



# BLAKENEY HARBOUR ASSOCIATION

**BLAKENEY HARBOUR ASSOCIATION**

**CHARITABLE INCORPORATED ORGANISATION  
NUMBER 1163228**

**REPORT, ACCOUNTS AND INDEPENDENT EXAMINERS REPORT**

**FOR THE PERIOD 1 JANUARY 2020 TO 31 DECEMBER 2020**

7 The Close, Norwich, Norfolk, NR1 4DJ

# **BLAKENEY HARBOUR ASSOCIATION TRUSTEES REPORT**

The Trustees present their annual report and accounts for the period from 1 January 2020 to 31 December 2020

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

The Blakeney Harbour Association (BHA) is a registered Charitable Incorporated Organisation with voting members (No. 1163228) established by its governing document (Constitution) dated 20 August 2015. The BHA evolved from the Blakeney Harbour Boatmen's Association whose members agreed to become a charity and whose assets were transferred to the BHA under a Deed of Transfer. The accounts are compliant with current statutory requirements in accordance with its Constitution.

### **Committee of Trustees**

The Committee of Trustees consists of

C Ward	(Chair - Buoyage and Infrastructure Committee)
N Thompson	(Chair - Environment Committee)
S Green	(Chair – Membership and Fundraising Committee)
G Cooper	(Hon. Treasurer)
J Cowan	Trustee
J Bean	Trustee
W. Darby	Trustee (appointed 09/09/20)
H. Archer	Trustee (appointed 09/09/20)
M. Mirams	Trustee (appointed 09/09/20)

The Trustees are supported by the Association's Secretary L. Millett.

## **STRUCTURE AND GOVERNANCE**

### **Governing Document**

The charity is governed by the provisions of its Constitution as detailed above.

### **Governing Body**

Trustees are generally appointed in accordance with the Constitution and confirmed at the Annual General Meeting. Meetings are held regularly throughout the year as both planning and reviewing process for the activities of the charity.

### **Methods, policies and procedures for the recruitment, appointment and induction of new trustees**

The Trustees are appointed to serve based on their skills, experience, enthusiasm and high ethical standards.

## **OBJECTIVES, PRINCIPAL ACTIVITY AND PUBLIC BENEFIT**

- 1) The maintenance, improvement, protection and conservation of Blakeney Harbour for the benefit of the public including all users of the harbour and the residents of Blakeney, Morston, Stiffkey and Cley.
- 2) The advancement of education through the provision of advice and information to the users of Blakeney Harbour and the communities of Blakeney, Morston, Stiffkey and Cley relating to the harbour and its surrounding areas.
- 3) The promotion of public safety and the prevention and deterrence of crime in and around Blakeney Harbour.

The Trustees confirm that they have referred to the general guidance issued by the Charity Commission on public benefit when reviewing the charity's objectives

## **BLAKENEY HARBOUR ASSOCIATION**

### **REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

During the period covered by this report the Association has focused its efforts on the following:

- Safety
- Education and communication
- Environmental work
- Sustainability

#### **Safety**

It has been a busy year keeping pace with buoying the harbour entrance channel which continues to move both East and West of the Hjordis wreck. Bearing in mind the very high cost of continually having to move buoys to mark the primary entrance channel, a decision was made to move the leading buoys further south where the channel remains relatively stable and advise mariners of the safest route over the Bar to the first leading buoys by issuing regular Notices to Mariners as well as providing constantly updated information on the interactive buoyage map on the new BHA website. Mariners visiting the harbour for the first time are also strongly advised to contact BHA by telephone prior to their entry to obtain the latest pilotage information.

To assist in monitoring changes in harbour channels and planning buoy movements and positioning, BHA have acquired a drone which has proved invaluable for low tide surveys.

The Blakeney Fairway buoy, situated in deep water North of the Hjordis wreck, was lifted during autumn 2020 and brought ashore for refurbishment. It will be repositioned during Spring 2021.

Other work has included re-positioning buoys and beacons in the entrance channels to Blakeney Cut and Cley Harbour, in addition to an on-going maintenance programme servicing all buoys, lights and beacons throughout the harbour. BHA have also continued to monitor and maintain the two slipways at Morston Quay.

The annual Trinity House inspection of Navigation Aids in Blakeney Harbour was undertaken during August 2020 resulting in a 100% approval rating.

Our Harbour Wardens continue to give safety advice to harbour users particularly in respect of speeding power boats and canoeists disturbing the seal colony on the end of Blakeney Point.

#### **Education and Communication**

A new website was developed and launched during the year. An updated guide has been produced and following a number of incidents now includes a warning about current strength around the Point.

#### **Environmental work**

During the period being reported work has continued to clear abandoned craft from the harbour along with re-uniting displaced boats with their owners via BHA mailouts.

#### **Sustainability**

An outline design for a new multi-purpose workboat was developed during the year – the project is now on-hold awaiting a return to more normal conditions post COVID.

### **RISK MANAGEMENT**

The Committee have reviewed the charities risk register and the main risks that may impact the charity. Actions and safeguards to mitigate such risks are being taken where necessary.



## BLAKENEY HARBOUR ASSOCIATION

### FINANCIAL REVIEW

#### Policy

The Associations accounts are produced on an accruals basis. Non-cash assets consist largely of buoys and associated ground tackle which are treated as revenue expenditure and written off on purchase / acquisition. As such the Association has no fixed assets and therefore no depreciation charges appear in the accounts.

#### Performance

The attached statement of income and expenditure demonstrates in financial terms the activities of the charity for the period being reported. A deficit of £1,976 was produced during the period on an income of £17,889 which includes expected Gift Aid income from donations during the year of £2,811. The majority (88%) of expenditure of £19,865 during the year was devoted to meeting the Associations three objectives with Safety and Security rightly taking priority.

#### Reserves Policy

The BHA maintains its reserves in an interest bearing account with its bankers. A minimum level for reserves has been set at £10,000 which is considered adequate to deal with any unexpected expenditure needs beyond those anticipated in the annual budget.

### STATEMENTS OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

The law applicable to Charities in England and Wales requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charity SORP;
- Make judgements and 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of its Constitution. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Committee and signed on their behalf by:

Greg Cooper - Hon. Treasurer



Dated:

10-03-21

# BLAKENEY HARBOUR ASSOCIATION

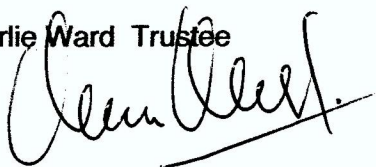
Income and Expenditure for the period 1 <sup>st</sup> January to 31 <sup>st</sup> December 2020				
	Unrestricted Funds £	Restricted Funds £	Total £	Previous Period £
<b>Income <sup>1</sup></b>				
Membership Donations	11,304	0	11,304	12,375
Restricted Donations	0	0	0	950
Other Donations	2,518	0	2,518	2,215
Other Income and Interest <sup>2</sup>	1,251	5	1,256	2,448
Gift Aid due <sup>3</sup>	2,811	0	2,811	3,099
Grants	0	0	0	0
Fielden Legacy	0	0	0	0
<b>Total Income</b>	<b>17,884</b>	<b>5</b>	<b>17,889</b>	<b>21,087</b>
<b>Expenditure <sup>4</sup></b>				
Safety and Security <sup>5,7</sup>	13,153	450	13,603	9,889
Conservation	0	0	0	159
Education <sup>6</sup>	3,915	0	3,915	2,206
Other	2,347	0	2,347	3,723
<b>Total Expenditure</b>	<b>19,415</b>	<b>450</b>	<b>19,865</b>	<b>15,977</b>
<b>Surplus/(deficit)</b>	<b>(1,531)</b>	<b>(445)</b>	<b>(1,976)</b>	<b>5,110</b>

# BLAKENEY HARBOUR ASSOCIATION

Statement of Assets and Liabilities as of 31 December 2020				
	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<b>Cash at bank</b>				
Current Accounts	4,314	4,456	8,770	11,268
Capital Account	67,632	0	67,632	66,858
Total cash at bank	71,946	4,456	76,402	78,126
<i>Represented by</i>				
Opening balance at period start	73,225	4,901	78,126	73,110
Cash Surplus/(Deficit) in period	(1,279)	(445)	(1,724)	5,016
<b>Total Cash Assets</b>	<b>71,946</b>	<b>4,456</b>	<b>76,402</b>	<b>78,126</b>
Debtors <sup>8</sup>	2,609	238	2,847	3,099
<b>Total Assets</b>	<b>74,555</b>	<b>4,694</b>	<b>79,249</b>	<b>81,225</b>
Liabilities	0	0	0	0
<b>Total Assets less Liabilities</b>	<b>74,555</b>	<b>4,694</b>	<b>79,249</b>	<b>81,225</b>

The above accounts were approved by the Committee of Trustees and signed on their behalf by:

Charlie Ward Trustee



Dated: 10/3/21

Greg Cooper Hon. Treasurer



Dated: 10-03-21



## **BLAKENEY HARBOUR ASSOCIATION**

### **Notes to the accounts:**

1. Income is brought into the accounts on an accruals basis.
2. Made up primarily from the sale of the Associations quad bike and interest from cash in the Capital Account.
3. Gift Aid of £2,811 is due on 2020 donations and has been taken into income and reflected as a debtor in the assets and liabilities statement.
4. Expenditure is brought into the accounts on an accruals basis and has been allocated to groups reflecting the three objectives of the charity.
5. Safety and Security expenditure includes spending on buoys, ground tackle, weights and associated consumables.
6. Education expenditure includes signage, a new website and an updated harbour guide.
7. C.Ward, a Trustee, is a director and shareholder of Charlie Ward Traditional Boats Ltd which has supplied, at cost, Safety and Security items totaling £806. N Thompson, a Trustee, is a director and shareholder of Neil Thompson Boats Ltd which has supplied, under contract, maintenance work on buoys to the value of £900. H. Archer, a Trustee, is a director and shareholder of Archer Engineering Ltd which has carried out shackle modification work to the value of £120.
8. Debtors: Gift Aid totalling £2,811 is due on 2020 donations and is allocated to non-restricted funds. A credit note from North Norfolk Signs to the value of £36 is also included.