



# BLAKENEY HARBOUR ASSOCIATION

**BLAKENEY HARBOUR ASSOCIATION**

**CHARITABLE INCORPORATED ORGANISATION  
NUMBER 1163228**

**REPORT, ACCOUNTS AND INDEPENDENT EXAMINERS REPORT**

**FOR THE PERIOD 1 JANUARY 2021 TO 31 DECEMBER 2021**

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 2021 to 31 December 2021

## **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	Trustee (retired 30/04/21)
N Thompson	Trustee
S Green	Trustee
G Cooper	Trustee (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**

During 2021 Charlie Ward stepped back from his roles within BHA and handed over handling of all buoyage and navigation matters to Henry Archer, Will Darby and Neil Thompson. The Trustees are all very grateful to Charlie for his years of tireless service enabling the navigation marks and associated literature to be presented and maintained to a very high standard.

The channel at the entrance of the harbour settled to the east of the wreck of the Hijordis. The Hijordis east channel marker was deployed as the first navigation mark when entering the harbour. The fairway marker returned from refurbishment and was deployed north east of the entrance to provide a safe transit in and out of the channel as it crosses the bar.

Minor changes were made within the harbour to the small channel markers leading to Cley and Blakeney to accommodate shifting sands and banks.

The drone purchase has proved to be very valuable. Monthly inspections by air when the weather permits have proved useful and time saving.

A lot of the navigation lights on the channel markers have been coming to the end of their life. A replacement program has been started to update and streamline the lights to be only 2 different models. Inshore marks will have a 1nm visible light and all markers north of the Gap will have a 2nm visible light.

The annual Trinity House inspection of Navigation Aids in Blakeney Harbour was undertaken.

#### **Education and Communication**

The new website has been further developed to allow donations by card and our member numbers have expanded. To further assist in communication a new Member database was introduced at the end of the year. The harbour Wardens have continued with their excellent work giving advice to members of the public. The notice boards have been updated to their usual high standards.

#### **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. Work is underway to develop a technique for the safe disposal of abandoned boats.

#### **Sustainability**

Membership increased during the year aided by the introduction of the on-line payment facility. Our new membership database confirms the number of voting members at 490.

### **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 surplus of £15,806 was produced during the period on an income of £27,938 (none of which is restricted) and includes expected Gift Aid income from donations during the year of £4,936. The majority (73%) of expenditure of £12,132 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:

21 May 2022

# BLAKENEY HARBOUR ASSOCIATION

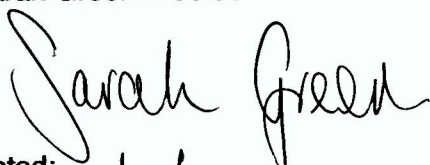
Income and Expenditure for the period 1 <sup>st</sup> January to 31 <sup>st</sup> December 2021				
	Unrestricted Funds £	Restricted Funds £	Total £	Previous Period £
<b>Income <sup>1</sup></b>				
Membership Donations	13,670	0	13,670	11,304
Restricted Donations	0	0	0	0
Other Donations	8,411	0	8,411	2,518
Other Income and Interest <sup>2</sup>	942	2	944	1,256
Gift Aid due <sup>3</sup>	4,913	0	4,913	2,811
Grants	0	0	0	0
<b>Total Income</b>	<b>27,936</b>	<b>2</b>	<b>27,938</b>	<b>17,889</b>
<b>Expenditure <sup>4</sup></b>				
Safety and Security <sup>5,7</sup>	4,481	3,083	7,564	13,603
Conservation	0	0	0	0
Education <sup>6</sup>	1,235	0	1,235	3,915
Other	3,333	0	3,333	2,347
<b>Total Expenditure</b>	<b>9,049</b>	<b>3,083</b>	<b>12,132</b>	<b>19,865</b>
<b>Surplus/(deficit)</b>	<b>18,887</b>	<b>(3,081)</b>	<b>15,806</b>	<b>(1,976)</b>

# BLAKENEY HARBOUR ASSOCIATION


Statement of Assets and Liabilities as of 31 December 2021				
	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Cash at bank</b>				
Current Accounts	20,504	1,375	21,879	8,770
Capital Account	68,240	0	68,240	67,632
Total cash at bank	88,744	1,375	90,119	76,402
<i>Represented by</i>				
Opening balance at period start	71,946	4,456	76,402	78,126
Cash Surplus/(Deficit) in period	16,798	(3,081)	13,717	(1,724)
<b>Total Cash Assets</b>	<b>88,744</b>	<b>1,375</b>	<b>90,119</b>	<b>76,402</b>
Debtors <sup>8</sup>	4,936		4,936	2,847
<b>Total Assets</b>	<b>93,680</b>	<b>1,375</b>	<b>95,055</b>	<b>79,249</b>
Liabilities	0	0	0	0
<b>Total Assets less Liabilities</b>	<b>93,680</b>	<b>1,375</b>	<b>95,055</b>	<b>79,249</b>

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

Sarah Green Trustee

  
Dated: 21/5/22.

Greg Cooper Hon. Treasurer

  
Dated: 21 May 2022



## **BLAKENEY HARBOUR ASSOCIATION**

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

1. Income is brought into the accounts on an accruals basis.
2. Made up primarily of interest from cash in the Capital Account.
3. Gift Aid of £4,936 is due on 2021 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 further development of our the website and and copies of the 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 together with leased secure storage space totaling £2,006. H. Archer, a Trustee, is a director and shareholder of Archer Engineering Ltd which has repaired a flare storage unit to the value of £216.
8. Debtors: Gift Aid totalling £4,936 is due on 2021 donations and is allocated to non-restricted funds.

## **BLAKENEY HARBOUR ASSOCIATION**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BLAKENEY HARBOUR ASSOCIATION**

**(Charitable Incorporated Organisation number 1163228)**

I report to the trustees on my examination of the accounts of the Blakeney Harbour Association for the year ended 31<sup>st</sup> December 2021, which are set out on pages 5 to 7.

#### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Christopher Dugdale FCA MA Partners LLP  
7 The Close  
Norwich NR1 4DJ

20<sup>th</sup> May 2022