



RIVER TEES PORT HEALTH AUTHORITY
FRIDAY, 7 MARCH 2025 AT 10.00 AM
CIVIC CENTRE, RIDLEY STREET, REDCAR TS10 1TD

CONTACT
Sue Fenwick
01642 444413
25 February 2025

CIRCULATION

Councillors D Coupe, W Davies (Chair), M Dodds, M Fairley, T Furness, P Gavigan, P Grogan, L Hall, I Hart, B Harrison, L Hurst, Hussain, E Johnson, Mazi and J Neal
Councillors (Cabinet Members - for information)
All Members of the Council (for information)
Managing Director (Head of Paid Service)
The Press [except for Confidential item(s)]

A G E N D A

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Friday, 13 December 2024

RIVER TEES PORT HEALTH AUTHORITY

A meeting of the River Tees Port Health Authority was held on Friday, 13 December 2024 at the Civic Centre, Ridley Street, Redcar TS10 1TD.

PRESENT Councillor W Davies (Chair)
Councillors D Coupe, P Gavigan, P Grogan,
L Hall, I Hart, S Hussain, E Johnson and
M Fairley.

OFFICIALS L Evans, S Fenwick, D Dobson and S Ziolkowski.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Dodds, B Harrison, L Hurst, M Mazi and C Richardson.

50 **DECLARATIONS OF INTEREST**

Councillor Grogan declared an interest in all matters relating to River Tees Port Health Authority land, as a Member of the Tees Valley Combined Authority Audit and Governance Committee.

51 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2024**

RESOLVED that the minutes of the meeting held on 6 September 2024 be confirmed as a correct record.

52 **PERFORMANCE SUMMARY FOR RIVER TEES PORT HEALTH AUTHORITY - AUGUST 2024 TO OCTOBER 2024**

The Executive Director for Growth, Enterprise and Environment presented a report which gave a summary of the performance of the River Tees Port Health Authority from August 2024 to October 2024 and answered Members questions in relation to it.

RESOLVED that the information in the report be noted.

Friday, 13 December 2024

53 **2024/25 FINANCIAL POSITION UPDATE**

The Treasurer presented a report which gave Members an update on the financial position of the River Tees Port Health Authority at the end of October 2024 (Period 7) and highlighted any variances against the 2024/25 approved budget.

RESOLVED that the information in the report be approved and noted.

54 **BUDGET 2025/26 AND MEDIUM-TERM FINANCIAL PLAN**

The Treasurer submitted a report which recommended a budget for approval by the Authority for the 2025/26 financial year. The report proposed the funding levels required from each of the four contributing Local Authorities and considered the level of reserves held by the Authority, full details of which were set out in the report.

Members were advised that this budget was considered in the context of the medium-term financial position. It would assist the Authority with its own planning processes and sought to ensure that there was some clarity about the resources needed from individual Local Authorities over the medium term.

The Treasurer reminded Members that the Authority was required to meet the statutory deadline of setting a balanced budget by 7 March for the next financial year, as set out under the Local Government Act 2003.

RESOLVED that:

1. The 2025/26 budget proposals and the associated funding requirements based upon the information in the Appendices in the report (not reproduced) and informed by the latest financial outturn forecast for 2024/25 be approved; and,
2. The estimated planned position on reserves for 2024/25 and 2025/26 be noted.

55 **ANY ITEMS THAT THE CHAIR CERTIFIES AS URGENT**

There were no urgent items.



Member Report

Performance Summary for River Tees Port Health Authority November 2024 to January 2025

Public

To: River Tees Port Health Authority **Date:** 07/03/2025

From: Growth, Enterprise, Environment Scrutiny **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 01 November 2024 to 31 January 2025.

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.

2.3

Authority	Nov 24	Dec 24	Jan 25	Grand Total
Hartlepool	3	0	5	8
Middlesbrough	13	12	13	38
Redcar & Cleveland	113	103	123	339
Stockton	90	89	105	284
Grand Total	219	204	246	669

2.4

Ship Inspections and Issue of Ship Sanitation Certificates

All requests for renewal of a Ship Sanitation Certificate were attended to. Whilst all UK 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.

2.5 Ship Inspections

Authority	Nov 24	Dec 24	Jan 25	Grand Total
Hartlepool				
Exemption	0	0	1	1
Routine	0	0	0	0
Control	0	0	0	0
Middlesbrough				
Exemption	0	0	1	1
Routine	0	0	0	0
Control	0	0	0	0
Redcar & Cleveland				
Exemption	6	0	4	10
Routine	0	0	0	0
Control	0	0	0	0
Stockton				
Exemption	3	3	6	12
Routine	0	0	0	0
Control	0	0	0	0
Total	9	3	12	24

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 Sample Results

Type of sample	Outcome	Nov 24	Dec 24	Jan 25	Total
Ship Bacteriological	Satisfactory	6	0	4	10
	Unsatisfactory	0	0	0	0
Ship Legionella	Satisfactory	3	0	3	6
	Unsatisfactory	1	0	0	1
Jetty Water	Satisfactory	4	0	0	4
	Unsatisfactory	0	0	0	0
	Grand Total	14	0	7	21

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.

Our main imports are Products of Animal Origin (POAO) from within the EU, the majority being supermarket pre-packed foods. These are split into Medium and Low risk foods. Around 34% are medium risk products including pre-packed meats, salami, cheeses made from raw milk, and fishery products, and 66% low risk, including yogurts, pet food, pasteurised milk products (milk, milk drinks and cheeses).

Other imports include fishery products for Illegal Unreported Unregulated Checks for wild caught fish, high risk food not of animal origin, organic imports, and food contact items.

2.9 Product of Animal Origin (POAO)

Imports of POAO are risk rated, low, medium and high. Low risk products include pasteurised dairy products, ambient stable goods, and pet food. Medium risk products include meat and fishery products. High risk products include live animals and germinal products.

	Nov 24	Dec 24	Jan 25	Total
POAO	2088	1470	1838	5396

2.10 IUU (Illegal Unreported Unregulated Checks)

Imports of fish from the EU require catch certificate endorsement and/or a processing statement check. 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 24	Dec 24	Jan 25	Total
Fishery products	117	67	90	274

2.11 Organics

The service has certified a total of 11 consignment of organic imports between November to January 2025. These were coffee and wine imports.

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

The service received one consignments of high-risk food not of animal origin during November to January 2025. This was Tea from China.

2.13 Plastic Kitchenware from China and Hong Kong

The service received no consignments of plastic kitchenware during November to January 2025.

2.14 Infectious disease notifications

There were no incidents of infectious disease notifications between November to January 2025.

2.15 Teesside Airport

There have been no imports of food or feed through the airport between November to January 2025.

2.16 Policies and Plans

All policies and plans have been reviewed and updated where required and were presented at the June 2024 Board meeting. They are now available to view on our website at www.teesporthealth.co.uk

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:	Seaford House, Kirkleatham Street, Redcar TS10 1SP
	Telephone:	01287 612404
	Email:	susan.ziolkowski@redcar-cleveland.gov.uk

River Tees Port Health Authority

Review of Current Fees and Charges



Public

To: River Tees Port Health Authority (RTPHA) **Date:** 07 March 2025
From: Growth, enterprise, Environment, Scrutiny **Decision:** For Information
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 2025/26

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 September 2024. The current review has considered the time taken for carrying out chargeable activities, a prediction of the national annual pay award of 3% plus on costs for 2025/26, and changes to third party charges for analyst fees, transport costs etc. All fees and charges have been rounded up to the nearest pound.
- 2.2 Members are asked to approve the fees and charges for 2025/26.
- 2.3 There are no new fees and charges to be implemented for 2025/26.
- 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 them 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 on costs, 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 2025/26

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	Proposed charges
Water Samples		
Bacteriological - 1st sample	£107.00	£113.00
Bacteriological - additional samples	£38.00	£39.00
Legionella - 1st sample	£145.00	£150.00
Legionella - additional sample	£75.00	£76.00
High risk Food Not of Animal Origin		
Documentary Check	£46.00	£50.00
Sampling check (additional analytical charges will apply)	£132.00	£145.00
Non-compliance fee	£160.00	£176.00
Plastic Kitchenware		
Documentary Check (5 lab reports)	£46.00	£50.00
Additional 5 lab reports	£14.00	£15.00
Sampling check (additional analytical charges will apply)	£132.00	£145.00
Non-compliance fee	£160.00	£176.00
Products of Animal Origin – High Risk		
Documentary check	£65.00	£76.00
ID & Physical Check - Consignments up to 6 tonnes	£130.00	£134.00
Additional tonnage between 7 to 46 tonnes	£15.00 per tonne	£15.00 per tonne
Consignments over 46 tonnes a maximum charge of	£730.00	£734.00
Sampling fee (additional analytical charges will apply)	£182.00	£185.00
Late pre-notification	£30.00	£30.00
Non-compliance fee	£360.00	£360.00
Products of Animal Origin – Medium Risk		
Documentary check	£50.00	£76.00
ID & Physical check - Consignments up to 6 tonnes	£89.00	£92.00
Additional tonnage between 7 to 46 tonnes	£15.00 per tonne	£15.00 per tonne
Consignments over 46 tonnes a maximum charge of	£689.00	£692.00
Sampling fee (additional analytical charges will apply)	£182.00	£185.00
Late pre-notification	£30.00	£30.00
Non-compliance fee	£360.00	£360.00
Products of Animal Origin – Low Risk		
Surveillance check	£10.00	£10.00
IUU Catch Certificates		
Documentary check - low risk		
1-5 certificates	£32.00	£36.00
6-10 certificates	£64.00	£71.00
11-20 certificates	£96.00	£106.00
21 + certificates	£128.00	£144.00
Documentary check - high risk		
1-5 certificates	£64.00	£71.00
6-10 certificates	£96.00	£106.00
11-20 certificates	£128.00	£141.00
21 + certificates	£160.00	£176.00
Non-compliance fee	£160.00	£176.00
Sanitation Certificates (set by APHA by Gross Tonnage)		

Up to 1,000	£135.00	£135.00
1,001 to 3,000	£185.00	£185.00
3,001 to 10,000	£270.00	£270.00
10,001 to 20,000	£355.00	£355.00
20,001 to 30,000	£450.00	£450.00
Over 30,000	£520.00	£520.00
Organic Products		
Certification	£45.00	£50.00
Non-compliance fee	£160.00	£176.00
Destruction Fees		
Destruction fees	£90.00	£113

Member Report

2024/25 Financial Position Update and final 2025/26 Budget Approval

Public

To:	River Tees Port Health Authority	Date:	7 March 2025
From:	Deputy Treasurer	Decision type:	Key - Budget
Portfolio:	Health, Housing and Welfare	Forward Plan reference:	n/a
Outcome:	All priorities		
Ward(s):	All		

1 What is the purpose of this report?

- 1.1 To update the River Tees Port Health Authority Board (the Board) on the financial position of the Authority at the end of January 2025 (Period 10) and highlight any variances against the 2024/25 approved budget.
- 1.2 To update members on estimated reserves levels.
- 1.3 To note the Reserves Strategy set out in section 3.3 of this report.
- 1.4 To confirm the 2025/26 Budget Proposals and Riparian contribution requirements for 2025/26.

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

- 2.1 The management of the Authority's budget is critical to the ongoing operations of the Port Health Service. As such no other options are available.

3 What is the background to this report?

- 3.1 At its meeting on 8th March 2024 the Authority approved a balanced 2024/25 budget, which was based on the budgeted drawdown from reserves of £30,800 and a £157,650 funding contribution from the Teesside Riparian Authorities. At the meeting on 13th December 2024 Members were updated on a further improved forecast position. Increased volume of product of animal origin sales relative to budget and Board agreed increase in unit rates charged, partly offset by increased delivery costs associated with employee and other operating costs, led to a forecast outturn of £9,785 net income (a £198,235 improvement versus budget) before Riparian contributions of £157,650. The budgeted reserves drawdown (£30,800) are no longer anticipated.

3.2 Projected Outturn 24/25

A summary of the financial position (at the end of January 2025) is set out in the table below:

	Budget 2024/25	Actual as at Period 10 31/01/2025	Projected Outturn 2024/25	Variance Budget to Outturn
Expenditure				
Employee Costs	183,600	172,967	218,950	35,350
Other operating costs	232,950	249,757	299,415	66,465
Total Costs	416,550	422,724	518,365	101,815
Income including grants	(228,100)	(356,872)	(518,450)	(298,750)
Net Expenditure	188,450	65,852	(8,485)	(196,935)
Riparian Contributions	(157,650)	(157,650)	(157,650)	0
Net	30,800	(91,798)	(166,135)	(196,935)

The main variances when comparing the budget to the projected outturn are as follows:

Employee Costs – a forecast overspend of £35,350 (Dec 24: £31,050). This represents an additional staff member recruited in Q1 24/25 and a second staff member out to recruitment (assumed in post from February 2025) to support meeting the additional demand experienced since the BTOM opened in April 2024.

Other Operating Costs – a forecast overspend of £66,465 (Dec 24: £66,465). This is demand driven, additional veterinary service provision (£66,965) to cover an additional two days in the week and on a Saturday. This will continue to be monitored as the year progresses.

Income - £298,750 more than budget mainly as a result of;

- £292,250 product of animal origin income. Full year forecast income has been modelled based upon volume experienced in the months since implementation and includes fee rates increasing from 1st October 2024. Forecast will continue to be updated as trend data develops.
- £4,000 reduced catch certification based on run rate experienced in the opening four month of the financial year.
- £8,400 DEFRA income to support the cost of the Official Veterinarian before cost recovery was implemented.

Further analysis can be seen in Appendix 1.

As a result of the above net improved variations, the net contribution to reserves, after Riparian contributions (£157,650) is currently estimated to be £166,135 (Dec 24: £167,435), compared to the budgeted drawdown in reserves of £30,800.

The expected outturn position for 24/25 will continue to be closely monitored over the coming months.

3.3 Reserves Strategy

It is suggested that reserves are grown and retained to a level of one years annual running costs. This is based on a number of factors including;

- BTOM is in the early stages of operation, thus revenue streams have a degree of uncertainty with a lack of recurring data at this point in time.

- There is a significant reliance on income from one main customer who may decide to use an alternative port.

- The introduction of, or changes to, scheme arrangements (for example the Trusted Trader scheme) may have material impact on income.

Should for any reason income reduce significantly unexpectedly, the RTPHA will then have sufficient reserves to adequately manage cost reduction measures over a period of time.

On this basis, based on 2025/26 costs, the plan would be to grow reserves to c £640k.

As time passes and if revenue streams continue to grow or stabilise, the reserve strategy can be reviewed accordingly.

3.4 2025/26 Budget Proposals

At the Board Meeting on 13 December, detailed budget proposals were presented and approved. Since these proposals were presented, no changes in associated income and cost assumptions have been identified or are expected.

At the 13th December meeting, reserves at 31 March 2025 were estimated to be £375k, latest forecast is broadly unchanged, and there are expected to be £374k of available reserves at the end of the 2024/25 Financial Year.

3.5 Riparian contributions 2025/26

The Treasurer wrote to Riparian Authority Section 151 Officers and deputies on 14 February 2025 detailing 2025/26 proposed levies for each Riparian Authority asking if contact could be made if further detail required. At this point no further detail has been requested, on this basis it is now confirmed that the proposed levy payable for 2025/26 is agreed by each Riparian Authority.

3.6 A summary of the budget for 2025/26 is set out below.

	<i>Projected Outturn 2024/25</i>	<i>Proposed Budget 2025/26</i>
<u>Expenditure</u>		
<i>Employee Costs</i>	<i>218,950</i>	<i>242,350</i>
<i>Other operating Costs</i>	<i>299,415</i>	<i>396,900</i>
<i>Total Costs</i>	<i>518,365</i>	<i>639,250</i>
<i>Income</i>	<i>(526,850)</i>	<i>(660,500)</i>
<i>Net Expenditure</i>	<i>(8,485)</i>	<i>(21,250)</i>
<u>Funding</u>		
<i>Middlesbrough BC</i>	<i>23,648</i>	<i>23,648</i>
<i>Stockton BC</i>	<i>48,872</i>	<i>48,872</i>
<i>Hartlepool</i>	<i>3,153</i>	<i>3,153</i>
<i>Redcar & Cleveland BC</i>	<i>81,978</i>	<i>81,978</i>
<i>Total Funding</i>	<i>157,650</i>	<i>157,650</i>
<i>Net</i>	<i>(166,135)</i>	<i>(178,900)</i>
<i>Reserves B/fwd.</i>	<i>207,724</i>	<i>373,859</i>
<i>Surplus for the period</i>	<i>8,485</i>	<i>21,250</i>
<i>Riparian contributions</i>	<i>157,650</i>	<i>157,650</i>
<i>Reserves C/fwd</i>	<i>373,859</i>	<i>552,759</i>

4 Who will this benefit and how?

- 4.1 The production of this financial information will ensure that the Authority will be compliant with the current legislation and proper practices in terms of financial management. As such it will cover the Riparian authorities and all the Tees Valley population in terms of a fit for purpose River Tees Port Health organisation.

5 Who have we consulted?

- 5.1 The report has been prepared in consultation with the Directors of Resources and Public Health for Redcar and Cleveland Borough Council, and the individual port health officers at each of the riparian authorities.

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

- 6.1 Investment in Port Health services has been earmarked as an ongoing priority by the Tees Valley Chief Executives. In addition, the debate on funding levels for local councils has been the driver for improved operational performance and the delivery of a value for money service.

7 What will be the impact on equality and diversity?

7.1 There will be no impact on equality and diversity from this report.

8 What will be the impact on our carbon footprint?

8.1 There is no impact from this report on our carbon footprint.

9 Are there any legal considerations?

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

10 Appendices and further information

10.1 Appendix 1 – Budget Monitoring Position January 2025

11 Contact officer

Name:	David Dobson
Position:	Deputy Treasurer to the River Tees Port Health Authority
Address:	Redcar & Cleveland House, Redcar
Email:	David.dobson@redcar-cleveland.gov.uk

Appendix 1

	Budget 2024/25	Actual 2024/25	Projected Outturn 2024/25	Variance
Basic Pay	143,350	133,551	170,850	27,500
NI Contributions	14,750	14,197	18,000	3,250
Other Pay	-	926	950	950
Overtime	6,500	7,250	8,350	1,850
Superann Contributions	14,600	15,320	19,450	4,850
Other Allowances	2,750	3,406	2,750	-
Car Allowances	1,650	171	500	1,150
	183,600	172,967	218,950	35,350
Training Expenses	500	-	-	500
Tools & Equipment Purchase	1,050	487	1,050	-
Clothing, Uniforms & Laundry	500	170	500	-
Printing & Stationery	100	-	100	-
Photocopier Usage	50	-	50	-
Services - Professional Fees	209,600	232,816	276,565	66,965
Mobile Phones	750	436	750	-
Computer Software	18,000	15,610	18,000	-
Subscriptions	1,250	-	1,250	-
General Supplies and Services	-	238	-	-
Public Liability Insurance	1,150	-	1,150	-
	232,950	249,757	299,415	66,465
Other Income				
Government Grants - DEFRA/FSA	-	8,400	8,400	8,400
	-	8,400	8,400	8,400
Fees - Environmental Health & Pest control				
Product of Animal Origin	120,000	261,962	412,250	292,250
Catch Certification	69,000	47,637	65,000	4,000
Sanitation Certificates	27,850	23,360	27,500	350
High Risk Products Imports	500	796	800	300
Organic Certificates	1,100	1,350	1,350	250
RTPHA Permits (annual fee)	700	-	700	-
Plastic Declaration	700	46	700	-
Water Sampling	8,250	10,149	10,150	1,900
	228,100	348,472	518,450	290,350
Net Expenditure	188,450	65,852	8,485	196,935
Other Grants & Contributions - Other Organisations				
RTPHA - Middlesbrough Council	23,648	23,648	23,648	-
RTPHA - Stockton Council	48,872	48,872	48,872	-
RTPHA - Hartlepool Council	3,152	3,152	3,152	-
RTPHA - Redcar & Cleveland Council	81,978	81,978	81,978	-
Total Due from Riparian Authorities	157,650	157,650	157,650	-
Net	30,800	-91,798	166,135	196,935