

**Report of the Commissioners and
Financial Statements
for the Year Ended 31 March 2024
for
Brightlingsea Harbour Commissioners**

Brightlingsea Harbour Commissioners

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Brightlingsea Harbour Commissioners

Organisation Information for the year ended 31 March 2024

CHAIRMAN

Mr A Scott

HARBOUR MASTER

Mr J Thomas

REGISTERED OFFICE:

4 Copperas Road
Brightlingsea
Essex
CO7 0AP

AUDITORS:

Tile & Co Essex Limited
Warden House
37 Manor Road
Colchester
Essex
CO3 3LX

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

INTRODUCTION

Brightlingsea Harbour is a trust port, established by Act of Parliament in 1927. As such is an independent statutory harbour authority governed by its own unique statute. There are no shareholders or owners, and any surplus is ploughed back into the port for the benefit of the stakeholders of the trust port.

This annual report encompasses the advice within the Department of Transport's "Port Good Governance Guidance" March 2018 publication. The UK Corporate Government Code sets out the purpose of corporate governance as being 'to facilitate effective, entrepreneurial and prudent management that can deliver the long-term success of a company'. This is relevant to the activities of Statutory Harbour Authorities, concerned as they are with the long-term success and sustainability of a harbour.

Brightlingsea Harbour is a small mixed leisure and commercial port with a rich heritage and is within a nature conservation area of international importance. The Harbour comprises a commercial wharf, a marina and several boatyards. It provides around 500 berths and moorings of various types which can accommodate boats of up to 50 feet (15m) in length and 8 feet (2.5m) draft. Facilities provided by the Harbour include a water taxi, harbour trips, lunchtime river cruises, a seasonal ferry service, fuelling facilities, maintenance posts, toilets, showers and a laundry.

Following the Act of Parliament closing Colchester Port in 2007, Brightlingsea Harbour Commissioners also became the Pilotage Authority and Local Lighthouse Authority.

Brightlingsea Harbour Commissioners is governed by a board of Commissioners comprising the non-executive Chairman, the Harbour Master (who is also the Chief Executive) and several other non-executive commissioners. The Chairman and non-executive commissioners are all unpaid volunteers. Their appointment is based on the skills and knowledge they bring to the organisation. They are selected and appointed, after the positions are publicly advertised, for a four-year period which can be extended to a second four-year period. They meet as a minimum on 6 occasions throughout the year. The Harbour Master / Chief Executive is a Commissioner as well as a full-time employee.

As Commissioners, Brightlingsea Harbour Commissioners (BHC) have responsibilities to the Department of Transport and stakeholders to serve local and regional interests. Trust ports are a valuable asset, safeguarded by the existing Commissioners, whose duty it is to hand it on in the same or better condition to succeeding generations. This remains the ultimate responsibility of the Commissioners and future generations remain the ultimate stakeholder.

The Commissioners, under the Port Marine Safety Code, are accountable for marine safety within the harbour and as such are required to "formally and actively consider the safety of people using the harbour and its environment". This responsibility includes the requirement to conduct channel surveys, maintain navigation marks and preparing for civil contingencies.

The limits of the statutory harbour include all the waters in Brightlingsea Creek to the east of a line drawn between the Martello Tower at Point Clear and Bateman's Tower in Brightlingsea, with the exception of the area of St Osyth boatyard. Following the closure of the port of Colchester, Brightlingsea Harbour Commissioners assumed the responsibility for maintaining all the navigation marks and providing pilotage in the River Colne downstream of Roman River. The regulation of these waters is governed by Brightlingsea Harbour Acts and Orders 1927 to 2002, and the Colchester Borough Council Act 2001.

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

BHC are publicly accountable for the execution of their duties and have the power to enforce Harbour Dues and fees to cover the costs of discharging their statutory obligations. These dues are payable by all users of the Harbour. As a Trust Port it is required to run as a commercial business, generating a financial surplus that is used to sustain and develop the port.

STAKEHOLDERS

Brightlingsea Harbour's stakeholders are not just the local marine community. Port Users, the local Brightlingsea community of 10,000 people, local businesses, port employees, related interest groups and regional and national economy are also considered. Commissioners are expected to consider the needs of all stakeholders when making decisions. If conflicts of interest occur between stakeholders, the Commissioners will exercise their duty to strike a balance which considers the need and concerns of all stakeholders along with the objectives of the port. This includes commercial considerations, what constitutes the 'common good' for all stakeholders and the port itself using the following guiding principles:

- Ensure sufficient water depth is maintained,
- Maintain a similar mix and number of moorings, managed by the Harbour,
- Maintain and sustain suitable facilities for visiting boats,
- Identify gaps in services and, where appropriate, either work with others to provide or provide ourselves,
- Maintain our compliance with the Port Marine Safety Code,
- Maintain current quality standards (e.g., YHA Gold Anchors, PMSC) and identify any appropriate standards that will help further improve the harbour's operation,
- Operate a financial model which ensures sustainability, phased capital equipment replacement and a regular maintenance schedule,
- Maintain and build strong working relationships with all harbour users and stakeholders,
- Provide value for money,
- Maintain, protect and enhance our natural environment.
- Encourage all harbour stakeholders to appreciate the unique character of the harbour.

BHC held two public meetings with stakeholders during the year. This was achieved. In addition, there were two meetings with representatives of the Brightlingsea Harbour Interest Group (BHIG). The Harbour Master also meet with local water sports clubs twice in the year, gathering feedback on the season and the plans for next year.

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

Development of the harbour's website, greater use of Twitter, Facebook, Instagram and You Tube to promulgate information, Minutes of Commissioners' meetings and the 'annual report and accounts' are available from the website. Over 1500 people have downloaded the harbour's App. The harbour entry video, providing pilotage information for craft entering and leaving the harbour, has been viewed over 2500 times.

There are many ways to contact the Harbour, visit in person, email, letter, telephone call, contact us, tell us what you think button on the Website, Facebook, twitter, Instagram and Tik Tok. Although it is possible to engage anonymously via the website, though in that case a response from the harbour is not possible.

PORT MARINE SAFETY CODE

BHC have appointed an independent 'Designated Person' to advise them on compliance with the Port Marine Safety Code. The designated person reports to the Commissioners, not the Harbour Master.

Inspection. An annual inspection was carried out by the Designated Person during the period. That report was sent to, and discussed by, Commissioners. It was published on the BHC website.

Incident/accident Investigations, Reports and Data.

Fourteen accidents were logged; 6 collisions/allisions, 2 MOB, 6 medical injuries.

Four incidents were logged; 1 Equipment loss, 1 Engine failure (No anchor or Lifejackets), 2 Anti-social incidents. The HM has carried out a safety campaign, actively recommending the use of lifejackets, including when using tenders. The medical injuries included small cuts, a heart attack and a Mental breakdown.

Personal Watercraft

Management of Personal Watercraft within the harbour limits required an investment of approximately £10K for the deployment of security at Point Clear launch site and provision of swimming marker buoys. Despite initial problems created by launching of PWCs at Point Clear and causing trouble upriver early in the season, there was a marked improvement brought about by these initiatives. The Commissioners have and continue to work stakeholders and engaged with the landowners, to bring about more control over launch areas. The BHC priority is to remove anonymity from PWC users. This enabled authorities to identify those responsible for anti-social behaviour, improving their behaviour and reducing the problem.

There were three prosecutions for PWC breaches of by-laws within the Harbour or the River Colne.

Safety Management System

The transfer of elements of the Safety Management System into an electronic format has been completed and will be uploaded to our website in due course.

PMSC Training for Commissioners

Commissioners now take part in formal Port Marine safety code training, provided by the British Ports Association, to prepare them for the role of Duty Holder.

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

PRINCIPAL ACTIVITIES

The demand for mid-stream pontoon moorings remained high, whilst the Harbour had spare capacity in the more traditional swinging and fore and aft moorings.

Overall, the number of visiting boats remained similar with a slight increase over the previous year of 116 boats, to 3290 visitors. 3290 is the highest annual numbers of visitors since BHC records began, despite the season's weather being difficult for visiting yachtsmen. This demonstrates that Brightlingsea Harbour is considered by boaters as a great place to visit.

The water taxi revenue is down slightly. Possibly due to a reduction in visiting numbers and regular boat users over the early part of the summer season, with the poor weather. Overall, the water taxi roughly breaks even, with income close to costs.

Due to unseasonably poor weather the income generated by the scheduled ferry service across to Point Clear and East Mersea failed to reach estimate by £5,000.

The Charter service generated smaller revenues due to the inability of The Black Buoy to provide a lunch service in the earlier part of the season. The late starting of the service although successful led to a reduction of revenue of £4,000.

Next year we resolve to create a full seasonal service with alternative destinations with the intention of growing revenues previously seen in the last financial year.

Oliver's Wharf (Port of Brightlingsea) is not operated by BHC; it is interpedently owned and operated. BHC commercial activity revenue from Oliver's Wharf and pilotage remained level. The wharf owner hopes to increase activity in the coming year

The amount of fuel litres sold increased, yet the income reduced due to fluctuating fuel prices. Fuel provision remains a key service provided to Harbour users and will be retained for as long as it is viable.

The legislation that closed Colchester Port appointed BHC to become the 'Local Pilotage Authority' and the Local Lighthouse Authority for the River Colne. This includes responsibility for specified navigation buoys in the River Colne, from Inner Bench Head buoy to Wivenhoe. An annual fee, set out in the legislation, is paid to BHC by Colchester City Council for taking on these responsibilities.

BHC continues to be involved in charitable events and donations. BHC undertakes engagement with local schools. Engagement. 'Schools week' is organised by the Pioneer Trust, with financial support and contribution in kind from BHC. The week engages with schools that have a close connection to the River Colne to educate and stimulate younger stakeholders.

A maintenance dredging programme is now in operation, with the Commissioners setting dredging targets based on bathymetry surveys.

FINANCIAL POSITION

The budget was set for the 2023/24 financial year aimed to deliver a 7% surplus for future investment. The turnover for the year ending 31st March 2024 was £784,296, with a surplus after taxation of £45,486.

BHC remains in a sound financial position with a satisfactory level of reserves. The current Commissioners' approach to allocating these reserves is as follows: -

- To maintain a minimum of £300,000 to ensure BHC can cover a full year's operational expenditure in case of a significant issue or emergency.
- A proportion of the remaining reserves allocated on a year-on-year basis to BHC's Capital Equipment Replacement programme.

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

EQUIPMENT

The current cost to replace or where appropriate repair all the Harbour's operational assets would be a minimum of £1,362,819.50. In FY 2018/19 a fully costed comprehensive repair and replacement plan was established.

DREDGING

The Harbour requires sufficient depth of water to maintain its commercial activities. This results in a dredging programme that covers specific areas:

Commercial

- The Harbour's main channel entrance up to the town pontoon, aiming to maintaining a depth of 1m below Chart Datum (CD).
- The Town pontoon to Oliver's Wharf and Fuel Barge, aiming to maintaining a depth of 0.75m below CD.
- Area of the Fuel Barge, aiming to maintaining a depth of 0.75m below CD.

Leisure Harbour

- Pontoon moorings in the South channel dredged. Aiming for a depth of 0.75m below CD.

Leisure Marina

- The Marina Depth maintained frequently to try and keep sediment in suspension. Every few years a more comprehensive dredge is required, aiming for 2m below chart datum. This comprehensive dredge of the marina took place over the winter 2021/2. The Harbour master monitors depth and will arrange another dredge when required.

MARINE ACTIVITIES

Leisure Moorings

The Pontoons out in the Creek are at capacity. Demand is high with applicants on a waiting list. The Harbour Master is developing a plan for replacement (when required) and refurbishment of the pontoons.

Marina

In 2017 BHC were appointed to manage the Waterside Marina on behalf of Purelake Developments. The Harbour Master has created a detailed financial plan for marina management. Some restructuring, comprehensive maintenance and an enhanced maintenance dredging programme have been developed. In addition, continued investment in showers and toilets, has delivered a much-enhanced offer to visiting yachts' crews. The provision of £40,000 annually to cover marina rental and costs, is recovered from revenues generated by residents and visitors.

Demand for Waterside Marina moorings remain high, many berth holders are now opting to take out an annual, rather than seasonal, berthing contract. A complete dredge of the marina was carried out in 2021 returning it to its original depth. It was done at a cost of £90,000 and is likely to be carried out at intervals of 5 years.

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

Taxi

The water taxi facility enables resident mooring holders and visitors to cross between boats and the Town Jetty. It runs throughout the year during office hours. In the main season, taxi hours are extended. The Harbour wishes to maintain this subsidised service to users, working towards 'break even'. Greater use of tokens has been revenue positive, and the service now returns consistent revenues. Those using the taxi for moorings not owned or managed by the Harbour currently pay more for the service.

Colne Pilotage and Navigation

The Harbour's management as the Local Lighthouse Authority for the River Colne from the Inner Bench Head Buoy to Wivenhoe continues. The inspection, maintenance, repair and replacement of buoys is carried out at regular intervals to ensure they are fit for purpose. The capital value of the Buoys is estimated at £141,900, with the cost to inspect, replace, service and maintain buoys is approximately £98,750 pa. Independent inspection from Trinity House (the Lighthouse authority for England and Wales) confirms that our work meets the standard they require. Their reports include some very positive comments on BHC's performance.

In addition, BHC is the Pilotage Authority for the River Colne and must ensure BHC has suitably trained staff, pilots and appropriate vessels to meet the requirement.

Colne Policing

The Harbour committed to investing at least £15,000 annually in the education, control and policing of the Harbour and River Colne by users speeding in their vessels. Large signs have been erected at launching locations, waterproof leaflets have been distributed to users, alongside visits to clubs and PWC launch areas. There have also been several successful prosecutions.

In FY 23/24 the Harbour revised its plans to manage PWC, erected large inflatable buoys to mark unrestricted speed areas and provided a security patrol at a cost of £10,000. BHC have also attempted to establish a partnership with Colchester City Council (who are responsible for enforcing River Colne bylaws) to provide a River Patrol. Despite requests we have not received funding from CCC for this patrol. Despite this BHC has continued to operate a patrol at peak periods, with estimated costs of £5,000 pa.

Visitors

The Harbour has a part to play in attracting visitors. In this 2023/24 Financial year we once again invested £2,909 in advertising, visited other ports, produced leaflets and continued with the Visitors' guide. We were able to maintain the previous year's increase. The data underlines an observable trend of increased visitor numbers from an average pre 2019 of 2159 to 2023/2024 of 3290 an increase of 52.38%. BHC estimates that each boat has a crew between two and four on average. Combined with ferry users, this suggests that up to 24,000 people visit Brightlingsea each year via the harbour.

The Harbour continues to work with Brightlingsea Town Council's Tourism Advisory Panel to help boost tourism in the town. The increase in visiting yacht numbers certainly suggests we are having an impact.

Ferry

The seasonal ferry does not attract public subsidy. The Ferry to Point Clear and East Mersea, although not a commuter line, does offer passengers the ability to travel between locations which would have otherwise meant a longer journey by car or bus. For FY23/24, the Ferry Users numbers although not as anticipated maintained an acceptable level. The Harbour Master estimates that 15,000 to 17,000 ferry passengers were carried. Another significant contribution to stakeholders, increased tourism in the town.

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

Tourism

We have a role as a tourist information centre for Brightlingsea, although the revenue from tourism does not directly affect the Harbour, it does the Town. 24,000 visitors into Brightlingsea were recorded this year another stakeholder benefit.

Wharf and commercial activity

The Port of Brightlingsea's Wharf still provides a working trade platform for import and export from the UK. The Wharf is run by Essex Cement who rely on the Harbour to maintain a channel depth of 1m below CD. The first year of the Dredging Plan achieved this. The Harbour continues to maintain the dredged depth. The Harbour continues to engage with other commercial operators to provide support where required in the same manner as it does with Orsted the largest commercial operator within its customer base. There has been an increase in short term commercial operators using the Harbour as a base for their activities.

Schools' week

Every year the harbour partners with the Pioneer trust to deliver a marine activity-based week to local primary schools. The Harbour receives no revenue for this activity and pays for rental of a fishing boat, a minibus, fuel, museum use and salaries paid to staff assisting in the running of activities. A contribution to costs of the week excluding salaries was £2400.

Sponsorship and use of local services

Wherever possible the Harbour will use local service provision at the market rate to carry out its functions. It will also at times sponsor specific activities by stakeholders.

Charitable causes

Many of the projects the Harbour supports financially in 'in kind' are non-profit making. One such example is Schools' week. The week is organised by the Pioneer Trust. Young stakeholders (school children) spend a day being shown the marine environment aboard fishing vessels, ferries, historical smacks and the museum. This is not only educational but aims to inspire potential future Harbour users.

The Harbour also regularly donates sums to local charities – 'First Responders' this year a commendable £440, 'Brightlingsea in Bloom', the local RNLi and St Helena Hospice to name but a few. In total donations amounted to £2300.

In addition, the Harbour provides pre- arranged free use of passage on its resources to those engaged in charitable work.

OTHER ACTIVITIES

The Harbour does not operate in isolation and is reliant on positive business relationships across the local marine sector. When a service critical to harbour users ceases, BHC will consider assisting or, if appropriate replace, until such time a commercial business provides that service. Budgets will be decided on a case-by-case basis.

STAFFING

Permanent and Incremental The staffing element of the Harbour is made up of a small permanent cadre of staff, supported by locally available incremental staff during busier periods. All are appropriately qualified and licenced. The balancing of individual needs and requirements is a sensitive one and continually under review. The only way to guarantee a steady and consistent team is to ensure that revenue is maintained and enhanced by the Harbour actively engaging in advertising its activities and continuing to improve its offer.

Brightlingsea Harbour Commissioners

Strategic Report For the year ended 31st March 2024

Apprenticeship

BJC continues to offer an Apprenticeship scheme that involves training to a marine occupational standard. The 'Level 2 Workboat crewmember apprenticeship' meets all of BHC requirements for water-based staff. It is a demanding qualification and, in addition, provides the apprentice with a commercially endorsed Yachtmaster Coastal certificate of competence qualification.

Successful integration of marine apprentices into the business has led to an expansion of the programme. BHC now offers a business administration apprenticeship. Much of this is office based but includes research, video and picture taking for social media which occurs outside and on vessels. In addition to a Level 3 Business administration qualification, they also qualify as an RYA Level 2 powerboat handler.

All apprentices are employed by BHC for a period of 24 months before they are assisted in finding new employment ideally within the marine industry. BHC believes that training apprentices for the wide marine industry is an important part of a Trust Port's activities

Environmental Protection

The harbour is works with partners improving marine life and protecting the environment within its limits. Essex University produced initial results on project testing the impact on marine life by various anti fouling paint. The Harbour Master observed, from looking at the test plates, that a silicon-based coating seemed most effective in BHC's waters.

Essex University will also be investigated the impact of material deposited into the water by periodic hull scrubbing.

In partnership with a private environmental company, BHC has helped to encourage marine habitat development in intertidal zones. Geo engineered cups formed from aggregate using dredged sediment assisted with the development of marine rock pool habitats. These prototype piling habitats were installed in the marina during the summer of 2020 and continue to show positive results.

ON BEHALF OF THE BOARD

(Original Signed).....

Commissioner

Date

Brightlingsea Harbour Commissioners

REPORT OF THE COMMISSIONERS FOR YEAR ENDED 31ST MARCH 2024

The Commissioners present their report with the financial statements of BHC for the year ended 31st March 2024.

The Commissioners shown below have held office during the period from 1st April 2023 to the date of this report unless shown otherwise.

J. Thomas (Harbour Master)
A. Scott (Chairman)
P. Hatswell (Resigned Jun 23)
F. Brown (Resigned Dec 23)
D. Nicholson
P. Foley-Brickley
C. Watkins
D. Stoker
A. Johns (Appointed Dec 23)
K. Lumbers (Appointed Jan 24)

COMMISSIONERS' RESPONSIBILITIES

The Harbours Act 1964 as amended by subsequent legislation requires the Commissioners to prepare financial statements for each year which comply with the Companies Act 2006 and are in accordance with United Kingdom Generally Accepted Accounting Practice. Under Company law the Commissioners must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Brightlingsea Harbour Commissioners (BHC) and of the results of BHC for that period. In preparing those financial statements, the Commissioners are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that BHC will continue in business.

The Commissioners are responsible for keeping adequate accounting records that are sufficient to show and explain BHC transactions and disclose with reasonable accuracy at any time the financial position of the BHC and to enable them to ensure that the financial statements comply with the Companies Act. They are also responsible for safeguarding the assets of BHC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Brightlingsea Harbour Commissioners

REPORT OF THE COMMISSIONERS FOR YEAR ENDED 31ST MARCH 2024

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Commissioners are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the BHC auditors are unaware, and each Commissioner has taken all the steps that he/she ought to have taken as a Commissioner in order to make himself/herself aware of any relevant audit information and to establish that the BHC auditors are aware of that information.

On behalf of the Commissioners:

Mr. A. Scott (Original Signed)
Dated:

Chair of Commissioners

Mr. J. Thomas (Original Signed)
Dated:

Brightlingsea Harbour Commissioners

Report of the Independent Auditors to the Members of Brightlingsea Harbour Commissioners

Opinion

We have audited the financial statements of Brightlingsea Harbour Commissioners (the 'company') for the year ended 31 March 2024 which comprise the Income Statement, Other Comprehensive Income, Balance Sheet, Statement of Changes in Equity and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2024 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Commissioners use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Commissioners with respect to going concern are described in the relevant sections of this report.

Other information

The Commissioners is responsible for the other information. The other information comprises the information in the Strategic Report and the Report of the Commissioners, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

Brightlingsea Harbour Commissioners

Report of the Independent Auditors to the Members of Brightlingsea Harbour Commissioners

- the information given in the Strategic Report and the Report of the Commissioners for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and the Report of the Commissioners have been prepared in accordance with applicable legal requirements.
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias;
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- enquiring of management as to actual and potential litigation and claims;
- reviewing correspondence with HMRC and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Commissioners and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mr Jonathon Tile ACA
Registered Statutory Auditor
Tile & Co Essex Limited
Warden House
37 Manor Road
Colchester
Essex
CO3 3LX (Original Signed)

Date:

Brightlingsea Harbour Commissioners

Brightlingsea Harbour Commissioners

Income Statement for the year ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
TURNOVER		784,296	766,973
Cost of sales		<u>212,816</u>	<u>274,769</u>
GROSS SURPLUS		571,480	492,204
Administrative expenses		<u>734,408</u>	<u>626,546</u>
		(162,928)	(134,342)
Other operating income		<u>194,581</u>	<u>197,607</u>
OPERATING SURPLUS	4	31,653	63,265
Interest receivable and similar income		<u>13,833</u>	<u>5,778</u>
SURPLUS BEFORE TAXATION		45,486	69,043
Tax on surplus		<u>(30,056)</u>	<u>27,841</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>75,542</u>	<u>41,202</u>

The notes form part of these financial statements

Brightlingsea Harbour Commissioners

Other Comprehensive Income for the year ended 31 March 2024

	31.3.24 £	31.3.23 £
Notes		
SURPLUS FOR THE YEAR	75,542	41,202
OTHER COMPREHENSIVE INCOME	<u>-</u>	<u>-</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	<u>75,542</u>	<u>41,202</u>

The notes form part of these financial statements

Brightlingsea Harbour Commissioners

Balance Sheet 31 March 2024

	Notes	31.3.24		31.3.23	
		£	£	£	£
FIXED ASSETS					
Tangible assets	5		725,487		776,334
CURRENT ASSETS					
Stocks		13,751		15,450	
Debtors	6	203,078		141,449	
Cash at bank and in hand		<u>672,028</u>		<u>632,932</u>	
			888,857		789,831
CREDITORS					
Amounts falling due within one year	7	<u>445,892</u>		<u>457,108</u>	
NET CURRENT ASSETS			<u>442,965</u>		<u>332,723</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,168,452		1,109,057
PROVISIONS FOR LIABILITIES			<u>38,072</u>		<u>54,219</u>
NET ASSETS			<u>1,130,380</u>		<u>1,054,838</u>
RESERVES					
Other reserves			300,000		300,000
Retained earnings			<u>830,380</u>		<u>754,838</u>
			<u>1,130,380</u>		<u>1,054,838</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Commissioners and authorised for issue on and were signed by:

(Original Signed)

.....
Commissioners

The notes form part of these financial statements

Brightlingsea Harbour Commissioners

Statement of Changes in Equity for the year ended 31 March 2024

	Retained earnings £	Other reserves £	Total equity £
Balance at 1 April 2022	713,636	300,000	1,013,636
Changes in equity			
Total comprehensive income	<u>41,202</u>	<u>-</u>	<u>41,202</u>
Balance at 31 March 2023	<u>754,838</u>	<u>300,000</u>	<u>1,054,838</u>
Changes in equity			
Total comprehensive income	<u>75,542</u>	<u>-</u>	<u>75,542</u>
Balance at 31 March 2024	<u><u>830,380</u></u>	<u><u>300,000</u></u>	<u><u>1,130,380</u></u>

The notes form part of these financial statements

Brightlingsea Harbour Commissioners

Notes to the Financial Statements for the year ended 31 March 2024

1. STATUTORY INFORMATION

Brightlingsea Harbour Commissioners is an independent statutory body, established by an Act of Parliament. The Commissioners registered office address can be found on the company information page
The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings	- in accordance with the property
Plant and machinery etc	- 33% on cost and 20% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable surplus.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to surplus or loss on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to surplus or loss in the period to which they relate.

3. EMPLOYEES AND COMMISSIONERS

The average number of employees during the year was 20 (2023 - 13).

Aggregate remuneration paid to Commissioners was £60,845 (2023 - £56,596)

Brightlingsea Harbour Commissioners

Notes to the Financial Statements - continued for the year ended 31 March 2024

4. OPERATING SURPLUS

The operating surplus is stated after charging:

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	<u>52,958</u>	<u>47,933</u>

5. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 April 2023	347,980	1,114,162	1,462,142
Additions	-	3,161	3,161
Disposals	<u>-</u>	<u>(23,566)</u>	<u>(23,566)</u>
At 31 March 2024	<u>347,980</u>	<u>1,093,757</u>	<u>1,441,737</u>
DEPRECIATION			
At 1 April 2023	-	685,808	685,808
Charge for year	-	52,958	52,958
Eliminated on disposal	<u>-</u>	<u>(22,516)</u>	<u>(22,516)</u>
At 31 March 2024	<u>-</u>	<u>716,250</u>	<u>716,250</u>
NET BOOK VALUE			
At 31 March 2024	<u>347,980</u>	<u>377,507</u>	<u>725,487</u>
At 31 March 2023	<u>347,980</u>	<u>428,354</u>	<u>776,334</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade debtors	157,148	119,931
Other debtors	<u>45,930</u>	<u>21,518</u>
	<u>203,078</u>	<u>141,449</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Trade creditors	27,431	41,677
Taxation and social security	28,875	36,333
Other creditors	<u>389,586</u>	<u>379,098</u>
	<u>445,892</u>	<u>457,108</u>

Brightlingsea Harbour Commission

Notes to the Financial Statements - continued for the year ended 31 March 2024

8. **OTHER FINANCIAL COMMITMENTS**

Brightlingsea Harbour Commissioners has a lease on the site of the fuel barge for which it pays an index linked annual rent of £5,000 and a variable 6p per litre charge based on volumes sold, subject to a £6,000 limit. The lease provides for an annual break clause since December 2016.

9. **RELATED PARTY DISCLOSURES**

The Commissioners do, from time to time, use the services provided by the entity but these are always provided at commercial rates.

The Commissioners Mr J Thomas was employed by Brightlingsea Harbour Commissioners and was paid salary at a commercial rate.

Brightlingsea Harbour Commission

Trading and Surplus and Loss Account

for the year ended 31 March 2024

	31.3.24		31.3.23	
	£	£	£	£
Turnover				
Harbour Dues	70,473		67,396	
CBC	141,212		126,742	
Mooring fees	358,765		329,262	
Fuel	<u>213,846</u>		<u>243,573</u>	
		784,296		766,973
Cost of sales				
Opening stock	15,450		20,085	
Purchases	175,520		222,982	
Other direct costs	32,734		44,004	
Tank hire and maintenance	<u>2,863</u>		<u>3,148</u>	
	226,567		290,219	
Closing stock	<u>(13,751)</u>		<u>(15,450)</u>	
		<u>212,816</u>		<u>274,769</u>
GROSS SURPLUS		571,480		492,204
Other income				
Rents received	4,632		-	
Sundry receipts	12,390		33,414	
Ferry	62,050		66,016	
Marine services	14,593		13,070	
Pilotage	39,764		34,148	
Boat park / hard / jetty	34,478		29,984	
Water taxi	19,374		20,475	
Government Grants	7,300		500	
Deposit account interest	<u>13,833</u>		<u>5,778</u>	
		<u>208,414</u>		<u>203,385</u>
		779,894		695,589
Expenditure				
Rent	10,302		8,664	
Rates and water	3,399		941	
Insurance	30,004		26,406	
Light and heat	4,726		3,238	
Repairs to property	542		330	
Equipment maintenance	22,177		18,487	
Boat and buoy maintenance	29,189		26,760	
Ferry	1,384		3,515	
Environmental costs	6,362		5,489	
Wages	373,535		318,656	
Social security	24,185		20,870	
Pensions	7,251		6,280	
Office costs	17,944		18,219	
Telephone	3,829		1,722	
Advertising	2,432		3,438	
Travelling	12,153		5,241	
Motor expenses	1,370		1,710	
Sundry expenses	5,364		7,041	
Schools week	2,328		1,260	
Protective clothing	10,952		9,381	
Pilot fees	12,655		9,254	
Accountancy	3,867		4,000	
Subscriptions	6,427		10,125	
Waterside Marina	47,378		52,629	

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Brightlingsea Harbour Commissioners

Trading and Surplus and Loss Account for the year ended 31 March 2024

	31.3.24		31.3.23	
	£	£	£	£
Brought forward	639,755	779,894	563,656	695,589
Town jetty and hard	6,628		19,281	
Legal & Professional Fees	833		1,084	
Security costs	8,073		9,960	
Auditors' remuneration	5,000		5,000	
Donations	2,264		1,233	
Bad debts	9,438		1,827	
Staff Training	<u>5,336</u>		<u>8,665</u>	
		<u>677,327</u>		<u>610,706</u>
		102,567		84,883
Finance costs				
Bank charges		<u>3,073</u>		<u>3,027</u>
		99,494		81,856
Depreciation				
Improvements to property	4,343		4,343	
Depn of equip & fittings	8,263		7,633	
Depn of fuel barge	1,531		1,538	
Depn of boats	26,610		22,208	
Depn of pontoons	<u>12,211</u>		<u>12,211</u>	
		<u>52,958</u>		<u>47,933</u>
		46,536		33,923
(Loss)/surplus on disposal of fixed assets				
Motor vehicles		<u>(1,050)</u>		<u>35,120</u>
NET SURPLUS		<u>45,486</u>		<u>69,043</u>

Town Council, Hard, Jetty and Boat Park For the year ended 31st March 2023

	31.3.24	31.3.23
Income	34,477	29,984
Expenditure		
Maintenance and repairs	6,628	19,281
Salaries	20,829	<u>20,203</u>
	<u>27,457</u>	<u>39,484</u>
Deficit	7,020	(9,500)

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