

**LITTLEHAMPTON HARBOUR BOARD**

**2023/24 Statement of Accounts**

# LITTLEHAMPTON HARBOUR BOARD

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# **LITTLEHAMPTON HARBOUR BOARD**

## **Board Information for the Year Ended 31st March 2024**

### **Chair**

Mr R O'Callaghan

### **Members**

Cllr N Atkins (left December 23)

Cllr P Bicknell

Mr B Goodhew

Cllr S Haywood

Mr G Lindsay

Cllr A Patel (appointed February 23)

Cllr J Pendleton

Mr R Spencer

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

### **Chief Executive Officer**

C Monk

### **Harbour Manager**

M Hayes

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

C. Braby, Treasurer

### **Clerk to the Board**

M Smart

### **Auditors**

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

## LITTLEHAMPTON HARBOUR BOARD

### Foreword to 2023-24 Accounts

The Financial Year closed out with a £14,000 loss which has depleted our Statutory Reserve by £13,000 which will have to be reclaimed from our two Precepting Authorities in the first quarter of the 2024-25 Financial Year.

2023-24 has seen a disappointing decline in Commercial Shipping visits with only five ships arriving at the port to be compared with the year's budget which predicted twelve.

Damage sustained to the West Training Wall during dredging operations accelerated Phase 1 of the Harbour Entrance Renewal Scheme due to be completed in 24/25 generating an unbudgeted expenditure of £1,635,000 all funded by our two Precepting Authorities. In addition, also funded and budgeted, the West Bank Groyne was replaced at a cost of £300,000.

The 2024-25 Budget presented to the Board in December 2023 contained costs for the planning and preparation for Phase 2 and 3 of the Harbour Entrance Renewal Scheme. In advance of the Board's December Meeting where they would set the 24/25 Precept, both Precepting Authorities received advanced notice of the Budget contents in November 2023.

In a letter from Arun District Council dated 5<sup>th</sup> of December addressed to the Board's Chief Executive, Arun District Council (ADC), made it clear that they would not contribute to the costs of further work, direct or indirect, on the Harbour Entrance Renewal Scheme and what's more, believed that they were not legally bound to do so. Our other Precepting Authority, West Sussex County Council, have made it clear that they will only match contributions paid over by ADC. As a result, the Board has applied for a Judicial Review of ADC's refusal. The likely costs of this Review to the Board in 24/25 is £65,000. **This sum is not provided for in the 24/25 Accounts.** It may therefore be necessary for the Board to precept for some or all of this sum under Section 18 of the West Sussex County Council Act 1972.

It is unlikely that a hearing will take place before the Autumn of this year. The impact is that the Board have no available funds to progress the preparation for Phase 2 and 3 of the Harbour Entrance Renewal Scheme.

Treasurer to the Board

# LITTLEHAMPTON HARBOUR BOARD

## Income and Expenditure Account for Year Ended 31st March 2024

	2024 £	2024 £	2023 £
<b>INCOME</b>			
Commercial Harbour Dues	5,722		19,289
Pilotage Service	19,053		26,297
Footbridge	26,937		26,937
Commercial Rents	181,672		177,848
Chargeable Services	74,217		83,774
Harbour Dues-Leisure Craft	82,765		83,758
Moorings	91,853		94,188
Income from Investments	5,744		1,401
Dredging Recoveries	29,190		5,916
Recovery of rechargeable costs	25,748		59,054
Miscellaneous Income	4,015		5,635
Local Authority Precepts	2,340,547		397,070
<b>TOTAL INCOME</b>		<b>2,887,463</b>	981,167
<b>EXPENDITURE</b>			
Employee costs	349,444		321,566
Accounting, Admin and Audit	24,827		19,774
Legal and Professional Fees	148,650		129,546
Repairs and Maintenance-Premises	20,375		55,196
Repairs and Maintenance-Moorings	357		250
Repairs and Maintenance-Harbour Structures	34,259		58,549
Repairs and Maintenance-Navigational	54,197		42,839
Repairs and Maintenance-Boats and Vehicles	23,975		23,173
Equipment Hire	5,115		4,013
Rent and Rates	17,273		15,489
Light and Heat	5,154		4,584
Printing and Stationery	3,771		4,374
Insurance	57,464		46,416
IT services	13,657		11,260
Telephone	3,243		2,659
Training and Conferences	3,636		16,253
Other administration expense	8,689		10,913
Recoverable Costs	29,083		52,753
Bad Debt Provision	14,583		0
Bank and Credit Card charges	5,172		5,362
Loan Repayments	143,335		155,078
<b>Capital Expenditure</b>			
Rebuild of Harbour Entrance Infrastructure (Phase 1)	1,935,225		0
<b>TOTAL EXPENDITURE</b>		<b>2,901,484</b>	980,047
<b>INCOME LESS EXPENDITURE</b>		<b>(14,021)</b>	1,120
<b>GENERAL FUND ANALYSIS</b>			
Income for the Year		2,887,463	981,167
Expenditure for the Year		(2,901,484)	(980,047)
Transfer to/from Earmarked Reserves		-	-
Transfer to Reserves		(14,021)	1,120

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



# LITTLEHAMPTON HARBOUR BOARD

## Notes to the Accounts 2023/2024

### 1 Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2023	1,812,550	429,299	6,813,875	198,354	9,254,078
Revaluation	-	-	-	-	-
Additions	-	-	1,935,225	-	1,935,225
Disposal	-	-	(322,501)	-	(322,501)
At 31 March 2024	<b>1,812,550</b>	<b>429,299</b>	<b>8,426,599</b>	<b>198,354</b>	<b>10,866,802</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 2023/2024

	2024	2023
	£	£
<b>2 Borrowings</b>		
The Board's borrowings as at 31 March 2024		
West Sussex County Council	<b>172,700</b>	<b>188,400</b>
Public Works Loan Board	<b>325,714</b>	<b>423,293</b>
	<b>498,414</b>	611,693
Analysis of Loans by maturity		
Maturing in		
0-5 years	195,714	286,793
5-10 years	-	-
10-15 years	-	184,275
after 15 years	302,700	140,625
	<b>498,414</b>	611,693
<b>3 Debtors</b>	<b>2024</b>	2023
	£	£
Trade Debtors (net of potential bad debt reserve)	29,087	58,440
V A T Recoverable	8,200	-
Prepayments	7,036	7,485
Accrued income	32,187	
	<b>76,509</b>	<b>65,925</b>
<b>4 Creditors and Accrued Expenses</b>	<b>2024</b>	2023
	£	£
Trade Creditors	91,297	39,263
Holding Deposits	3,175	3,275
Credit Card	4,092	2,268
Accrued Expense	24,381	67,524
VAT	-	636
	<b>122,945</b>	112,966



## LITTLEHAMPTON HARBOUR BOARD

### Notes to the Accounts 2023/2024

#### 5 *Pension Costs*

In 2023/2024 the Board paid employer's contributions of £47,996, (£42,428), 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 2023/2024

6 Reserves

<b>General Reserves</b>	£
Opening Reserve as at April 2023	35,000
Surplus/(loss) for 2023/24	(14,021)
Transfer from Earmarked Reserves	<u>1,120</u>
<b>Closing Reserve as at 31st March 2024</b>	<b>22,099</b>
<b>Earmarked/General Reserves</b>	
<u>General Reserves</u>	
Opening Reserve as at April 2023	1,120
Refund to Precepting Authorities during year	0
Transfer from General Reserve	<u>(1,120)</u>
<b>Closing Earmarked Reserves as at 31st March 2024</b>	<b>0</b>
<b>Total Reserves as at 31st March 2024</b>	<b><u><u>22,099</u></u></b>