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15 June 2026

CHICHESTER HARBOUR CONSERVANCY

A Meeting of the **Chichester Harbour Conservancy** will be held at **4.30pm** on **Monday, 22 June 2026**, to be at County Hall, West Street, Chichester. PO19 1RG.

Matt Briers CBE

CEO

AGENDA

1. Welcome and Apologies

2. Declaration of Interests

Members and officers are invited to make any declarations of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

3. CHC Standing Orders and Financial Regulations 2026

To consider changes to the CHC Financial Regulations recommended by the Treasurer and CEO. (Page 1)

4. Annual Governance Statement 2025/26

To consider the annual governance statement and internal audit report from the Finance Manager and CEO. (page 42)

5. Final Accounts 2025/26

To consider the report of the Finance Manager and the CEO on the Final Accounts for the year ending 31 March 2026. (page 56)

6. Code of Conduct 2026

Review of the Code of Conduct has been deferred to a later date.

PART 2 (Confidential Item)

(for members of the Conservancy and the Advisory Committee only)

7. CHC and the Council

To consider a report from the CEO (page ?).

Conservancy members: Iain Ballantyne, Jackie Branson, Ann Briggs, Andy Briggs, Gillian Harris, Jeremy Hunt, Donna Johnson, Stephen Johnson, Robert Macdonald, Pieter Montyn (Chairman), Sarah Payne, Roger Price, Lance Quantrill, Simon Radford, Alison Wakelin.

CHICHESTER HARBOUR CONSERVANCY

10 June 2026

FINANCIAL REGULATIONS 2026

1.0 Background

1.1 The Conservancy’s Financial Regulations were last reviewed in June 2025, it is considered good practice to review these annually.

1.2 The proposed changes to values below aim to negate the impact of inflation (42%) since last amended (2018) and service the requirement to maintain sound internal controls at an appropriate level.

2.0 Summary of Proposed Changes

CONTRACTS (13-18, 20)

- Raise value at which 3 quotes are required, from £5,000 to £7,500.
- Increase value of formal contract from £15,000 to £20,000 for service contracts (per annum) and bespoke items
- Increase tender threshold from £50,000 to £75,000.
- Add thresholds at which Procurement Act 2023 should apply.

TENDERS (19, 21, 23)

- Replace ‘Executive Officer’ with ‘Business Support Officer’ to reflect change in roles.

ACCEPTANCE OF TENDERS (26)

- Increase threshold at which Chairman approval required from £250,000 to £300,000 (goods and services) maintain threshold of £500,000 for works.

SCHEDULE A

- Reflect changes as outlined above
- Increase ‘write off’ limit for CEO from £1,000 to £3,000, and Joint limit (CEO and Treasurer) from £5,000 to £6,000.
- Replace ‘National Landscape Director’ with ‘Director of Conservation’ to reflect change in title.

3.0 Financial Regulations 2026 – Tracked Changes

3.1 The full document is available at Appendix 2

4.0 Recommendation

4.1 It is recommended that the Conservancy consider and approve the changes and adopts the Financial Regulations June 2026.

Mel Belderson
Finance Manager

Matt Briers
Chief Executive Officer

CHICHESTER HARBOUR CONSERVANCY

Standing Orders and Rules of Debate, Standing Orders relating to Contracts and Financial Regulations

June 2026

June 2026

Chichester Harbour Conservancy

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CHICHESTER HARBOUR CONSERVANCY

Standing Orders and Rules Of Debate

1. INTERPRETATION

In these Standing Orders "the Act" means the Chichester Harbour Conservancy Act 1971.

2. MEETINGS OF THE CONSERVANCY

(i) In every year the Conservancy shall hold an annual meeting and at least three other meetings for the transaction of general business which as near as may be shall be held at regular intervals, and the first meeting held after the 1st July in any year shall be the annual meeting.

(ii) The Chairman of the Conservancy may call a meeting of the Conservancy at any time.

(iii) If the Chairman refuses to call a meeting of the Conservancy after a requisition for that purpose, signed by three members of the Conservancy, has been presented to him or her, or if, without so refusing, the Chairman does not call a meeting within seven days after such requisition has been presented to him or her, any five members of the Conservancy, on that refusal or on the expiration of seven days, as the case may be, may forthwith call a meeting of the Conservancy.

3. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

(i) The Conservancy shall at their annual meeting in each year appoint one of their number to be Chairman and the Chairman shall, unless he or she resigns his or her office or ceases to be a member of the Conservancy, continue in office until his or her successor is appointed.

(ii) The Conservancy may at each annual meeting appoint one of their number to be Vice-Chairman and the Vice-Chairman shall, unless he or she resigns his or her office or ceases to be a member of the Conservancy, continue in office until immediately after the election of the Chairman at the next annual meeting.

(iii) On a casual vacancy occurring in the office of Chairman or Vice-Chairman of the Conservancy the vacancy shall be filled by the appointment by the Conservancy of one of their number at a meeting held as soon as practicable after the vacancy occurs. Where the vacant office is that of Chairman the meeting may be convened by such officer as shall be appointed for the purpose of the Conservancy.

(iv) The person appointed under this section to fill a vacancy shall hold office until the date upon which the person in whose place he or she is appointed would ordinarily have retired and he or she shall then retire.

4. CHAIRMAN OF THE MEETING

(i) At a meeting of the Conservancy the Chairman of the Conservancy, if present, shall preside.

(ii) If the Chairman of the Conservancy is absent from a meeting of the Conservancy, the Vice-Chairman of the Conservancy, if present, shall preside.

(iii) If both the Chairman and Vice-Chairman of the Conservancy are absent from a meeting of the Conservancy, such member as the members of the Conservancy present shall choose shall preside.

5. APPOINTMENT OF COMMITTEES

(i) The Conservancy may appoint a committee for the exercise of any of the functions of the Conservancy which in the opinion of the Conservancy can be better regulated and managed by means of the committee and may delegate to a committee so appointed the exercise of any such functions except the power of borrowing money or issuing a precept.

(ii) Any such committee (other than a committee for regulating and controlling the finance of the Conservancy) may comprise persons who are not members of the Conservancy; provided that at least two-thirds of the members of every committee (with the exception of the Advisory Committee) shall be members of the Conservancy.

(iii) The Chairman and Vice-Chairman of the Conservancy shall be ex-officio members of every Committee and Sub-Committee other than the Advisory Committee.

6. PROCEEDINGS OF CONSERVANCY AND COMMITTEES

(i) The proceedings of the Conservancy, or of any of its committees, shall not be invalidated by any vacancy in their number or by any defect in the appointment or qualification of any person as a member, or as Chairman or Vice-Chairman, of the Conservancy or committee. In particular, any such proceedings shall not be invalidated by the absence from the first or any other meeting of the Conservancy or any such committee of any member of the Conservancy who, pursuant to sub-section (2) of section 5 (Constitution of Conservancy) of the Act is appointed by the Advisory Committee.

(ii) Minutes of the proceedings of a meeting of the Conservancy, or of any of its committees, shall be submitted to the next meeting of the Conservancy or the committee (as appropriate) and if approved as a correct record shall be signed by the Chairman of the meeting.

(iii) Minutes of meetings of the Conservancy shall be submitted for information to the Advisory Committee as soon as practicable.

(iv) The Conservancy shall, so far as it is reasonably practicable, consult the Advisory Committee on all matters substantially affecting the amenity area and the maintenance, management and improvement of the harbour, and particularly, but without prejudice to the foregoing generality, on every proposal:

- (a) to grant a works licence or dredging licence under the Act; or
- (b) to impose or vary any rates or charges; or
- (c) to change any navigational mark or light. or any channel of the harbour; or
- (d) to make byelaws;

and shall take into consideration any such matter which may from time to time be referred to them by the Advisory Committee, whether or not that committee has been consulted on the matter so referred.

(v) A copy of the Minutes of each meeting of the Advisory Committee shall as soon thereafter as practicable be supplied to the Manor of Bosham, and any observations on such minutes made by or on behalf of the Manor in writing shall be referred for consideration by the Conservancy at their next meeting.

7. QUORUM

Seven members of the Conservancy shall constitute a quorum at a meeting of the Conservancy.

8. ORDER OF BUSINESS

The order of business at a meeting of the Conservancy shall be:

- (i) To choose a member to preside if the Chairman and Vice-Chairman be absent.
- (ii) When required by the Act, to elect a Chairman.

- (iii) To read the minutes of the last meeting of the Conservancy and approve such minutes as a correct record with or without amendment; provided that if so directed by the Conservancy, the whole or any part thereof shall be taken as read.
- (iv) As provided by the Act or otherwise as necessary, to elect a member of the Conservancy to be Vice-Chairman.
- (v) To receive the report and recommendations of the Advisory Committee.
- (vi) To receive and consider the minutes and reports of committees.
- (vii) To consider notices of motion in the order in which they have been received in accordance with Standing Order (10).
- (viii) Any other business as specified in the notice of meeting. Subject to the direction of the Conservancy and to any statutory requirement the Chairman may at any meeting vary the order of business.

9. QUESTIONS

(i) A member of the Conservancy may, if notice in writing has been given to the Chief Executive Officer not later than 48 hours before the time of the meeting, ask the Chairman of the meeting any question relating to the business of the Conservancy. Where the reply to any question cannot conveniently be given orally, the answer shall be circulated to members of the Conservancy with the minutes of the meeting at which the question was asked. No member asking a written question shall be entitled to ask supplementary questions on the same subject.

(ii) At a meeting of the Conservancy any member may without notice ask the Chairman of the meeting (or where appropriate the Chairman of a committee of the Conservancy or a member introducing the minutes of a committee or sub-committee of the Conservancy) any question relevant to the business at that time before the Conservancy, and neither questions nor answers under this paragraph shall be argumentative or be open to debate.

10. NOTICES OF MOTION

Procedure

(i) Except as provided by Standing Order 10(vii), every notice of motion shall be in writing, signed by the member giving the notice, and shall be delivered to the Chief Executive

Officer not less than nine clear days before the next meeting of the Conservancy.

(ii) All notices duly given shall be numbered by the Chief Executive Officer in the order in which they are received and shall be entered onto a register, which shall be kept at the Chief Executive Officer's Office and available for inspection by any member upon request.

(iii) The Chief Executive Officer shall insert in the summons for a meeting of the Conservancy all notices of motion duly received for that meeting in the order in which they were received (unless the same shall have been previously withdrawn) preceded by those, if any, upon which a committee is to report in accordance with Standing Order 10(v).

(iv) Every notice of motion shall be relevant to some question over which the Conservancy have power, or which affects the Conservancy.

(v) Motions for which notice has been duly given, the subject matter of which comes within the province of any committee other than the Advisory Committee shall, upon being moved and seconded, stand referred to such committee for consideration and report to the next meeting of the Conservancy. When the Conservancy considers such report the member giving the notice shall have the right of reply of the proposer of an original motion in accordance with Standing Order (11(xiv)) provided -

(a) that the Chairman for the time being may, if he or she considers it convenient and conducive to the dispatch of business, allow such motion to be dealt with at the meeting to which it is brought forward.

(b) that the member giving the notice shall be entitled to attend and speak at the meeting of any committee to which the notice of motion stands referred.

(vi) No notice of a motion to rescind or of a motion which is inconsistent with any resolution passed within the preceding six months, or of a motion to the same effect as one which has been negatived within such period shall be in order unless the notice thereof given in pursuance of Standing Order 10(i) bears, in addition to the name of the member giving the notice, the names of at least eight other members of the Conservancy. When any such motion has been disposed of by the Conservancy, it shall not be open to any member to propose a similar motion within a further period of six months. This Standing Order shall not apply to motions moved in pursuance of the report or recommendation of a committee or sub-committee.

**Rescission of
Preceding
Resolution**

**Motions Proposed
Without Notice**

(vii) Any of the following motions may be proposed without notice:

- (a) to appoint a Chairman of the meeting at which the motion is made;
- (b) motions relating to the accuracy of the minutes to closure, adjournment, order of business or next business;
- (c) to receive or approve a report from an officer or a report of proceedings of a committee or sub-committee or to adopt a recommendation of a committee or sub-committee;
- (d) to appoint a committee or a member or members thereof, so far as arising from an item mentioned in the summons to the meeting;
- (e) that a matter be referred to or referred back to a committee;
- (f) that leave be given to withdraw a motion;
- (g) to postpone consideration of a motion;
- (h) to amend a motion;
- (i) to exclude the Press;
- (j) to exclude the public;
- (k) to give the consent of the Conservancy where it is required by these Standing Orders;
- (l) to suspend a Standing Order or Standing Orders at the meeting at which a motion is made in accordance with Standing Order 11(xx);
- (m) that the member named be not further heard, or that the member named do leave the meeting forthwith.

11. RULES OF DEBATE

Members to Address the Chair

A member when speaking shall address the Chair.

- (i) (a) a member shall direct his speech to the question under discussion or to an explanation or to a question of order.
- (b) unless the Conservancy otherwise approves, a speech by the mover of a motion or by a member exercising the right of reply in accordance with

para. (xiv) of this Standing Order shall not exceed ten minutes and no other speech shall exceed five minutes.

(ii) A member shall not speak more than once on any motion or amendment except:

- (a) in exercise of the right of reply under para. (xiv) of this Standing Order;
- (b) on a point of order or personal explanation;
- (c) in the exercise of the right of a seconder of a motion to reserve his speech under para. (viii);
- (d) when moving a motion in accordance with para. (xiii) (Closure of debate) and para. (xvii) (Disorderly conduct) of this Standing Order.

Silence when Chairman Rises

(iii) Whenever the Chairman rises during a meeting a member then speaking or standing shall resume his seat and the Conservancy shall be silent.

Point of Order and Personal Explanation

(iv) A member may at any time rise to a point of order or in personal explanation. A member so rising shall be entitled to be heard forthwith.

Variations of Motions

(v) Any member who has given notice of motion in accordance with Standing Order 10 may, with the consent of the Chairman, vary the terms of language thereof, provided that in so doing he or she does not alter the substance.

Motions to be Treated as Abandoned Unless Duly Moved

(vi) If a motion, notice of which is inserted in the summons, be not moved either by the member who has given notice, or by some other member on his behalf, when it comes on in due course, it shall, unless postponed by consent of the Conservancy, be treated as abandoned and shall not be moved without fresh notice.

Motions to be Proposed and Seconded

(vii) A motion or amendment may be spoken to by the proposer, but shall not be discussed by the Conservancy until it has been seconded. The seconder has the rights contained in paragraph (viii) of this Standing Order. Except where notice has been given in accordance with Standing Order 10, the motion or amendment shall, if the Chairman so requires, be produced to writing, signed and handed to him or her before it is further discussed by the meeting.

Secunder May Reserve His Speech

(viii) A member when seconding a motion or amendment may, if he or she then declares his or her intention to do so, reserve his or her speech until a later period of the debate.

Alteration and Withdrawal of Motions and Amendments

(vii) A motion or amendment once moved and seconded shall not be altered or withdrawn without the consent of the

seconded and the Conservancy which shall be signified without discussion.

**Definition of
“Amendment”**

(x) An amendment shall be:

- (a) to leave out words;
- (b) to leave out words and insert or add words;
- (c) to insert or add words;

but it shall not have the effect of introducing a new proposal into, or of negating, the motion before the Conservancy.

(xi) For the purpose of Standing Orders a motion to refer back a report or any part thereof shall also be deemed to be an amendment.

**No Amendment
to be Moved Until
any Previous
Amendment is
Disposed of**

(xii) Whenever an amendment has been moved and seconded no other amendment shall be moved until the first amendment has been disposed of but notice of any number of amendments may be given.

**Motion as
Amended
Becomes New
substantive
Motion**

(xiii) If an amendment be rejected, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the motion upon which any further amendment may be moved.

**Closure of
Debate on a
Motion**

(xiv) A member may at the conclusion of a speech by another member move without comment, "That the question be now put", "That the debate be now adjourned", "That the Conservancy do proceed to the next business", or "That the Conservancy do now adjourn", on the seconding of which the Chairman, if in his or her opinion the question before the meeting has been sufficiently discussed shall, subject to the right of reply given by para. (xv) of this Standing Order, put the motion to the vote and if it is carried the question before the meeting shall be put to the vote or the subject of debate shall be deemed to be disposed of for that day or the meeting shall stand adjourned as the case may be.

Right of Reply

(xv) The proposer of an original motion shall have a right of reply at the close of the debate upon such motion immediately before it is put to the vote, or before a motion moved and seconded in accordance with para. (xiv) of this Standing Order is put. If an amendment is proposed, the proposer of the original motion shall be entitled to reply at the close of the debate upon the amendment. A proposer in exercising the right of reply shall confine themselves to answering previous speakers and shall not introduce any new matter into the debate. The mover of an amendment of an original motion shall have no right of reply.

Voting

(xvi) All acts of the Conservancy and all questions coming or arising before them shall be done and decided by a majority of the members of the Conservancy present and voting thereon at a meeting of the Conservancy.

(xvii) In the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

(xviii) Every question shall normally be decided by a show of hands, but on the request of any member voting shall be by word of mouth and shall be recorded so as to show how every member present a voting gave his or her vote. Provided that the nomination and appointment of Chairman and Vice-Chairman in accordance with Standing Order 3(i) and (ii) shall be carried out by a secret ballot to be arranged by the Chief Executive Officer if three or more members present so require.

(xix) The foregoing procedure shall apply to all committees and sub-committees of the Conservancy with the exception of the Advisory Committee which may determine its own quorum and procedure in accordance with Section 11 (vi) of the Act.

Division

(xx) When a vote is taken on any matter, if the decision of the Chairman that the ayes or noes have it is challenged, a division shall be taken, in which case the names for and against the motion or amendment shall be taken down in writing and entered in the minutes.

Personal and prejudicial Interests of Members

(xxi) Any member who has a personal interest defined by the model Code of Conduct for Local Authorities in any matter shall forthwith disclose that interest but may remain, speak and vote unless the interest is prejudicial as so defined, in which case the member shall withdraw from the room.

(xxii) Involvement in the affairs of another public body or voluntary association etc. by a member who has been appointed as the representative of the Conservancy shall not in the absence of any other relevant consideration be construed as a prejudicial interest. In that situation the member should disclose the interest, but may remain and participate fully in the meeting,

Disorderly Conduct

(xxiii) If at a meeting of the Conservancy any member in the opinion of the Chairman notified to the Conservancy, misconducts himself or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by willfully obstructing the business of the Conservancy, it shall be competent for a member to move "That the member named be not further heard" or "That the member named do leave the meeting". Such motion, if seconded, shall be put and determined without discussion.

Adjournment	(xxiv) The Chairman may at any time adjourn a meeting of the Conservancy.
Ruling of Chairman	(xxv) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation or on any question of procedure or conduct shall not be open to discussion.
Suspension of Standing Orders	(xxvi) Any one or more of the Standing Orders may be suspended at any meeting so far as regards any business at such meeting provided that three-fourths of the members of the Conservancy present and voting shall so decide.
Admission of the Public and Accredited Representatives of the Press	<p>(xxvii) The public and accredited representatives of the press shall be admitted to all meetings of the Conservancy so far as there is accommodation, but having applied a public interest test:</p> <p>(a) at any meeting the Conservancy may exclude the public and accredited representatives of the press from the whole, or any part of, such meeting, whenever they resolve that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.</p> <p><i>If this be the case, then one of the following resolutions, as may be appropriate, shall be moved pursuant to Standing Order 10(vii)(i) and (j):</i></p> <ol style="list-style-type: none"> (1) <i>that the public and the press be excluded from the whole of this meeting in that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at this meeting.</i> (2) <i>that the public and the press be excluded from this meeting during the consideration of the next ... (No.) ... item(s) on the agenda in that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted under that/those item(s) on the agenda.</i> (3) <i>that the public and the press be excluded from the whole of this meeting in order that the meeting may receive and consider the recommendations or advice of</i> (4) <i>that the public and the press be excluded from this meeting during the consideration of the next (No.) item(s) on</i>

the agenda in order that the meeting may receive and consider the recommendations or advice of

(5) that the public and the press be excluded from (the whole of this meeting/this meeting during the consideration of the next (No.) item(s) on the agenda) by reason of (here state special reason why publicity at the meeting would be prejudicial to the public interest).

(b) if a member of the public interrupts the proceedings at any meeting the Chairman may, after warning, order his or her removal from the meeting.

12. PROCEDURE FOR DEALING WITH URGENT MATTERS

(i) If in his or her opinion, any matter is of an urgent nature, the Chief Executive Officer may, after consultation with the Clerk, the Treasurer and the Chairman of the Advisory Committee, and obtaining the agreement in writing of the Chairman or Vice-Chairman of the Conservancy, take a decision thereon, and any necessary action in furtherance of the functions of the Conservancy in relation to that matter.

(ii) Any such decisions shall be reported to the next available ordinary meeting of the Conservancy.

CHICHESTER HARBOUR CONSERVANCY

Standing Orders Relating To Contracts

Type of Contract

13. CONTRACTS

The procurement of all goods and services shall require a relevant contract.

Procurement of all goods and services shall require a purchase order. This shall be authorised according to Schedule A prior to instructing the chosen supplier.

Wherever practicable three quotes should be invited for purchases between ~~£7,5005,000~~ and ~~£75,00050,000~~. Evidence of these quotes should be made available to the relevant authorised signatories, as per Schedule A, prior to approval of the Purchase Order.

Where it is not possible to obtain three quotes the Chief Executive Officer and Treasurer must be made aware of the reasons for this and give their approval before any contract is entered into.

Procurement of bespoke items or service contracts in excess of ~~£2015,000~~ per annum shall, in addition to a purchase order, require a formal contract in accordance with Standing Orders 16 and 17.

All purchases in excess of ~~£75,00050,000~~ shall be subject to the tendering process in accordance with Standing Orders 18 to 26.

[All purchases of goods and services in excess of £214,904, or works in excess of £5,372,609 \(including VAT\) should adhere to the requirements as set out in the Procurement Act 2023](#)

Contracts to be made in accordance with Standing Orders

14. All contracts made by the Conservancy or by a committee or sub-committee to which the power of making contracts shall have been delegated shall be made in accordance with the Standing Orders for the time being in force.

No exception shall be made otherwise than by the direction of the Conservancy, or the Chief Executive Officer with the agreement of the Chairman and after consultation with the Treasurer and Chairman of the Financial Risk and Audit Group, provided that any such direction given by the Chairman shall be reported to the next meeting of the Conservancy.

Authorisation limits to enter into a contract, including the creation of purchase orders relating to goods or services are detailed in Schedule A.

Directed by the Chief Executive Officer, in consultation with

the Treasurer, it is expected that skilled professionals will be commissioned to scope major projects which fall outside of the Conservancy's expertise to ensure credible guidance and counsel is obtained.

**Contracts
to be
Evidenced
in Writing**

- 15.** Every contract shall be evidenced in writing or electronic form capable of providing a permanent record and in a form generally or specifically approved by the Chief Executive Officer, having taken appropriate legal advice.

Any contract shall, if so recommended by the Conservancy or committee concerned, and in any event when exceeding ~~£75,000~~~~50,000~~ in value or amount, be embodied in a formal document approved by the Chief Executive Officer and bearing the signature of the Chief Executive Officer.

16. FORM OF CONTRACT

The following provisions shall apply to all service contracts and purchases of bespoke items above ~~£20~~~~15~~,000 per annum, except where otherwise stated.

- (i) The contract must clearly specify:
- (a) the goods or materials to be supplied and/or the work to be done or the service to be given as the case may be;
 - (b) the price or prices to be paid with a statement of discounts and other deductions including any value added tax payable and any provision for price variations;
 - (c) the time or times within which the contract is to be performed, subject to the limitations of applicable regulations and government guidance. Contracts should not normally be for a period exceeding five years and must not exceed a period of seven years with extensions. Contracts may be set for longer periods where the relevant industry practice or partnership arrangements to be entered into make it in the interest of the Conservancy to do so.
- (ii) Where appropriate international ~~–~~or British standard specifications or standard codes of practice are available and current at the date of tender or quotation, the contract will require all goods and materials used or

supplied and/or workmanship to be at least in accordance with that standard;

- (iii) The contractor must be required to indemnify the Conservancy against:
 - (a) any claim in respect of employers' liability against the Conservancy or the contractor by any employees of the contractor or any sub-contractor;
 - (b) any claim for bodily injury to, or damage to property of, third parties;

and the contractor must maintain appropriate insurance to a level to be agreed by the Chief Executive Officer and Treasurer and must produce satisfactory evidence of the maintenance of such insurance to the Chief Executive Officer on demand.

- (iv) Every contract must contain an anti-corruption clause in the following form except where the Clerk has agreed otherwise in consultation with the Chief Executive Officer:

"The Conservancy may terminate this contract and recover all its losses if the contractor, their employees or anyone acting on the contractor's behalf:

- (a) corruptly offers, gives or agrees to give to anyone any inducement or reward in respect of this or any other Conservancy contract (even if the contractor does not know this has been done), or
- (b) commits an offence under the Prevention of Corruption Acts 1889-1916 or Section 117(2) of the Local Government Act 1972.

Any clause limiting the contractor's liability does not apply to this anti-corruption clause.

- (v) The contract will contain a clause requiring the contractor to obtain the written permission of the Chief Executive Officer before assigning or sub-letting the contract or any part of it, other than is specifically allowed under the terms of the contract.
- (vi) The Chief Executive Officer in consultation with the Treasurer must assess the desirability of requiring the completion of a performance bond or parent company guarantee for all building contracts in excess of £200,000 in value, or such other limit as may be agreed by the Chief Executive Officer. In all other contracts a performance bond or parent company guarantee may

be required as determined by the Chief Executive Officer in consultation with the Treasurer.

17. PROPOSED CONTRACTS

Where a proposed contract is estimated not to exceed ~~£75,000~~~~50,000~~ in value or amount the Chief Executive Officer may after consultation with the Treasurer enter into such a contract provided that:

- (i) appropriate financial provision has been approved by the Conservancy;
- (ii) if the value of the proposed contract is estimated to exceed ~~£20~~5,000 per annum in value or amount:
 - (a) Wherever practicable three quotations should be invited. Where it is not possible to obtain three quotations the Chief Executive Officer and Treasurer should be made aware of the reasons for this and give their approval before any contract is entered into.
 - (b) The Chief Executive Officer when using quotations must ensure that telephoned or electronic offers are followed up by letter or written order promptly and if possible within 48 hours and that quotation procedure is not used lightly as an oral agreement can constitute a contract; and
 - (c) ensure the form of the contract will comply with Standing Order 16. Where it is usual practice for the Chief Executive Officer to contract in accordance with this Standing Order, they should use a form of documentation approved by the Conservancy's legal advisers and provide it to contractors from whom they are seeking quotations or tenders; and
 - (d) ensure that all contractors from whom quotations are obtained are competent to undertake the contract, taking specialist advice where relevant; and
 - (e) accept the most economically advantageous quotation.
- (iii) If there is a reasonable expectation that the contract acceptance will be based other than on price then a set of evaluation criteria shall be prepared and made available to contractors before a request for a quotation.
- (iv) If the Chief Executive Officer opts to use tenders in place of quotations he or she may, but does not have to, follow the procedures set out for tenders in these

Standing Orders (open procedures or select lists) for contracts valued at ~~£75,000~~^{£50,000} or less.

- (v) Single quotations and extensions of existing contracts where the value of the extension does not exceed ~~£75,000~~^{£50,000} may be considered as 'practicable' for the purpose of Standing Orders 17(ii)(a) only if:
 - (a) the service, goods, materials or works can only reasonably be supplied or the work can only be done most satisfactorily by that person; or
 - (b) if the purchaser is part of an approved bulk purchasing arrangement or consortium arrangement for the supply to the Conservancy of those goods or services; or
 - (c) if it is a supply by a statutory undertaker with a statutory right to supply; or
 - (d) if there are other genuine practical reasons. The Chief Executive Officer should not normally accept urgency as a justification.

Where a proposed contract is estimated to exceed ~~£75,000~~^{£50,000} in value or amount and is within the scope of these Standing Orders and not above any other regulatory limit then it must be the subject of tendering, using either the public notice procedure under Standing Order 20 or the single tender procedure under Standing Order 18.

The public notice procedure simply requires an advertisement to be placed under Standing Order 20 and for all interested parties to have access to a tender document and to be able to tender.

A select list can either be a specific short term list set up for particular contract(s) or groups of contracts, or a standing list.

18. SINGLE TENDERS AND CONSORTIA

The Chief Executive Officer may obtain a tender from a single contractor:

- (i) if he or she has obtained prior approval of the Treasurer after explaining his or her reasons in writing to those officers why the goods, materials, services or works can only be supplied or the work can only be done most satisfactorily by that person; or
- (ii) where goods, materials or services are supplied or work is done through an approved external bulk purchasing agent or a consortium of which the Conservancy is a

member, or through any joint purchasing arrangements entered into by the Conservancy; these Standing Orders should, however, be followed where the Council is the organising authority for a consortium tender provided that if two or more relevant purchasing opportunities exist through bulk purchasing agents or consortia the prices must be compared before placing an order; or

- (iii) where a statutory undertaker has an exclusive statutory right to carry out work which the Conservancy is obliged to undertake.

19. INVITATION TO TENDER

- (i) Wherever a tender is obtained under these Standing Orders the invitation should ordinarily request electronic submission to the dedicated email box. Access to which is only available to the ~~Executive Officer~~[Business Support Officer](#), or other relevant Officer as appointed by the Chief Executive Officer.

20. PUBLIC NOTICE OF CONTRACT

- (i) Save as herein provided, public notice of every contract for the supply of goods or materials or services or for the execution of works shall be given to the appropriate publications or websites. The return date by which responses must be received must be specified.
- (ii) Provided that a public notice shall not be required in the case of a contract which is not anticipated to exceed ~~£75,000~~[£50,000](#) in value or amount or where the Conservancy or responsible committee or sub-committee or their Chairman on their behalf have authorised an invitation to submit tenders to be sent by letter to such persons or firms as may be recommended by the responsible officer.
- (iii) Provided also that the said public notice shall not be required in the case of a contract:-
 - (a) which is of a class of contract in respect of which the Conservancy has directed that a list of selected contractors shall be maintained for carrying out contracts of that class, or in the case of a particular contract for the execution of which such a list of selected contractors is in the opinion of the Conservancy appropriate;
 - (b) for proprietary articles sold only at a fixed price;
 - (c) for goods manufactured by one manufacturer only;

- (d) for services provided by one contractor only;
 - (e) for goods obtained by a consortium of which the Conservancy is a member;
 - (f) for parts for existing machinery or plant;
 - (g) required as a matter of urgency;
 - (h) for the execution of work by specific professional persons in which their personal skill is of primary importance or where the work is of a specialist nature in which the skill of the contractor is of primary importance.
- (iv) Where tenders for the execution of work have been invited by public notice in accordance with this Standing Order no tender shall be accepted unless the Chief Executive Officer and the Treasurer are reasonably satisfied as to the technical capability and financial standing of the tenderer.

21. RECEIPT AND OPENING OF TENDERS

The procedure in connection with the receipt and opening of tenders shall be as follows:

- (i) All tenders shall be received into the dedicated email box. Submission documents must not be opened until after the tender closing time and date.
 - (ii) On the expiration of the time for tendering, tenders shall be opened by the ~~Executive Officer.~~
Business Support Officer
- (i) On the tenders being opened they will be assigned a number and all identifying company information and prices will be redacted before submissions are made available to the Project Officer(s). Redacted submissions, including prices, will be made available to the Finance Manager and/or Treasurer.
- (ii) A tender received after the specified time for tendering will be returned promptly to the tenderer. The tender may be opened to ascertain the name of the tenderer to enable the tender to be returned but the details shall be regarded as strictly confidential.
 - (iii) A tender may be accepted although it is received after the time specified if:
 - (a) there is clear evidence of submission before the closing date and time.
 - (b) although it is late, the tender is received before any other tenders are opened in the normal

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course of procedure and the ~~Executive Business Support~~ Officer is satisfied that there is no reasonable possibility of manipulation of the tendering process.

22. APPLICATION OF PROVISIONS TO SUB-CONTRACTORS

The provisions in these Standing Orders relating to Contracts shall apply to and govern the nominations of a sub-contractor or supplier for the execution of works or supply of goods, services or materials.

23. CORRECTION OF ERRORS AND CLARIFICATION

- (i) Any person tendering will be allowed, after the date fixed for receipt of tenders but before the acceptance of any tender, on being given details of errors in pricing (e.g. arithmetical errors or accidental omission of costing against a specific contract item) discovered in his or her tender either:
 - (a) to confirm his or her tender, or
 - (b) to withdraw his or her tender, or
 - (c) to amend his or her tender to correct those errors only.
- (ii) If for the purpose of properly evaluating tenders received and before determining which tender should be accepted, the ~~Business Support Officer~~ ~~Executive Officer~~, or Project Officer(s) require clarification of information contained within a tender he or she may approach the tenderer but must keep a written record of the request and information received.
- (iii) No post-tender information shall be incorporated into any tender document without the approval of the Chief Executive Officer and the Treasurer.
- (iv) Such confirmation, withdrawal or amendment will then be noted by the Chief Executive Officer in the tender register and the tender will be considered, subject to such confirmation, withdrawal or correction.

24. CRITERIA FOR ACCEPTANCE OF TENDERS

- (i) In letting any tender the Project Officer(s), in conjunction with the Finance Manager and/or Treasurer will decide in advance whether the criterion for acceptance of any tender will be price (against a given specification), or the most economically advantageous tender for the Conservancy.

- (ii) All tenderers must be notified in any tender documentation inviting tenders which test will be applied to the contract. Project Officer(s) must make and keep records of moderated tender scores in respect of quality. The Finance Manager and/or Treasurer will use this quality score (if applicable) and submitted price to identify the successful tender.

25. AMENDMENT OF TENDERS BEFORE ACCEPTANCE

- (i) Where the contract comes within applicable procurement regulations the Chief Executive Officer must observe any applicable restrictions on negotiation.
 - (a) For other contracts where the acceptance of a tender is dependent upon the price test and the Chief Executive Officer considers it to be in the best interests of the Conservancy, he or she may, after consultation with the Treasurer, negotiate with the lowest tenderer for the reduction of the tender if payment is to be made by the Conservancy, with the highest tenderer to increase the tender if the payment is to be made to the Conservancy.
 - (b) Only in the case of the rectification of any error, omission, or necessary variation in the specification or reasonably unforeseeable price increase since estimating or adjustment of a prime cost sum may the Chief Executive Officer, again in consultation with the Treasurer, negotiate with the lowest tenderer to increase the amount payable if payment is to be made by the Conservancy, with the highest tenderer to decrease it if payment is to be made to the Conservancy.
 - (c) In all cases under (a) and (b), the Chief Executive Officer must record the particulars and a statement of reasons on the register of tenders kept under Standing Order 21(i).
 - (d) A prime cost sum (referred to in (b) above) is a component allowed in a tender to cover costs external to the contractor (e.g. nominated sub-contractors prices) and should only be adjusted if the amount allowed differs from the actual cost incurred.
 - (e) Where the tender is to be assessed on the basis of the most economically advantageous to the Conservancy, the Chief Executive Officer may

negotiate (including rectifying tenders), after obtaining the consent of the Treasurer, with the tenderer(s) most likely, in his or her view, to offer the greatest economic advantage to the Conservancy.

- (f) Negotiations under (e) above must be carried out fairly and in accordance with the West Sussex County Council's procurement best practice advice from time to time. The Chief Executive Officer must prepare in advance a set of evaluation criteria which must be made available to the tenderers before submitting a tender and the negotiations must be recorded in writing with reasons for the negotiations and choices made related to the written criteria for evaluation of the contract. The outcome of such evaluation should then be noted in terms of price and criteria in the tender register maintained under Standing Order 21(i).
- (ii) If an amendment made under (i) (a) or (b) above results in an increase or decrease in a tender of more than 10% the alteration must be reported to the Chairman and, in his or her absence, the Vice Chairman.

26. ACCEPTANCE OF TENDERS

- (i) Tenders for goods and services (whether for payment by or to the Conservancy) valued in excess of ~~£30250,000~~ £30250,000 may not be accepted without the approval of the Chairman and, in his or her absence, the Vice Chairman. Tenders for works may not be accepted without the approval of the Chairman and, in his or her absence, the Vice Chairman if they have a tender value in excess of £500,000.
- (ii) Subject to the single tender procedure (Standing Order 18) and (i) above, where price is the criterion for acceptance, the Chief Executive Officer may accept the lowest tender where payment is to be made by the Conservancy or the highest tender where payment is to be made to the Conservancy.
- (iii) Where a tender exceeds the appropriate financial provision referred to in Standing Order 17(i) such a tender may nevertheless be accepted if it complies with these Standing Orders in all other respects and the financial provision is increased in accordance with the Conservancy's Financial Regulations.
- (iv) Single tenders and tenders subject to negotiation under Standing Orders 18 and 25 may be accepted by the Chief Executive Officer under (ii) above with the

agreement of the Treasurer but such action must be reported to the Chairman and, in his or her absence, the Vice Chairman.

- (v) Where tenders have been invited by public notice no tender will be accepted unless the Chief Executive Officer and Treasurer are reasonably satisfied as to the technical capability and financial standing and other specified criteria of the tenderer, seeking specialist advice where relevant. In assessing technical capability, environmental record, health and safety status performance on previous Conservancy contracts will be taken into account as far as relevant to the contract concerned.

27. INTEREST OF MEMBERS IN CONTRACTS

- (i) If any member has any personal or prejudicial interest in any contract, proposed contract, or other matter, then he or she shall declare the interest and the reason why it arises, at the earliest opportunity in the meeting (which will usually be under the agenda item 'Declaration of Interests'). While such contract, proposed contract, or other matter is being considered, the member must withdraw from the meeting if they have a prejudicial interest.
- (ii) The member need not withdraw or refrain from dealing with the matter however if:
 - (a) The member has obtained a dispensation from the Conservancy;
 - (b) the contract, proposed contract, or other matter is before the meeting or member for information as a resolved matter, and is not itself the subject of further discussion; or
 - (c) the contract or other matter involves the affairs of another public body or voluntary association to which the member has been appointed as the representative of the Conservancy. In the absence of any other relevant consideration the interest in that case shall not be construed as a clear and substantial interest;

28. INTEREST OF OFFICERS IN CONTRACTS

The Executive Officer shall keep a record of any notice given by an officer of the Conservancy under the Local Government Acts for the time being in force of any prejudicial interest in a contract and this record shall be made available for inspection by any member of the Conservancy upon request.

29. INSPECTION OF LANDS AND PREMISES, ETC.

- (i) A member of the Conservancy, unless authorised in writing under the hand of the Chief Executive Officer to do so or by the Conservancy or a committee or a sub-committee, shall not:
 - (a) inspect any lands or premises which the Conservancy have the right or duty to inspect, provided that no authorisation in writing shall be required where the Conservancy or committee or sub-committee have named members on a rota for regular visits to any specified lands or premises;
 - (b) enter upon any lands or premises or issue any order respecting any works which are being carried out by or on behalf of the Conservancy;
 - (c) negotiate for and on behalf of the Conservancy or conduct any consultations with any person or body.
- (ii) The foregoing provisions shall not apply where a Committee has given specific authorisation to a Chairman or member to act on their behalf on any particular item.

30. APPOINTMENT, ETC., OF OFFICERS

- (i) A vacancy which is not to be filled by promotion or transfer shall be advertised with the direction of the Chief Executive Officer in one or more newspapers, journals or websites circulating primarily among persons who may be expected to possess the necessary qualifications for the office or in some suitable manner unless the Conservancy deem such advertisement unnecessary.
- (ii) (a) Candidates for any appointment under the Conservancy shall when making application be required to disclose in writing whether to their knowledge they are related to any member or officer of the Conservancy. A candidate who fails to do so after notice shall be disqualified for such appointment and if appointed shall be liable to dismissal without notice. Every member of the Conservancy or officer shall disclose to the Conservancy any relationship known to him/her to exist between him/herself and a candidate for an appointment of which he/she is aware. It

shall be the duty of the HR Manager to ensure a report is made to the Conservancy of any relevant disclosure made.

- (b) The purport of this Standing Order shall be stated either in the advertisement inviting applications for appointment or in any form of application supplied for use by candidates.
 - (c) For the purpose of this Standing Order persons shall be deemed to be related if they are husband and wife or if either of them or the spouse of either of them is the son or daughter or grandson or grand-daughter or brother or sister or nephew or niece of the other, or of the spouse of the other.
- (iii) If any question arises at a meeting of the Conservancy as to the appointment, promotion, dismissal, salary, or conditions of service, or as to the conduct, of any person employed by the Conservancy it shall be considered by the Conservancy after the public and accredited representatives of the press have been excluded by resolution, unless the Conservancy otherwise resolves.

31. ADVERTISEMENTS

All public notices required to be given by the Conservancy and all advertisements required to be inserted in any newspaper or journal or website shall be approved by and issued in the name of the Chief Executive Officer.

32. COMMON SEAL

- (i) The Common Seal of the Conservancy shall not be affixed to any document unless the sealing has been authorised by either:
 - (a) a resolution of the Conservancy, or
 - (b) a resolution of a committee or sub-committee to which the Conservancy have delegated their powers in this behalf.

(a resolution of the Conservancy or a committee or sub-committee authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the making of any contract, or any other matter or thing, shall be a sufficient authority for sealing any document necessary to give effect to the resolution)
- (ii) The application of the seal of the Conservancy shall be authenticated by the signatures of the Chairman of the Conservancy or some other member thereof authorised

by the Conservancy and of such Officer as shall be authorised by the Conservancy to act in that behalf.

- (iii) An entry of the sealing of every Deed and other document to which the Common Seal shall have been affixed, shall be made by the Clerk or other officer appointed by him in a book to be provided for that purpose.
- (iv) The Common Seal of the Conservancy shall be kept locked in some safe place when not in use.

CHICHESTER HARBOUR CONSERVANCY

Financial Regulations

33. Financial Regulations

- (a) The financial regulations and procedures of the Conservancy are intended to assist the Conservancy to exercise properly its statutory responsibilities, safeguard its finances and assets, and ensure the proper record keeping and reporting of its financial accounts.
- (b) Any changes to financial regulations shall be drawn up jointly by the Treasurer and Clerk and Chief Executive Officer and approved by the Conservancy.
- (c) Any employee who knowingly or by negligence breaches the financial regulations may be subject to disciplinary action and in some cases will incur criminal liability.
- (d) If the Treasurer considers that in exceptional circumstances there is a need to depart from financial regulations, he/she shall by agreement with the Chief Executive Officer and Chairman of the Financial Risk and Audit Group seek the prior approval of the Chairman of the Conservancy and subsequently report the action to the Chichester Harbour Conservancy.

34. Treasurer's Responsibilities

- (a) The Treasurer has certain statutory responsibilities as set out in:
 - s.151 of the Local Government Act 1972, and
 - s.114 of the Local Government Finance Act 1988.
- (b) In order to fulfil these statutory responsibilities, the Treasurer is responsible for ensuring the proper administration of the Conservancy's financial affairs, which includes:
 - (i) the provision of financial advice to the Conservancy to assist in the policy making process, and to the Chief Executive Officer to ensure the efficient and effective use of resources.
 - (ii) the reporting to Members of any decision or course of action which would result in unlawful expenditure.
- (c) The Treasurer is also responsible for ensuring that the Conservancy complies with the Accounts and Audit Regulations 2015 (as amended from time to time) or any statutory replacement of them and in particular:
 - (i) ensuring the operation of sound arrangements for the receipt and payment of moneys and supervising the keeping of all the accounts and financial records of the Conservancy.

- (ii) ensuring the maintenance of proper accounting records and submission of claims in relation to grants and other reimbursements from government departments and other bodies.
 - (iii) providing effective supervision over all financial arrangements.
 - (iv) ensuring an adequate and effective internal audit of the accounts and financial systems operated by the Conservancy.
 - (v) publishing an annual statement of the accounts.
- (d) To enable the above regulation to be complied with, the officers of the Conservancy shall provide the Treasurer with any information required, shall allow the Treasurer access to the documents and records under their control, and shall comply with the Treasurer's recommendations regarding the form of and method of keeping any financial records and ensure that these financial regulations are followed.

35. Revenue Budget

- (a) The Conservancy shall, not later than 1st December each year, approve the annual budget of proposed expenditure and income for the forthcoming year, and the revised budget for the then current financial year if appropriate. The budget shall be prepared jointly by the Treasurer and the Chief Executive Officer, with the advice of the Financial Risk and Audit Group, and having regard to the provisions of the Act concerning the aggregate amount to be raised by way of deficiency contributions from the County Councils.
- (b) The revised budget for the current year, when approved, will replace the original budget as the instrument of financial control.
- (c) Increases in expenditure that would cause the approved budget to be exceeded, will only be considered by the Conservancy for essential and unavoidable items, following a report by the Treasurer. The Treasurer may, without reference to the Conservancy, implement changes in the schemes of conditions of service of the Conservancy staff notified by national negotiating bodies.

36. Control of Revenue Expenditure

- (a) The Chief Executive Officer may not incur cost, debt, liability or reduced income unless policies have been agreed by the Conservancy and provision is contained within the budget for that year.
- (b) Conservancy reports containing financial implications, including any which could incur cost, debt, liability or reduced income, are to be cleared by the Chief Executive Officer and the Treasurer, prior to submission to members.
- (c) The Treasurer and the Chief Executive Officer are responsible for keeping the budgets under review, and will use their best endeavours to keep expenditure within the approved budget, using the scheme of virement (see (d) below) where appropriate. The Chief Executive Officer shall

notify the Treasurer of any claims or other contingent liabilities that may result in the budget being overspent in the current or in future years.

- (d) A transfer of revenue budget provision (virement) may be made between one budget vote and another on the agreement of the Chief Executive Officer and the Treasurer, provided that the estimated overall net expenditure/surplus is not increased/reduced. The Treasurer shall only report to the Conservancy on such transfers where the virement would change the policy of the Conservancy or where it would result in a continuing effect which would require additional resources in future years.

37. Revenue Monitoring

- (a) The Chief Executive Officer is required to ensure expenditure is managed within the budget allocated, subject to the rules of virement.
- (b) The Chief Executive Officer will ensure appropriate financial information is available to enable budgets to be monitored effectively.
- (c) The Chief Executive Officer will ensure that each element of income or expenditure has a nominated budget holder to take responsibility for that part of the budget. Budget responsibility should be aligned as closely as possible to the decision making process that commits expenditure.
- (d) Where total projected expenditure exceeds the total allocation of resources due to circumstances beyond the control of the Chief Executive Officer, the Treasurer shall be alerted immediately and proposals for remedy should be put forward as part of the regular reporting process to the Conservancy.
- (e) The Chief Executive Officer will ensure a budget monitoring report is submitted to the Conservancy on a regular basis throughout the year, containing the most recently available financial information. The reports shall be in a format and timetable agreed with the Treasurer and the Conservancy.

38. Capital Expenditure

- (a) For the purpose of these regulations, capital expenditure is regarded as all expenditure on a project, the cost of which is in excess of the amount set out in schedule A, and for which the Conservancy could reasonably expect to obtain government borrowing approval, regardless of the way in which it is actually financed. Expenditure on the acquisition of land and on items financed from the Renewals and Repairs Fund shall always be treated as capital.
- (b) No capital expenditure shall be incurred unless government borrowing approval has been obtained or promised in writing; or unless the Conservancy decides that the expenditure shall be met from revenue, or by other means.
- (c) Where expenditure on a capital project exceeds the cost approved by the Conservancy by more than the limit set out in schedule A, a report shall

be submitted to the Conservancy setting out the reasons for the increase, together with proposals to fund the additional expenditure.

- (d) New capital projects, for which no budgetary provision has been made, will in all cases require the approval of the Conservancy before tenders are invited.

39. Urgent Items

Where any supplementary estimate, either capital or revenue, is in the opinion of the Chief Executive Officer and Treasurer, of so urgent a nature, that approval cannot await the next meeting of the Conservancy, the Chief Executive Officer and the Treasurer shall submit that estimate to the Chairman, or in his or her absence the Vice Chairman of the Conservancy, recommending the additional expenditure, together with a statement of reasons for the increase and why the excess cost cannot be found from existing budget provision. The Chairman, or in his or her absence the Vice Chairman, may indicate his or her approval thereto. The action taken shall be reported to the next meeting of the Conservancy.

40. Orders for Works, Goods and Services

- (a) Subject to the Standing Orders of the Conservancy in relation to Contracts, the Chief Executive Officer is responsible for the arrangements for issuing orders for goods, services and works, for which financial provision is contained within the capital and revenue budgets, from the Harbour office. Orders must be issued in line with the authorisation limits in Schedule A.
- (b) Purchase orders are to be raised prior to entering into any agreement with a supplier or contractor, except where otherwise agreed by the Treasurer, and must be covered by an approved budget estimate, unless specifically authorised by the Treasurer for emergency purposes. The Treasurer can approve ordering in advance of budgetary provision.

41. Payment of Invoices and Claims

- (a) Payment shall be made either:
 - (i) in response to an invoice rendered by a supplier; or
 - (ii) on a certificate signed by an appropriate authorised officer for a sum duly arising from an agreement; or
 - (iii) where neither of the foregoing is applicable, on an internal invoice (manual payment request) with suitable reference for the authority for such payment.
- (b) The Chief Executive Officer is responsible for ensuring the proper verification, certification and coding of invoices and claims which are chargeable to budgets under the control of the Harbour office.
- (c) Claims for employee expenses are to be certified by an authorised officer senior to the claimant, unless this is not possible, in which case the Treasurer shall approve an alternative arrangement.

- (d) The Chief Executive Officer shall agree with the Treasurer a list of approved authorising officers and will notify him/her of any proposed changes.
- (e) Small purchases, made from petty cash, where it is not practicable to raise an order for payment by BACs, do not require prior approval of the budget holder. Instead this authorisation will be delegated to a Finance Officer who may approve purchases up to the value of £100
- (f) The ordering and receipt of goods over £500 is not to be undertaken by the same officer who is responsible for the certification for payment of the invoice for those goods. The Treasurer is to be notified where this separation of duties is not possible. Final certification of a payment over £500 must not be made by an officer who ultimately assumes personal control over the goods or services to which the payment relates.
- (g) Ordering, receipt and payment may be undertaken by the relevant budget holder alone for purchases under £500.
- (h) Procedures for verification and certification of invoices and claims will include that:
 - (i) no item may be added by an officer of the Conservancy to any invoice rendered by a supplier.
 - (ii) all alterations to an invoice, apart from (iii) below, shall be made in ink. If an alteration results in an increase in the amount, the officer making the alteration shall initial the change and state the reasons for it (if not self evident) briefly on the invoice.
 - (iii) no alterations will be made to an invoice which includes VAT. If incorrect, the supplier should be asked for a credit note and a replacement invoice.
 - (iv) Invoices will be matched to the relevant Purchase Order by the Finance Officer and approved for payment by the Purchase Order requestor electronically to confirm receipt of goods / services.
- (h) The Chief Executive Officer may authorise payments up to the limits in schedule A, and subject to strict adherence to procedures agreed with the Treasurer.

42. Payment of Salaries and Wages

- (a) The assessment, calculation and payment of all salaries, wages, pensions contributions, compensation and other payments to all employees or former employees of the Conservancy is the responsibility of the Treasurer.
- (b) The Chief Executive Officer shall provide the earliest possible notice to the Treasurer of all circumstances that may affect the calculation of any payment to employees or former employees.

43. Income

- (a) The collection for all accounts and moneys due to the Conservancy is to be under the control of the Chief Executive Officer. All moneys received by the Conservancy are to be promptly recorded and banked. These sums will be recorded electronically through the financial system and shall be controlled through the Conservancy's budget monitor.
- (b) In the event of difficulty in the collection of moneys due to the Conservancy, the Chief Executive Officer shall refer the matter to the Conservancy's Finance Officer for the instigation of appropriate recovery proceedings, copying in the Treasurer.
- (c) The Conservancy shall, before directing that scales of tariffs be introduced, revised or discontinued, consider a report of the Treasurer thereon.
- (d) Maximum limits for cash holdings are to be agreed with the Treasurer and are not to be exceeded without his or her express permission.
- (e) Accounts are to be raised in a timely manner by authorised officers of the Conservancy for amounts due to the Conservancy for work done, goods supplied or services provided, whether of a recurring or non-recurring nature and steps taken to ensure recovery of such sums.
- (f) A record is to be made in respect of all amounts due to the Conservancy by raising an account as set out above, except where the acknowledged practice is to receive income by the regular collection of moneys due.
- (g) No amount due to the Conservancy is to be discharged otherwise than by payment in full, or by the writing-off of the debt, or any part thereof as authorised by a resolution of the Conservancy; or under powers delegated to the Chief Executive Officer and the Treasurer, for amounts under the limits specified in Schedule A.
- (h) All claims for grant or the reimbursement of expenditure are to be submitted to government departments and other similar agencies by the Chief Executive Officer having been signed by the Treasurer.
 - (i) No officer is to give a receipt for money received on behalf of the Conservancy on any form other than an official receipt form or document of a similar nature. This regulation does not apply to the Clerk for money received by him or her in that capacity, for which a receipt is contained in a document under the seal of the Conservancy or under his or her signature, nor to money paid into Court in favour of the Conservancy, or such other transactions where the Clerk advises that an official receipt would be inappropriate.
- (i) Moneys received on behalf of the Conservancy by any officers are not to be used to cash postal orders, or personal or other cheques.

44. Assets

- (a) The Chief Executive Officer is responsible for safeguarding all assets, including property, equipment, stores etc within his or her control in accordance with guidelines issued.
- (b) The Chief Executive Officer is responsible for maintaining registers of assets/inventories/stock records in a form as agreed with the Treasurer.
- (c) Assets which are surplus to requirements must be disposed of on a normal commercial basis and in accordance with Standing Orders on Contracts. Disposals are subject to the approval of the Treasurer and the Chief Executive Officer. An exception to this is set out in 48.

45. Insurance

- (a) The Chief Executive Officer is responsible, in consultation with the Treasurer, and under the general direction of the Conservancy, for arranging external insurance cover in all appropriate cases and for recommending appropriate levels of internal funding of risks.
- (b) The Chief Executive Officer shall be responsible for negotiating all insurance claims.

46. Treasury Management

- (a) All payments to and out of the funds of the Conservancy shall be made under the direction of the Treasurer.
- (b) The Treasurer is responsible for making such arrangements as are appropriate and necessary with the Conservancy's bankers, concerning the operation of its bank accounts.
- (c) The Treasurer, in consultation with the Chief Executive Officer, is responsible for making such arrangements as are appropriate for the holding of bank accounts.
- (d) The approval of the Treasurer must be obtained before any commitment is made on behalf of the Conservancy to enter into a financial or operational lease agreement.
- (e) All payments must be authorised by the Treasurer or an Officer duly authorised by the Treasurer. Payment under the limits specified in schedule A may be authorised by the Chief Executive Officer.
- (f) The borrowing and repayment of moneys authorised or directed by the Conservancy shall be the responsibility of the Treasurer, subject to reports of action taken being made to the Conservancy.
- (g) The Treasurer shall be authorised to invest or utilise balances on Conservancy funds, to the best advantage under the overall direction of the Conservancy.

- (h) All borrowing and lending is to be undertaken by the Treasurer in accordance with the same standards as apply in West Sussex County Council's Treasury Management Policy Statement.

47. Audit

- (a) The Treasurer is authorised to carry out his or her responsibilities under the Accounts and Audit Regulations 2015, or any statutory replacement of them, for the maintenance of an adequate and effective internal audit of the Conservancy's affairs.
- (b) The Treasurer is to ensure effective liaison between the Internal and the External Auditors of the Conservancy.
- (c) Internal and external auditors have the right of access to any document, information or explanation including computer hardware and software they require from any officer or member in order to carry out their duties (subject to statutory constraints). This right is not limited to financial information or accounting records.
- (d) Where financial irregularity is suspected or discovered, the Chief Executive Officer is to notify the Treasurer immediately, who in turn is to inform the Clerk.

48. Information Technology

The Chief Executive Officer is empowered to arrange the sale of surplus information technology facilities without reference to Standing Orders relating to contracts.

49. Data Protection

The Chief Executive Officer is responsible for defining management procedures which ensure compliance with the Data Protection Act 2018, and the UK General Data Protection Regulations . The responsibility for the content and use of the records so held remains with the Chief Executive Officer.

Revised June 2025

SCHEDULE A

Paragraph	Up to:
Capital Expenditure	
38a	De-minimis level £15,000
38c	Allowable costs in excess of Conservancy approval 10%

40a	Purchase Orders / Contracts
	Budget Holder authorisation limit £500
	1 Authorised Purchase Order Signatory (As per approved list) £2,500
	2 Authorised Purchase Order Signatories (single quote) (As per approved list) £5,000

Supported by:

	3 Quotes	£7,500	£7,500	
£75,000	Plus Formal Contract	£20	£15,000	-
£75,000	(Bespoke items / Service contracts)			
	Public Tender			
	> £75,000			

Payment of Invoices and Claims

41h Prior to payment all invoices will be approved (Goods receipting) by the original Purchase Order Requestor.

Petty Cash

Delegated approval level to Finance Officer £100

Authorisation of BACS file on Lloyds Commercial Banking System

Proposed changes dependent upon ability of WSCC / Lloyds to facilitate

1 Authorised BACS Signatory (may be budget holder) £7,500
to approve through Lloyds.
(As per approved list)

1 Authorised BACS Signatory to email approval >£7,500 - £50,000
to Treasurer.

Treasurer to approve through Lloyds

1 Authorised BACS Signatory to email Treasurer. >£50,000

Treasurer plus West Sussex County Council Panel
A signatory to approve through Lloyds

43d **Cash Holding**

Maximum value of cash to be held across all sites £5,000

Income

43g Delegated power (jointly to the Chief Executive Officer and the Treasurer):

upper limit for discharging debts ~~£6,000~~5,000

Delegated power to the Chief Executive Officer:

upper limit for discharging debts ~~£3,000~~1,000

Licences and Leases

Delegated authorisation limits to Chief Executive Officer:

Licences and renewal of Leases: £10,000

Works licences for 'Like for Like' repairs £20,000

Authorised Signatories:

Purchase Order:

Chief Executive Officer

~~National Landscape Director~~[Director of Conservation](#)

Harbour Master

Finance Manager

BACS:

Chief Executive Officer

~~National Landscape Director~~[Director of Conservation](#)

Harbour Master

Deputy Harbour Master

Treasurer (>£7,500 only)

WSCC Panel A Signatory (>£50,000only)

CHICHESTER HARBOUR CONSERVANCY

ANNUAL GOVERNANCE STATEMENT 2025-26

Report by the Finance Manager

1.0 Background

- 1.1 The Conservancy is categorised as a 'smaller relevant body' under the terms of the Accounts and Audit Regulations (England) 2015. As such, the Conservancy is required to submit an Annual Governance and Accountability Return (AGAR).
- 1.2 The Conservancy is required by the Accounts and Audit Regulations to conduct an annual review of the effectiveness of its system of internal control. This informs the Annual Governance Statement in Section 1 of the Annual Governance and Accountability Return.
- 1.3 To facilitate this, details of the Conservancy's governance framework are presented to members in the form of a detailed Annual Governance Statement, in the format employed by the Conservancy under the previous audit regulations and attached as Appendix 1.
- 1.4 The findings of the latest review by Internal Audit are attached as Appendix 2 to this report. The Conservancy is asked to review and approve the Conservancy's governance framework.

2.0 Recommendation

- 2.1 That the Conservancy approves the Annual Governance Statement for 2025-26.

Mel Belderson
Finance Manager

Matt Briers
CEO

ANNUAL GOVERNANCE STATEMENT

Scope of responsibility

Chichester Harbour Conservancy is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Conservancy is also responsible for putting in place proper arrangements for the governance of its affairs which facilitate the effective exercise of the Conservancy's functions and which include arrangements for the management of risk.

The purpose of the governance framework

The governance framework comprises processes by which the Conservancy is directed and controlled. The system of internal control is part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is designed to identify and prioritise risks to the achievement of objectives, to evaluate the likelihood of those risks being realised and the consequent impact, and to manage them efficiently, effectively and economically.

The governance framework has been implemented during the year ended 31 March 2026 and remains effective.

The Governance Framework

Establishing and monitoring the achievement of objectives

The Conservancy's operational objectives stem from the Management Plan, the Port Marine Safety Code Safety Plan, the budgeting process and the performance management of each team member.

The Management Plan sets out the management actions of the National Landscape emanating from the Countryside and Rights of Way Act 2000. It also details how the Conservancy will discharge its responsibilities as required by the Port Marine Safety Code.

Roles and responsibilities

The Conservancy is the decision making body and comprises 15 members. Eight represent the two County Councils, four represent the two District and Borough Councils, and three are appointed by the statutory Advisory Committee. The Advisory Committee includes representatives of Harbour and National Landscape stakeholders, covering interests such as water recreation, nature conservation, residents, and commercial interests. The Conservancy must consult the Advisory Committee on all matters substantially affecting the harbour and National Landscape and the maintenance, management, and improvement of the harbour. The Advisory Committee considers all reports prior to consideration by the Conservancy itself. The Conservancy delegates responsibilities to its Planning Committee and to the HR Sub Committee. Working Groups are established from time to time to deal with specific projects. The scheme of delegation is contained within Standing Orders and Financial Regulations.

Ensuring compliance with relevant laws, regulations and policies

The Conservancy is required under its Act of Parliament to appoint such officers as is necessary for the efficient discharge of their functions. The Chief Executive Officer has the prime responsibility for ensuring that decisions are properly made. The role of the Clerk is to act as the Monitoring Officer to the Conservancy.

The West Sussex County Council Executive Director of Finance and Support Services has delegated the Treasurer role to a Finance Manager. Internal Audit (Southern Internal Audit Partnership) has direct access to the Treasurer and to the CEO.

Chichester Harbour Conservancy has approved Financial Regulations and Standing Orders that govern financial procedures and how it conducts its meetings and decision making. They require Members and the CEO to ensure that all decisions are compliant with policies, procedures, laws and regulations.

Processes have been developed that ensure compliance with established policies, procedures, laws and regulations and are reviewed on an annual basis. These include:

Clear statements of operational objectives.

Statements of the responsibilities of members and officers.

Formal risk identification, analysis, ownership and review procedures for all major project work and related programmes.

A variety of risk management procedures under the Port Marine Safety Code and Health and Safety at Work.

Annual reviews of risk assessments are carried out. The Conservancy adopts a "commitment to continuous improvement" approach to risk management ensuring that risk assessment is part of every operational meeting and process. The outcomes from this process help to ensure compliance with the Port Marine Safety Code and relevant Health and Safety at Work legislation, both of which are subject to independent audit.

The Port Marine Safety Code, Conservancy Standing Instructions, Financial Regulations and Standing Orders govern how the Conservancy holds itself accountable for the discharge of its duties and powers. This ensures that risk management awareness is embedded into the organisation.

Maintenance and review of the effectiveness of governance arrangements

At least annually, the effectiveness of the governance framework, including the system of internal control, is reviewed. This is informed by the work of Internal Audit and the CEO, who have responsibility for the development and maintenance of the internal control environment and also by comments made by the Conservancy's external auditors.

Responsible officers review internal controls routinely as an integral part of the risk management process.

Internal Audit provides an independent appraisal of all major financial systems and undertakes annual compliance testing. An annual audit is carried out each year and was last carried out in April 2026.

Significant Governance Issues

Internal Audit advised that **Reasonable Assurance** can be placed on the effectiveness of the overall control environment. Areas where the framework of governance, risk management and control could be improved are identified as follows (extract from Internal Audit Report):

Evidence demonstrates GDPR training has been assigned; however, sufficient assurance has not been obtained to confirm completion, full coverage of all staff and members, and consistent delivery of GDPR training across the organisation.

Management Actions to address these observations, or to confirm acceptance of risk are detailed in Appendix 2.

Mel Belderson
Finance Manager

Matt Briers
CEO

The logo for Southern Internal Audit Partnership features the company name in a bold, blue, sans-serif font. A green wavy line is positioned between the two lines of text. Below the name, the tagline "Assurance through excellence and innovation" is written in a smaller, grey, sans-serif font.

**Southern Internal
Audit Partnership**

Assurance through excellence
and innovation

West Sussex County Council

Internal Audit Report

Chichester Harbour 2025/26

5 May 2026

Prepared by: Mthulisi Nkala

DRAFT REPORT

Confidential

1. Introduction

As part of the Internal Audit Plan for 2025/26, we have undertaken a review of Chichester Harbour.

We are grateful to Mel Belderson and Gina Simpson for their assistance during the course of the audit.

2. Independence & Impairments

There have been no impairments to internal audit during this review. Internal audit has remained free from all conditions that threaten our ability to carry out responsibilities in an unbiased manner, including matters of engagement selection, scope, procedures, frequency, timing, and communication.

3. Scope Limitations

There have been no limitations to the scope of internal audit work.

4. Risks

This review has sought to assess the effectiveness of controls in place focusing on those designed to mitigate the following risks to the achievement of service objectives:

- Appropriate accounting records have been kept throughout the year & periodic bank reconciliations were properly carried out during the year. (A&I)
- The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. (B)
- The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. (C)
- The Precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate. (D)
- Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for. (E)

- Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for. (F)
- Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. (G)
- Asset and investment registers were complete and accurate and properly maintained. (H)
- Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded. (J)
- The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements. (L)
- The authority has, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations and complied with the publication requirements for the prior year AGAR. (M&N)
- Non-compliance with data protection and digital regulations (e.g. UK GDPR, Data Protection Act 2018) leading to data breaches. (O)

5. Circulation List


This document has been circulated to the following:

- Matt Briers CBE Chief Executive Officer
- Fiona Morris Deputy Treasurer
- Joanna Cox Harbour Master
- Melanie Belderson Finance Manager
- Gina Simpson Finance Officer



The Southern Internal Audit Partnership '*generally conforms*' to the Global Internal Audit Standards in the UK Public Sector and its work is performed in accordance with the International Professional Practices Framework (endorsed by the IIA).

6. Summary Findings

Overall Assurance		Observation (s)		Management Actions	
Opinion	Definition	Priority	Number	Priority	Number
	<p>Reasonable: There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.</p>	Priority 1	0	High	0
		Priority 2	1	Medium	0
		Priority 3	0	Low	0
		Total	1	Total	0

Executive Summary
<p>Areas assessed to be working well/controls are effective</p> <ul style="list-style-type: none"> <p>Appropriate accounting records have been kept throughout the year & periodic bank reconciliations were properly carried out during the year (A&I): Daily reconciliations using the Xero system in conjunction with Lloyds Banking are performed to record financial transactions. This enables the Finance officer to prevent or detect inaccuracies as they occur. Monthly bank reconciliations were carried out during the year, approved by the Treasurer and reported to members. A sample of reconciliations for April 2025, July 2025, November 2025, February 2026 and March 2026 were reviewed.</p> <p>The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for (B): Purchase orders are generated for expenses, standing orders and service orders follow the 'Approvalmax' system to enforce the appropriate levels of authorisation and sign off. This was evidenced through sample testing of 20/1741 (1.15%) invoices worth</p>

£239,727.50/£2,113,187 (11.34%) between April 1, 2025 and March 12, 2026. Quarterly VAT returns are submitted to HMRC subsequent to approval from the Treasurer. Testing of 20/1741 (1.15%) invoices established that VAT regulations had been applied where applicable and appropriate authorisation levels on invoices for all 100% samples had been obtained.

- **The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. (C):**

A comprehensive risk register is kept and presented for review during each Finance, Risk, and Audit Group Meeting. Testing confirmed its presentation to the Group during the November 5, 2025 Finance, Risk and Audit Group Meeting.

- **The Precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate (D):**

Budget monitoring is discussed quarterly. Testing found that regular monitoring of the report is undertaken and reviewed by the conservancy and a latest report as at 28th February 2026 was evidenced.

- **Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for (E):**

Harbour dues are pre-loaded onto Harbour Assist. A walk-through test evidenced correct fees being stated as per the 'HD Mooring Charges rates' for 2026 – 2027 applied. A total of 6077 invoices worth £1,455,408 were processed for the year 2025-2026 and audit evidenced how each of the invoices is processed.

'Simplyture' manages the Harbours main car park, the camera-based system uses number plate recognition to manage the car park. A settlement figure report is provided each month to show total amount for payout. A review of a settlement figure for March 2026 provided a breakdown of online payments, payment machine and virtual payment machine. VAT is compiled as per objective B.

- **Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for (F):**

Suitable systems, which involve routine reconciliations, are implemented for overseeing petty cash and cash floats. Testing of petty cash payments between April 1, 2025 and March 20, 2026 established that all (100%) had supporting third party documentation. During the audit, the cash on hand was reconciled to the latest reconciliation statement for March 12, 2026. Audit tested 10/223(4.48%) worth £247/£2,762 (8.94%) to establish whether VAT was appropriately processed. VAT is compiled as per objective B.

- **Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied (G):**

A Service Level Agreement with West Sussex County Council is established to provide payroll services until March 31, 2026. Time sheets and members allowances were provided as part of the review and these are subsequently authorised and processed as part of payroll.

- **Asset and investment registers were complete and accurate and properly maintained (H):**

The Asset Register for the year ended 31 March 2026 for Chichester Harbour Conservancy, details the organisation's fixed assets, including operational land and buildings, amenity land, infrastructure (jetties and pontoons) and plant, equipment, and vessels. It provides information on the purchase cost, depreciation and net book value of these assets.

The conservancy utilises cloud-based asset management software called "Assettiger" to track and manage assets. Restricted access is enabled to prevent unauthorised users from adding or removing items.

Adequate insurance cover is in place for land, buildings, public liability, employers, employees and Motor Vehicles with Zurich.

Additional Health and Safety inspections take place by rangers to monitor open spaces and play areas. Electrical safety checks had also been completed for all sites in January 2026. Safety and insurance certificates were provided as part of the review.

An alarm system is in place to secure the Harbour office out of hours. Additionally, those with keys to access to the Conservancy's properties are recorded on a key register.

- **Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded (J):**

The year end of the Conservancy is March 31. A review of the Income and Expenditure and Balance Sheet as at 31 March 2025 in comparison with underlying records such the cashbook and reconciliations as noted in objective A&I, B, E, F established that there are no issues.

- **The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements (L):**

The Conservancy published a 'Notice of public rights and publication of unaudited annual governance & accountability return' online, identifying the 30 working day period when the records were available for public inspection, the Annual Governance and Accountability Return (AGAR) 2024/25 for the year ending March 31, 2025 is published on the Conservancy website.

- **The authority has, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations and complied with the publication requirements for the prior year AGAR (M&N):**

The Annual Governance and Accountability Return (AGAR) 2024/25 is published on the Conservancy website.

- **Non-compliance with data protection and digital regulations (e.g. UK GDPR, Data Protection Act 2018) leading to data breaches (O):**

The HR office has been assigned as the data protection officer the Conservancy. The data protection and information security policies are in place, approved, up to date and contained in the Team Handbook /privacy policies. Additionally, a data protection registration certificate is in place within the Conservancy, provided by the Information Commissioners Office (ICO) and is valid until 01 July 2026.

HR manager is trained and Online refresher Data Protection training for all staff planned available through online training platform IHASCO.

Cyber Awareness Training for all permanent staff was introduced end of 2025 through IT provider Pronetic. The Pronetic Monthly Business Report for March 2026 evidenced supplementary cyber-security training activities (including phishing awareness and simulated attack exercises), which address key information-security risks such as malicious emails, credential compromise and unsafe online behaviour. Together, these measures demonstrate that staff are regularly exposed to both data-protection-specific training and broader cyber-security awareness, ensuring a proportionate and risk-based approach to information governance.

Evidence demonstrates GDPR training has been assigned; however, sufficient assurance has not yet been obtained to confirm completion, full coverage of all staff and members, and consistent delivery of GDPR training across the organisation.

- **Actions from previous audit review:**

The HOSI requires each statement to be signed by the cardholder and the CEO to sign off entries to Xero. Testing found that 8/8 cards had a signed HOSI and that entries were made into Xero and statements were signed off by the CEO.

Observation – 1 – Completion of GDPR training			Priority 2
Evidence demonstrates GDPR training has been assigned; however, sufficient assurance has not been obtained to confirm completion, full coverage of all staff and members, and consistent delivery of GDPR training across the organisation.			
Risk	There is a risk of non-compliance with UK GDPR and information-security obligations, leading to increased likelihood of data breaches, regulatory scrutiny or penalties, and reputational damage.		
Management Response			
Action	Priority	Responsible Officer	Target Date
1.1 GDPR Training sent to all relevant employees, using IHASCO training provider, target completion date of 31 st May 2026	Med	HR Manager	Complete
1.2 Confirm all employees have completed the assigned training by target date – reminders / chasers sent if required to ensure compliance.	Med	HR Manager	30/06/2026
1.3			
Auditor assessment of managements response			

Appendix A – Definitions of Assurance Opinions, Observations and Management Actions

Assurance Opinion	
	<p>Substantial: A sound system of governance, risk management and control exist, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.</p>
	<p>Reasonable: There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.</p>
	<p>Limited: Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.</p>
	<p>No: Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.</p>

Classification(s)		
Observation	Management Action	Definition
Priority 1	High	Significant weakness with an immediate risk of failure to achieve objectives; system breakdown; or loss. Such risk could lead to an adverse impact on the organisation or exposure to criticism.
Priority 2	Medium	Although not immediate, there is risk of failure to achieve objectives; system breakdown; or loss.
Priority 3	Low	Areas that individually have no immediate risk impact, but where management would benefit from enhanced process/control or efficiencies.

CHICHESTER HARBOUR CONSERVANCY

FINAL ACCOUNTS 2025-26 – EXECUTIVE SUMMARY

- i. Harbour.** The 2025-26 Harbour budget was set with an expectation to generate a £3,300 surplus. Variations to both income and expenditure result in a year end deficit position of (£14,900)
- ii. Conservation.** The Conservation budget concluded with a deficit position of (£445,300), against a budgeted deficit of (£464,100)
- iii. Combined Position.** The budgeted combined position was a deficit of £460,800. The numerous variations to income and expenditure have been managed across both functions of the organisation to ensure the final deficit position is within budget – with a small saving of £500 (actual combined position deficit of £460,300)
- iv. Grants.** Grants of £581,400 were received in year, with a further £149,000 brought forward from 2024-25. Projects included nature conservation, education and capital expenditure.
- v. Investments.** Investment income of £281,300 was achieved on all funds in the year through the treasury management arrangement with West Sussex County Council. This represents an average rate of return of around 4.2% - in line with inflation (March RPI 4.1% / CPI 3.3%)
- vi. Reserves.** Transfers to reserves have been made in line with the approved budget. A portion of total interest, £233,600 of £281,300, has been allocated amongst the reserves. Purchases from reserves in year totalled £494,400.
- vii. Pension.** The last actuary valuation was as at March 2025. This valuation reported a funding level of 164%, an increase of 35% on the previous valuation in 2022.

Final Accounts 2025-26 – Detailed Report

1. Introduction

- 1.1 The Conservancy is categorised as a 'smaller relevant body' under the terms of the Accounts and Audit Regulations (England) 2015. As such, the Conservancy is required to submit an Annual Return, supported by an Income and Expenditure Account and Balance Sheet.
- 1.2 Whilst the Conservancy differentiates between 'Harbour' and 'Conservation' operations for the purpose of budget setting and monitoring, for statutory reporting purposes these budgets are combined to produce one set of final accounts.
- 1.3 The budgeted deficiency contribution requirement for 2025-26 is £460,800. The actual requirement is £460,255, a small reduction of £545.

	Approved Budget	Final Outturn	Variation
Income	£2,143,300	£2,130,404	-£12,896
Expenditure	£2,467,900	£2,454,536	£13,364
Net Cost of Services	-£324,600	-£324,132	£468
Transfers to and from Reserves	£136,200	£136,123	£77
Deficiency Contribution Requirement	-£460,800	-£460,255	£545

- 1.4 The combined position is to be submitted on the Annual Governance and Accountability Return Form which is shown in Appendix 5. The Income and Expenditure Account, Balance Sheet and Fixed Asset Register are also included in Appendices 6, 7 and 8 for consideration.

2. Management Accounts Budget Variations

- 2.1 Budget variations over £5,000 are considered for the 'Harbour' and 'Conservation' operations separately, in the standard budget monitoring format. This enables a detailed review of the Conservancy's budget aligned to areas of operational responsibility. Full figures are available in appendices 1-3.

3. Harbour Budget (Appendix 2)

Income Variations

- 3.1 Other Income (£15,900 Reduction). This reduction is due to the extended period the barge has been unavailable following refit, resulting in some rechargeable works unable to complete within the financial year.

- 3.2 Harbour Dues (£7,000 additional income). This favourable variation is as a result of additional efforts by the Harbour team throughout the winter period to collect outstanding dues.
- 3.3 Moorings Income - Annual (£7,200 reduced income). This variation reflects a downturn in mooring let, though represents a shortfall of less than 1% of the total moorings income budget.
- 3.4 Lease / Licence (£12,600 additional income). This positive variance is due to a number of factors, including the impact of rent reviews, which offset reduced income from one income generating lease.

Expenditure Variations

- 3.5 Staffing Costs (£18,400 overspend). This variance primarily represents the increasing cost of casual staff – both in terms of number of hours required and associated NI and Pension costs.
- 3.6 Maintenance (£11,200 underspend). This variance is due to savings in relation to a reduction in in-year survey requirements combined with a number of smaller savings across a range of maintenance budgets.
- 3.7 Professional Services (£12,300 overspend). This overspend relates to the legal fees associated with two key issues (one ongoing).
- 3.8 County Council Charges (£12,800 underspend). This variance relates to a change to the billing of the SLA with West Sussex County Council, aligning charges to the financial year.

4. Conservation Budget (Appendix 3)

Income Variations

- 4.1 Other Income (£6,700 reduced income). This reduction is due to loss of Solar Heritage income whilst out of service for maintenance works and repair.

Expenditure Variations

- 4.2 Staffing Costs (£37,700 underspend). This saving is largely due to external grant funding utilised to fund casual teacher costs at the Education Centre.
- 4.3 Premises Costs (£5,000 underspend). Savings relate to licence fees budget following the allocation of external grant funding to support one Salterns Way licence fee.
- 4.4 Transportation (£7,200 underspend). These savings relate to vehicle running costs (fuel and repairs) following the replacement of three of the Conservation vehicles. There is also a smaller saving to the vessel repair budget relating to Solar Heritage, representing compensation for damage caused by a third party.
- 4.5 Professional Services (£19,300 overspend). This overspend relates to the legal fees associated with a number of issues (one ongoing).
- 4.6 Conservation Projects (£8,800 overspend). A large proportion of this variance relates to the cost of professional tree works, required to maintain safety on Conservancy controlled land. Also represented are additional one-off costs

relating to the production of the management plan.

5. **Grants and Contributions (Appendix 4)**

- 5.1 The total value of available grants is £730,400, including £149,000 of funds brought forward from 2024-25.
- 5.2 These grants have funded projects to the value of £467,700, and staff time to the value of £142,200.
- 5.3 The remaining £120,500 will be carried forward and made available for use in 2026-27.

6. **Income and Expenditure Account (Appendix 5)**

- 6.1 The income and expenditure account provides a holistic view of all income and expenditure within the financial year, including those revenue items included within management accounts and also those items impacting upon the balance sheet.
- 6.2 This forms the basis of the figures provided on the Annual Governance and Accountability Return (AGAR) which is then assessed by an external auditor.
- 6.3 One key difference between the AGAR and I&E figures relates to the treatment of grant income. The AGAR dictates that grant income must be recognized in the year it is received regardless of whether it is used or carried forward. The I&E provided recognizes grants in the year they are spent, with any awarded unused grants carried forward on the balance sheet to the following financial year.

7. **AGAR Return (Appendix 6)**

- 7.1 The draft AGAR is included at appendix 6 for information. The final version will be signed by the Clerk and chair of the Conservancy meeting at which the final accounts are approved.

8. **Transfers to and from Reserves (Appendices 7&8)**

- 8.1 Transfers to reserves were made in line with those approved within the revenue budget, with a small variance on the Conservation budget relating to the Eames Farm Contingency contribution.
- 8.2 Investment income of £233,600 was allocated to reserves, in line with the reserves policy, to maintain purchasing power against inflation.
- 8.3 Expenditure of £494,400 has been financed from reserves.
- 8.4 The fixed asset register is available at Appendix 9.

9. **Balance Sheet at 31st March 2026 (Appendix 10)**

- 9.1 Cash and Equivalents. This movement represents expenditure from reserves, combined with one large outstanding debtor, reducing the cash balance available.
- 9.2 Short Term Debtors. This movement is as a result of one large debt, currently under discussion, and affects Cash as indicated above
- 9.3 Fixed Assets. This movement reflects the net impact of replacement assets purchased within the year. The asset under construction refers to the RIB.

- 9.4 Pension. The full value of the pension is recognised as a balancing non-current asset and liability at the most recent valuation, representing the 25-26 movement. Though in surplus, this surplus would likely only be recovered through management of the employer contribution rate over time.
- 9.5 Renewals and Repairs Fund. Purchases totalling £361,600 were made from the fund. £64,300 of interest has been added, along with a budgeted contribution from revenue of £122,600 to maintain appropriate provision for future requirements. 'Other Movements' of £62,227 include £4,875 generated through the disposal of the minibus and ranger pickup. Insurance claims of £57,351.58 were successfully made following two separate incidents involving 2 CHC vehicles.
- 9.6 Capital Fund. Purchases totalling £126,700, relating to the Itchenor Jetty and Showers project, were made from the fund. £88,500 of interest has been allocated, along with a budgeted transfer from revenue of £12,000 (to provide adequate provision for Dell Quay asset nearing end of useful life).
- 9.7 The Capital Fund has a closing balance of £2,017,700.
- 9.8 General Reserve. Purchases of £6,100, relating to replacement CCTV in Emsworth, have been made from this fund.
- 9.9 Interest of £80,800 has been allocated to this reserve.
- 9.10 The closing balance on this reserve is £1,941,400, of which £458,300 is held within the Restricted Sub-section. The largest balance in the Unrestricted Section is £1,291,400 held as a general contingency in-line with best practice.

10. **Treasury Management**

- 10.1 It is confirmed that any borrowing and lending undertaken by the Treasurer during 2025-26 has been in accordance with the standards that apply in West Sussex County Council's Treasury Management Policy Statement.

11. **Investments**

- 11.1 Investment of funds held in reserves has been managed by West Sussex County Council (WSCC) throughout the year. These funds are pooled with WSCC reserves to achieve a more favourable interest rate. In 2025-26 total interest of £281,300 was achieved on CHC funds, a return of around 4.2%. As part of this arrangement WSCC also manage CHC cash flow, making daily transfers between CHC's current account and investments as necessary. These transactions are monitored by CHC on a monthly basis as part of the bank reconciliation. A year-end reconciliation is then made to ensure that reserves and associated interest are accounted for appropriately.
- 11.2 Interest has been apportioned as per the following table:

Renewals and Repairs	£64,300
Capital Fund	£88,500
General Reserve	£80,800
Harbour Budget	£35,900
Conservation Budget	£11,800
	£281,300

Pension Fund (Update provided by WSCC Pension Team)

- 12.1 As at February 2026, Chichester Harbour Conservancy (CHC) is one of 255 active employers participating in the West Sussex Local Government Pension Scheme (LGPS), administered by West Sussex County Council. The Council's responsibilities for the LGPS are overseen by the Pensions Committee, with Hampshire Pension Services providing day-to-day administration.
- 12.2 For LGPS purposes, the Conservancy is treated as a stand-alone employer. As such, its contribution rate is directly linked to its own funding position and reflects any surplus or deficit on its pension account, independent of other scheme employers.
- 12.3 The latest actuarial valuation, as at 31 March 2025, assessed the CHC fund as being in a surplus position (£9.0m assets against £5.5m liabilities), equating to a funding level of 164%. The employer contribution rate for the period 1st April 2026 – 31st March 2029 has been set at 15%, representing a reduction of 4.8% from the previous rate of 19.8%. Actuarial valuations are undertaken triennially, with the next assessment due in 2028.
- 12.4 Market conditions in 2025/26 have remained challenging due to ongoing economic uncertainty, however maintained higher interest rates have helped offset this position by reducing the value of the Fund's liabilities. In addition, new LGPS reforms require funds to pool investments through FCA-authorized asset pools. In response, the West Sussex Pension Fund has joined the Border to Coast Pensions Partnership ahead of the 31 March 2026 deadline, positioning the Fund within one of the UK's largest asset pools while maintaining legally protected member benefits.
13. **Recommendations**
- (a) The Conservancy approve the outturn position for the year ended 31 March 2026, noting the unused deficiency contribution of £545.
- (b) The Conservancy consider the current level of reserves and whether any reserve should be used to reduce the deficit required from the County Councils.

Mel Belderson

Finance Manager

Year End Outturn Combined Summary

Chichester Harbour Conservancy
For the year ending 31st March 2026

Appendix 1

Account	Combined Position			Harbour Budget			Conservation Budget		
	Approved Budget	Year End Outturn	Variance	Approved Budget	Year End Outturn	Variance	Approved Budget	Year End Outturn	Variance
Income									
DEFRA Grant	173,100	173,344	244	0	0	0	173,100	173,344	244
Other Income	263,100	240,531	(22,569)	153,500	137,587	(15,913)	109,600	102,944	(6,656)
Harbour Dues	525,000	532,022	7,022	525,000	532,022	7,022	0	0	0
Moorings Income - Annual	900,000	892,844	(7,156)	900,000	892,844	(7,156)	0	0	0
Moorings Income - Visitor	50,000	45,008	(4,992)	50,000	45,008	(4,992)	0	0	0
Lease / Licence income	232,100	246,656	14,556	189,300	201,944	12,644	42,800	44,712	1,912
Total Income	2,143,300	2,130,404	(12,896)	1,817,800	1,809,405	(8,395)	325,500	320,999	(4,501)
Expenditure									
Staffing Costs	1,397,000	1,377,783	19,217	811,400	829,833	(18,433)	585,600	547,950	37,650
Maintenance	86,900	73,313	13,587	65,500	54,330	11,170	21,400	18,983	2,417
Premises Costs	377,000	372,568	4,432	344,200	344,782	(582)	32,800	27,786	5,014
Transportation	101,600	90,032	11,568	77,000	72,637	4,363	24,600	17,396	7,204
Equipment	165,500	170,313	(4,813)	148,700	151,340	(2,640)	16,800	18,973	(2,173)
Office Supplies	75,900	83,539	(7,639)	62,900	67,163	(4,263)	13,000	16,377	(3,377)
Professional Services	201,900	233,507	(31,607)	157,000	169,299	(12,299)	44,900	64,209	(19,309)
NL Projects	29,600	38,401	(8,801)	0	0	0	29,600	38,401	(8,801)
County Council Charges	32,500	15,079	17,421	23,400	10,555	12,845	9,100	4,524	4,576
Total Expenditure	2,467,900	2,454,536	13,364	1,690,100	1,699,938	(9,838)	777,800	754,598	23,202
Surplus / (Deficit) prior to transfers to/from Reserves	(324,600)	(324,132)	468	127,700	109,467	(18,233)	(452,300)	(433,599)	18,701
Transfers to/from Reserves									
Budgeted transfers to Reserves	136,200	136,123	77	124,400	124,400	0	11,800	11,723	77
Total Transfers to/from Reserves	136,200	136,123	77	124,400	124,400	0	11,800	11,723	77
Surplus / (Deficit)	(460,800)	(460,255)	545	3,300	(14,933)	(18,233)	(464,100)	(445,323)	18,777

Year End Outturn - Harbour

Chichester Harbour Conservancy
For the year ending 31st March 2026

Appendix 2

Account	Harbour Budget	Harbour Actual	Harbour Comments Variance
Income			
			+ Additional Income - Reduced Income
Other Income	153,500	137,587	(15,913) Rechargeable works delayed to 26-27
Harbour Dues	525,000	532,022	7,022 Both visitor and annual
Moorings Income - Annual	900,000	892,844	(7,156) Affect of reduction to mooring let
Moorings Income - Visitor	50,000	45,008	(4,992)
Lease / Licence income	189,300	201,944	12,644 Rent reviews / Insurance Rent / Car Park
Total Income	1,817,800	1,809,405	(8,395)
Expenditure			
			- Additional Expenditure + Reduced Expenditure
Staffing Costs	811,400	829,833	(18,433) Casual staff, including NI and Pension offsetting XO saving
Maintenance	65,500	54,330	11,170 Bar survey / Hards
Premises Costs	344,200	344,782	(582)
Transportation	77,000	72,637	4,363
Equipment	148,700	151,340	(2,640)
Office Supplies	62,900	67,163	(4,263)
Professional Services	157,000	169,299	(12,299) Legal fees
County Council Charges	23,400	10,555	12,845 Re-aligning SLA to financial year
Total Expenditure	1,690,100	1,699,938	(9,838)
Surplus / (Deficit) prior to transfers to/from Reserves	127,700	109,467	(18,233)
Transfers to/from Reserves			
Budgeted transfers to Reserves	124,400	124,400	0
Total Transfers to/from Reserves	124,400	124,400	0
Surplus / (Deficit)	3,300	(14,933)	(18,233)

Year End Outturn- Conservation

Appendix 3

Chichester Harbour Conservancy
For the year ending 31st March 2026

Account	Conservation Budget	Conservation Actual	Conservation Variance	Comments
Income				
			+ <i>Additional Income</i>	
			- <i>Reduced Income</i>	
DEFRA Grant	173,100	173,344	244	
Other Income	109,600	102,944	(6,656)	Solar Heritage
Lease / Licence income	42,800	44,712	1,912	
Total Income	325,500	320,999	(4,501)	
Expenditure				
			- <i>Additional Expenditure</i>	
			+ <i>Reduced Expenditure</i>	
Staffing Costs	585,600	547,950	37,650	External grants funding staff time, particularly Education team. XO saving.
Maintenance	21,400	18,983	2,417	
Premises Costs	32,800	27,786	5,014	Licence payment made by external grant
Transportation	24,600	17,396	7,204	Solar Heritage Maintenance / Vehicle Repairs
Equipment	16,800	18,973	(2,173)	
Office Supplies	13,000	16,377	(3,377)	
Professional Services	44,900	64,209	(19,309)	Legal Fees
Conservation Projects	29,600	38,401	(8,801)	Management Plan Production expenses and tree works
County Council Charges	9,100	4,524	4,576	Re-aligning SLA to financial year
Total Expenditure	777,800	754,598	23,202	
Surplus / (Deficit) prior to transfers to/from Reserves	(452,300)	(433,599)	18,701	
Transfers to/from Reserves				
Budgeted transfers to Reserves	11,800	11,723	77	
Total Transfers to/from Reserves	11,800	11,723	77	
Surplus / (Deficit)	(464,100)	(445,323)	18,777	

Grants and Contributions

Appendix 4

For the 12 months ended 31 March 2026

Specific funding has been allocated for specific purposes and must be spent in accordance with individual project criteria

Grants / Income	Brought Forward	Received in Year	Total Claimed (Brought Forward / Received)	Expenditure to Date Project	Expenditure to Date Employee	Total Expenditure	Unspent Funds Carried Forward	Notes
Friends	4,000.00	24,000.00	28,000.00	16,045.00	7,955.00	24,000.00	4,000.00	Funds used to support Education and Oyster projects. Carryforward to support communication project in 2026-27
FIPL Historic Building Restoration Grant	6,796.62	-	6,796.62	6,796.62	-	6,796.62	-	Majority of project delivered in 2024-25. Final payment in line with grant agreement.
FIPL	39,228.97	184,911.61	224,140.58	165,243.22	49,380.69	214,623.91	9,516.68	Unspent claimed project element - carried forward to form part of 2026-27 allocation
DEFRA Access for All	-	86,891.00	86,891.00	86,891.00	-	86,891.00	-	
DEFRA Capital Funding	-	123,420.00	123,420.00	123,420.00	-	123,420.00	-	
Solent Seascape Project (SSP) *	89,011.07	79,329.00	168,340.07	7,322.60	72,204.58	79,527.18	88,812.89	Multiyear project
SSP Additional Cont to Marker Buoys	-	22,764.00	22,764.00	22,764.00	-	22,764.00	-	
Bird Aware Solent	-	22,692.00	22,692.00	234.00	4,266.00	4,500.00	18,192.00	Multiyear project, funding Education project and installation of marker buoys (East Head).
Corporate Sponsorship (Education)	-	10,000.00	10,000.00	4564.5	5435.5	10,000.00	-	
Corporate Sponsorship (Solar Heritage)	-	3,000.00	3,000.00	-	3,000.00	3,000.00	-	
EA (Brought forward from 2024-25) **	9,958.44	-	9,958.44	9,958.44	-	9,958.44	-	
EA Chalkdock	-	24,395.00	24,395.00	24,395.00	-	24,395.00	-	
Total	148,995.10	581,402.61	730,397.71	467,634.38	142,241.77	609,876.15	120,521.57	

* Project financial year runs October 2025 to September 2026.

** Project originally estimated at £268,275 however unable to take place in 2024-25 due to lack of suitable sediment for BuDS trial. Instead £95,000 available for monitoring and MMO licencing amendments. Small carry forward for final expenditure in 2025-26.

Income and Expenditure
Chichester Harbour Conservancy
For the year ended 31 March 2026

Appendix 5

Account	2025	2026	Variance	Notes
Income				
Harbour Operations	1,912,631	2,026,279	113,648	1
Council Contributions	414,176	460,255	46,079	
DEFRA Core Funding	209,763	173,075	(36,688)	2
Grant Income	1,225,731	609,876	(615,855)	3
Investment Income	333,218	281,347	(51,871)	1
Sale of Assets	2,638	4,875	2,238	
Total Income	4,098,157	3,555,708	(542,449)	
Gross Profit				
	4,098,157	3,555,708	(542,449)	
Administrative Costs				
Employees	1,397,651	1,521,782	(124,131)	4
Premises	192,501	173,157	19,343	
Leases	279,226	282,568	(3,343)	
Transport	126,181	90,032	36,149	
Equipment	115,401	128,979	(13,577)	
Supplies and Materials	23,709	28,364	(4,655)	
Environmental Projects	37,423	38,401	(978)	
WSCC Recharge for Services	38,811	27,246	11,566	
Other Expenditure	355,624	371,683	(16,060)	
Capital Expenditure	194,670	488,277	(293,607)	
Grant Funded Expenditure (Exc Employees)	1,208,535	467,634	740,900	
Total Administrative Costs	3,969,730	3,618,123	351,607	
Operating Profit				
	128,426	(62,415)	(190,842)	
Transfers To/From Reserves				
Contribution to Renewals and Repairs Fund	125,238	184,827	(59,589)	5
Contribution to Capital Fund	14,717	12,000	2,717	
Net Contribution to/from Restricted Reserves	(102,352)	1,523	(103,876)	
Expenditure Financed from Reserves	(194,670)	(494,400)	299,730	
Investment Income Allocated to Reserves	285,494	233,634	51,860	
Total Transfers To/From Reserves	128,426	(62,416)	(190,842)	

Notes

1. Investment Income

Change in presentation from Balance sheet presented in 2025.

Historically small portion of investment income attributed to revenue within the agreed budgets and has been recognised under Harbour Operations.

All investment income now presented under Investment Income, 2025 restated in line with change to presentation.

2. DEFRA Core Funding

One-off additional revenue grant of £36,688 awarded in 2025

3. Grant Income

2025 included two large one-off grants (FiPL Historic Building Restoration £305k and Seafood Fund £377k)

4. Employees

£21,654 of movement attributable to grant funded employees. (£120,588 in 2024-25, £142,242 in 2025-26)

5. Contribution to Renewal and Repairs Fund

2026 includes contributions of £57,400 in year relating to insurance claims regarding two vehicle incidents and £4,875 generated through disposal of assets.

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Reserves and Balances 2025-26

Balances as at 31st March 2026

Reserve	Purpose	Opening Bal 2025-26	Contributions from Revenue	Other Movements	Interest 2025-26	Expenditure 2025-26	Closing Bal 2025-26
Renewals and Repairs Fund							
Renewals and Repairs Fund	To maintain availability of operational assets	1,551,102.71	122,600	62,227	64,349	- 361,586	1,438,692
Total Repairs and Renewals		1,551,102.71	122,600	62,227	64,349	- 361,586	1,438,692
Capital Fund							
<u>Known Projects</u>	Capital requirements for known projects	551,945.29	12,000		21,759	- 126,690	459,013
<i>Itchenor Jetty</i>	<i>Held for planned works to Itchenor Jetty and Harbour Office</i>	282,041.98			9,621	- 126,690	164,972
<i>Langstone Coastal Footpath Bridge</i>	<i>New Reserve established to deliver agreed bridge at Langstone</i>	105,470.46			4,640	-	110,110
<i>Accessible Path Maintenance</i>	<i>Provision for maintenance and improvements to footpaths e.g. following storm event. Balance of £50,000 agreed in 2012/13 which has received interest to the current balance.</i>	59,377.08			2,612		61,989
<i>Dell Quay Maintenance Reserve</i>	<i>Provision for removal of asset nearing end of safe, useful life</i>	105,055.77	12,000		4,886		121,941
<u>Likely Projects</u>	Capital requirements for likely (>50% probability) projects	1,491,883.29			66,767		1,558,650
Total Capital Fund		2,043,828.58	12,000		88,525	- 126,690	2,017,663
General Reserve							
<i>Self Insurance Fund</i>	<i>Self insurance for removal of wrecks and damage to navigation marks.</i>	118,856.06			5,229		124,085
<i>East Head Defence Fund</i>	<i>Management of East Head following recommendations of EHCIAG</i>	20,953.45			922		21,875
<i>Harbour Infrastructure Reserve</i>	<i>Identified infrastructure projects including survey work and security upgrades</i>	9,568.37			233	- 6,123	3,678
<i>Strategic Environmental Reserve</i>	<i>Identified consultancy requirements relating to the National Landscape.</i>	40,308.41			1,773		42,082
<i>Revenue Balances</i>	<i>General working balance equivalent to 6 months expenditure</i>	1,236,957.56			54,416		1,291,374
<i>Subtotal Unrestricted General Reserve</i>		1,426,643.85			62,573	- 6,123	1,483,093
<u>Restricted Reserves</u>	Funds granted or gifted to be used only for agreed purposes and projects	438,619.81	1,523		18,188		458,331
<i>Eames Farm Contingency Fund</i>	<i>Funds shared with CHT to provide contingency for shared expenditure</i>	13,958.14	1,523		648		16,129
<i>Chidham Bund Fund</i>	<i>Funds provided by ABP - ringfenced for maintenance of Chidham Bund only</i>	424,661.67	-		17,541		442,202
<i>Subtotal Restricted Reserves</i>		438,619.81	1,523		18,188		458,331
Total General Reserve		1,865,263.66	1,523		80,761	- 6,123	1,941,425
Total Reserves Bundle		5,460,194.95	136,123	62,227	233,634	- 494,400	5,397,780

Income and Expenditure to Reserves

Project	Expenditure	Income	Net Cost	Notes
Renewals and Repairs Fund				
Barge	171,900.03		171,900.03	Major refit following tender process
Landrover	28,919.00	25,773.00	3,146.00	Written off by insurance following accident, replaced with secondhand vehicle
Minibus		1,750.00	- 1,750.00	Replacement minibus funded by DEFRA grant.
RIB	89,750.00		89,750.00	Deposit for replacement RIB following tender process
Ranger Pickup 1	27,610.24	34,703.58	- 7,093.34	Vehicle purchased and written off within financial year. Income represents income from disposal of aged asset and insurance pay out for written off asset
Ranger Pickup 2	31,065.68		31,065.68	Vehicle to replace Ranger Pickup 1
IT Equipment	12,341.00		12,341.00	Replacement PCs in line with replacement schedule
Subtotal R&R	361,585.95	62,226.58	299,359.37	
Capital Fund				
Jetty	5,624.44		5,624.44	Includes CCTV and Signage
Jetty Electrics	96,122.75		96,122.75	Install and purchase of infrastructure (after Innovate subsidy of £117k)
Showers (Refurbishment)	24,943.27		24,943.27	Project to complete in 2026-27
Subtotal Capital Fund	126,690.46		126,690.46	
General Reserve				
CCTV	6,123.00		6,123.00	Replacement / improved CCTV at Emsworth
Subtotal General Reserve	6,123.00		6,123.00	
Total across all reserves	494,399.41	62,226.58	432,172.83	

FIXED ASSETS

<u>As at 31.3.25</u>			<u>As at 31.3.26</u>	
<u>£</u>	<u>£</u>		<u>£</u>	<u>£</u>
		Operational land and buildings		
1,605,674		Replacement cost	1,605,674	
<u>-9,267</u>	1,596,407	Depreciation	<u>-9,267</u>	1,596,407
		Amenity land		
157,275		Purchase cost	157,275	
<u>0</u>	157,275	Depreciation	<u>0</u>	157,275
		Infrastructure(Jetties and Pontoons)		
797,074		Purchase Cost	797,074	
<u>-51,147</u>	745,927	Depreciation	<u>-51,147</u>	745,927
		Vessels and equipment		
725,882		Purchase cost	961,753	
<u>-136,619</u>	589,263	Depreciation	<u>-133,033</u>	828,720
	0	Asset under Construction	89,750	89,750
	3,088,872	TOTAL FIXED ASSETS		3,418,079

NB: Depreciation accumulated up to 31.03.10 is shown above. From 2010-11 onwards depreciation has not been accounted for, in accordance with the accounting requirements for a 'smaller relevant body' under the Accounts and Audit Regulations (England) 2011.

Balance Sheet

Appendix 10

Chichester Harbour Conservancy
As at 31 March 2026

Account	31 Mar 2025	31 Mar 2026	Movement	Notes
Assets				
Current Assets				
Cash and Cash Equivalents	7,040,222.98	6,578,352.03	(461,870.95)	1
Short Term Debtors	190,951.08	404,687.39	213,736.31	1
Total Current Assets	7,231,174.06	6,983,039.42	(248,134.64)	
Fixed Assets				
Fixed Assets	3,088,871.78	3,328,328.99	239,457.21	
Assets Under Construction	0.00	89,750.00	89,750.00	2
Total Fixed Assets	3,088,871.78	3,418,078.99	329,207.21	
Non-Current Assets (Pension)	8,372,000.00	8,964,000.00	592,000.00	3
Total Assets	18,692,045.84	19,365,118.41	673,072.57	
Liabilities				
Fixed Asset Financing	3,088,871.78	3,418,078.99	329,207.21	
Current Liabilities				
Creditors	510,113.32	359,740.84	(150,372.48)	
Receipts in Advance	1,260,865.92	1,225,519.26	(35,346.66)	
Total Current Liabilities	1,770,979.24	1,585,260.10	(185,719.14)	
Non-Current Liabilities (Pension)	8,372,000.00	8,964,000.00	592,000.00	3
Net Assets	5,460,194.82	5,397,779.32	(62,415.50)	
Reserves				
Renewals and Repairs Fund	1,551,102.71	1,438,691.44	(112,411.27)	
Capital Fund	2,043,828.57	2,017,663.25	(26,165.32)	
General Reserve	1,865,263.54	1,941,424.63	76,161.09	
Total Reserves	5,460,194.82	5,397,779.32	(62,415.50)	
Total Reserves	5,460,194.82	5,397,779.32	(62,415.50)	

Notes

1. Cash and Cash Equivalents / Short Term Debtor

One large debt outstanding accounting for increase to debtors.

Expenditure from reserves, combined with increased debtors accounts for reduction to cash position.

2. Asset under Construction

Refers to replacement patrol RIB, balance to be paid and delivery in 2026-27.

3. Pension

In line with actuarial valuation as at 31st March 2025.