



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

**to be held at  
EIFCA Offices, 6 North Lynn Business Village, Bergen Way,  
King's Lynn, PE30 2JG  
on  
1<sup>st</sup> August 2023  
at  
1030 hours**

## Vision

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



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

Date: 1<sup>st</sup> August 2023

Time: 1030 hours

Venue: EIFCA Offices, 6 North Lynn Business Village, Bergen Way, King's Lynn, PE30 2JG

## Revised Agenda

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

## Action Items

- 4 Minutes of the Finance & Personnel Sub-Committee meeting on 2<sup>nd</sup> May 2023
- 5 Matters Arising – *Clerk*
- 6 Quarter 1 Payments and Receipts – CEO / Joanne Sams
- 7 Quarter 1 Management Accounts – *CEO / Joanne Sams*
- 8 Annual Statement of Accounts (Draft) for year ending March 2023 – *CEO*
- 9 *To resolve that, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for*
  - a *Item 10 on the grounds that it involves the disclosure of information which is likely to reveal the identity of an individual which is exempt information as defined in paragraph 2 of Schedule 12A of the Act; and*
  - b *Item 11 on the grounds that it involves the disclosure of Information relating to the financial or business affairs of any particular person (including the authority holding that information) which is exempt information as defined in Paragraph 3 of Schedule 12A of the Act.*

## Information Items

- 10 HR Update – Hd Finance &HR
- 11 New vessels update (verbal) – CEO / Hd Operations
- 12 Any other urgent business

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

Julian Gregory  
Chief Executive Officer  
Date: 24 July 2023

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## Finance & HR Sub-Committee

A meeting of the Finance & HR Sub-Committee took place at the EIFCA Offices, King's Lynn on 2<sup>nd</sup> May 2023 at 1030 hours.

### Members Present:

Cllr T FitzPatrick	Chair	Norfolk County Council
Cllr M Chenery of Horsbrugh		Norfolk County Council
Cllr P Skinner		Lincolnshire County Council
Mr S Williamson		MMO Appointee

### Eastern IFCA Officers Present:

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

### FHR23/01 Welcome

The Chairman welcomed members to the meeting.

### FHR23/02 Apologies for absence

Apologies for absence were received from Cllrs Adams (NCC), Back (SCC) & Vigo Di Gallodoro (SCC), and Ms Smith (MMO Appointee)

### FHR23/03 Declarations of Members Interest.

No Declarations of Interest were received.

### FHR23/04 Minutes of the Finance and Personnel Sub-committee meeting held on 7<sup>th</sup> February 2023

Cllr Skinner was omitted from the list of those present.

**With the amendment made Members Agreed to sign the Minutes as a true reflection of the meeting.**

**Proposed: Cllr Chenery of Horsbrugh**

**Seconded: Cllr Skinner**

**All Agreed**

## **FHR23/05 Matters Arising**

There were no matters arising.

## **FHR23/06 Quarter 4 Payments and Receipts**

The Head of Finance & HR advised there was very little to report. Although expenditure appeared to be higher than usual.

Additional expenditure had been incurred due to repairs to Sebastian Terelinck as a result of extreme weather causing damage to the engines as well as a fault within the fibreglass which had to be repaired to prevent leaking. It was noted that in order to try and eliminate similar damage in the future a recommendation was made that non-toxic antifreeze should be run through the system.

A stage payment for the new vessel and insurance for Vehicles which would apply to 2023/24 had also been paid in quarter 4.

In terms of income the deposit held with Suffolk County Council had earned interest of £13,180.

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

## **FHR23/07 Quarter 4 Management Accounts**

Due to not having a full complement of staff for the whole year there were savings in salaries, however this had been offset slightly by the higher than anticipated salary settlement. Savings were estimated to be approximately £32,000.

General Expenditure showed an overspend which was largely due to expenditure on legal fees as a result of consultation on the WFO 1992 replacement Byelaw.

The Training budget showed an overspend but it was inevitable that new starters would always impact the training budget and it was not possible to predict when staff would resign.

Internal decorating had been carried out with external painting still to be done, both of which were requirements of the lease.

The process of replacing computer equipment had begun with laptops being replaced on a piece meal basis of 4 or 5 at a time.

Other additional expenditure included the purchase and maintenance of a second ROV which enabled the work to continue when one ROV was out of action. Repairs to Sebastian Terelinck as previously discussed and additional fuel costs were also contributing factors to the additional expenditure.

Income had been boosted by additional funding from Defra with a further £50,000 still anticipated.

The Head of Finance & HR advised that in the 2023/24 financial year there would be lower income as a result of the byelaw replacing the WFO 1992 not being in place, which meant there was no mechanism available to charge for permits. It was anticipated that once the final accounts for 2022/2023 were

completed there would be an overspend of approximately £20,000 which would be recouped from Reserves.

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

**FHR23/08 Resolution**

**Members Resolved that under Section 1009A)(4) of the Local Government Act 1972, the public be excluded from the meeting for items 9, 10 and 11 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act.**

**Proposed: Cllr Skinner  
Seconded: Cllr Chenery of Horsbrugh  
All Agreed**

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

**FHR23/09 Appointment of External Accountants**

Members were reminded as a result of the forthcoming retirement of the Head of Finance & HR an external accountant was to be appointed to oversee the accounting process. Three companies had shown initial interest however only two of them and responded to requests for a meeting. Meetings took place with both of the remaining two and the needs of EIFCA were discussed comprehensively, following which they had both put forward a quote for their services.

Members debated the two contenders and whether they would provide a high professional standard, whilst it was not possible to know until they had begun work with EIFCA it was felt that based on the meetings held one had shown far more enthusiasm and was switched on to what was required.

**Members Resolved to Approve the appointment of Aston Shaw Accountants to provide the services required following the retirement of the Head of Finance and HR.**

**Proposed: Cllr Skinner  
Seconded: Cllr Chenery  
All Agreed**

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

**FHR23/10 HR Update**

Since the last Update there had been one leaver and no new starters although interviews had taken place the previous week and a conditional offer had been made subject to all the required checks.

The Appeal following termination during the probationary period was ongoing.

It was anticipated the Head of HR would retire on 30<sup>th</sup> June pending the successful completion of End of Year Accounts and handover to the new accountants.

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

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

**FHR23/11 New Vessels Update**

The CEO advised the build of Protector IV was progressing with the deck having been moulded to the hulls. There had however been an email received which gave cause for concern as it highlighted delays in the build due to delivery dates for the engines being unknown, as well as delay in completion due to the vessel not being able to get for sea for sea trials as both Breydon and Heydon bridges were closed for repairs, which effectively meant the vessel was unlikely to be delivered until the end of the calendar year.

Members were advised funding from Defra had been agreed for the purchase of the daughter craft for Protector IV, unfortunately there had been an issue finding a vessel which was coded but light enough to be carried onboard at all times. The CEO was optimistic this issue had now been resolved.

Investigation was ongoing into the charter or purchase of a vessel suitable for use as a potting vessel. The Head of Operations believed he had found a solution; Mr Williamson was also able to recommend a very nice vessel but it was possibly too expensive for the Authority to purchase.

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

**FHR23/12 Any Other Business**

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

There being no other matters to discuss the meeting closed at 1116 hours, the Chair thanked members for attending.

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## Action Item 6

### Finance and HR sub-committee meeting

1<sup>st</sup> August 2023

**Report by:** Joanne Sams – Aston Shaw Accountants

### **Payments made and monies received during the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> June 2023 (Quarter 1)**

#### Recommendations

Members are asked to:

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

#### Background

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

The report on Payments made and monies received during the period 1<sup>st</sup> April to 31<sup>st</sup> June are shown in the following table.

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

#### Background documents

There are no background documents to this paper.

**Report on Payments Made and Monies Received during the period**  
**1st April to 30th June 2023**

**Payments made during the period 1st April to 30th June 2023**

	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Transfers to EIFCA Salaries Account	200,000.00	200,000.00	-	400,000.00
Rent, Rates & Service Charges	389.34	5,059.96	9,490.23	14,939.53
General Establishment	13,075.72	17,746.19	6,182.63	37,004.54
Legal Fees	25,378.00	1,082.07	1,239.00	27,699.07
Staff Travelling & Subsistence	473.55	1,599.14	1,953.00	4,025.69
Members' Allowances	-	-	196.24	196.24
Training	-	-	-	-
Moorings/Harbour Dues	2.15	217.00	16.29	235.44
Three Counties Operating Costs	2,645.59	827.04	327.03	3,799.66
FPV JA & ST - Operating Costs	5,259.00	1,186.39	2,956.86	9,402.25
Vehicle Operating Costs	2,216.46	2,366.37	1,512.08	6,094.91
Communication and Development	-	-	-	-
Insurance	-	37,918.08	-	37,918.08
Marine Science	472.96	642.23	2,565.14	3,680.33
Enforcement	124.70	687.66	5,033.53	5,845.89
WFO	-	-	-	-
Asset Purchases	29.16	-	380,072.27	380,101.43
VAT recoverable	8,892.87	5,328.87	5,283.80	19,505.54
Grant Funded Project				-
<b>TOTAL PAYMENTS MADE</b>	<b>258,959.50</b>	<b>274,661.00</b>	<b>416,828.10</b>	<b>950,448.60</b>

**Monies received during the period 1st April to 30th June 2023**

	<b>Month 1</b>	<b>Month 2</b>	<b>Month 3</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Levies	649,235.00		1,036,442.00	1,685,677.00
Defra funding	50,000.00	95,000.00		145,000.00
Asset replacement	-	-	-	-
WFO - Licences				-
EMFF Grants				-
Whelk Licences	300.00			300.00
Wash & North Norfolk Coast EMS				-
VAT			17,107.12	17,107.12
Fixed Penalty Fine				-
EHO Sampling		4,608.00		4,608.00
Lay Rents				-
Court Costs				-
Interest			3,072.44	3,072.44
Asset Sales				-
Refund Costs	373.00	1,525.00	4,165.72	6,063.72
Miscellaneous	9.00	500.00		509.00
<b>TOTAL PAYMENTS MADE</b>	<b>699,917.00</b>	<b>101,633.00</b>	<b>1,060,787.28</b>	<b>1,862,337.28</b>



