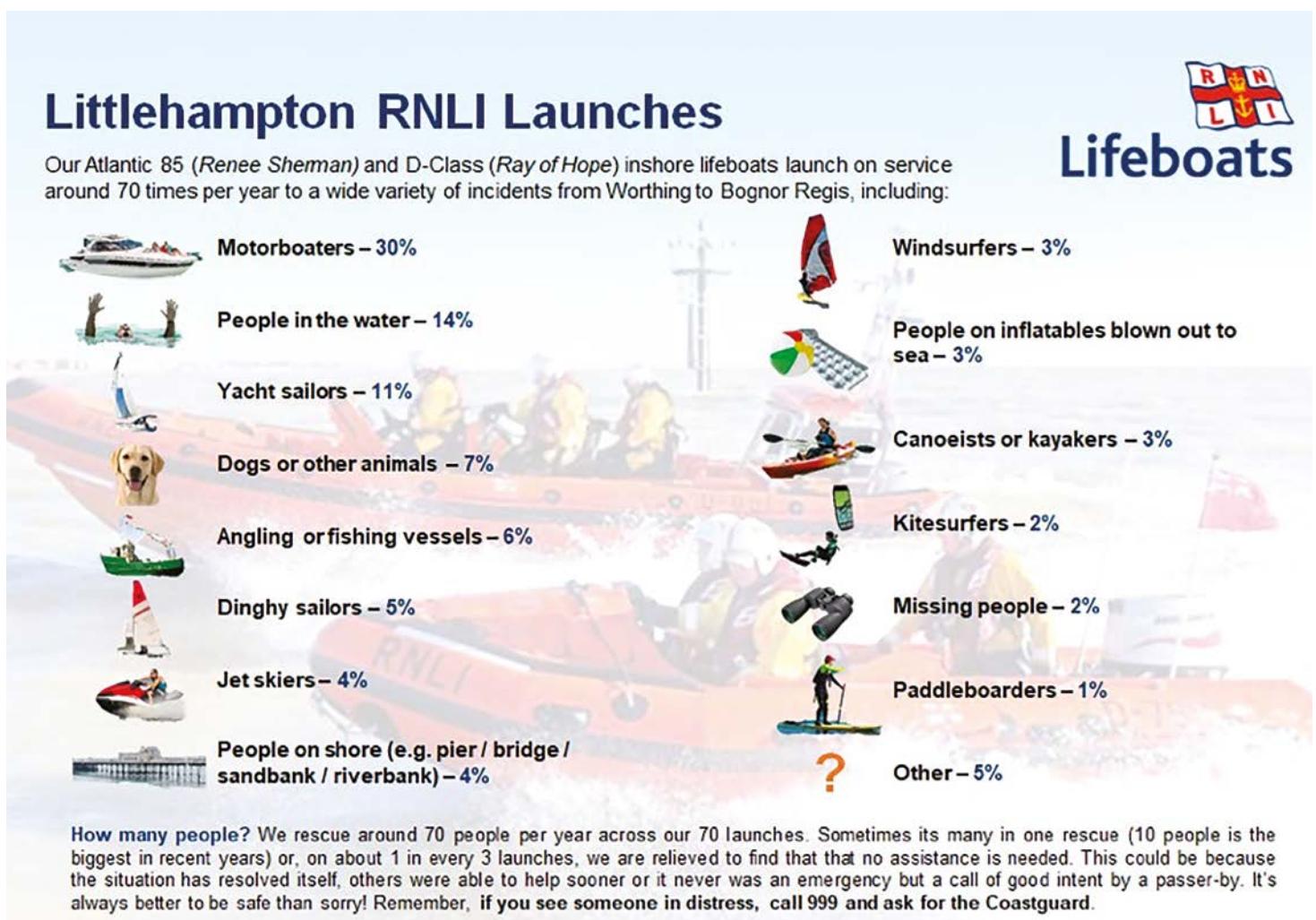


F. Safety Management



8. Number of Compliments and Complaints – 9/2

Board policy is to capture as much feedback as possible both positive and negative. The Littlehampton Harbour Board received 2 complaints regarding Board policy and the conduct of officers. Both complaints have been resolved. One complaint required escalation to the Board's Vice-Chair who, following investigation, subsequently supported the Harbour Master's response to the complaint and responded accordingly. Littlehampton Harbour staff received 9 written compliments for assistance given to harbour users in 2020.



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 2020/21 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
- ✓ 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 one prosecution 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?

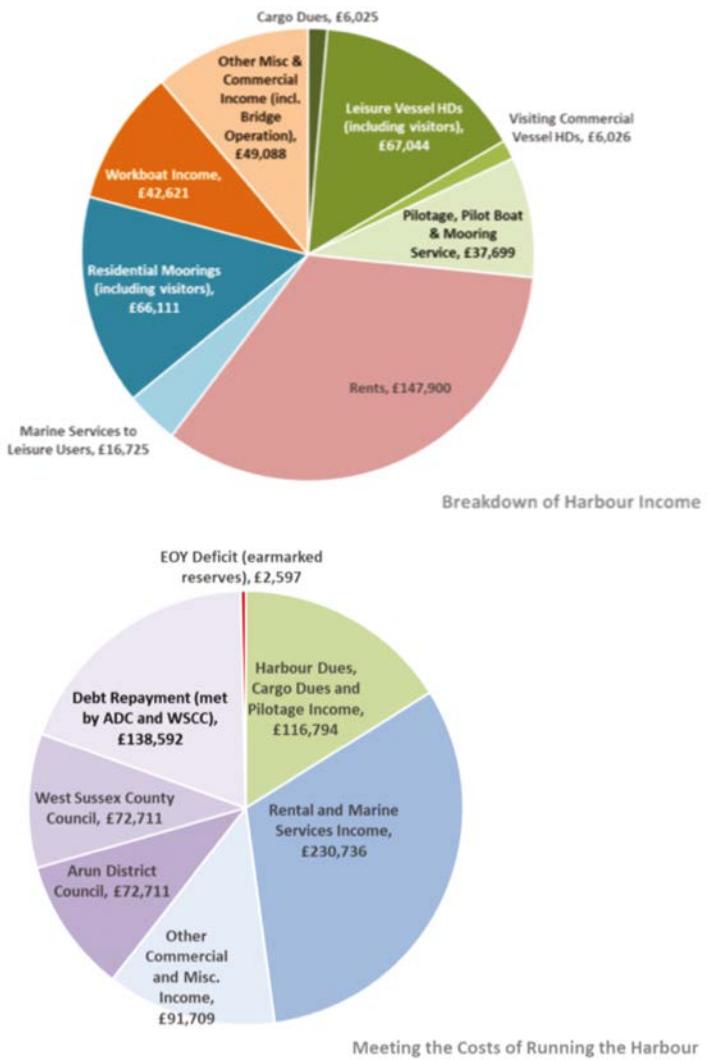
The running cost of the harbour for 2020/21 was £725,850 (including £138,592 in debt repayments - primarily for land purchase and infrastructure re-construction). Money spent on conservancy within the port should primarily be gathered through **Vessel Dues** (paid by both leisure and commercial operators), **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 £116,794

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 £322,445, bringing the overall total income for the year to £439,239.

Any remaining shortfall in covering expenses and the repayment of debt held by the harbour is made up by a contribution from the local authorities (West Sussex County and Arun District Councils) which in 2020/21 totalled £284,014.

Breakdown of Harbour Income

Cargo Dues	£6,025
Leisure Vessel HDs (including visitors)	£67,044
Visiting Commercial Vessel HDs	£6,026
Pilotage, Pilot Boat & Mooring Service	£37,699
Rents	£147,900
Marine Services to Leisure Users	£16,725
Residential Moorings (including visitors)	£66,111
Workboat Income	£42,621
Other Misc & Commercial Income (incl. Bridge Operation)	£49,088
£439,239	

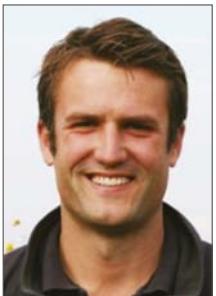
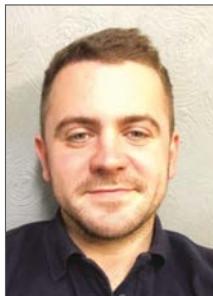


H. Staff

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 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 on average 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;

(L-R) - **Billy Johnson** moved on to become Harbour Master of Langstone just after the beginning of the period in July 2020. **Harry Gregory** was appointed as his successor following two years' as Littlehampton Deputy HM. Prior to LHB, Harry's professional background is in project management, business management and engineering alongside extensive marine experience starting in youth dinghy racing, working internationally as water sports instructor and subsequently gaining Yachtmaster qualifications in power and sail through workboat and yacht delivery work.

Deputy Harbour Master; (L-R) - Due to difficulties carrying out recruitment during the pandemic, a permanent successor to Harry as DHM could not be appointed until February 2021. In the meantime, a member of our existing casual staff **Daniel Harris** took on a contract as (Interim) Assistant Harbour Master for the rest of the season before accepting an opportunity to join the crew of a superyacht overseas in October 2020. After starting as our Seasonal Patrol Officer in 2020 on a temporary contract, Mark Nicholls then agreed to cover the DHM role until February 2021 when **Mike Hayes** was appointed as DHM. Mike achieved a degree in Environmental Science before starting his career in Oyster farming before moving to the Kent Inshore Fisheries and Conservation Authority then later Chichester Harbour Conservancy where he progressed to Marine Foreman and Duty Officer.



H. Staff



Marine Operations Staff; (L-R)

John Jones left the harbour team in December 2020 after 17 years' service. He was succeeded by **Steve Alexander** who takes over primary responsibility for the routine maintenance of LHB vessels and machinery. Steve is a Marine Engineer who joins us from full time employment with the RNLI.

Peter Knight re-joined the harbour team in 2018 in following 11 years full-time with the RNLI and 6 years as the Arun District Council Foreshore Officer. Pete leads on towage and workboat operations within the harbour.

Andrzej Lanczewski, also joined in 2018 bringing a huge amount of maritime experience from 25 years at sea with the Merchant Navy. Unfortunately, Andy injured his knee in June 2019 and is yet to return to fitness. **Mark Nicholls** has been retained on the team since February 2021 as continuing contract cover for Andrzej. Mark has extensive experience of the harbour, boat handling and maintenance through his involvement with Arun Yacht Club and other RYA training centres in the UK and abroad.

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.

Casual staff employed during 2020/21 were included Laura Robinson, Daniel Harris, Brian Flook, Sophie Hanson, Andy Hicks, Ian Foden, Richard Howlett, Steve Matthews, Steve Howlett and 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 to the Board (P/T)

The Clerk's role is to ensure the harbour's Board conducts their business in the correct and lawful manner in line with their governance procedures. After proving an excellent addition to the team from April 2019, **Jen Brooker** left the team in September 2020 after accepting a similar but term-time only role at a local school. Recruitment was carried out as soon as pandemic circumstances permitted, and **Louise Shaw** was appointed Clerk just before the end of the period in Jan 2021. Louise similarly brings many years of experience in Local Government.



Accounts and Admin Officer (P/T)

Kerrie Whitley was employed by the LHB directly in August 2013 but 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 2020/21

Statement of Accounts

When compared with budget, losses on income during the year were largely offset by reduced expenditure giving a net shortfall for year of £2,597. When compared with 2019-20, repairs to the West Works budgeted for 2019-20 but delayed until May of this financial year, allowed a surplus of £25,000 to be brought forward into this year with the intention of covering the cost of these repairs. The outcome for this year now means that this reserve can be carried forward once again. The Board is now faced with unbudgeted repairs to the shingle retaining part of the West Works at a cost of £23,000 and this can be funded out of the carried forward reserve removing the need, at this point, to require any additional Precept.

Performance compared with last year

- Operational income reduced over last year by £20,000.
- Commercial shipping fell short of last year by £8,000 continuing a decline in shipping volumes.
- Commercial rents fell over the last year by £18,000 due to unlet open storage land during 2020/21; the space has since been relet from July 2021.
- Work Boat Income for third party work was up this year by £8,000 but Mooring income fell short of last year by £13,000 of which lack of visitors during the COVID-19 shutdown accounted for £5,000.
- An insurance recovery of some of the salary costs involved in continuing to pay an employee who incurred an injury in the workplace amounted to £19,000 and is included in miscellaneous Income.
- Operating expense (i.e. before loan repayments and capital expense) amounted to £567,433 (above 2019-20 by £25,000). There were several significant changes in expense between this year and last, of note were:
- Repairs and Maintenance: Harbour Structures: Replacement of

piles to the West Works drove costs up by £22,000 above 2019-20. This work was assumed to have taken place before March 2020, however delays in commencing work meant that the cost impacted the 2020-21 financial year. For this reason, the surplus achieved in 2019-20 of £25,000 was carried forward in reserves to fund this work.

- Navigational Maintenance Dredging: the build-up of shingle at the harbour mouth increased significantly during this financial year and two major exercises were undertaken. Fortunately, this cost was offset with the assistance of the Environment Agency to aid coastal flooding defence, thus driving costs down below last year despite an increase in activity. However, going forward this will remain a major expense for the Harbour with no ongoing guarantee of help from other authorities or agencies.
- Capital Expense: There was no capital spend in 2020-21 a reduction from 2019-20 of £12,432. The 2021-20 budget included £15,000 to finance a Jet Ski berthing facility at Pier Road. This idea was subsequently determined to be non-viable.



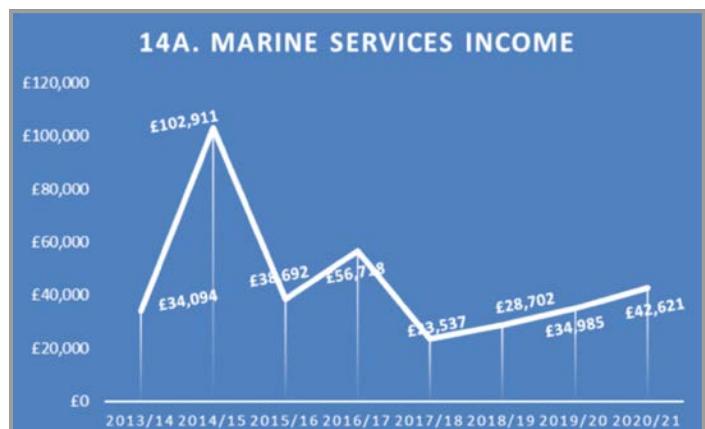
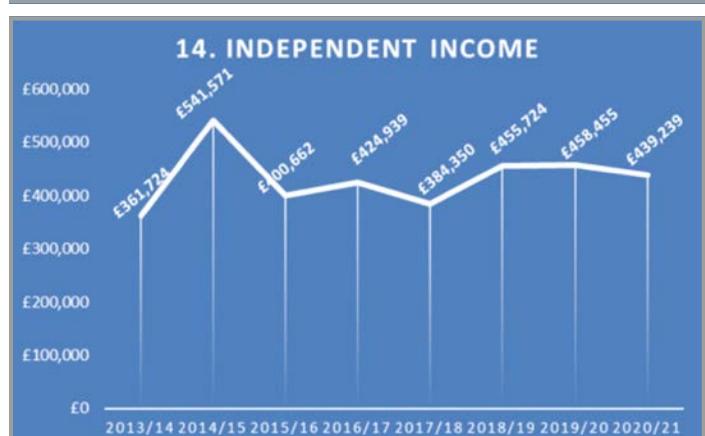
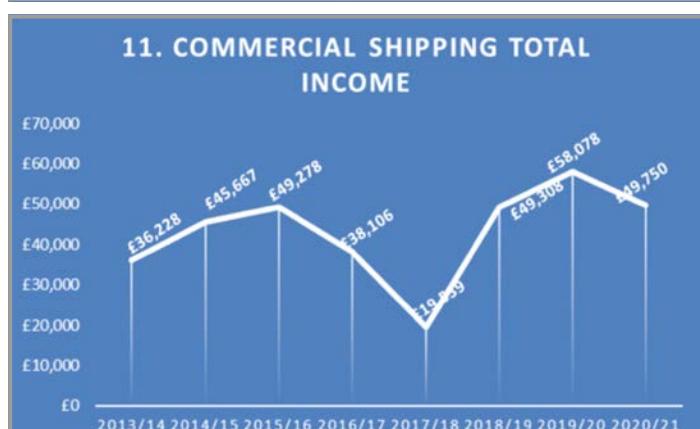
Chris Braby
Treasurer to the Board



J. Financial Key Performance Indicators (FY 20/21)

9. Commercial Rent Income - £147,900
10. Harbour Dues Income (less commercial shipping) - £67,044
- 10a. Moorings Income - £66,111
11. Commercial Shipping Income – £49,750
12. Precept - £284,014
13. Running Cost - £725,850
14. Independent Income (Income less Precept) - £439,239

14a. Workboat Income - £42,621



K. Accounts

(Board approved and submitted for external audit)

	2021 £	2021 £	2020 £
INCOME			
Commercial Harbour Dues	12,051		20,488
Pilotage Service	37,699		37,590
Footbridge	26,937		26,937
Commercial Rents	147,899		165,525
Chargeable Services	59,346		61,660
Harbour Dues-Leisure Craft	67,044		65,941
Moorings	66,110		78,879
Income from Investments	167		1,115
Deferred Loan Income	-		-
Asset Disposal	-		-
Miscellaneous Income	21,986		320
Local Authority Precepts	284,014		282,012
TOTAL INCOME		723,253	740,467
EXPENDITURE			
Employee costs	286,713		296,195
Accounting, Admin and Audit	18,632		18,498
Legal and Professional Fees	46,797		44,801
Repairs and Maintenance-Premises	15,661		12,713
Repairs and Maintenance-Moorings	681		277
Repairs and Maintenance-Harbour Structures	32,543		7,407
Repairs and Maintenance-Navigational	32,962		49,326
Repairs and Maintenance-Boats and Vehicles	21,780		20,973
Equipment Hire	943		2,937
Rent and Rates	9,189		8,978
Light and Heat	4,506		3,373
Printing and Stationery	4,792		5,192
Insurance	38,134		34,824
IT services	18,976		14,008
Telephone	2,020		1,835
Training and Conferences	12,711		4,691
Other administration expense	7,836		10,028
Recoverable Costs	8,085		2,266
Bank and Credit Card charges	4,472		4,133
Capital Expenditure	0		12,432
Loan Repayments	158,417		160,364
TOTAL EXPENDITURE		725,850	715,251
INCOME LESS EXPENDITURE		(2,597)	25,216
GENERAL FUND ANALYSIS			
Income for the Year	723,253		740,467
Expenditure for the Year	(725,850)		(715,251)
Transfer to/from Earmarked Reserves	-		-
Transfer to Reserves	(2,597)		25,216

K. Accounts

Balance Sheet as at 31st March 2021

	Note	2021 £	2021 £	2020 £
LONG TERM ASSETS				
INVESTMENTS AT COST		-	-	-
CURRENT ASSETS				
DEBTORS	3	29,727		16,534
CASH AT BANK & IN HAND		113,881		105,632
PUBLIC SECTOR INVESTMENT FUND		16,002		15,934
TOTAL ASSETS		159,610		138,100
CURRENT LIABILITIES				
CREDITORS	4		94,906	70,799
CONTIGENT LIABILITIES			-	-
NET ASSETS		64,704		67,301
REPRESENTED BY				
GENERAL FUND	6		35,000	35,000
EARMARKED RESERVES	6		29,704	32,301
			64,704	67,301

The above statement represents fairly the financial position of the Board as at 31st March 2021 and reflects its income and expenditure during the year.

Signed : R.O. Collings
Chairman

21st JUNE 2021

Date

Signed : A.W.
Responsible Financial Officer

1st MAY 2021

Date

Notes to the Accounts 2020/21

1 Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2020	1,812,550	439,451	6,813,875	198,354	9,264,230
Revaluation	-	-	-	-	-
Additions	-	-	-	-	-
Disposal	-	(10,152)	-	-	(10,152)
At 31 March 2021	1,812,550	429,299	6,813,875	198,354	9,254,078

As part of the Littlehampton Town Flood Defence works carried out on behalf of the Environment Agency, Arun Parade, Nelson Steps and the Pier Road retaining wall were completely rebuilt during 2015. All these assets were treated as disposals and the new structures treated as additions and were valued at insurance rebuild cost. Ownership of these assets is currently under review with the Environment Agency and Arun District Council

Fixed Assets owned by the Board include the following

Operational Land & Buildings

Harbour Offices & Toilets
Land at Town Quay
Workshops & Land
Customs House & Land
Land at Railway Wharf

Vehicles & Equipment

Multi Purpose Pilot & Work Boat
Tools & Equipment
Office Furniture
Telephone system
Work boat
2 Vehicles (1 due for disposal)
Patrol Rib

Infrastructure Assets

West Beach Groyne
West Pier
West Training Wall
East Pier
East Training Wall (Dicker Works)
Town Quay (Piling & Capping)
Railway Wharf (Piling and capping)
UMA Wharf (Piling and capping)
Lighthouse
East Navigation Light and Pile

Commercial Assets

Pier Road Pontoons
Town Quay Pontoon
Dukes Wharf Pontoons
Workshop Pontoons
Access Gangways Workshop/
Town Quay/Dukes Wharf
Scrubbing Piles

Notes to the Accounts 2020/21

	2021 £	2020 £
2 Borrowings		
The Board's borrowings as at 31 March 2021		
West Sussex County Council	219,800	235,500
Public Works Loan Board	626,305	722,219
	846,105	957,719
Analysis of Loans by maturity		
Maturing in		
0-5 years	348,146	34,654
5-10 years	128,659	531,565
10-15 years	219,800	235,500
after 15 years	149,500	156,000
	846,105	957,719
3 Debtors		
Trade Debtors (net of potential bad debt reserve)	18,794	10,709
V A T Recoverable	2,064	3,230
Prepayments	8,869	2,559
	29,727	16,498
4 Creditors and Accrued Expenses		
Trade Creditors	61,152	39,420
Holding Deposits	1,963	-
Credit Card	1,196	1,098
Accrued Expense	30,585	30,281
VAT	-	-
Paysafe	10	-
	94,906	70,799

Notes to the Accounts 2020/21

5 Pension Costs

In 2020/2021 the Board paid employer's contributions of £36,075, (£38,961), representing 18.3% (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 2020	35,000
Transfers in and out for 2020/21 to Earmarked Reserves	<u>0</u>
Closing Reserve as at 31st March 2021	35,000

Earmarked Reserves

Opening Reserve as at April 2020	32,301
Transfer from General Reserve	<u>(2,597)</u>
Closing Earmarked Reserves as at 31st March 2021	29,704

Total Reserves as at 31st March 2021	<u>64,704</u>
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