

**LITTLEHAMPTON HARBOUR BOARD**

**Audited 2022/23 Statement of Accounts**

# **LITTLEHAMPTON HARBOUR BOARD**

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# **LITTLEHAMPTON HARBOUR BOARD**

## **Board Information for the Year Ended 31st March 2023**

### **Chair**

Mr R O'Callaghan

### **Members**

Cllr N Atkins (appointed March 2022)

Cllr P Bicknell

Cllr D Britton (resigned June 22)

Mr B Goodhew

Cllr S Haywood

Mr G Lindsay

Cllr G Markwell (resigned June 22)

Cllr A Patel (appointed February 23)

Cllr J Pendleton

Mr R Spencer

Cllr Dr J. M. M. Walsh (Vice Chairman)

### **Harbour Manager**

H Gregory

### **Responsible Financial Officer (R.F.O.)**

C. Braby, Treasurer

### **Clerk to the Board**

Louise Shaw

### **Auditors**

PKF Littlejohn LLP  
1 Westferry Circus, Canary Wharf, London E14 4HD



## LITTLEHAMPTON HARBOUR BOARD

### Foreword to the 2022-23 Accounting Statements

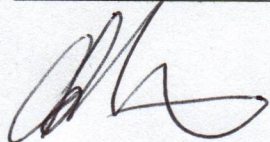
Given the events over this last year, in particular the damage to the West Wall which accelerated the initial investigation work prior to its reconstruction later in 2023, the resulting outcome, (a small surplus), is a considerable achievement. At operational level, the Harbour was at break even with all unforeseen costs covered, an improvement over the budget of some £72,000.

The additional unbudgeted consultancy and mobilisation costs to give temporary support to the damaged West Wall structure and the initial costs incurred towards the end of the year in accelerating its replacement were covered by additional precept from Arun District Council and West Sussex County Council.

The activity level required from the marine staff to keep on top of events during this past year, particularly those relating to the infrastructure issues at the harbour entrance, merit particular praise of the Harbour Master and his team.

#### Results Summary

	2022/23 Actual £	2022/23 Budget £	2021/22 £
Operational Income	576,780	453,490	462,312
Operational Expense	(576,871)	(525,725)	(592,380)
Operational surplus/(deficit)	(91)	(72,235)	(130,068)
Interest	1,401	100	43
Dredging Costs Contributions	5,916	20,000	16,218
Insurance Recovery	0	0	10,190
Premises Repair	(42,253)	(35,000)	0
Harbour Revision Order	(15,606)	(30,000)	0
Legal Costs (Section 31 etc)	0	0	(58,130)
Harbour Entrance Consultancy	(85,227)	(50,000)	(15,000)
Shoal Clearances	(30,687)	(35,000)	(21,478)
West Wall Damage	(17,559)		
Recoverable Costs	(56,766)	0	0
Capital	(0)	0	0
Loan repayments	(155,078)	(164,334)	(156,435)
Precept Income	397,070	362,713	380,941
Surplus/(deficit)	1,120	(3,756)	26,281



Treasurer to the Board



# LITTLEHAMPTON HARBOUR BOARD

## Income and Expenditure Account for Year Ended 31st March 2023

	2023 £	2023 £	2022 £
<b>INCOME</b>			
Commercial Harbour Dues	19,289		9,189
Pilotage Service	26,297		26,365
Footbridge	26,937		26,937
Commercial Rents	177,848		163,639
Chargeable Services	142,828		72,226
Harbour Dues-Leisure Craft	83,758		74,877
Moorings	94,188		85,364
Income from Investments	1,401		43
Insurance Recoveries	-		10,190
Dreging Recoveries	5,916		16,218
Asset Disposal	-		-
Miscellaneous Income	5,635		3,715
Local Authority Precepts	397,070		380,941
<b>TOTAL INCOME</b>		<b>981,167</b>	<b>869,704</b>
<b>EXPENDITURE</b>			
Employee costs	321,566		302,986
Accounting, Admin and Audit	19,774		18,648
Legal and Professional Fees	129,546		120,291
Repairs and Maintenance-Premises	55,196		18,716
Repairs and Maintenance-Moorings	250		123
Repairs and Maintenance-Harbour Structures	58,549		34,901
Repairs and Maintenance-Navigational	42,839		42,532
Repairs and Maintenance-Boats and Vehicles	23,173		26,399
Equipment Hire	4,013		8,055
Rent and Rates	15,489		15,476
Light and Heat	4,584		4,790
Printing and Stationery	4,374		4,587
Insurance	46,416		45,111
IT services	11,260		12,138
Telephone	2,659		2,225
Training and Conferences	16,253		7,378
Other administration expense	10,913		11,561
Recoverable Costs	52,753		6,291
Bank and Credit Card charges	5,362		4,780
Capital Expenditure	0		0
Loan Repayments	155,078		156,435
<b>TOTAL EXPENDITURE</b>		<b>980,047</b>	<b>843,423</b>
<b>INCOME LESS EXPENDITURE</b>		<b>1,120</b>	<b>26,281</b>
<b>GENERAL FUND ANALYSIS</b>			
Income for the Year		981,167	869,704
Expenditure for the Year		(980,047)	(843,423)
Transfer to/from Earmarked Reserves		-	-
Transfer to Reserves		1,120	26,281

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



# LITTLEHAMPTON HARBOUR BOARD

## Balance Sheet as at 31st March 2023

	Note	2023 £	2023 £	2022 £
<b>LONG TERM ASSETS</b>				
INVESTMENTS AT COST		-	-	-
<b>CURRENT ASSETS</b>				
DEBTORS	3	65,925		58,184
CASH AT BANK & IN HAND		46,451		77,568
PUBLIC SECTOR INVESTMENT FUND		36,710		36,033
<b>TOTAL ASSETS</b>			<b>149,086</b>	<b>171,785</b>
<b>CURRENT LIABILITIES</b>				
CREDITORS	4		112,966	80,800
CONTINGENT LIABILITIES			-	-
<b>NET ASSETS</b>			<b>36,120</b>	<b>90,985</b>
<b>REPRESENTED BY</b>				
GENERAL FUND	6		36,120	35,000
EARMARKED RESERVES	6		-	55,985
			<b>36,120</b>	<b>90,985</b>

The above statement represents fairly the financial position of the Board as at 31st March 2023 and reflects its income and expenditure during the year.

Signed : R. O. Callaghan  
Chairman

19<sup>th</sup> JUNE 2023  
Date

Signed : [Signature]  
Responsible Financial Officer

30<sup>TH</sup> MAY 2023  
Date

*The notes on pages 5-8 form part of these accounts*



# LITTLEHAMPTON HARBOUR BOARD

## Notes to the Accounts 2022/2023

### 1 Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2022	1,812,550	429,299	6,813,875	198,354	9,254,078
Revaluation	-	-	-	-	-
Additions	-	-	-	-	-
Disposal	-	-	-	-	-
At 31 March 2023	<b>1,812,550</b>	<b>429,299</b>	<b>6,813,875</b>	<b>198,354</b>	<b>9,254,078</b>

*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  
Vehicle  
Patrol Rib

#### Infrastructure Assets

West Beach Groyne  
West Pier  
West Training Wall  
East Pier ( sub structure only)  
East Training Wall (Dicker Works)  
Littlehampton 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  
Littlehampton Town Quay Pontoon  
Dukes Wharf Pontoons  
Workshop Pontoons  
Access Gangways Workshop/  
Littlehampton Town Quay/Dukes Wharf  
Scrubbing Piles



# LITTLEHAMPTON HARBOUR BOARD

## Notes to the Accounts 2022/2023

2	<b>Borrowings</b>	2023	2022
		£	£
	The Board's borrowings as at 31 March 2023		
	West Sussex County Council	188,400	204,100
	Public Works Loan Board	423,293	526,928
		<b>611,693</b>	<b>731,028</b>
	Analysis of Loans by maturity		
	Maturing in		
	0-5 years	286,793	383,928
	5-10 years	-	-
	10-15 years	184,275	204,100
	after 15 years	140,625	143,000
		<b>611,693</b>	<b>731,028</b>
3	<b>Debtors</b>	2023	2022
		£	£
	Trade Debtors (net of potential bad debt reserve)	58,440	45,727
	V A T Recoverable	-	2,550
	Prepayments	7,485	9,907
		<b>65,925</b>	<b>58,184</b>
4	<b>Creditors and Accrued Expenses</b>	2023	2022
		£	£
	Trade Creditors	39,263	51,719
	Holding Deposits	3,275	2,713
	Credit Card	2,268	1,134
	Accrued Expense	67,524	21,532
	VAT	636	3,702
		<b>112,966</b>	<b>80,800</b>



## **LITTLEHAMPTON HARBOUR BOARD**

### **Notes to the Accounts 2022/2023**

#### **5 Pension Costs**

In 2022/2023 the Board paid employer's contributions of £42,428, (£42,094), representing 18.0% 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 based on triennial actuarial valuations, the latest such review was in March 2022 which set the rate for the next 3 years (2023/24 to 2025/26 at 18%. 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 Hampshire Pension Services The Castle, Winchester, Hampshire SO23 8UB who administer the fund on behalf of West Sussex County Council



LITTLEHAMPTON HARBOUR BOARD

Notes to the Accounts 2022/2023

6 Reserves

General Reserves

£

Opening Reserve as at April 2022	35,000
Surplus for 2022/23	1,120
Closing Reserve as at 31st March 2023	36,120

Earmarked Reserves

Opening Reserve as at April 2022	55,985
Refund to Precepting Authorities during year	(55,985)
Transfer from General Reserve	0
Closing Earmarked Reserves as at 31st March 2023	0

Total Reserves as at 31st March 2022

36,120