

Redcar & Cleveland Borough Council
Democratic Services
Civic Centre
Ridley Street
Redcar
Yorkshire
TS10 1TD

Telephone: 01642 774774
Website: www.redcar-cleveland.gov.uk

To: The Chair and Members of the River Tees
Port Health Authority

Contact: Mrs S A Fenwick
Direct line: (01642) 444413

22 February 2023

Dear Councillor,

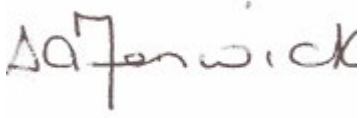
RIVER TEES PORT HEALTH AUTHORITY: FRIDAY 3 MARCH 2023

Would you please note that a meeting of the River Tees Port Health Authority will be held on Friday 3 March 2023 at 10.00am in the **Council Chamber, Civic Centre, Ridley Street, Redcar, TS10 1TD.**

A G E N D A

	<u>Pages</u>
1. Apologies for Absence.	
2. Declarations of Interest.	
3. To confirm the Minutes of the meeting held on 2 December 2022	1 - 3
4. Reports of the Executive Director for Adults and Communities:	
a. Performance Summary for River Tees Port Health Authority November 2022 to January 2023	4 – 7
b. EU exit update	8 – 10
c. Contracting out Port Health Services	11 – 13
d. Review of current Fees and Charges	14 - 17
5. Reports of the Deputy Treasurer:	
a. Budget 2023/24 and Medium-Term Financial Plan	18 – 28
b. 2022/23 Financial Position Update	29 - 34
6. Any items that the Chair certifies as urgent.	

Yours sincerely,

A handwritten signature in dark ink that reads "S Fenwick". The signature is written in a cursive style with a distinct loop at the end of the word "Fenwick".

S FENWICK
DEPUTY CLERK TO THE AUTHORITY

2 December 2022

RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday 2 December 2022 in the Civic Centre, Redcar.

PRESENT Councillor Hall (In the Chair)
Councillors Cooper, Creevy, Dalgarno, Dowson, Fletcher, Perry and Thomson.

OFFICIALS R Davisworth, D Dobson, L Evans, E Grunert and S Ziolkowski - Redcar and Cleveland Borough Council.

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Branson, Cassidy, Coupe, Furness, Mrs O'Donnell, C Quartermain, Walker and Wells.

33. **DECLARATIONS OF INTEREST**

Councillor B Cooper declared an interest in Agenda Item 4c – Contracting out Port Health Services as a Board Member at Teesside International Airport.

34. **MINUTES**

RESOLVED that the minutes of the meeting held on 2 September 2022 be confirmed as a correct record.

35. **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY AUGUST 2022 TO OCTOBER 2022**

The Executive Director of Adults and Communities presented a report which gave a summary of the performance of the River Tees Port Health Authority from August to October 2022.

RESOLVED that the information in the report be noted.

36. **EU EXIT UPDATE**

The Executive Director of Adults and Communities presented a report which updated Members on the impacts on the Port Health Services from Britain's exit from the EU since the last meeting in September 2022

The report updated Members on the redeployment of staff, the application to become a Border Control Post (BCP) and the additional funding from Defra.

RESOLVED that the information in the report be noted.

37. **CONTRACTING OUT PORT HEALTH SERVICES**

The Executive Director of Adults and Communities presented a report which updated Members on the planned contracting out of Port Health services to Darlington Borough Council to provide official controls for High Risk Food Not of Animal Origin arriving into Teesside International Airport.

Members were advised that following the closure of Doncaster Sheffield Airport, Teesside International Airport was looking to apply to the Food Standards Agency to become a Border Control Port for High Risk Food not of Animal Origin.

As a result of this Darlington Borough Council had approached the River Tees Port Health Authority to ask if the Team would be able to provide the service on their behalf.

To provide this service would require 0.16FTE for around 5hrs per week. The services can accommodate the increase workload within its current staffing resources.

RTPHA will receive a small income for the provision of this service at Teesside International Airport on behalf of Darlington Borough Council, without increasing the staffing resource from existing levels.

RESOLVED that the information in the report be noted.

38. **2022/23 FINANCIAL POSITION UPDATE AND NOTE ON 2023/24 BUDGET**

The Treasurer presented a report which updated Members on the financial position of the Authority at the end of October 2022 and highlighted any variances against the 2022/23 approved budget.

On 4 March 2022 the Authority approved a balanced budget position as well as a £123,200 funding contribution from the riparian Authorities, with plans to be self-funding in 2023/24 and no reliance on riparian authority funding from 2023/24.

Following the Government announcement on 28 April 2022, that no further import controls on EU goods would be introduced in 2022/23 financial year and that Businesses should stop their preparations for July 2022 implementation immediately, a revised budget was approved by the Board on 2 September 2022 and replaced the previous budget agreed in March 2022.

2 December 2022

The variances between the projected outturn position for 2022/23 and the revised budget were set out in detail in the report. Members were advised that a full budget summary would be presented to the next meeting on 3 March 2023.

RESOLVED that the financial position of the Authority as set out in this report and at Appendix 1 (not reproduced) and the draft financial budget for 2023/24 be noted.

39. **ANY OTHER BUSINESS**

The Chair agreed that the following item be considered as any other business.

Attendance at meetings of River Tees Port Health Authority

Councillor Thomson commented on the low attendance levels at these meetings from Members of all the riparian authorities.

It was suggested that Members discuss this issue with their relevant authorities to try to encourage attendance. - **NOTED**



Member Report

Performance Summary for River Tees Port Health Authority November 2022 to January 2023

Public

To: River Tees Port Health Authority **Date:** 03 Mar 2023

From: Corporate Director for Adults and Communities **Decision type:** For information

Portfolio: Health, Housing and Welfare **Forward Plan reference:** N/A

Priority: All priorities

Ward(s): ALL

1 What is the recommendation?

1.1 For information purposes only.

2 What part of the Corporate Plan does this report deliver and how, and what options have been considered?

2.1 This report provides an overview of the performance from 1 November 2022 to 31 January 2023.

2.2 Shipping movements through the River Tees

Shipping movements are consistent throughout the year with Stockton, and Redcar and Cleveland having the most berths and as such the most visits by ships. The Stockton (North Tees) side of the river mainly deals with petrochemicals, including oil, gas and other chemicals, and Redcar and Cleveland hosts the container and ro-ro (roll on-roll off) berths.

Authority	Nov 22	Dec 22	Jan 23	Grand Total
Hartlepool	8	4	2	14
Middlesbrough	13	9	14	36
Redcar & Cleveland	130	119	114	363
Stockton	108	109	113	330
Grand Total	259	241	243	743

2.4

Ship Inspections and Issue of Ship Sanitation Certificates

All requests for renewal of a Ship Sanitation Certificate were attended to. Whilst all Covid restrictions have been lifted, officers continue to take precautions prior to boarding a vessel.

All ships must supply a Declaration of Health prior to officers boarding; any sign of infectious disease on board will be risk assessed prior to boarding. We continue to check documentation remotely where possible to reduce contact and time on board the vessel.

Any additional controls required by the ship are also adhered to, such as temperature monitoring of staff upon arrival at the ship.

2.5 Ship Inspections

Authority	Nov 22	Dec 22	Jan 23	Grand Total
Hartlepool				
Exemption	1	1	1	3
Routine	0	0	0	0
Control	0	0	0	0
Middlesbrough				
Exemption	1	1	1	3
Routine	0	0	0	0
Control	0	0	0	0
Redcar & Cleveland				
Exemption	2	4	2	8
Routine	0	0	0	0
Control	0	0	0	0
Stockton				
Exemption	1	2	1	4
Routine	0	0	0	0
Control	0	0	0	0
Total	5	8	5	18

2.6 Water Samples – ship and jetty supplies

All requests for water samples are attended to where there is availability for the laboratory to collect the samples within an appropriate time frame. The laboratory can collect samples Monday to Friday; Tuesday, Wednesday and Thursday are dedicated free pick-up times, and Monday and Friday are ad-hoc collections which incur an additional charge to the ship.

Any unsatisfactory samples are provided with advice and information and a recommendation to resample at their next port of call.

2.7 Ship Water Samples

	Nov 22	Dec 22	Jan 23	Total
SATISFACTORY	15	0	16	31
UNSATISFACTORY	1	0	3	4
Grand Total	16	0	19	35

2.8 Imported Food and Feed

All official controls are carried out within relevant timescales, and this varies depending on the type of product and regulation requirements.

Tea, coffee, and wine are the main imported food items from outside the EU, a small amount of feed is also imported. The quantity of plastic kitchenware from China and Hong Kong continues to be minimal.

2.9 IUU (Illegal Unreported Unregulated Checks)

Imports of fish from the EU require catch certificate endorsement and/or a processing statement check. We are working with importers and agents to ensure these are pre-notified at least 24 hours before arrival at Teesport and manifested correctly.

Most Tees imports are containers and trailers with processed fishery products, such as tinned tuna, fish fingers and surimi (mixed fish sticks) on board.

	Nov 22	Dec 22	Jan 23	Total
Fishery products	113	72	72	257

The service also processed 156 Aquaculture Statements.

2.10 Product of Animal Origin (POAO)

A number of consignments of POAO, including chicken and honey from Kenya were short-landed at Rotterdam and were discharged at Tees. These were subsequently transhipped back to Rotterdam.

2.11 Organics

The service has certified a total of 1 consignments of organic imports between November 2022 and January 2023.

2.12 Plastic Kitchenware from China and Hong Kong

The service did not receive any consignments of plastic kitchenware during November to January.

2.13 Health Entry Documents for High-Risk Food not of Animal Origin (HRFNAO)

The service received one high risk food imports in the last 3 months. This was Peanuts from Brazil; however these were short landed at Rotterdam and were subsequently transhipped to Antwerp.

2.14 Infectious disease notifications

There were no incidents of infectious disease notifications between November to January 2023.

2.15 Policies and Plans

All current documents are available on the Tees Port Health website at www.teesporthealth.co.uk

2.16 Other relevant information

The service was awarded further funding from Defra, £35,287 to cover costs incurred during the reduction in staffing provision for the period 01 November 2022 to 31 December 2022.

Further funding has been made available for the period 01 January 2023 to 31 March 2023, the service has requested funding to cover the remaining transition costs incurred during the staffing reduction process.

- 2.17 The service has also been awarded £3,455.80 from the Food Standards Agency (FSA) to carry out sampling of tea and rice. The funding will pay for officer's time associated with sampling and analytical costs.

The service will share any relevant findings at local liaison meetings, regional meeting via the North East Public Protection Partnership (NEPPP) and through the national Intelligence Data Base (IDB) for any national information.

- 2.18 The service donated two boxes of lateral flow tests to the Mission to Seafarers for staff and volunteers to use prior to boarding vessels.

3 Who has been consulted and engaged?

- 3.1 Senior Officers of the Riparian Authorities.

4 What are the risks and resource implications?

- 4.1 There are no risks associated with this report.

5 Appendices and further information

- 5.1 There are no appendices with this report.

6 Background papers

- 6.1 No background papers other than published works were used in writing this report.

7 Contact Officer

- 7.1 Name: Sue Ziolkowski
Position: Principal Environmental Health Officer
Address: Belmont House, Rectory Lane, Guisborough TS14 7FD
Telephone: 01287 612404
Email: susan.ziolkowski@redcar-cleveland.gov.uk

River Tees Port Health Authority

EU Exit Update



Public

To: River Tees Port Health Authority **Date:** 03 March 2023

From: Corporate Director of Adults and Communities **Decision:** Committee

Portfolio: Health, Housing and Welfare

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 To update members on the potential impacts on the Port Health Service following Britain's exit from the European Union. Board members last received an update report on 02 December 2022.

2 What is the background to this report?

- 2.1 The UK officially left the EU on 31st December 2020 and the government has since put various plans in place to implement border controls, however these plans have now been delayed four times.

The UK government intended to publish a new Target Operating Model (TOM) in autumn 2022 that would set out the new regime of border import controls, which would be introduced at the end of 2023. However, the TOM is yet to be issued for consultation and no date has been given for publication.

2.2 Redeployment of existing staff

All staff identified as not being required to run the service have been successfully redeployed into posts within Redcar & Cleveland Borough Council.

2.3 Border Control Post Update

PD Ports are continuing its discussions with the Cabinet Office to apply to become a Border Control Post (BCP). It is anticipated that new trade, from outside of Europe, will be generated by the Port when this new status can be completed.

- 2.4 The Port Health Service has a duty to provide a service to the Port to ensure all food and feed entering the Tees is safe for consumption. Therefore, when a Port applies to change its status, the Port Health Service must adapt its service to provide all necessary official controls, to ensure food and feed is safe for import.

2.5 Funding Update

The service was awarded additional funding from Defra in January 2023 of £35,287 (Appendix A). This funding is to cover the cost of both staff and non-staff costs incurred throughout October to December 2022.

2.6 Further funding has been made available by Defra for any costs incurred through January to March 2023 whilst Port Health Authorities (PHA's) complete the process of planning to reduce staffing levels to those required to operate the service.

2.7 The Port Health Service is keeping up to date with all stakeholders during this transition and implementation period on the potential impacts, and likely changes that may occur. The Service has been assigned a DEFRA Readiness Officer to assist during the transition period.

3 Who will this benefit and how?

3.1 By keeping up to date with current implementation timetables we will ensure that the Authority is kept fully up to date and prepared for the future development of the Port Health Service.

4 Who have we consulted?

4.1 Senior Officers of the Riparian Authorities.

5 How will it deliver our priorities and improve our performance?

5.1 By keeping up to date with implementation timetables and planned changes we will be fully prepared for any eventuality.

6 What are the resource implications (financial, human resources)?

6.1 Failure to monitor and plan effectively may result in a financial impact to the Port Health Authority, and subsequently may impact the Riparian Authorities if additional contributions are required.

7 What will be the impact on equality and diversity?

7.1 There are no equality and diversity issues as part of this report.

8 What will be the impact on our carbon footprint?

8.1 There is no direct impact on the carbon footprint as a result of this report.

9 Are there any legal considerations?

9.1 There are no legal considerations at this time.

10 What are the risks involved?

10.1 Failure to keep up to date with the changing situation may put the service at unnecessary financial risk.

11 What options have been considered?

11.1 The report is for information purposes.

12 Recommendations

12.1 For information only.

13 Appendices and further information

13.1 Appendix A - Port Health Transition Fund Grant Determination

14 Background papers

14.1 None

15 Contact officer

Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Belmont House, Rectory Lane,
Guisborough, TS14 7FD

Telephone: (01287) 612404

Email: susan.ziolkowski@redcar-cleveland.gov.uk

River Tees Port Health Authority

Contracting out Port Health Services



Public

To: River Tees Port Health Authority **Date:** 03 March 2023

From: Corporate Director of Adults and Communities **Decision:** Committee

Portfolio: Health, Housing and Welfare

Outcome: Public Health

1 What is the purpose of this report?

- 1.1 To update members on the contracting out of Port Health services to Darlington Borough Council (DBC) to provide official controls for High Risk Food Not of Animal Origin (HRFNAO) arriving into Teesside International Airport (TIA).

2 What is the background to this report?

- 2.1 The board was advised at the previous meeting in December 2022 that River Tees Port Health Authority has been approached by Darlington Borough Council to provide Port Health services for Teesside International Airport (TIA).
- 2.2 The application by TIA was completed late 2022 and the service was notified on 11 January 2023 that the airport had gained approval for Green Beans from Kenya to be imported (Appendix B)

3 Who will this benefit and how?

- 3.1 RTPHA will receive a small income for the provision of a service at TIA on behalf of DBS, without increasing the staffing resource from existing levels.

4 Who have we consulted?

- 4.1 Senior Officers of the Riparian Authorities.

5 How will it deliver our priorities and improve our performance?

- 5.1 The throughput of HRFNAO is currently low with around 12 consignments a year being imported through Teesport. The additional work will maintain officer competency and allow the service to train other Riparian officers for increased resilience.

6 What are the resource implications (financial, human resources)?

- 6.1 There are no additional resource implications not mentioned above.

7 What will be the impact on equality and diversity?

7.1 There are no equality and diversity issues as part of this report.

8 What will be the impact on our carbon footprint?

8.1 There is no direct impact on the carbon footprint as a result of this report.

9 Are there any legal considerations?

9.1 There are no legal considerations at this time.

10 What are the risks involved?

10.1 Failure to keep up to date with the changing situation may put the service at unnecessary financial risk.

11 What options have been considered?

11.1 The report is for information purposes.

12 Recommendations

12.1 For information only.

13 Appendices and further information

13.1 There are no appendices to this report.

14 Background papers

14.1 None

15 Contact officer

Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Belmont House, Rectory Lane,
Guisborough, TS14 7FD

Telephone: (01287) 612404

Email: susan.ziolkowski@redcar-cleveland.gov.uk



Food Standards Agency
Clive House
70 Petty France
London
SW1H 9EX

Date 12th Jan 2023

Official/Sensitive

Ref: Teesside International Airport BCP designation

FAO Sue Ziolkowski/Stephen Todd

I am writing to inform you that as of 11th Jan 2023 the Defra OCR team have confirmed the designation of the Teesside International Airport BCP for packed HRFNAO only (PNAO-HC (food)-NT(2) – additional specifications: beans from Kenya).

The BCP code is GBTEE079.

The IPAFFS profile has been created and should be accessible by users, including importers, which should allow for the pre-notification of the goods mentioned above.

GOV.UK will be updated imminently to reflect the designation status.

I would like to extend our thanks from the FSA to you and your teams for your help and support throughout this process, to enable a speedy resolution to the situation we faced in requiring a speedy designation.

As ever, if you have any queries, please don't hesitate to get in contact.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "A. Cranfield".

Andrea Cranfield
Senior Imports Delivery Co-ordination Manager
Strategy and Regulatory Compliance
Food Standards Agency
Tel: 07771 975970
E-mail: Andrea.cranfield@food.gov.uk



River Tees Port Health Authority

Review of Current Fees and Charges

Public

To: River Tees Port Health Authority (RTPHA) **Date:** 3 March 2023
From: Corporate Director of Adult Care and Health **Decision:** Committee

Portfolio: River Tees Port Health Authority

Outcome: Business Compliance

1 What is the purpose of this report?

- 1.1 To present to RTPHA Board members the proposed amendments to the fees and charges for 2023/24

2 What is the background to this report?

- 2.1 The fees and charges must be reviewed annually to reflect the actual cost of the service to our customers. The last time the fees were reviewed was in March 2022. The current review has considered the time taken for carrying out chargeable activities, a prediction of the national annual pay award of 4% plus on costs for 2023/24, and changes to third party charges for analyst fees, transport costs etc.
- 2.2 Members are asked to approve the fees and charges for 2023/24
- 2.3 No new fees and charges have been implemented for 2023/24. The charges for Products of Animal Origin (POAO) have been removed as the port is not currently providing this service.
- 2.4 Under the legislation, authorities must have access to enough revenue to carry out the necessary checks. It is, however recognised that this may not be possible on an in-year basis. It is acceptable that authorities structure their charging regime based on estimates and adjust on an annual basis to ensure the fees reflect full cost recovery over the longer term.
- 2.5 It should be noted that not all service requirements are chargeable, the following is a list of services that we provide that are not cost recoverable.
- Monitoring of imported food and feed and food contact materials.
 - Providing advice and information to ship and import agents.
 - Responding to service requests.
 - Investigating infectious diseases.
 - Food hygiene and standards inspections to the businesses at the Port.
 - Invasive species monitoring (Health Security Agency).
 - Attending relevant meetings and liaising with riparian officers and other stakeholders.

3 Who will this benefit and how?

3.1 This review and amendments will ensure our customers are getting a value for money service and that our costs are based on time taken to carry out official controls with on costs and associated analyst fees, where applicable.

4 Who have we consulted?

4.1 This report has been prepared in consultation with relevant stakeholders and officers at the Riparian Authorities.

5 How will it deliver our priorities and improve our performance?

5.1 The review will ensure we provide a value for money service to our customers.

6 What are the resource implications (financial, human resources)?

6.1 There are no resource implications following this review.

7 What will be the impact on equality and diversity?

7.1 There are no equality and diversity issues as part of this report.

8 What will be the impact on our carbon footprint?

8.1 There is no direct impact on the carbon footprint as a result of this report.

9 Are there any legal considerations?

9.1 We have a duty to review our fees and charges to provide a quality service to our customers that provides value for money.

10 What are the risks involved?

10.1 There are no risks involved in this review.

11 What options have been considered?

11.1 The only other option available was to leave our fees and charges at the current rate. With the national annual pay award and increases in analyst fees, it would not make good financial management to leave the fees and charges at the current rate.

12 Recommendations

12.1 It is recommended that Members agree the changes to the current fees and charges.

13 Appendices and further information

13.1 Appendix A - Current and Proposed charges for 2023/24

14 Background papers

14.1 There are no background papers.

15 Contact officer

Name: Sue Ziolkowski

Address: River Tees Port Health Authority, Belmont House, Rectory Lane,
Guisborough, TS14 7FD

Telephone: (01287) 612404

Email: susan.ziolkowski@redcar-cleveland.gov.uk

Appendix A - Current and proposed fees and charges

Description	Current charges 2022/23	Proposed charges 2023/24
Water Samples		
Bacteriological - 1st sample	£75.96	£83.88
Bacteriological - additional samples	£35.77	£38.47
Legionella - 1st sample	£106.09	£115.52
Legionella - additional sample	£65.90	£70.11
High risk Food Not of Animal Origin		
Documentary Check	£39.30	£43.28
Sampling check	£119.04	£127.32
Non-compliance fee	£137.79	£155.69
Plastic Kitchenware		
Documentary Check (5 lab reports)	£39.30	£43.28
Additional 5 lab reports	£11.48	£12.97
Sampling check	£119.04	£127.32
Non-compliance fee	£137.79	£155.69
IUU Catch Certificates		
Documentary check - low risk		
1-5 certificates	£27.13	£30.86
6-10 certificates	£54.26	£61.71
11-20 certificates	£81.39	£92.57
21 + certificates	£108.51	£123.42
Documentary check - high risk		
1-5 certificates	£54.26	£61.71
6-10 certificates	£81.39	£92.57
11-20 certificates	£108.51	£123.42
21 + certificates	£135.64	£154.28
Non-compliance fee	£137.79	£155.69
Sanitation Certificates (set by APHA by Gross Tonnage)		
Up to 1,000	£110.00	£125.00
1,001 to 3,000	£150.00	£170.00
3,001 to 10,000	£220.00	£250.00
10,001 to 20,000	£285.00	£325.00
20,001 to 30,000	£365.00	£415.00
Over 30,000	£425.00	£480.00
Organic Products		
Certification	£45.00	£45.00
Non-compliance fee	£137.79	£155.69



Member Report

Budget 2023/24 and Medium-Term Financial Plan

Public

To:	River Tees Port Health Authority	Date:	3 March 2023
From:	Deputy Treasurer	Decision type:	Key - Budget
Portfolio:	Health, Housing and Welfare	Forward Plan reference:	N/A
Priority:	All priorities		
Ward(s):	All		

1 What are the recommendations?

1.1 It is recommended that Board Members:

- 1) Approve the 2023/24 budget and the associated funding requirements based upon the information in the Appendices.
- 2) Note and approve the planned position on reserves for the 2023/24

2 What part of the Corporate Plan does this report deliver, and how and what options have been considered?

- 2.1 The functions of the Authority discharge each of the Teesside council's obligations around Port Health duties and finance is an integral element in delivering quality services and improving performance.
- 2.2 Timely, accurate and up to date financial planning information is a key characteristic of good corporate governance. Members need to have these details and be aware of any issues against the agreed budget and medium-term financial plan when making decisions on service delivery, staffing, training and other regulatory matters.
- 2.3 A well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.
- 2.4 The report is instrumental in terms of setting the strategic financial direction for the Authority going forwards. This is a statutory duty for Members to plan to manage their financial affairs, so no options are available.
- 2.5 The Treasurer is recommending that the budget for the River Tees Port Health Authority for 2023/24 is set based on this report. The Authority is required to meet the statutory deadline of setting a balanced budget by 11th March for the next financial year, as set out under the Local Government Act 2003.
- 2.6 The budget for approval also needs to be considered in the context of the 2022/23 financial position.

3 What is the purpose of this report?

- 3.1 To recommend a budget for approval by the Authority for the 2023/24 financial year, which confirms the funding levels required from each of the four contributing local authorities and considers the level of reserves held by the Authority.
- 3.2 To consider this budget in the context of the medium term financial position. This will assist the Authority with its own planning processes and will seek to ensure that there is some clarity about the resources needed from individual local authorities over the medium term.

4 What is the background to this report?

4.1 Budget for 2023/24

- 4.2 The financial landscape facing local authorities continues to be extremely challenging and thus change programmes and significant cost cutting measures have been introduced in recent years to ensure the financial sustainability over the medium to long term.
- 4.3 The Government announced on 28 April 2022, that introduction of import controls on EU goods would be delayed and that Businesses should stop their preparations for implementation of a Border Control Post (BCP) from 1 July 2022. The revised format, known as the Target Operating Model (TOM), remains in discussion with no clarity yet provided as to revised proposal and when this will be effective from. It is currently estimated that the TOM will be published for consultation in late February/early March 2023. DEFRA have ceased referring to any implementation date and have not confirmed if this has been pushed back further or is expected to be introduced at the end of 2023.
- 4.4 Following the announced delay to implementation of Official Controls in April 2022, in order to ease the financial pressure on RTPHA and also bearing in mind difficulties experienced in finding suitable candidates for positions in the RTPHA, Redcar and Cleveland Council sought to retain recruited staff in suitable available roles in the Council where possible. This policy should ease the administration and recruitment burden when the TOM is confirmed, and future staffing requirements are calculated.

With Uncertainty around future plans for the TOM, the draft budget is prepared on the assumption that the TOM does not commence during the whole of 2023/24. In particular, the current assumptions are that:

- TOM operations, and products of animal origin income, do not commence in the 23/24 financial year.
- No further DEFRA grants are receivable to fund the posts originally recruited to in 2022
- Existing staffing base are in post for the full 23/24 financial year with TOM posts unfilled during 23/24 financial year.

- 4.5 As the transition to a TOM following the UK exit from the EU is not yet confirmed, at present a budget has only been prepared for the next financial year, 2023/24. Once the TOM is enacted, there will need to be a significant revision of the revenue budget to facilitate this model.

As and when future plans are confirmed, this will be updated in the quarterly Committee meetings and the Medium Term Financial Plan will be updated accordingly.

- 4.6 Salary related budgets have been reduced by £131k to reflect the fact that staff were

recruited in 2022/23 in anticipation of TOM opening and the increased workload in relation to the TOM transition, which will not be required for the budget in 2023/24. The budget for 2023/24 includes an estimated pay award of 4.0%, albeit the local government pay award has not been finalised at the time of writing this report and could be higher based on current trade union demands and the outcome of the national collective pay bargaining process.

4.7 All non-pay budgets for 2023/24 have also been fully reviewed and the total non-pay budget has decreased by £92k to £96k to reflect the reduce level of operational activity, with much of this being a reduction in professional fees. This includes a reduction in Official vets costs of £45k and reduction in Service Level Agreement from Redcar and Cleveland Borough Council for management and support services (£120k to £75k) both due to the delayed TOM opening. The details of this can be seen at Appendix 1.

4.8 The overall budget for income has increased by £7k. Income from the commencement of TOM opening will be included as and when opening is confirmed along with associated commencement dates for types of income including meat products and animal by-products, dairy and fish. When confirmed, there is no reason at this stage to believe incomes will be materially different to those previously anticipated.

Staff will be recruited/contracted, and costs will be incurred leading up to these dates and updated forecast provided accordingly.

4.9 The budget includes an estimate for income in relation to fishing Catch Certificates, set at £51,500. This is an estimate based on an in-depth analysis into the types and quantities of imported food and feed POAO into the port from both third countries, and from the EU. Members should be aware of the possible fluctuations that may occur. The nature of most of the Authority's income is demand led and therefore income levels will be closely monitored, and forecasts may need to be amended as we progress through 2023/24.

4.10 Based on the assumptions noted, it is estimated there would be a £177,600 deficit in year requiring some contribution from Riparian authorities as detailed in 4.17 to support operations. This figure would be reviewed and updated as the year progresses.

4.11 The current amount held by the Authority in its general reserves is £86k, and this is expected to be £173k at the end of 2022/23 financial year. This amount is held as a buffer and acts as protection against unexpected or unbudgeted costs. The increase in 2022/23 will be used to help support the 2023/24 financial year, where £36k of reserves are required to support the balancing of the 2023/24 Budget. The Authority will need to seek to build its reserve balances over the medium term, once the full operational activities of the BCP arrangements have commenced. In the interim period (over the next years) therefore, the Authority will need to consider the adequacy of reserves levels within the context of the additional costs required to be prepared for the onset of the BCP checks, any level of transitional funding available from DEFRA and the contributions required from the Riparian authorities. These issues will be closely monitored and reported on a quarterly basis to Riparian authorities.

4.12 Given the significant changes and uncertainties in 2023/24 and beyond, the budget will continue to be tightly controlled. The 2022/23 financial position is currently forecasting an agreed contribution from Riparian authorities of £123,200 due to delays in BCP's opening during the year. In 2023/24, it is requested that the level of contributions from Riparian authorities is increased to £141,680.

4.13 It is good practice to review the level of reserves at the start of each financial year and compare these against the risks faced by the Authority. The budget being recommended

for the 2023/24 financial year is compiled using the information available at this time but the main risk to the service in financial terms continues to relate to the uncertainty of the significant changes associated with transitioning to a BCP and opening of BCP's themselves.

4.14 Medium Term Financial Plan

Given the delays experienced in 2021/22 and 2022/23, in implementing a BCP, it has hindered the ability of the Authority to financially plan for more than one year ahead. If it is confirmed that the BCP is opening during 2023/24 a revised budget will be prepared. If 2024/25 is confirmed, numbers will be prepared accordingly.

4.17 A summary of the proposed budget for 2023/24 is set out below. The detailed spend and income budget can be seen at Appendix 3.

	<i>Projected Outturn 2022/23</i>	<i>Proposed Budget 2023/24</i>
<u>Expenditure</u>		
<i>Employee Costs</i>	<i>302,800</i>	<i>171,500</i>
<i>Other operating Costs</i>	<i>188,350</i>	<i>96,200</i>
<i>Total Costs</i>	<i>491,150</i>	<i>267,700</i>
<i>Income</i>	<i>(107,950)</i>	<i>(90,100)</i>
<i>Government Grants (shortfall funded by DEFRA)</i>	<i>(346,938)</i>	<i>(0)</i>
<i>Net Expenditure</i>	<i>36,262</i>	<i>177,600</i>
<u>Funding</u>		
<i>Middlesbrough BC</i>	<i>18,480</i>	<i>21,252</i>
<i>Stockton BC</i>	<i>38,192</i>	<i>43,921</i>
<i>Hartlepool</i>	<i>2,464</i>	<i>2,834</i>
<i>Redcar & Cleveland BC</i>	<i>64,064</i>	<i>73,674</i>
<i>Total Funding</i>	<i>123,200</i>	<i>141,680</i>
<i>Net</i>	<i>86,938</i>	<i>(35,920)</i>
<i>Reserves B/fwd.</i>	<i>85,862</i>	<i>172,590</i>
<i>Loss for the period</i>	<i>(36,262)</i>	<i>(177,600)</i>
<i>Riparian contributions</i>	<i>123,200</i>	<i>141,680</i>
<i>Reserves C/fwd</i>	<i>172,590</i>	<i>136,670</i>

4.18 Financial Assumptions

The budget for the period 2023/24 has been developed around some core assumptions. Some of these have already been set out above in explaining the basis for the 2023/24 budget. However, it is worth setting these out again as any future discussion on the MTFP would need to focus on these issues.

- Staffing costs are based on the existing structure as in 2022/23. Staff have been redeployed to other roles within Redcar and Cleveland Borough Council since the delay was announced in April 2022. It is expected that when plans are confirmed these staff can be migrated back to the roles in the TOM to which they were recruited initially. A 4.0% pay increase has been assumed in 2023/24, which may be insufficient.
- Non-pay budgets have assumed TOM not opening during 2023/24 and will be revised accordingly should opening plans and date be confirmed.
- Income levels are based on quantitative data currently available and an in-depth analysis into the types and quantities of imported food and feed POAO into the port from both third countries, and from the EU.
- The RTPHA will aim to be self-funding from when the TOM is fully operational, this assumption will need to be closely monitored and reported to the Authority accordingly.

5 Who will this benefit and how?

- 5.1 Timely, accurate and up to date financial planning information is a key characteristic of good corporate governance. Members need to have these details and be aware of any issues against the agreed 2023/24 budget when making decisions on service delivery, staffing, training, and other regulatory matters.
- 5.2 A well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.

6 Who have we consulted?

- 6.1 The original budget for 2023/24 have been set in consultation with the Treasurer and Clerk for the Authority, and the Environmental Health (commercial) team at Redcar and Cleveland Council.
- 6.2 The financial position, 2023/24 budget have been discussed between environmental health managers of the Riparian authorities and finance staff as required. In general, there are no major issues in terms of what is being proposed within this report however, with any significant change there are risks and uncertainties that mean the financial position should be monitored closely and Members will be updated on a regular basis.

7 What are the risks and resource implications (financial, human resources)?

- 7.1 The information in the report acts as a management control to ensure that the financial activities of the Authority are being managed properly and resources used effectively. Without setting a budget and providing robust financial planning information the Authority would not be able to ensure that value for money is secured in pursuit of its objectives. Also, decisions made may be poorly informed or the wrong decision made without

accurate and up to date information.

7.2 The resource implications are outlined in the main body of the report.

8 What will be the impact on equality and diversity?

8.1 There are no equality and diversity issues as part of this report.

9 What will be the impact on our carbon footprint?

9.1 There is no direct impact on the carbon footprint because of this report.

10 Are there any legal considerations?

10.1 There are no specific legal issues to consider because of this report.

11 What is the reason for the recommended option?

11.1 Not applicable for this report.

12 Appendices and further information

12.1 Supplementary information for the proposed budget for 2023/24 :

Appendix 1 – RCBC Central Support Services.

Appendix 2 – RTPHA Fees & Charges.

Appendix 3 – Detailed Proposed Budget.

13 Background papers

13.1 Budget Report 2022/23 – submitted to meeting on 03/03/2022.

Financial Position Update – submitted to meeting on 03/03/2023.

14 Contact officer

14.1 Name: David Dobson
Position: Deputy Treasurer to RTPHA
Address: Kirkleatham Street, Redcar, TS10 1RT
Telephone: (01642) 771154
Email: David.dobson@redcar-cleveland.gov.uk

The anticipated recharge for Services provided by Redcar & Cleveland Borough Council for each financial year is as follows:

Service Provided	Basis of Calculation	22/23 Initial Budget £	22/23 Projected outturn £	23/24 Budget £
Accountancy – budget setting; budget monitoring; preparation of reports; attendance at meetings; annual returns, financial systems maintenance and control.	Finance Manager (2023/24 45 Days)	10,600	10,600	11,000
	Senior Accounting Support Office (2023/24 50 Days)	8,200	8,200	8,550
		18,800	18,800	19,550
Democratic Services - agenda collation, preparation, production and distribution; attendance at meetings; production and distribution of minutes; member services.	Sue Fenwick (135 Hours)	3,600	3,600	3,744
Principal Environmental Health Officer – management of operational requirements of the service; preparation of reports; provision of training to members and officers; attendance at meetings.	Sue Ziolkowski (40% of post)	20,900	20,340	21,945
Principal Environmental Health Officer – as above but potential requirement for 1 full time equivalent post.	(60% of post)	31,350	30,510	
AR/AP - payment and processing of both debtors and creditors invoices	Invoice based	24,500	5,000	5,200
HR & Payroll - recruitment; contract maintenance; system maintenance; absence monitoring etc.	4.4 employees	6,225	2,400	2,496
LSP - general support services e.g., mail sorting, collection and distribution; reception facilities; caretaking services.	4.4 employees	1,175	450	468
Admin Buildings - heating; lighting; water; rates; cleaning etc.	4.4 employees (9. 1sq.m)	33,600	32,700	15,000
IT - IT support	4.4 employees	9,000	5,200	5,408

Internal Audit – Sign off annual review before submission to BDO		700	700	728
Total (rounded to nearest £50)		149,850	119,700	74,550

Appendix 2

Income Type	Basis for charge	22/23 Revised Budget	22/23 Projected Outturn	23/24 Proposed Budget	Change in Budget 22/23 to 23/24
Product of Animal Origin	Officer time & analyst fees	0	0	0	0
Catch Certification	Officer time & analyst fees	44,000	44,000	51,500	(7,500)
Sanitation Certificates	APHA Recommendation	21,650	21,650	22,300	650
High Risk Products Imports	Officer time & analyst fees	300	1,900	500	200
Organic Certificates	DEFRA Recommendation	2,050	1,000	1,050	(1,000)
RTPHA Permits (annual fee)	Set in statute	2,350	700	700	(1,650)
Plastic Declaration	Officer time & analyst fees	200	700	700	500
Water Sampling	Officer time & analyst fees	5,150	8,000	8,000	2,850
		75,700	77,950	84,750	9,050

	22/23	22/23	23/24
	Revised Budget	Projected Outturn	Budget
Salaries - Basic Pay	225,150	243,800	133,550
Salaries - National Insurance	23,650	24,950	13,400
Salaries - Overtime	4,300	4,700	6,500
Salaries - Superannuation	23,350	25,000	13,600
Other Allowances	2,750	2,750	2,850
Car Allowances	1,600	1,600	1,600
	280,800	302,800	171,500
External Training	1,000	200	500
General Equipment	10,000	9,000	1,000
Clothing & Uniforms	1,000	500	500
Printing & Stationery	100	100	100
MFD Recharge (Printing)	50	50	50
Services – Veterinary Contract Fees	54,500	44,600	0
Analysts Fees	5,300	5,300	8,000
External Audit Fees	400	400	900
Publicity			
Court Evidence Costs			
SLA Agreement	119,700	119,700	74,550
Postage	0	0	0
Mobile Phones	700	700	700
Computer Software	7,500	5,500	7,600
Subsistence			
Subscriptions	1,750	1,200	1,200
Insurance	1,100	1,100	1,100
Contribution to bad debt provision	0	0	0
Transfer to / (from) Reserves	0	0	0
	203,100	188,350	96,200
Government Grants	(320,001)	(346,938)	0
Other income	0	(30,000)	(5,350)
Fees - Environmental Health & Pest control			
Products of Animal Origin	0	0	0
Catch Certification	(44,000)	(44,000)	(51,500)
Sanitation Certificates	(21,650)	(21,650)	(22,300)
High Risk Products Imports	(300)	(1,900)	(500)
Organic Certificates	(2,050)	(1,000)	(1,050)
RTPHA Permits (annual fee)	(2,350)	(700)	(700)
Plastic Declaration	(200)	(700)	(700)
Water Sampling	(5,150)	(8,000)	(8,000)
	(75,700)	(77,950)	(84,750)
Total Budget	88,199	36,262	177,600
Reserves at the start of the year B/F	85,652	85,652	172,590
Estimated loss for the year	(88,199)	(36,262)	(177,600)
Riparian financial contributions	123,200	123,200	141,680
Reserves at the end of the year C/F	120,653	172,590	136,670
Contributions required based on agreed Option 2c) as per Board meeting 26/3/2010	22/23	22/23	23/24
Middlesbrough 15%	18,480	18,480	21,252

Stockton 31%	38,192	38,192	43,921
Hartlepool 2%	2,464	2,464	2,834
Redcar & Cleveland Borough Council 52%	64,064	64,064	73,674
	123,200	123,200	141,680



River Tees Port Health Authority

2022/23 Financial Position Update

Public

To:	RTPHA	Date:	3 March 2023
From:	Deputy Treasurer	Decision:	Committee
Portfolio:	Health & Social Well Being		
Outcome:	Business Improvement		

1 What is the purpose of this report?

- 1.1 To update the Board on the financial position of the Authority at the end of December 2022 (Period 09) and to highlight any variances against the 2022/23 approved budget.
- 1.2 To update Members on estimated reserves level.

2 What is the background to this report?

- 2.1 At its meeting on 4 March 2022 the Authority approved a balanced budget position as well as a £123,200 funding contribution from the riparian Authorities, with plans to be self-funding in 2023/24 and no reliance on riparian authority funding from 2023/24.
- 2.2 The original 2022/23 budget had increased significantly compared to 2021/22 because of the expected transition to a Border Control Post (BCP) from 1 July 2022.
- 2.3 Following the Government announcement on 28 April 2022, that no further import controls on EU goods will be introduced in 2022/23 financial year and that Businesses should stop their preparations for July 2022 implementation immediately, a revised budget was approved by the Board on 2nd September 2022 and replaced the previous budget agreed in March 2022.
- 2.4 The revised BCP format, known as the Target Operating Model, is estimated to be published for consultation in late February/early March 2023. DEFRA have ceased referring to any implementation date and have not confirmed if this has been pushed back further or is expected to be introduced at the end of 2023.
- 2.5 **Appendix 1** provides a detailed comparison of the approved revised operating budget for the Authority, which is analysed by individual type of spending against the actual to date expenditure and income.

2.6 A summary of the financial position (at the end of December) is set out in the table below:

	Original Budget 22/23	Revised Budget 22/23	Actual at period 10 (Dec 22)	Projected outturn 22/23	Variance revised budget v projected outturn
Expenditure					
Employee Costs	456,650	280,800	243,621	302,800	22,000
Other Operating Costs	586,900	203,100	173,769	188,350	(14,750)
Total Costs	1,043,550	483,900	417,391	492,150	7,250
Port Health DEFRA Funding	(100,000)	(320,001)	(311,958)	(346,938)	(26,937)
Income including grants	(820,350)	(75,700)	(81,800)	(107,950)	(32,250)
Net Expenditure/Income	123,200	88,199	23,633	36,262	(51,937)

2.7 Key Variances – 2022/23

Variances between the projected outturn position for 2022/23 and the revised budget approved in September 2022 are as follows:

Employee Costs - Salary related costs have increased by £22,000 against the revised budget due to the planned redeployment of staff to other posts working directly for Redcar and Cleveland Borough Council finalised and confirmed following deferral of commencement of BCP status until at least the end of 2023. Costs incurred for these incremental staff incurred in 2022/23 being funded by additional DEFRA funding which is been allocated on a drawdown basis.

Other Operating Costs– Non-pay costs have reduced by £14,750 as figures have been updated following postponement of a fully functioning BCP until at least the end of 2023 including a reduction in the value of the service level agreement.

Income – income includes estimated funding receipt towards cost of imported food and feed safety delivery of c. £30,000 over the remainder of the year together with minor updates to other income streams based on current run rates.

2.8 Fees and charges income is critical to ensuring a balanced outturn position for the service and so the income position is closely monitored to ensure that any issues can be identified as soon as possible.

2.9 A breakdown of the operational income received up to the end of December for the 2022/23 financial year is provided below and further analysis is available in **Appendix 1**:

2.10

Account	Description	Type of Service	2019/20 Full Year Income £	2020/21 Full Year Income £	2021/22 Full Year Income £	2022/23 Period 09 Year to Date Income £	2023/23 Forecast Full Year Income £
R9305	Fees – Environmental Health & Pest control	Products of Animal Origin (POAO)	0	0	0	0	0
		Catch Certificates	0	0	42,941	39,309	44,000
		Sanitation Certificates	23,518	8,260	22,022	16,995	21,650
		Other Fees & Charges	14,170	4,115	14,517	11,457	12,300
Total Fee Income			37,688	12,375	79,481	67,761	77,950
Grants			262	0	0	0	0
Total Income			37,950	12,375	79,481	67,761	77,950

2.11 **Overall Financial Position** – Based on the projected outturn figures set out above, the Authority would have a net budget overspend position of £36,262, before the receipt of contributions from the Riparian Authorities. This forecast is based on actual expenditure and operational income up to the end of December. The position will be closely monitored throughout the rest of the year and officers continue to be in discussions with DEFRA on a regular basis to understand next steps and future plans for the BCP.

3 Estimated Reserves

3.1 The estimated reserves balance of RTPHA are a key indicator of financial strength and the estimated position of these reserves as at 31 March 2023 is set out below. Reserves are projected to increase from their opening balance of £85,652 to around £173,000 by 31 March 2023.

Reserves	£
Balance 1st April 2022	85,652
Estimated loss for year	(36,262)
Riparian financial contributions for the year	123,200
Estimated balance 31st March 2023	172,590

4 Who will this benefit and how?

4.1 Timely, accurate and up to date financial information is a key characteristic of good

corporate governance. Members need to have these details and be aware of any issues against the agreed budget when making decisions on service delivery, staffing, training, and other regulatory matters.

- 4.2 A well-managed and responsive service which uses its financial assets properly will create and maintain a better relationship with external stakeholders.

5 Who have we consulted?

- 5.1 The original budget was set in consultation with Members, the Treasurer and Clerk for the Authority and the Environmental Health (Commercial) team at Redcar and Cleveland Borough Council.
- 5.2 The financial position and any issues in year have been discussed between principal environmental health officers of the riparian authorities and finance staff as required. Any critical issues or pressing budget matters would be discussed and consulted with the Chair and Vice Chair as appropriate.

6 How will it deliver our priorities and improve our performance?

- 6.1 The approved budget ensures that RTPHA can discharge its functions on behalf of the riparian authorities.
- 6.2 Finance is an integral element in delivering quality services and improving performance.

7 What are the resource implications (financial, human resources)?

- 7.1 The resource implications are outlined in the main body of the report.

8 What will be the impact on equality and diversity?

- 8.1 There are no equality and diversity issues as part of this report.

9 What will be the impact on our carbon footprint?

- 9.1 There is no direct impact on the carbon footprint because of this report.

10 Are there any legal considerations?

- 10.1 There are no specific legal issues to consider because of this report.

11 What are the risks involved?

- 11.1 The information in the report acts as a management control to ensure that the financial activities of the Authority are being managed properly and resources used effectively. Without setting a budget and providing monitoring information the Authority would not be able to ensure that value for money is secured in pursuit of its objectives. Decisions made may be poorly informed or the wrong decision made without accurate and up to date information.

12 What options have been considered?

- 12.1 The report is predominantly for information purposes although there are always

options as to whether to use reserves for another specific purpose.

13 Recommendations

- 13.1 It is recommended that members note the financial position of the Authority as set out in this report and at Appendix 1 and question any variances from the original budget as they think appropriate.

14 Appendices and further information

- 14.1 Appendix 1 – Budget Monitoring Position December 2022/23.

15 Background papers

- 15.1 None

16 Contact officer

Name: David Dobson, Deputy Treasurer to RTPHA
Address: Financial Services, Redcar & Cleveland Borough Council
Kirkleatham Street, Redcar, TS10 1RT
Telephone: (01642) 771154
Email: David.dobson@redcar-cleveland.gov.uk

RIVER TEES PORT HEALTH AUTHORITY

BUDGET MONITORING POSITION 2022/23

POSITION AT END OF DECEMBER PERIOD 09

	Budget 22/23	Revised Budget 22/23	YTD Actual	Projected Outturn 22/23	Variance (Revised Budget v Projecte d Outturn)
R1000 Salaries - Basic Pay	356,200	225,150	197,444	243,800	18,650
R1001 Salaries - National Insurance	33,200	23,650	20,722	24,950	1,300
R1003 Salaries - Overtime	26,150	4,300	3,863	4,700	400
R1006 Salaries - Superannuation	36,750	23,350	20,670	25,000	1,650
R1063 Other Allowances	2,750	2,750	0	2,750	0
R3400 Car Allowances	1,600	1,600	923	1,600	0
	456,650	280,800	243,621	302,800	22,000
R1650 External Training	1,000	1,000	0	200	(800)
R4000 General Equipment	15,000	10,000	8,613	9,000	(1,000)
R4200 Clothing & Uniforms	5,000	1,000	346	500	(500)
R4300 Printing & Stationery	100	100	0	100	0
R4305 Photocopier	50	50	0	50	0
R4400 Professional Fees	515,650	179,900	160,694	170,000	(9,900)
R4507 Mobile Phones	700	700	422	700	0
R4531 Computer Software	43,850	7,500	3,078	5,500	(2,000)
R4701 Subscriptions	1,750	1,750	0	1,200	(550)
R4960 Insurance	3,800	1,100	1,100	1,100	0
	586,900	203,100	173,769	188,350	(14,750)
B0607 Products of Animal Origin	(744,650)	0	0	0	0
B0608 Catch Certification	(44,000)	(44,000)	(39,039)	(44,000)	0
B0376 Sanitation Certificates	(21,650)	(21,650)	(16,995)	(21,650)	0
B0377 High Risk Products Imports	(300)	(300)	(1,908)	(1,900)	(1,600)
B0378 Organic Certificates	(2,050)	(2,050)	(620)	(1,000)	1,050
B0379 RTPHA Permits (annual fee)	(2,350)	(2,350)	(684)	(700)	1,650
B0380 Plastic Declaration	(200)	(200)	(687)	(700)	(500)
B0381 Water Sampling	(5,150)	(5,150)	(7,558)	(8,000)	(2,850)
	(820,350)	(75,700)	(67,761)	(77,950)	(2,250)
R9000 Government Grants (Shortfall funded by DEFRA)	(100,000)	(320,001)	(311,958)	(346,938)	(26,937)
R9102 Food Standards Agency	0	0	(14,039)	(30,000)	(30,000)
Total	123,200	88,199	23,633	36,262	(51,937)