



BLAKENEY HARBOUR
ASSOCIATION

BLAKENEY HARBOUR ASSOCIATION

**CHARITABLE INCORPORATED ORGANISATION
NUMBER 1163228**

**REPORT, ACCOUNTS AND INDEPENDENT EXAMINERS REPORT
FOR THE PERIOD 1 JANUARY 2022 TO 31 DECEMBER 2022**

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 2022 to 31 December 2022

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 11 June 2022. 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

N Thompson	Trustee
S Green	Trustee
G Cooper/A Ruff	Trustee (Hon. Treasurer) (part of the year)
J Cowan	Trustee
J Bean	Trustee
W. Darby	Trustee
H. Archer	Trustee
M. Mirams	Trustee

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

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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

The channel at the entrance of the harbour has moved further 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. Further changes have been made subsequent to the period covered by this report, including the removal of the Hijordis east channel Marker.

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

Regular 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 and passed with flying colours.

Education and Communication

The website has been further developed to allow donations by card and our member numbers have expanded. The new Member database that was introduced is proving to be an asset. 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. Some abandoned boats were disposed of during the year, some of the trustees and volunteers cut them up and disposed of them into skips provided by the national Trust. Discussions with the National Trust on this issue continue to develop. In the year the association supported the Cley Harbour Project with a £5,000 donation.

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 544 at 31st December 2022.

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.

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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.

Financial Performance

During 2022 Greg Cooper stepped back from his role within BHA and handed over Treasurer duties and responsibilities to Andrew Ruff. The Trustees are all very grateful to Greg for his years of tireless service.

The attached statement of income and expenditure demonstrates in financial terms the activities of the charity for the period being reported. A surplus of £7,725 was produced during the period on an income of £19,327 (of which £3 is restricted) and includes expected Gift Aid income from donations during the year of £2,892.50. 43% of expenditure during the year was a donation to support the Cley Harbour project. The remainder 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 £20,000 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:

Andrew Ruff - Hon.Treasurer



Dated: 22 July 2023.

BLAKENEY HARBOUR ASSOCIATION

Income and Expenditure for the period 1st January to 31st December 2022				
	Unrestricted Funds £	Restricted Funds £	Total £	Previous Period £
Income ¹				
Membership Donations	14,143	0	14,143	13,670
Restricted Donations	0	0	0	0
Other Donations	788	0	788	8,411
Other Income and Interest ²	1,480	3	1,483	944
Gift Aid due ³	2,913	0	2,913	4,913
Grants	0	0	0	0
Total Income	19,324	3	19,327	27,938
Expenditure ⁴				
Safety and Security ^{5,7}	3,076	0	3,076	7,564
Conservation	5,000	0	5,000	0
Education ⁶	438	0	438	1,235
Other	3,088	0	3,088	3,333
Total Expenditure	11,602	0	11,602	12,132
Surplus/(deficit)	7,722	3	7,725	15,806

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Statement of Assets and Liabilities as of 31 December 2022				
	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Cash at bank				
Current Accounts	22,536	1,378	23,914	21,879
Capital Account	75,974	0	75,974	68,240
Total cash at bank	98,510	1,378	99,888	90,119
<i>Represented by</i>				
<i>Opening balance at period start</i>	<i>88,744</i>	<i>1,375</i>	<i>90,119</i>	<i>76,402</i>
<i>Cash Surplus/(Deficit) in period</i>	<i>9,766</i>	<i>3</i>	<i>9,769</i>	<i>13,717</i>
Total Cash Assets	98,510	1,378	99,888	90,119
Debtors ⁸	2,892	0	2,892	4,936
Total Assets	101,402	1,378	102,780	95,055
Liabilities	0	0	0	0
Total Assets less Liabilities	101,402	1,378	102,780	95,055

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

James Cowan Trustee.

Andrew Ruff Treasurer

Dated: 22nd July 2023.

Dated: 22nd July 2023.

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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 £2,892 is due on 2022 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 website and copies of the harbour guide.
7. H. Archer, a Trustee, is a director and shareholder of Archer Engineering Ltd which has during the year supplied paint for the repair of a buoy at £106.21 and Supplied some fenders from Anchor Marine at £500.22 at cost.
8. Debtors: Gift Aid totalling £2,892 is due on 2022 donations and is allocated to non-restricted funds.

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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 31st December 2022, 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
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21st July 2023