

**NOT FOR PUBLICATION**



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

**to be held at  
EIFCA Offices, 6 North Lynn Business Village, Bergen Way,  
King's Lynn, PE30 2JG  
on  
6<sup>th</sup> February 2024  
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: 6 February 2024

Time: 10.30 hours

Venue: Meeting Room 1, Eastern IFCA, Unit 6 North Lynn Business Village,  
Bergen Way, King's Lynn Norfolk, PE30 2JG

## 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 7 November 2023 Pg 3
- 5 Matters Arising - *Clerk*
- 6 Quarter 3 Payments and Receipts – *CEO / Joanne Sams Pg 10*
- 7 Quarter 3 Management Accounts – *CEO / Joanne Sams Pg 13*
- 8 Appointment of Auditors – *CEO Pg 16*
- 9 *To resolve that, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for*
  - a. *Item 10 on the grounds that it involves the disclosure of Information relating to the financial or business affairs of any particular person (including the authority holding that information) which is exempt information as defined in Paragraph 3 of Schedule 12A of the Act; and*
  - b. *Items 11 and 12 on the grounds that it involves the disclosure of information which is likely to reveal the identity of an individual which is exempt information as defined in paragraph 2 of Schedule 12A of the Act.*

## Information Items

- 10 Vessel Procurement panel update – *DCO Pg 17*
- 11 Structure Review update – *CEO Pg 21*
  - a. Role changes update – *ACO Pg 48*
- 12 HR Update – *Deputy Chief Officer Pg 63*
- 13 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.*

Julian Gregory,  
Chief Executive Officer  
Date: 22 January 2024

## 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.



## Finance & HR Sub-Committee

A meeting of the Finance & HR Sub-Committee took place at the EIFCA Offices, King's Lynn on 7<sup>th</sup> November 2023 at 1030 hours.

### Members Present:

Cllr T FitzPatrick	Chair	Norfolk County Council
Cllr T Adams		Norfolk County Council
Cllr E Back		Suffolk County Council
Cllr P Skinner		Lincolnshire County Council
Ms I Smith		MMO Appointee
Mr S Williamson		MMO Appointee

### Eastern IFCA Officers Present:

J Butler	Head of Operations
J Gregory	CEO

Joanne Sams – Aston Shaw Accountants (joined by Teams link)

### FHR23/23 Welcome

The Chairman welcomed members to the meeting. Members were advised Ms Sams was joining the meeting via video link due to having a virus which she did not want to spread to members.

### FHR23/24 Apologies for absence

Apologies for absence were received from Cllrs Chenery of Horsburgh (NCC), Coupland (LCC) & Vigo Di Gallidoro (SCC).

### FHR23/25 Declarations of Members Interest.

No Declarations of Interest were received.

### FHR23/26 Minutes of the Finance and Personnel Sub-committee meeting held on 1<sup>st</sup> August 2023

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

## **FHR23/27 Matters Arising**

FHR23/20 - ANNUAL STATEMENT OF ACCOUNTS: Members were reminded this item had been delegated to the Chair, Vide-Chair and CEO. This had been signed off and the accounts sent out to the External Auditor for their reporting process to be completed.

The CEO advised that whilst the initial report from the Auditors had appeared concerning, having had a meeting with representatives from Norfolk Audit Service there were no systemic issue that were of concern, but it was mainly relatively minor points that would be addressed prior to the next audit. .

## **FHR23/28 Quarter 2 Payments and Receipts**

The CEO reminded members it was a requirement of the Standing Orders that payments and receipts be reported on a quarterly basis. Notable expenditure and receipts included legal fees incurred as a result of a lengthy HR matter, payment for the surveyor to provide advice on the new vessel and income from shrimp permits which had been introduced in this financial year.

Cllr Adams queried payments for harbour dues, at which point the CEO explained there was an agreement in place whereby EIFCA made a capital contribution to new mooring facilities in exchange for peppercorn rent. The Capital contribution had not yet been paid as the lease agreement was still being finalised, but the money was held in reserves in readiness for payment to be made. Other mooring costs included a fixed fee at Wells, annual membership and fee at Royal Norfolk & Suffolk Yacht Club and a similar arrangement at the Suffolk Yacht Club.

Miscellaneous Income was queried, this was largely due to a contribution from Blue Marine Foundation towards work on the Cromer Shoal MCZ.

**Members Agreed to Note the contents of the paper.**

## **FHR23/29 Quarter 2 Management Accounts**

The paper was provided with a slightly different layout than that used historically, which would be continued in forthcoming quarters. Included in the new layout was a breakdown of income which would make up the anticipated £85k of miscellaneous income for the year.

It had been identified that a payment of Defra funding which should have been paid in the last financial year had not been received until this financial year. As the money was for workstream funding and purchase of a daughter vessel for the new vessel, £100k had been moved to an 'Operational Reserve' and £45k moved to the Vessel Replacement Fund.

**Members Agreed to note the content of the report and the movement in reserves to reflect income which should have been received in the previous financial year.**

## **FHR23/30` Provisional Budget for the period 1 April 2024 to 31 March 2025 and Forecast to 2028/29**

The CEO advised members there had been quite a bit of work to reach this point, which began with the annual meeting with representatives of the three County Council Finance Directors. The CEO was pleased to report the meeting had concluded with agreement of a 3% increase on both levies and the Capital Replacement contribution. Even though this represented less than half the current rate of inflation it was better than had been indicated was likely to be the scenario during the previous year's meeting.

Members were advised the projection for the year showed a deficit, but the Authority were fortunate to be in a relatively healthy position due to Reserves.

The projection for Forecast years showed annual increases of a 2% inflationary effect on budget and the same on levies. These figures were intended to be indicative.

For the purpose of preparing the budget it had been assumed 'New Burden Funding' would continue to be paid in some form. It was anticipated the Wash Cockle & Mussel Byelaw would be in place to generate income from permits and the £150k from Defra for workstreams, which was indicative for the next financial year, would also be forthcoming.

The report provided to members was slightly different to previous years, and it was hoped it provided clarity.

A 3% increase on salaries had been applied, however, it had been implied unions may press for more, but this was only speculation. Cllr Skinner noted that should a greater increase be agreed, it could lead to remodelling. The CEO advised that figures used for the budget assumed a full complement of staff for the whole of the financial year and included the provision to retain the third Executive Post.

General Expenditure took account of outsourcing accountancy, payroll, and HR support as well as increased charges for rent, electricity and legal fees.

With the purchase of two new vessels it was anticipated fuel costs would be higher, but the additional expense would be offset by lower refit costs.

Income for 2023/24 was projected to be lower than hoped as a result of the delay in the Wash Cockle & Mussel Byelaw coming into force, however it was anticipated this would be fully operational by 2024/25.

An Inflation Contingency was included in the 2024/25 proposed budget.

Members were advised that Reserve headings had been slightly altered for clarity and the Operational Reserve had been added to take account of the £100k Workstream Funding from Defra. The IVMS National Fund was a contribution for the implementation of IVMS from Defra which was initially to be disseminated amongst all IFCA's when needed, members

were advised this was not EIFCA funds it was money held on behalf of DEFRA for all IFCAS.

It was also noted the ICT fund was shown twice – which would be revised.

The projection did not include projected income from the sale of *RV Three Counties* or any vehicles that may be sold.

The CEO advised members that at this point VAT had not been claimed back on stage payments made for Protector IV. Once this money was reclaimed it would be put back into the Vessel Replacement Fund Reserve.

Ultimately the proposed budget for 2024/25 showed a shortfall of £98k which could be covered by the Defra Workstream for last year funding that had been transferred to reserves. The CEO was reasonably comfortable with the perspective for the next financial year, however, he was concerned about subsequent years. It was anticipated AIFCA would put in a collective bid to Defra for additional funding for all IFCAs alongside continuation of new Burdens funding, but it might be necessary to consider higher increases in levels than has previously been the case. Officers would continue to scrutinise expenditure to see where EIFCA could be more efficient.

Members discussed the potential issue of funding going forward, whether a modest levy increase could address the shortfall, and the realisation that substantial savings would mean a cut in posts. However, it was also noted that there was always more work to do than resource available to achieve it all.

Members felt it was imperative that Defra be pushed for additional funding and whilst income could be generated through permit schemes it was not an additional burden the Authority wanted to place on the industry.

Members were advised prior to the proposed budget going before the full authority there may be some minor administrative changes or small financial changes.

**Members Resolved to:**

**Note the content of the report and that there may be relatively minor revisions to the budget and budget heading prior to consideration by the full Authority.**

**Approve and recommend the Draft Budget 2024/25 to the full Authority at their next meeting on 13<sup>th</sup> December 2023.**

**Approve and recommend the Levies for 2024/25 to the full Authority at their next meeting on 13<sup>th</sup> December 2023.**

**Approve the Forecast for the following 4 years to 2028/29 for presentation to the full Authority at their next meeting on 13<sup>th</sup> December 2023.**

**Proposed: Cllr Skinner**

**Seconded: Cllr Adams**

**All Agreed**

## **FHR23/31 Asset Disposal Vehicles**

The Head of Operations advised members that the Audit had highlighted that the accounting method did not show depreciation of vehicle values, consequently the sale of vehicle assets was not made in accordance with the Constitution and Standing Orders, which stated approval needed to be sought from the Finance & HR Sub-Committee. With this in mind, Members had been provided with a list of vehicles which may potentially need to be replaced during the current financial year for which their approval was sought.

### **Members Resolved to:**

**Note the contents of the report.**

**Approve disposal of vehicle assets in line with the Authority's Constitution and Standing Orders.**

**Proposed: Cllr Skinner**

**Seconded: Cllr Back**

*At this point there were no further financial matters to discuss so Ms Sams left the video link.*

## **FHR23/32 Resolution**

**Members Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for:**

- a) Item 11 on the ground that it involved the likely disclosure of information which was likely to reveal the identity of an individual as defined in Paragraphs 2 of Schedule 12A of the Act and**
- b) Item 12 on the grounds that it involved the disclosure of information relating to the financial or business affairs of any particular person (including the authority holding that information) which is exempt information as defined in Paragraph 3 or Schedule 12A of the Act.**

**Proposed: Cllr FitzPatrick**

**Seconded: Cllr Skinner**

**All Agreed**

## **FHR23/33 HR Update**

*Summary in accordance with Section 100(C)(2) of the Local Government Act 1972*

The Head of Operations advised members one new member of staff had started work in August, and three MSOs had handed in their resignations, all of them would be leaving by the end of the year having found opportunities for career development. Whilst exit interviews would seek to identify any underlying or systemic issues, it was understood that there were reasons for each individual moving on that did not reflect upon employment by the Authority. .

One of the Project Officers had also resigned and gone to work for Defra, this post had been recruited for and it was hoped the successful applicant would be able to start relatively soon.

One IFCO had moved on to pastures new, having been recruited during lockdown and the return to hybrid working he had identified the cost of travel as one of the reasons for seeking employment elsewhere. As the Authority were already working with one IFCO over compliment this post was not going to be replaced.

Recruitment to replace the departing MSOs had commenced, there were 4 vacant positions but in view of budget constraints the CEO was considering recruiting for 3 at this time in order to help with balancing this and next year's budget. Members discussed this scenario and the difficulty already being faced with keeping on top of workloads.

Working with one post down would only add to the pressure on staff and might contribute to them looking elsewhere for employment when EIFCA needed to be encouraging them to stay. The consensus was that recruiting the full complement would be preferable.

Members discussed ways to encourage staff to remain in post, as well as the cost incurred each time a new recruit was taken on with training them up and providing correctly fitting PPE etc.

Members spent time considering ways of providing incentives to Officers to stay in post.

Members also discussed the impact the loss of the third Exec incumbent was having on the remaining two. The CEO outlined his thoughts that the third Executive post be retained at some level, to look after the Marine Science and Projects Team, as experience had shown these two teams were closely aligned and greater efficiencies could be driven that way.

It was suggested the Exec Team would consist of:

*CEO*

*Deputy CEO* – responsible for Marine Protection/Seagoing facilities/Support

*Assistant Chief Officer* - responsible for Marine Science/Projects/Business planning and Delivery.

In order to make this happen there would need to be a re-designation of existing Exec posts, the responsibility for which sat with this sub-committee, but was permanently delegated to the Chair, Vice Chair and CEO.

Members discussed the best way forward, the cost of already outsourced finances and the potential cost of outsourced HR provision and the overall clarity a revised structure would provide.

The decision was made to leave the matter for the Chair and CEO to consider and a report on action taken would be made to the next sub-committee.

**Members Agreed to note the content of the report**



## **FHR23/34 New Vessels Update**

*Summary in accordance with Section 100(C)(2) of the Local Government Act 1972*

The CEO provided members with a verbal update.

Protector IV had been put into the water and was undergoing final fit out. Engine testing would begin the following week.

It was noted work on the bridges which could potentially stop the vessel leaving the yard had been completed but unfortunately one of the bridges had been lifted once and subsequently failed, therefore the intention was to move the vessel as soon the bridge was lifted again to prevent it getting stuck in the river.

C-Fury – daughter vessel for Protector IV, delivery was anticipated in March 2024

Potting Vessel – the Chair, Vice Chair and CEO had been considering a relatively new but second-hand vessel and the merits of refitting it to make it fit for purpose. It was noted that subject to completion of an application form the majority of the expense to purchase the vessel had been earmarked from Defra funding.

**Members Agreed to note the verbal report.**

## **FHR23/22 Any Other Business**

No other urgent matters had been brought to the attention of the Chair.

There being no other matters to discuss the meeting closed at 1213 hours, the Chair thanked members for attending.

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## Finance and HR sub-committee meeting

## Action Item 6

6 February 2024

**Report by:** Julian Gregory, CEO and Joanne Sams – Aston Shaw Accountants

### **Payments made and monies received during the period 1 October to 31 December 2023 (Quarter 3)**

#### **Recommendations**

Members are asked to:

- **Note** the content of the paper.

#### **Background**

It is a requirement of the Authority's Constitution and Standing Orders that the Authority's payments and receipts are presented to Members of the Finance and HR sub-committee on a quarterly basis.

The report on Payments made and monies received during the period 1<sup>st</sup> October to 31<sup>st</sup> December 2023 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.

**Responsible Finance Officer's Report on Payments Made and Monies Received during the period 1 October to 31 December 2023**

	<b>Month 7</b>	<b>Month 8</b>	<b>Month 9</b>	<b>Total</b>	<b>Last Year</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Transfers to EIFCA Salaries Account	95,000.00	165,000.00	115,000.00	375,000.00	150,000
Rent, Rates & Service Charges	2,151.90	945.82	7,852.37	10,950.09	20,526
General Establishment	10,176.81	10,835.24	4,950.75	25,962.80	23,475
Legal Fees	6,088.80	17,931.56	-	24,020.36	5,133
Staff Travelling & Subsistence	114.98	464.99	13.97	593.94	7,579
Members' Allowances		120.15		120.15	61
Training	490.00	1,990.40	1,720.00	4,200.40	10,381
Moorings/Harbour Dues	182.50	295.55	1,065.00	1,543.05	1,802
Three Counties Operating Costs	4,312.28	1,866.24	54.90	6,233.42	38,033
FPVs ST & Sea Spray	731.21	239.06	263.44	1,233.71	15,669
Vehicle Operating Costs	4,290.42	3,146.10	1,183.30	8,619.82	16,419
Communication and Development	-	-	-	-	-
Insurance	-	242.32		242.32	-
Marine Science	9,416.97	6,375.81	386.94	16,179.72	12,098
Enforcement	22.00	1,641.87	76.55	1,740.42	4,441
WFO				-	-
Asset Purchases			292.33	292.33	20,284
VAT recoverable	10,052.71	7,909.77	2,482.69	20,445.17	22,355
Grant Funded Project	-	-	-	-	-
<b>TOTAL PAYMENTS MADE</b>	<b>143,030.58</b>	<b>219,004.88</b>	<b>135,342.24</b>	<b>497,377.70</b>	<b>348,256</b>

**Monies received during the period 1st October to 31st December 2023**

	<b>Month 7</b>	<b>Month 8</b>	<b>Month 9</b>	<b>Total</b>	<b>Last Year</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Levies				-	50,000
Defra funding				-	-
Asset replacement				-	-
WFO - Permit				-	2,097
EMFF Grants				-	-
Whelk Licences	775.00	256.90		1,031.90	1,150
Shrimp Permit	1,200.00			1,200.00	-
Wash & North Norfolk Coast EMS				-	-
VAT			281,845.93	281,845.93	15,236
Fixed Penalty Fine				-	-
EHO Sampling			12,288.00	12,288.00	-
Lay Rents				-	-
Court Costs				-	626
Interest		2.25	0.75	3.00	-
Asset Sales				-	-
Refund Costs	1,400.00		1,323.00	2,723.00	-
Miscellaneous	610.00	29.86	7,412.67	8,052.53	-
Mineral oil rebate	6,276.14			6,276.14	-
<b>TOTAL PAYMENTS MADE</b>	<b>10,261.14</b>	<b>289.01</b>	<b>302,870.35</b>	<b>313,420.50</b>	<b>69,109</b>

## **Explanatory notes**

### Expenses

Salaries and Wages transfers appear to be significantly higher than last year – this is simply a matter of timing. Last year larger sums were moved less frequently.

Legal Fees appear to be much higher than last year, which is due to a dispute with the solicitor's accountant regarding the charging method. Payment was withheld until revised invoices had been received. The majority of legal fees incurred were in relation to WFO replacement advice. Moving forward it has been agreed that invoices will be raised by Andrew Jackson solicitors on a monthly basis.

Staff Travel & subsistence and training was high last year due to training venues being further away and overnight accommodation being required. This is likely to increase in the last quarter due to recruitment of new starters attending mandatory training.

Vehicle operating costs have been reduced, one vehicle has been removed from the fleet, new vehicles are under warranty, which has reduced repair expenditure.

Asset purchases are lower this year, in the same period last year a vehicle was purchased and added to the fleet.

Three Counties expenditure appears reduced as it has not yet had its Annual Refit, this year it will take place in February and expenditure is expected to be at a similar level to last year.

Sebastian Terrelinck and Sea Spray expenditure is lower than the comparable period last year. In November 2022 Sebastian Terrelinck required repairs to her jet boxes and subsequent unbudgeted repairs to the engines due to cold weather damage.

Marine Science expenditure includes purchases for the Cromer Shoal MCZ project which will be refunded through Blue Marine and NE Funding in due course.

### Income

The only real anomaly when compared to the same period last year is the VAT claim. This is due to having reclaimed the VAT included in the first four stage payments for Protector IV.

Levies relate to DEFRA funding which came in December 2022, DEFRA funding and levies have already been received this financial year.

Asset sales does not reflect the sale of 1 x YETI £5,850, this has been included in miscellaneous line.

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### **Action Item 7**

#### **Finance and HR sub-committee meeting**

6 February 2024

**Report by:** Julian Gregory, CEO and Joanne Sams – Aston Shaw Accountants

#### **Report on the Management Accounts during the period 1 October to 31 December 2023 (Quarter 3)**

#### **Purpose of report**

To provide 3rd Quarter Management Accounts for members to note.

#### **Recommendations:**

Members are asked to:

- **Note** the Management Accounts

#### **Background**

It is a requirement of the Authority's Constitution and Standing Orders that the quarterly accounts are presented to Members of the Finance and HR sub-committee on a quarterly basis.

#### **Report**

The report on the management accounts up to the end of quarter 3 (31 December 2023) are shown in the following tables.

#### **Background documents**

There are no background documents to this paper.

<b>Management Accounts Financial Year 2023/24</b>							
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>TOTAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>MEMO</b>
	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>YTD</b>		<b>Budget</b>
	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 1 &amp; 2 &amp; 3</b>	<b>Qtr 1 &amp; 2&amp; 3</b>		<b>For Year</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
<b><u>SALARIES &amp; WAGES</u></b>							
Staff Remuneration	223,556	214,913	241,447	679,916	685,500	5,584	914,000
Pension	48,780	47,390	48,017	144,187	160,875	16,688	214,500
National Insurance	23,727	22,030	25,855	71,612	66,750	- 4,862	89,000
<b>TOTAL</b>	<b>296,063</b>	<b>284,333</b>	<b>315,319</b>	<b>895,714</b>	<b>913,125</b>	<b>17,411</b>	<b>1,217,500</b>
<b><u>GENERAL EXPEND</u></b>							
Accommodation	14,940	16,719	10,950	42,609	54,975	12,366	73,300
Insurance	-	10,569	-	10,569	8,175	- 2,394	10,900
General Establishment	55,321	38,629	50,587	144,537	78,975	- 65,562	105,300
Officers' Expenses	196	100	120	416	1,125	709	1,500
Members' Travel	3,915	2,232	- 1,994	4,153	10,500	6,347	14,000
Training	3,180	1,998	4,200	9,378	18,750	9,372	25,000
<b>TOTAL</b>	<b>77,551</b>	<b>70,247</b>	<b>63,864</b>	<b>211,663</b>	<b>172,500</b>	<b>- 39,163</b>	<b>230,000</b>
<b>Media &amp; Comms</b>	<b>330</b>	<b>672</b>	<b>-</b>	<b>1,002</b>	<b>563</b>	<b>- 440</b>	<b>750</b>
<b>Enforcement</b>	<b>5,846</b>	<b>4,405</b>	<b>1,740</b>	<b>11,991</b>	<b>16,125</b>	<b>4,134</b>	<b>21,500</b>
<b>Marine Science</b>	<b>3,680</b>	<b>1,366</b>	<b>16,180</b>	<b>21,227</b>	<b>13,500</b>	<b>- 7,727</b>	<b>18,000</b>
<b><u>VESSELS</u></b>							
Moorings/Harbour Dues	235	669	1,543	2,448	4,875	2,427	6,500
Vessel Operating Costs		-				-	
Three Counties	7,518	12,352	6,233	26,104	41,250	15,146	55,000
FPVs ST & Sea Spray	5,684	25,707	1,234	32,625	24,375	- 8,250	32,500
Vessels Insurance	37,918	- 10,569	242	27,591	18,000	- 9,591	24,000
<b>TOTAL</b>	<b>61,212</b>	<b>34,603</b>	<b>27,173</b>	<b>122,987</b>	<b>118,688</b>	<b>- 4,300</b>	<b>158,250</b>
<b><u>VEHICLES</u></b>							
Operating Costs	6,095	7,035	8,620	21,749	31,125	9,376	41,500
<b>TOTAL</b>	<b>6,095</b>	<b>7,035</b>	<b>8,620</b>	<b>21,749</b>	<b>31,125</b>	<b>9,376</b>	<b>41,500</b>
Contingency	-	-		-	20,000	20,000	40,000
<b>TOTAL EXPENDITURE</b>	<b>440,921</b>	<b>396,218</b>	<b>414,975</b>	<b>1,252,114</b>	<b>1,255,438</b>	<b>3,324</b>	<b>1,687,250</b>

	ACTUAL	ACTUAL	ACTUAL	TOTAL	BUDGET	VARIANCE	MEMO
	Year to Date	Year to Date	Year to Date	Year to Date	YTD		Budget
	Qtr 1	Qtr 2	Qtr 3	Qtr 1 & 2 & 3	Qtr 1 & 2 & 3		For Year
	£	£	£	£	£		£
<b>INCOME</b>							
Levies	1,122,705	-	-	1,122,705	842,025	- 280,680	1,122,700
Asset Replacement	168,827	-	-	168,827	126,620	- 42,207	168,827
DEFRA 'New Burdens'	394,145	-	-	394,145	281,489	- 112,657	375,318
DEFRA 'Work Streams'	100,000	-	-	100,000		- 100,000	
DEFRA 'Capital'	45,000	-	-	45,000		- 45,000	
Grants		-	-	-	-	-	
Cromer MCZ		20,000	-	20,000		- 20,000	
FAPs		-			-	-	
Miscellaneous Income	500	689	8,053	9,242	63,750	11,373	85,000
WCMB Permits		-			-	-	
Whelk Licences	300	600	1,032	1,932		-	
Shrimp Permits		2,200	1,200	3,400		-	
Asset Sales		-	-		-	-	
EHO Sampling	4,608	4,864	12,288	21,760		-	
Lay Rents						-	
Bank Interest	3,072	6,406	6,565	16,044			
<b>TOTAL INCOME</b>	<b>1,839,157</b>	<b>34,759</b>	<b>29,138</b>	<b>1,903,054</b>	<b>1,313,884</b>	<b>- 589,170</b>	<b>1,751,845</b>
<b>New Vessel</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Asset Purchases	380,044	1,075	292	381,411	-		
<b>Reserve Movement</b>	<b>1,018,193</b>	<b>- 362,534</b>	<b>- 386,130</b>	<b>269,529</b>	<b>58,446</b>	<b>- 592,494</b>	<b>64,595</b>

## Explanation

Vessel insurance costs have generally increased in 2023/24, in addition it was identified that some assets were not adequately insured, which gave rise to a premium increase.

Miscellaneous income is showing a deficit due to WFO license fees not being collected due to the replacement byelaw not coming into effect, removing our ability to collect any fees. In addition for the same reason we are unable to collect any rents for lays within the Wash.

### **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.



## **Action Item 8**

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

06 February 2024

#### **Appointment of Auditors**

**Report by:** Julian Gregory, CEO

#### **Purpose of Report**

To seek members approval to engage auditors for the 2023/24 Financial Year.

#### **Recommendations**

It is recommended that members:

- **Approve** the engagement of Norfolk Audit Services to carry out the internal audit and the appointment of PKF Littlejohn to audit the Annual Return.

#### **Background**

Although it is no longer a statutory requirement for the Authority to engage auditors the Officers believe that the re-assurance the scrutiny provides is worth the modest cost.

#### **Report**

As in previous years the internal audit performed by Norfolk Audit Services will focus on our systems, procedures and controls and highlight areas for improvement. The external audit merely verifies the accuracy of the Annual Return, and this service is provided by PKF Littlejohn LLP.

#### **Financial Implications**

The fees for both audits are included in the budget.

#### **Legal Implications**

None.