

**Brightlingsea Harbour Commissioners**  
**Strategic Report, Report of the Commissioners and**  
**Financial Statements**  
**for the Year Ended 31 March 2020**

## **Brightlingsea Harbour Commissioners**

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**Brightlingsea Harbour Commissioners**

**Entity Information  
for the year ended 31 March 2020**

**CHAIRMAN:** Mr. J Addison

**HARBOUR MASTER:** Mr J Thomas

**REGISTERED OFFICE:** 4 Copperas Road  
Brightlingsea  
Essex  
CO7 0AP

**AUDITORS:** Tile & Co  
Warden House  
37 Manor Road  
Colchester  
Essex  
CO3 3LX

## **Brightlingsea Harbour Commissioners**

### **Strategic Report for the year ended 31 March 2020**

The Commissioners present their strategic report for the year ended 31<sup>st</sup> March 2020

#### **INTRODUCTION**

Brightlingsea Harbour is a trust port and as such is an independent statutory body 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 Ports' Good Governance Guidance March 2018 publication which highlights a need for a general improvement in the openness and accountability with which trust ports conduct their business. 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 Entity'. This is relevant to the activities of Strategic 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 and provides a total of about 500 berths and moorings which can accommodate boats of up to 50 feet (15m) and 8 feet (2.5m) draft. Facilities at the Harbour have steadily been upgraded over recent years and now include a water taxi and ferry service, fuelling facilities, scrubbing posts, access to toilets and showers, and a laundry.

Brightlingsea Harbour was established by an Act of Parliament in 1927 as a Trust Port. It is an independent statutory body governed by a board of trustees known as Commissioners comprising the Chairman, the Harbour Master, and a number of other non-executive commissioners. The Chairman and non-executive commissioners are all unpaid volunteers and 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. They meet as a minimum on 12 occasions throughout the year. The Harbour Master is a Commissioner as well as a full-time employee.

As trustees for the harbour, Brightlingsea Harbour Commissioners (BHC) have responsibilities to the Department of Transport and stakeholders to serve local and regional interests, with an ultimate goal to safeguard the Harbour and to hand it on in the same or better condition to succeeding generations. Stakeholders are not specifically defined but are considered to include harbour users, the local community, local businesses and central government.

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 prepare 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.

BHC are publicly accountable for the execution of their duties and have the power to enforce Harbour Dues to cover the costs of discharging their statutory obligations. These dues are payable by all users of the Harbour. As a Trust Port it should be run as a commercial business, seeking to generate a surplus that can be ploughed back into the port.

## **Brightlingsea Harbour Commissioners**

### **Strategic Report for the year ended 31 March 2020**

#### **STAKEHOLDERS**

It is important to understand who Brightlingsea Harbour's stakeholders are; it is not simply the marine community. Port Users, the local Brightlingsea community of 10000 people, local businesses, port employees, related interest groups and the national economy are also considered. Stakeholders are the shareholders in the port so the interests of these groups will be served by the board at all times. If conflicts of interest between stakeholders occur the board will exercise its duty to strike a balance which respects the interests of all stakeholders in the light of the objectives of the port, including commercial considerations, and what constitutes the 'common good' for all stakeholders (current and future) and the port itself using the following guiding principles:

- Ensure sufficient water depth is established and maintained
- Maintain, protect and enhance our natural environment
- Maintain similar mix and number of moorings
- Establish enhanced facilities for visiting boats
- Identify gaps in services and, where appropriate, either work with others to provide or provide ourselves
- Work towards achieving relevant quality standards (e.g. ISO, Eco Port)
- Establish 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.

It was the intention to hold six monthly meetings of the Commercial Advisory and Leisure and Recreational Advisory Groups however due to the Covid pandemic, only five were achieved the sixth was in the form of a leaflet and provided valuable input to the harbour commissioners. Development of the harbour's website, greater use of twitter, Facebook and You Tube to promulgate information, including minutes of commissioners' meetings, has been made. Stakeholder engagement is welcomed and opportunities for more information exchange continue to be explored.

#### **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.

The number of visiting boats remained on a par with previous years as did the water taxi, ferry scheduled and charter passengers increased overall by 3% although the foot ferry increased revenue by 12.3% in isolation on the previous year.

Commercial activity revenue from Oliver's Wharf increased by 40%, pilotage too increased by 41% whilst sales of fuel delivered a notable 24% increase this year albeit from a low baseline, this is due to greater numbers of windfarm boats. Nevertheless, fuel provision remains a key service provided to Harbour users and will be retained for as long as it is viable.

The continued management of the Colne River Navigation to Wivenhoe from the Bench Head buoy on behalf of Colchester Borough Council.

Involvement in charitable events, donations, schools' engagement and schools' week, where the Harbour engages with schools to educate and stimulate future harbour users.

The Commissioners have allocated over £350,000 from reserves since 2016 to ensure the water depths in the Harbour are retained or enhanced. During the initial stages of this project, and in liaison with four European partners, a European Union grant was obtained to support and increase the capacity of this four-year project. More details are available via the Harbour website; [www.brightlingseaharbour.org](http://www.brightlingseaharbour.org).



## Brightlingsea Harbour Commissioners

### Strategic Report for the year ended 31 March 2020

#### FINANCIAL POSITION

The budget was set for the 2019/20 financial year which aimed to achieve approximately 7% contribution to reserves at the end of the year. The turnover for the year ending 31st March 2020 was £760,474 with a surplus after taxation of ~~£17,495~~ £19,220

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 has the ability to cover a full year's operational expenditure.
- A proportion of the remaining reserves allocated on a year-on-year basis to BHC's Capital Equipment Replacement programme.
- Additional reserves will be made available to carry our maintenance dredging in line with the target set by commissioners in 2016.

#### EQUIPMENT

The current cost to replace or where appropriate repair all of the Harbour's operational assets would be a minimum of £1,055,819.50. In FY 2018/19 a fully-costed comprehensive repair and replacement plan was established. With prices based on costs as at 2018, the plan requires at least £50,000 to be transferred to reserves annually.

#### DREDGING

The Harbour requires sufficient depth of water to maintain its commercial activities therefore a requirement to dredge frequently exists in three specific areas:

Commercial

- The Harbour's main channel entrance up to the town pontoon, maintaining a depth of 1m below Chart Datum (CD).
- The Town pontoon to Oliver's Wharf and Fuel Barge, maintaining a depth of 0.75m below CD.
- Area of the Fuel Barge, maintaining a depth of 0.75m below CD.
- Leisure Harbour
- Pontoon moorings in the South channel dredged to a depth of 0.75m below CD.
- Leisure Marina
- The Marina Depth maintained frequently ensuring that sediment is always in suspension and periodically dredged to a depth of 2m.
- 

Reserves have been set initially at £10,000 and put aside to maintain these depths.

#### COST MANAGEMENT

In the relentless strive for efficiency the services engaged by the Harbour regularly are kept constantly under review in FY19/20 we reduced our accountancy costs by 10%, printing by 45% and insurances by 10% to highlight just a few.

## **Brightlingsea Harbour Commissioners**

### **Strategic Report for the year ended 31 March 2020**

#### **MARINE AND OTHER ACTIVITIES**

##### **Leisure Moorings**

The Pontoons out in the Creek are at capacity so the demand is high with a number of applicants on a waiting list. We need to manage the lifespan of these assets so this year invested £150,000 to replace the Piling on Cindery Pontoon. It is envisaged that over the next few years, as we add or replace piles and carry out pontoon maintenance, that it may be possible to accommodate an increase in numbers.

##### **Marina**

In 2017 we were appointed to manage the Waterside Marina facility and have developed a detailed financial plan. Some restructuring, comprehensive maintenance and an enhanced maintenance dredging programme have been developed. In addition, in FY19/20 we plan to invest in showers and toilets. We have made provision of £35,000 to cover rental and costs, which will be recovered from revenues generated by residents and visitors.

We will also invest a minimum of £10,000 annually into Maintenance dredging that will be conducted regularly to avoid drying out berths, with the aims to extend the periods between more comprehensive dredging and reduce cost.

##### **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. Taxi hours are extended into the evenings at weekends and during the main season. The Harbour wishes to maintain this subsidised service to users, working towards 'break even' at best. Greater use of tokens has been revenue positive and the service now returns consistent revenues.

##### **Colne Navigation**

The Harbour's management of the River Colne navigation from the Bench Head Buoy to Wivenhoe continues. The inspection, maintenance, repair and replacement of buoys is carried out at regular intervals to ensure it is fit for purpose in providing safe navigation for mariners using the River Colne. The capital value of the Buoys is £118,000, whilst the cost to inspect, replace, service and maintain buoys annually is approximately £82,500. Independent inspection from Trinity House assures our work and has led to comments such as 'these are some of the best kept buoys in the UK'.

##### **Colne Policing**

The Harbour committed to investing £10,000 over two financial years 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 prosecutions. In FY 19/20 the Harbour revised its plans to manage PWC and has established a partnership with Colchester Borough Council to deliver a River Patrol using £5000 of reserves to manage the areas north of its Statutory area. Harbour staff and stakeholders continue to report a reduction in incidents of speeding and many more examples of compliance.

##### **Visitors**

The Harbour has a part to play in attracting visitors. In this 2018/19 Financial year we invested £4,000 in advertising, visited other ports, produced leaflets and continued with the Visitors' guide. This has resulted in a further increase in visitor numbers adding another 2% to the last years 25%. There is always more that we can do, but ultimately visitors come to visit Brightlingsea not just the Harbour. The Harbour will continue to work closely with the town to build its profile.

##### **Ferry**

The 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 a longer journey by car or bus. In FY 18/19 there was an increase in revenue of 21%. For FY19/20, the Harbour have sought ways of reducing costs and passing on savings to customers and were able to freeze fare increases.

##### **Wharf and commercial activity**

Oliver's Wharf still provides a working trade platform for import and export from the UK. The Wharf is run by a local businessman who relies 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. This year there has been an increase in use of the Wharf of 10% building further on last year's increase of 74%.

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.

### **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 are non-profit making and in most cases are at a cost to the Harbour. One such example is Schools' week; the stakeholders (school children) spend a day being shown the marine environment aboard fishing vessels, ferries and historical smacks. This is not only educational but aims to inspire potential future Harbour users. The Harbour invested £5,000 in the project in this financial year and will continue to do so in the future. The Harbour also regularly donates sums to local charities - Brightlingsea Regatta, 'Brightlingsea in Bloom', the local RNLI, St Helena Hospice and First Responders to name but a few.

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

### **OTHER ACTIVITIES**

The Harbour does not operate in isolation and is therefore reliant on positive business relationships across the marine sector locally. When any of those services ceases or requires support we are prepared to assist or, where appropriate, replace until such time as that business can be handed over. Budgets will be decided on a case by case basis

**Brightlingsea Harbour Commissioners**

**Strategic Report  
for the year ended 31 March 2020**

**STAFFING**

The staffing element of the Harbour is made up of a small permanent cadre of staff which is supported by locally available incremental staff during busier periods. 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. It is envisaged that in the next financial year the Harbour will begin its apprenticeship programme.

**COVID-19**

This disease manifested itself midway through the 4th quarter, its impact was on early season visiting yachts, some shipping, marine commercial activity and on reduced staffing levels. The costs will be best understood in next years accounts as many of those affected will have added to the dataset by then.

**ON BEHALF OF THE BOARD:**

..... Original signed .....  
Chairman

Date: .....

## Brightlingsea Harbour Commissioners

### Report of the Commissioners for the year ended 31 March 2020

The Commissioner presents report with the financial statements of BHC for the year ended 31 March 2020.

#### COMMISSIONERS

The Commissioners shown below have held office during the period from 1st April 2020 to the date of this report unless shown otherwise.

J. Thomas (Harbour Master)

J. Addison (Chairman)

A Thomas

I Finch

P. Hatswell

N. Taylor

A.Scott

F. Brown

D. Nicholson

#### 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.

#### 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 Board:

.....  
Original signed

Chairman: Mr. J. Addison

Dated:

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

### **Opinion**

We have audited the financial statements of Brightlingsea Harbour Commissioners (the 'entity') for the year ended 31 March 2020 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 entity's affairs as at 31 March 2020 and of its profit 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 entity 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Commissioner's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Commissioners have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the entity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The Commissioners are 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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:

- 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.

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

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the entity and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report or the Report of the Commissioners.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Commissioner's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Commissioners were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Commissioners.

**Responsibilities of Commissioners**

As explained more fully in the Statement of Commissioner's Responsibilities set out on page seven, the Commissioners are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Commissioners determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Commissioners are responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Commissioners either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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](http://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 entity'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 entity'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 entity and the entity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Original signed

Mr Jonathon Tile (Senior Statutory Auditor)  
For and on behalf of Tile & Co (Statutory Auditor)  
Tile & Co  
Warden House  
37 Manor Road  
Colchester  
Essex  
CO3 3LX

Date: .....

## Brightlingsea Harbour Commissioners

### Income Statement

for the year ended 31 March 2020

	Notes	2020 £	2019 £
<b>TURNOVER</b>		760,474	557,327
Cost of sales		<u>358,044</u>	<u>245,642</u>
<b>GROSS PROFIT</b>		402,430	311,685
Administrative expenses		<u>532,089</u>	<u>521,890</u>
		(129,659)	(210,205)
Other operating income		<u>143,601</u>	<u>131,653</u>
<b>OPERATING PROFIT/(LOSS)</b>	4	13,942	(78,552)
Interest receivable and similar income		<u>5,278</u>	<u>5,138</u>
<b>PROFIT/(LOSS) BEFORE TAXATION</b>		19,220	(73,414)
Tax on profit/(loss)		<u>-</u>	<u>(11,886)</u>
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR</b>		<u>19,220</u>	<u>(61,528)</u>

The notes form part of these financial statements

**Brightlingsea Harbour Commissioners**

**Other Comprehensive Income**

**for the year ended 31 March 2020**

	Notes	2020 £	2019 £
<b>PROFIT/(LOSS) FOR THE YEAR</b>		19,220	(61,528)
<b>OTHER COMPREHENSIVE INCOME</b>		<u>-</u>	<u>-</u>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>19,220</u>	<u>(61,528)</u>

The notes form part of these financial statements



**Brightlingsea Harbour Commissioners**

**Balance Sheet  
31 March 2020**

	Notes	2020		2019	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		363,861		385,995
<b>CURRENT ASSETS</b>					
Stocks		11,477		5,491	
Debtors	6	320,207		193,517	
Cash at bank and in hand		<u>557,840</u>		<u>614,352</u>	
		889,524		813,360	
<b>CREDITORS</b>					
Amounts falling due within one year	7	<u>408,932</u>		<u>374,122</u>	
<b>NET CURRENT ASSETS</b>			<u>480,592</u>		<u>439,238</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>844,453</u>		<u>825,233</u>
<b>RESERVES</b>					
Other reserves			300,000		300,000
Retained earnings			<u>544,453</u>		<u>525,233</u>
			<u>844,453</u>		<u>825,233</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:

.....  
Chairman

**Brightlingsea Harbour Commissioners**

**Statement of Changes in Equity  
for the year ended 31 March 2020**

	Retained earnings £	Other reserves £	Total equity £
<b>Balance at 1 April 2018</b>	586,761	300,000	886,761
<b>Changes in equity</b>			
Total comprehensive income	<u>(61,528)</u>	<u>-</u>	<u>(61,528)</u>
<b>Balance at 31 March 2019</b>	<u>525,233</u>	<u>300,000</u>	<u>825,233</u>
<b>Changes in equity</b>			
Total comprehensive income	<u>19,220</u>	<u>-</u>	<u>19,220</u>
<b>Balance at 31 March 2020</b>	<u><u>544,453</u></u>	<u><u>300,000</u></u>	<u><u>844,453</u></u>

The notes form part of these financial statements

## Brightlingsea Harbour Commissioners

### Notes to the Financial Statements for the year ended 31 March 2020

#### 1. STATUTORY INFORMATION

Brightlingsea Harbour Commissioners were established by an Act of Parliament in 1927 as a Trust Port. It is an independent statutory body governed by a board of eight trustees known as Commissioners. The Brightlingsea Harbours Commissioners' registered office address can be found on the Entity 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 represents harbour, mooring and pilotage dues and income from Colchester Borough Council, ferry, town hard, boat park, wind farm, fuel sales and sundry income at invoice value excluding VAT.

##### Tangible fixed assets

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

Freehold Property	No depreciation
Ferry Boats	20% on cost
Harbour Boats	20% on cost
Boat Engines	33.3% on cost
Pontoons	10% on cost
Mooring and Scrubbing posts	5% on cost
Equipment and Fittings	20% and 33.3% on cost
Fuel Barge and Pontoon	10% and 20% on cost

The freehold property consists of office buildings, workshops and stores, the Wreck House and the oyster beds which, in the opinion of the Commissioners, would not show a true and fair view if they were depreciated. If depreciation had been charged it would have amounted to £3,928 (2019 £3,928) and is not considered to be material.

At each balance sheet date the Commissioners review the book value of the fixed assets to determine whether there is any indication of impairment loss. If any such indication exists, the recoverable amount of an asset is estimated in order to determine the extent of that impairment loss

##### Stocks

Stocks are valued at the lower of cost and net realisable value.

##### Grants

Grants received are recognised in the profit and Loss Account in the period that they are due unless they are received as a contribution towards specific expenditure on fixed assets, in which case the income is matched to the expenditure and therefore recognised over the expected economic life of the related asset.

Brightlingsea Harbour Commissioners secured funding with four European partners in 2016 for "A using sediment as a resource" project.

The provision for the grant included in the previous year's financial statements proved to be overstated and hence the current financial statements reflect this overprovision.

The grants reflected in the financial statements are as follows, 2020 £0 and 2019 (£97,830).



## **Brightlingsea Harbour Commissioners**

### **Notes to the Financial Statements for the year ended 31 March 2019**

#### **Hire purchase and leasing commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

The interest element of these obligations is charged to the Profit and Loss Account over the relevant period. The capital element of the future payments are treated as a liability.

Rentals paid under operating leases are charged to profit 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 Brightlingsea Harbours Commissioners' pension scheme are charged to profit or loss in the period to which they relate.

#### **Foreign currencies**

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit or loss.

#### **Cash and cash equivalents**

Cash is represented by bank and cash in hand and deposits with financial institutions. Cash equivalents are highly liquid investments that are readily convertible to known amounts of cash with insignificant risk of change in value.

**Brightlingsea Harbour Commissioners**

**Notes to the Financial Statements - continued  
for the year ended 31 March 2020**

**3. EMPLOYEES AND COMMISSIONERS**

The average number of employees during the year was 23 (2019 - 24).

Aggregate remuneration paid to Commissioners was £51,503 (2018 - £50,294)

**4. OPERATING PROFIT/(LOSS)**

The operating profit (2019 - operating loss) is stated after charging:

	2020	2019
	£	£
Depreciation - owned assets	<u>41,628</u>	<u>31,299</u>

**5. TANGIBLE FIXED ASSETS**

	Land and buildings £	Plant and machinery etc £	Totals £
<b>COST</b>			
At 1 April 2019	200,651	804,358	1,005,009
Additions	-	19,494	19,494
Disposals	-	<u>(47,189)</u>	<u>(47,189)</u>
At 31 March 2020	<u>200,651</u>	<u>776,663</u>	<u>977,314</u>
<b>DEPRECIATION</b>			
At 1 April 2019	-	619,014	619,014
Charge for year	-	41,628	41,628
Eliminated on disposal	-	<u>(47,189)</u>	<u>(47,189)</u>
At 31 March 2020	-	<u>613,453</u>	<u>613,453</u>
<b>NET BOOK VALUE</b>			
At 31 March 2020	<u>200,651</u>	<u>163,210</u>	<u>363,861</u>
At 31 March 2019	<u>200,651</u>	<u>185,344</u>	<u>385,995</u>

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade debtors	265,945	145,529
Other debtors	<u>54,262</u>	<u>47,988</u>
	<u>320,207</u>	<u>193,517</u>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade creditors	59,389	18,229
Taxation and social security	6,601	7,088
Other creditors	<u>342,942</u>	<u>348,805</u>
	408,932	374,122

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## Brightlingsea Harbour Commissioners

### Notes to the Financial Statements - continued for the year ended 31 March 2020

#### 8. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	<u>-</u>	<u>6,150</u>

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.

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 Commissioners**

**Trading and Profit and Loss Account  
for the year ended 31 March 2020**

	2020		2019	
	£	£	£	£
<b>Turnover</b>				
Grants	57,637		(97,830)	
Harbour Dues	72,627		55,650	
CBC	109,167		105,947	
Mooring fees	314,612		307,953	
SUFUSE	-		9,406	
Fuel	<u>206,431</u>		<u>176,201</u>	
		760,474		557,327
<b>Cost of sales</b>				
Opening stock	5,491		6,637	
Purchases	166,924		164,541	
Other direct costs	188,678		40,340	
Commission	1,470		3,500	
Tank hire and maintenance	3,697		9,423	
SUFUSE	-		21,369	
Dredging	<u>3,261</u>		<u>5,323</u>	
	369,521		251,133	
Closing stock	<u>(11,477)</u>		<u>(5,491)</u>	
		<u>358,044</u>		<u>245,642</u>
<b>GROSS PROFIT</b>		402,430		311,685
<b>Other income</b>				
Sundry receipts	16,591		13,090	
Ferry	43,469		43,460	
Marine services	12,340		14,100	
Pilotage	34,771		24,517	
Boat park / hard / jetty	20,954		20,737	
Water taxi	15,476		15,749	
Deposit account interest	<u>5,278</u>		<u>5,138</u>	
		<u>148,879</u>		<u>136,791</u>
		551,309		448,476
<b>Expenditure</b>				
Rent	6,405		6,218	
Rates and water	9,838		7,161	
Insurance	17,975		19,169	
Light and heat	3,481		3,829	
Repairs to property	3,152		4,121	
Equipment maintenance	10,912		12,253	
Boat and buoy maintenance	19,424		21,259	
Ferry	10,898		9,490	
Environmental costs	5,511		5,504	
Wages	266,363		267,396	
Social security	18,399		18,006	
Pensions	4,947		2,801	
Office costs	11,676		16,173	
Telephone	1,527		1,451	
Advertising	<u>1,352</u>		<u>2,237</u>	
Carried forward	391,860	551,309	397,068	448,476

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**Brightlingsea Harbour Commissioners****Trading and Profit and Loss Account  
for the year ended 31 March 2020**

	2020		2019	
	£	£	£	£
Brought forward	391,860	551,309	397,068	448,476
Travelling	1,270		500	
Motor expenses	68		-	
Sundry expenses	8,710		8,098	
Schools week	8,184		7,200	
Protective clothing	5,771		4,535	
Pilot fees	12,589		10,599	
Accountancy	7,000		3,300	
Subscriptions	2,938		5,912	
Waterside Marina	30,815		35,387	
Town jetty and hard	8,639		6,442	
Legal fees	600		611	
Auditors' remuneration	5,000		3,000	
Donations	1,126		898	
Bad debts	99		2,238	
Staff Training	<u>2,140</u>		<u>1,609</u>	
		<u>486,809</u>		<u>487,397</u>
		64,500		(38,921)
<b>Finance costs</b>				
Bank charges		<u>3,653</u>		<u>3,194</u>
		60,847		(42,115)
<b>Depreciation</b>				
Depn of equip & fittings	3,493		2,867	
Depn of fuel barge	14,083		14,083	
Depn of boats	6,766		6,891	
Depn of pontoons	<u>17,285</u>		<u>7,458</u>	
		<u>41,627</u>		<u>31,299</u>
<b>NET PROFIT/(LOSS)</b>		<u>19,220</u>		<u>(73,414)</u>

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