



**Papers for a meeting of the
FINANCE & HR SUB-COMMITTEE**

**to be held at
King's Lynn Town Hall, Saturday Market Place,
King's Lynn, PE30 5DG
on
2nd August 2022
at
1030 hours**

Vision

The Eastern Inshore Fisheries and Conservation Authority will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry



Meeting: **Finance and HR Sub-Committee**

Date: 2nd August 2022

Time: 1030 hours

Venue: Assembly Room, King's Lynn Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

Revised Agenda

- 1 Welcome - *Chair*
- 2 Apologies for absence - *Chair*
- 3 Declaration of Members' interests - *Chair*

Action Items

- 4 Minutes of the Finance & Personnel Sub-Committee meeting on 3rd May 2022 (pg 3)
- 5 Matters Arising - *Clerk*
- 6 Quarter 1 Payments and Receipts – *Hd Finance & HR* (pg 8)
- 7 Quarter 1 Management Accounts – *Hd Finance & HR* (pg11)
- 8 Annual Statement of Accounts (Draft) for year ending March 2022 – *Hd Finance & HR* (13)
- 9 To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 11 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.
- 10 New vessel budget update – *CEO* (pg22)

Information Items

- 11 HR Update – *Hd Finance & HR* (pg31)
- 12 Any other urgent business

To consider any other items which the Chair is of the opinion are matters of urgency by reason of special circumstances which must be specified

Jon Butler
Head of Operations
Date: 18th July 2022

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Finance & HR Sub-Committee

A meeting of the Finance & HR Sub-Committee took place at the Town Hall in King's Lynn on 3rd May 2022 at 1030 hours.

Members Present:

Cllr M Vigo Di Gallidoro	Vice Chair	Suffolk County Council
Cllr E Back		Suffolk County Council
Cllr M Chenery of Horsbrugh		Norfolk County Council
Cllr P Coupland		Lincolnshire County Council
Ms I Smith		MMO Appointee
Cllr P Skinner		Lincs County Council
Mr S Williamson		MMO Appointee

Eastern IFCA Officers Present:

A Bakewell	Head Finance & HR
J Butler	Head of Operations
J Gregory	CEO

FHR22/01 Welcome

In the absence of the Chair (Cllr FitzPatrick) the Vice-Chair (Cllr Vigo Di Gallidoro) took the chair.
The Chairman welcomed members to the meeting.

FHR22/02 Apologies for absence

Apologies for absence were received from Cllrs Adams (NCC), and FitzPatrick (NCC)

FHR22/03 Declarations of Members Interest.

No Declarations of Interest were received.

FHR22/04 Minutes of the Finance and Personnel Sub-committee meeting held on 1st February 2022

Members Agreed to sign the Minutes as a true reflection of the meeting.

FHR22/05 Matters Arising

NEW VESSEL UPDATE: The CEO took the opportunity to update members on the progress of the new vessel build. It was anticipated the build would start in the very near future. This was 16 weeks behind schedule due design changes requiring the classification authority to revisit the classification. It was also thought that supply chain issues had affected other vessels being built by the yard. Quotes were being requested for the Tender for the vessel to ensure all the Authority's Financial Regulations were met.

Cllr Coupland enquired whether any further cost increases were anticipated, to which the CEO advised the increases already incurred had been due to known issues but with the exception of a small amount to cover the cost of a Vessel Performance Monitoring System and some outstanding items on the specification there were no other cost increases anticipated unless changes to the specification were agreed

HR UPDATE: The Head of Finance & HR advised that having approached all three funding Councils a payroll bureau had been engaged to provide payroll services or the Authority.

For the purpose of replacing the current invoicing software SAGE payment software was in the process of being adopted.

FHR22/06 Quarter 4 Payments and Receipts

The Head of Finance & HR gave members a brief summary of the difference in payments made compared to budget. Exceptional payments included a 500 hour service on FPV Sebastian Terelinck and the first stage payment for the new vessel. Income included the revenue from the sale of FPV John Allen.

Cllr Skinner questioned whether future budgets included provision for increased fuel prices. It was noted that the current budget may show overspends, fuel for vessels and vehicles was more likely to have an effect that electricity costs.

Cllr Chenery of Horsbrugh enquired how enforcement costs compared to those for previous years, he was advised the costs were very similar and the expense during quarter 4 included the purchase of new Gecko helmets for use at sea.

Cllr Coupland requested a paper be provided at the next Authority meeting which would provide all the information on the new vessel purchase, including the original starting price, changes made, additional costs incurred, what has been paid and what is still owed on an A4 sheet. The CEO advised the purchase was delegated to the Sub-Committee and all additional expenses had been put before the committee including

the requirement for engine changes. He agreed to refresh the previous paper for the next sub-committee meeting, as well as providing some CAD drawings of the vessel.

The Head of Finance & HR also advised the year end accounts would incorporate all expenditure to date, he believed the Vessel Reserve had sufficient funds to cover the new vessel costs.

FHR22/07 **Members Agreed to Note the paper
Quarter 4 Management Accounts**

Members were advised these were not the definitive final accounts as there were some invoices outstanding.
The main areas of overspend and saving were explained to members. Members raised queries regarding lay rents and Operation Blake. The CEO advised a replacement for FPV John Allen would be purchased but with a more suitable design for pot hauling and other research activity.

Members Agreed to note the Management Accounts

FHR22/08 **Project Officer Post**

The CEO reminded members that previously it had been agreed to hire a Temporary Project Officer for a period of two years to help address the increased workload. Over the past two years it had become evident the workload had not decreased and additional work was anticipated, Members were therefore, asked to consider changing the post to a permanent position.

In discussing budgetary implications members were advised the New Burden Funding had been ongoing for a number of years. AIFCA had put in a bid for continued funding at the same level plus additional funding for new workstreams and whilst notification had been received that all three levies, including an element for New Burden Funding, would have been received by the following day the outcome of the bid for additional funding was still awaited.

Members Resolved to transition the temporary post of Project Officer to a permanent established post.

Proposed: Cllr Chenery of Horsbrugh

Seconded: Cllr Skinner

All Agreed

FHR22/09 ***Members Resolved that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for item 10 on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.***

Proposed: Cllr Skinner

**Seconded: Cllr Back
All Agreed**

Mr Williamson arrived

FHR22/10 HR Update

LEAVERS & NEW RECRUITS: Members were advised there had been two Officers resign, three appointed and existing vacancies were for an IFCO based in Lowestoft, a Project Officer and an MSO Grade 6.

The Head of Operations advised that recent recruitment campaigns had not produced the same level of applicants has had been achieved pre-pandemic, he felt some of this was due to people generally having got used to being able to work from home. It was hoped planned hybrid working arrangements might make the available positions more appealing.

POST PANDEMIC WORKING: The Head of Operations advised that the use of Teams software had worked extremely well and enabled Officers to work effectively from home.

Whilst the office was re-opened 5 days a week both the Project Team and Marine Science Teams had up to this point only been rostered to work in the office one day a week, the intention was this would be increased two days a week, although those who had indicated they prefer to work from the office had returned to the office full-time.

This hybrid working arrangement would be assessed over a 6 month period. It was notable that since the outbreak of the pandemic productivity had not dropped as all workstreams for these teams was easily done from home and daily morning Teams calls ensured everyone stayed in touch and up to date.

As the majority of the Marine Protection Team work was carried out in the field it was felt unnecessary, and costly in terms of working time and fuel, to make them work from the office. Instead it was hoped there could be satellite bases for parking EIFCA Vehicles, with use from home on occasions. It was anticipated these bases would be at Sutton Bridge, Wells Police Station, and hopefully Great Yarmouth Fire Station. There remained issues from HMRC with officers using vehicles from their own homes.

Cllr Chenery of Horsburgh questioned the effects on Mental Health of working from home, which it was felt had been mitigated by allowing any officer to work from the office if they wished to. It was noted that considerable time had been taken to ensure any Mental Health issues could be addressed, it was also pleasing to note that general time off sick had been much depleted since the pandemic began.

Cllr Coupland asked what the official position was with working from home and stated that he did not support working from home as he felt it

was less productive. The CEO disagreed and advised that all work output was monitored, and the management team reported that productivity had in fact gone up. It was acknowledged that different roles required different working environments. The CEO acknowledged the concerns about the long term implications of home working and explained that was why no firm decisions were being taken prematurely and the trial period of hybrid working would help inform any future decisions. He added that he was happy with current arrangements and was concerned that requiring full-time working from the office could be detrimental to recruitment.

The Head of Operations reminded members that prior to the pandemic new and larger office premises were being considered, having hybrid working arrangements could allow the Authority to reduce the office footprint which would produce savings.

Cllr Vigo Di Gallidoro felt it was important to reduce the carbon footprint and asking officers to drive to work twice a week rather than 5 times was a step in the right direction. A query about moving to electric vehicles was responded to be advising that progress on infrastructure was being monitored but currently electric vehicles were not suitable for the more remote areas of the District which needed to be covered.

DATES FOR TRIBUNAL: Dates had been given as 16th - 19th January. The original detailed claim had been received which would be gone through with the authority's legal advisor. Costs of a 4 day hearing may be considered against making a settlement. The final decision would be made by the sub-committee when the legal advice was received.

EXEC TEAM: Cllr Coupland was pleased to note the Head of Finance & HR had decided to stay until the end of the current financial year, he felt there was a lot to do with new accounts software, a tribunal and recruitment, but he questioned how it would work with reduced hours. The CEO advised this was still being discussed, Cllr Coupland suggested finding another person who could work two days a week who could be brought up to speed to take over when the current incumbent leaves. The CEO advised continuity would be part of the considerations.

Members Agreed to note the content of the report.

FHR22/11 Any Other Business

There were no items raised.

There being no other matters to discuss the meeting closed at 1145 hours, the Chair thanked members for attending.

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Action Item 6

Finance and HR sub-committee meeting

3rd August 2022

Report by: Andrew Bakewell – Head of Finance & HR

Payments made and monies received during the period 1st April 2022 to 30th June 2022 (Quarter 1)

Recommendations

Members are asked to:

- **Note** the content of the paper

Background

It is an audit requirement that the Authority's receipts and payments are presented to Members on a quarterly basis.

The report on Payments made and monies received during the period 1st April to 30th June 2022 are shown in the following tables.

The payments have been made in accordance with Eastern IFCA's Financial Regulations and the necessary processes and approvals have been carried out.

Background documents

There are no background documents to this paper.

Finance Officer's Report on Payments Made and Monies Received during the period
1st April to 30th June 2022

Payments made during the period 1st April to 30th June 2022

	Month 1	Month 2	Month 3	TOTAL
	£	£	£	£
Transfers to EIFCA Salaries Acct.	200,000		150,000	350,000
Rent, Rates & Service Charges	5,532	880	10,354	16,766
General Establishment	29,510	16,348	11,960	57,818
Legal Fees			1,223	1,223
Staff Travelling & Subsistence	678	44	613	1,335
Members' Allowances			118	118
Training	9,372	1,215	4,560	15,147
Moorings/Harbour Dues		10		10
Three Counties Operating Costs	5,677	941	25,270	31,888
FPV JA & ST –Operating Costs		152	3,418	3,570
Vehicle Operating Costs	11,797	-	1,848	13,645
Communication and Development				
Marine Science	190	1,792	4,268	6,250
Enforcement	1,704	-	5,004	6,708
WFO			3,083	3,083
Asset Purchases				
VAT recoverable (Quarter)	7,378	4,154	5,674	17,206
Grant funded project				
TOTAL PAYMENTS MADE	271,838	25,536	227,393	524,767

Monies received during the period April to June 2022

	Month 1	Month 2	Month 3	TOTAL
	£	£	£	£
Levies	1,100,685			1,100,685
Defra funding	394,145			394,145
Asset replacement	163,910			163,910
WFO – Licences	960	2,577		3,537
EMFF Grants			1,045	1,045
Whelk licences	250	800		1,050
Wash & North Norfolk Coast EMS				
VAT	23,780			23,780
Fixed Penalty Fine				
EHO sampling			768	768
Lay rents		59	2,134	2,193
Court costs				
Interest		2	1	3
Asset Sales	400			400
Miscellaneous				
TOTAL MONIES RECEIVED	1,684,130	3,438	3,948	1,691,516

Expenses –

Three Counties mth 3 includes annual vessel insurance

Vehicles insurance paid in mth 1

Income –

EMFF grant is the final claim adjusted for the VAT on previous claims.

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Action Item 7

Finance and HR sub-committee meeting

2nd August 2022

Report by: Andrew Bakewell – Head of Finance and HR

Report on the Management Accounts for the 1st Quarter of the 2022/23 financial year

Purpose of report

To provide 1st Quarter Management Accounts for members to note.

Recommendations:

Members are asked to:

- **Note** the Management Accounts

Explanatory Notes

	Variance	
Salaries and on costs	34,770	Unfilled vacancies
General expenditure	2,614	Expenses and Training
Enforcement	1,292	Timing
Marine Science	(251)	Minor overspends
Vessels	4,883	TC (2.9k) Ribs 7.4k
Vehicles	2,000	Timing
Income	1,737	WFO Fee increase, EMFF Grant (final)
Contingency	(15,000)	
Total	32,045	

Management Accounts Financial Year 2022/2023

	ACTUAL Year to Date Qtr 1 £	BUDGET YTD Qtr 1 £	VARIANCE	MEMO Budget For Year £
<u>SALARIES & WAGES</u>				
Staff Remuneration	193,250	222,500	29,250	890,000
Pension	46,300	51,250	4,950	205,000
National Insurance	21,430	22,000	570	88,000
TOTAL	260,980	295,750	34,770	1,183,000
<u>GENERAL EXPEND</u>				
Accommodation	16,766	16,870	104	67,450
Insurance	9,333	8,750	(583)	8,750
General Establishment	49,707	50,000	293	92,000
Officers' Expenses	1,335	4,000	3,665	12,750
Members' Travel	118	400	282	1,500
Training	15,147	15,000	(147)	25,000
TOTAL	92,406	95,020	2,614	207,450
Media & Comms		250	250	1,000
Enforcement	6,708	8,000	1,292	22,000
Marine Science	6,251	6,000	(251)	15,500
Operation Blake				
<u>VESSELS</u>				
Moorings/Harbour Dues	4,010	4,500	,490	6,500
<u>Vessel Operating Costs</u>				
Three Counties	14,887	12,000	(2,887)	62,000
FPVs JA & ST	1,570	9,000	7,430	35,500
Vessels insurance	23,000	22,850	(150)	22,850
TOTAL	43,467	48,350	4,883	126,850
<u>VEHICLES</u>				
Operating Costs	13,000	15,000	2,000	31,250
TOTAL	13,000	15,000	2,000	31,250
Contingency	15,000		(15,000)	
TOTAL EXPENDITURE	437,812	468,370	30,558	1,587,050
<u>INCOME</u>				
Bank Interest	3	10	(7)	15,000
Levies	1,100,685	1,100,685	-	1,100,685
WFO Licence	3,538	1,000	2,538	45,000
Whelk licences	1,050	1,250	(200)	5,000
Asset replacement	163,910	163,910	-	163,910
DEFRA	394,145	394,145	-	394,145
EMFF Grants	1,045		1,045	
Asset Sales	400		400	
FAPs				
EHO sampling	768	4,000	(3,232)	20,000
Lay rents	2,193	1,000	1,193	3,000
TOTAL INCOME	1,667,737	1,666,000	1,737	1,746,740
New Vessel Asset Purchases				
Reserve movement				159,690

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Action Item 8

Finance & HR Sub-Committee

2nd August 2022

Statement of Accounts for Eastern Inshore Fisheries & Conservation Authority for the year ended 31st March 2022

Report by: Andrew Bakewell – Head of Finance & HR

Purpose of report

To present the annual statement of accounts for the year ended 31st March 2022.

Recommendations

Members are asked to:

1. **Approve** the Statement of Accounts for submission for external examination.
2. **Authorise** the Chairman and Chief Executive to sign the Annual Return before submission to the auditors for review.
3. **Authorise** in accordance with the Authority's Financial Regulation 3.4, transfers of funds to and from 'ear-marked' reserves as outlined in the Statement of movement in reserves below.

Appendices

Appendix A - Eastern Inshore Fisheries & Conservation Authority Statement of Accounts for the year ended 31st March 2022 (attached)

Appendix A

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Statement of Accounts for the year ended 31st March 2022

Foreword

The Accounts and Audit (England) Regulations 2015 have classified Eastern Inshore Fisheries and Conservation Authority as a “smaller relevant body”.

The Account statements are centred on the Audit Commission Small Bodies Annual Return, which will be completed and certified by the Chairman and CEO at a later date.

The accounting statements forming the basis of the return are:

1. The Income and Expenditure Account for the year ended 31st March 2022
2. The Balance sheet as at 31st March 2022.
3. A statement detailing movement on reserves.
This is the list of the funds held in “ear-marked” reserves and monies managed by the Authority.
4. A schedule of Fixed Assets held at 31st March 2022. Fixed Assets are valued at cost with no allowance for depreciation. By this method the “book value” of fixed assets remains constant until disposed of.
- 5.
6. Notes relevant to the above statements.

2021/22 Outturn

Below the comparison of Actual results with the 2021/22 Budget by main headings

	2021/22 Budget	2021/22 Actual
	£	£
Salaries	1,110,000	1,051,373
General Expenditure	205,045	208,719
<u>Operating Costs</u>		
Media and Publicity	1,000	919
Marine Protection	25,000	21,008
Marine Science	12,000	16,851
Moorings	6,000	6,604
Three Counties	68,360	50,677
Patrol Vessels	41,280	39,631
Vehicles	27,800	29,773
Operation Blake		96,609
Asset purchases		616,020
TOTAL EXPENDITURE	1,496,485	2,138,184
<u>INCOME</u>		
Miscellaneous Income	79,050	259,921
Asset replacement	159,135	159,135
TOTAL INCOME	238,185	419,056
EXPENDITURE less INCOME	1,258,300	1,719,128

Consolidated Balance Sheet at 31st March 2022

31/03/2021		31/03/2022
£	CURRENT ASSETS	£
90,424	Debtors	165,004
584,775	Suffolk County Council Deposit	585,557
2,661,552	Cash at bank	1,787,707
489	Cash in hand	364
	CURRENT LIABILITIES	
-862,849	Creditors	-383,864
2,474,391	NET CURRENT ASSETS	2,154,768
	EAR-MARKED RESERVES	
10,000	ICT fund	10,000
30,000	IVMS Fund	30,000
21,750	Fixed Penalty Fund	22,500
75,000	Legal and Enforcement Fund	75,000
10,000	Office Improvement Fund	10,000
150,000	Operational Fund	150,000
78,169	Research Fund	62,251
60,000	Vehicle Renewals	60,000
18,292	Environment Grants	18,292
1,850,016	Vessel Replacement Fund	1,628,213
110,247	Wash Fishery Order Fund	88,512
60,917	Wash and North Norfolk Partnership Fund	
2,474,391		2,154,768

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY					
		Income and Expenditure Account for the year ended 31st March 2022			
2020-2021			2021-2022		
£	£	INCOME	£	£	£
1,057,944		Levies	1,079,103		
394,145		New Burden Funding	394,145		
154,501		Asset replacement	159,135		
		Fines and costs	798		
5,048		Interest	552		
48,100		Miscellaneous income	176,481		
	1,659,738	sub-total		1,810,214	
89,559	89,559	Grants	81,308		
3,200		Interest on SCC deposit	782		
		Wash Fishery Order			
51,324		Wash & North Norfolk Project			
	54,524	sub-total		82,090	
	1,803,821	TOTAL INCOME			1,892,304
		EXPENDITURE			
1,065,182		Salaries	1,051,373		
198,095		General Expenditure	201,623		
984		Media and Publicity	919		
19,585		Marine Science	16,851		
16,890		Marine Protection	21,008		
6,709		Moorings	6,604		
90,409		Three Counties	50,677		
35,545		Patrol Vessels	39,631		
32,167		Vehicles	29,773		
64,609		Operation Blake	96,609		
181,831		Asset purchases	616,020		
	1,712,006	sub-total		2,131,088	
200		Wash Fishery Order	21,735		
23,356		Wash & North Norfolk Project	59,104		
	23,556	sub-total		80,839	
	1,735,562	TOTAL EXPENDITURE			2,211,927
	68,259	INCOME less EXPENDITURE			- 319,623

Statement of movement in reserves					
	b/f	used	added		c/f
IT Fund	10,000				10,000
FAPs	21,750		750		22,500
Legal Fund	75,000				75,000
Office refurbishment	10,000				10,000
Operational Fund	150,000				150,000
Science Fund	78,169	15,918			62,251
Vehicles	60,000	56,339	56,339		60,000
Vessel replacement	1,850,016	543,763	321,960		1,628,213
Wash Fishery Order	110,247	21,735			88,512
WNNMP	60,917	60,917			-
IVMS	30,000				30,000
Grants	18,292				18,292
TOTAL	2,474,391	698,672	379,049		2,154,768

EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY**FIXED ASSET REGISTER as at 31/03/2022**

Acquired	Description	Supplier	Cost £
2002	RV Three Counties		914,560.00
09/01/2015	Sebastian Terelinck	Redbay	415,188.00
02/12/2018	Seaspray 2	Humber	50,546.00
02/12/2018	Seaspray 2 "extras"	Humber	8,592.00
			<u>1,388,886.00</u>
04/01/2013	Sidescan sonar		53,815.00
06/01/2013	Imaging software		13,343.00
6/13/2013	Underwater camera		28,770.00
	Videoray		11,108.00
23/07/2021	ROV 1		8,436.00
10/12/2021	ROV 2		7,482.00
02/12/2018	Sonde	Xylem	11,753.00
			<u>134,707.00</u>
10/20/2015	Isuzu D-Max	FX65UXP	17,978.00
7/21/2014	Skoda Yeti 4x4	AJ14NHL	20,350.00
20/10/2021	Hyundai Tucson	AU71WFB	18,753.00
20/10/2021	Hyundai Tucson	AU71WFC	18,753.00
20/10/2021	Hyundai Tucson	AU71WFD	18,753.00
8/18/2016	Ford Tourneo	EP16DRO	16,851.00
5/26/2017	Skoda Yeti	AK17EVU	13,909.00
5/26/2017	Skoda Yeti	AK17EWA	16,628.00
5/26/2017	Skoda Fabia	AK17EVW	10,215.00
18/32/2020	Skoda Karoq	AF20KBV	22,967.00
			<u>175,157.00</u>
	Total Fixed Assets		1,698,750.00

Notes -

Shortfall for the year £319,623 made up as follows:-

Salary savings £58,627 vacancy management

Overhead overspend £3,674 Staff expenses

Asset operations £16,755 with overspends on Moorings £604 and Vehicles £1,973

Offset by savings TC £17,683 (refit not carried out in the year) and Ribs £1,649

Marine Protection showed a saving of £4,992 whereas Marine Science overspent £4,851 mainly due to contribution to purchase of Trackers for Cromer Shoal study..

Unbudgeted costs –

Operation Blake (grant funded) saw costs in the year of £96,609 offset by grant receipts £81,308..

Asset purchase £616,020 inc. 30% stage payment for new vessel, 3 replacement vehicles and 2 ROVs

Income –

Asset replacement contribution from the three County Councils of £159,135 has been included as income and transferred within the total surplus to reserves. Sale of John Allen and 2 Yetis yielded £150k.