



MERCHANT NAVY WELFARE BOARD

**8 Cumberland Place
Southampton
SO15 2BH**

70th

ANNUAL REPORT

&

AUDITED FINANCIAL STATEMENTS

FOR

YEAR ENDING 31st DECEMBER 2017

**REGISTERED COMPANY NUMBER: 453053
REGISTERED CHARITY NUMBER: 212799
CHARITY NUMBER (SCOTLAND): SC039669**

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Merchant Navy Welfare Board
Contents of the Financial Statements
for the Year Ended 31 December 2017

	Page
Chairman's Introduction	3
Chief Executive's Introduction	4
Report of the Trustees	5 to 21
Report of the Independent Auditors	22 to 23
Statement of Financial Activities	24
Balance Sheet	25
Cash Flow Statement	26
Notes to the Financial Statements	27 to 35

**Merchant Navy Welfare Board
Chairman's Introduction
for the Year Ended 31 December 2017**

My fellow trustees and I welcome you to our 70th annual report and financial statement for the year ending 31st December 2017.

After 70 years, the objects for which we were established remain just as relevant today. Uniting representatives of the seafaring unions, ship owners/managers and its constituent charities, the Board remains uniquely well placed to assist in the provision of welfare services to serving and former seafarers and their dependants. The Board however, is constantly evolving to keep pace with all manner of legislation, technology and the ever changing industry.

To say that 2017 was just another busy year would be a gross understatement. Half way through the year we said goodbye to Captain David Parsons, our vastly experienced Chief Executive and were able to thank him for his 24 years outstanding contribution to the work of the Board at a presentation lunch at Trinity House and to wish him a long and happy retirement.

Thereafter we warmly welcomed the energetic and capable Peter Tomlin MBE as the Board's new Chief Executive amidst an internal staff reshuffle aimed at maximising existing talent and experience. It is to the great credit of all the staff that during this time of reorganisation that the provision of consistently high quality services and support to our constituent member organisations, Port Welfare Committees and projects never wavered. Indeed, the Port Welfare Committee conference held at the Aztec Hotel, Bristol, in November, was extremely well organised, well attended and proved a resounding success.

The MNWB is all about collaboration and partnership working and I am particularly pleased to witness the constant strengthening of our Port Welfare Committees and the MNWB Working groups. I am forever grateful to the work of these committees which do so much to inform our work and direction.

The Board believes in the need for continual improvement and development and it was gratifying to witness the overwhelmingly positive and supportive responses to the PWC feedback survey. Our world class and ILO MLC, 2006 endorsed PWC system continues to benchmark collaborative support for seafarer's welfare in ports. To that end, our work leading on the International Welfare Assistance Network (ISWAN) International Port Welfare Partnership (IPWP) programme continues to help establish welfare providers around the world.

Financially, even in these changing times, I am pleased we are still able to continue our 6% total return policy and due also to some generous legacies were able to award all requested grants. The return on our investments remains our primary source of income and the prediction for the future remains uncertain. Notwithstanding, our investment managers Bordier & Cie (UK) plc continue to serve us well.

After eight years as chairman, our constitution dictates that 2018 will see a change of helm. It has been an honour and a great privilege to have served the Board as Chairman of what is a unique maritime organisation, whose trustees reflect ship owners/managers, unions and maritime charities in equal measure. I thank them all for their considered advice and enthusiastic support.

Every Chairman knows however, that any organisation is only as good as its staff and I thank them all most sincerely, for their excellent, professional work and support over the years.

R J Jones MNM
Chairman

**Merchant Navy Welfare Board
Chief Executive's Introduction
for the Year Ended 31 December 2017**

I am delighted and extremely proud to have been appointed in the role of Chief Executive for the Merchant Navy Welfare Board (MNWB) and it gives me great pleasure to report on a most productive year.

During 2017 the MNWB staff organised a plethora of meetings and events, providing networking opportunities that involved many of our constituent member organisations. These included a Port Welfare Committee (PWC) Chairs/Vice Chair Conference; Council meetings; Working Groups and nearly 50 PWC meetings. Many of these gatherings resulted in either the Board taking actions, creating and leading on new projects or perpetuating existing programmes. Indeed, the long standing 'Port Welfare Vehicle Replacement' and 'Seafarer Support' programmes are excellent examples of how the Board succeeds in supporting its members by working closely with its funding partners, namely; ITF Seafarers' Trust, Seafarers UK, Trinity House and the Royal Navy & Royal Marines Charity.

In the 15 years since I joined the MNWB an enormous amount has changed in the maritime industry, the charity sector and in society. Perhaps the most significant change is the impact of information technology (IT). The indications are that the progress and use of IT will continue at a rapid pace and I have no doubt the mandatory implementation of the EU GDPR in 2018 will have an effect on the way we currently work.

Any IT issues must be overcome without losing the face-to-face interactions that build trust, understanding and a real sense of a shared mission. This makes all the difference in the world and the Board's role is to act as the catalyst to change. Simply put, we are about people, we bring representatives of relevant organisations together to work collaboratively in order to fulfil our mission statement:

"Supporting the provision of quality welfare services for seafarers and their dependants"

As a result, the Board listens to the needs of its constituent members to ensure its limited resources are used to maximum effect. That said we will not be afraid to take calculated risks or accept new challenges in order to continually improve. To that end, we will instigate pilot projects like the Aberdeen Sea Shed Digital project that helps mainly isolated, retired seafarers within the community to better connect through IT. We are also working with societies to help find the most suitable devices to help keep lone workers safe and we plan to hold the first UK Seafarers Centre Conference in 2018.

Working in collaboration with BP Shipping, Carnival UK, Warsash Maritime Academy, Trinity House and the Merchant Navy Association, the Board also coordinated and financially supported increased MN representation at the annual, high profile Royal British Legion 'Festival of Remembrance' covered by the BBC.

We also collaborated with Port of Tyne to create and innovate, modern port levy, which sees contributions, overseen by the Port Welfare Committee, to the local welfare providers from ship owners and the port itself.

On the international front, MNWB continues to spearhead the ISWAN IPWP programme and, under the auspices of ILO MLC, 2006, plans to establish new welfare boards in ports worldwide.

At the end of the year the Board was pleased to award a significant number of grants totalling £308,585 to help our members continue to provide and improve welfare services to seafarers and their families.

The success of all of the above would not have been possible without the support of our member organisations, the sound advice and commitment of our trustees and, of course, the professionalism of every member of staff. There are too many people to thank individually but I would like to single out Sharon Coveney, our new Deputy Chief Executive, who has transformed the staff appraisal system and our Chairman, Bob Jones who continues to steer and represent the Board on occasions too numerous to mention.

Finally, 2017 saw us say a fond farewell to our now retired CEO, Captain David Parsons MNM MNI. His invaluable contribution to the success of the Board over nearly a quarter of a century was above and beyond the call of duty and we wish him a long, happy and healthy retirement.

Peter Tomlin MBE MNM
Chief Executive

STRUCTURE, GOVERNANCE AND MANAGEMENT

The trustees present their 70th Annual Report and the audited Financial Statements for the year ended 31 December 2017. They have adopted the provisions of the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) ('SORP 2015').

REFERENCE AND ADMINISTRATIVE DETAILS MISSION STATEMENT

"Supporting the provision of quality welfare services for seafarers and their dependants"

OBJECTIVES

The Key Objectives of the Merchant Navy Welfare Board are to:

- Help improve the effectiveness of all those charities caring for merchant seafarers, fishers and their dependants and this is done irrespective of nationality, religion or ethnic background.
- Strive to ensure that all welfare needs are met through the most effective deployment of resources.
- Facilitate the work of Constituent organisations through the provision of grants and specialist support services.
- Provide a dedicated welfare support and referral service for UK seafarers and their dependants.
- Manage and support Port Welfare Committees to develop local welfare services.
- Encourage and enable closer collaboration amongst both Constituent organisations and Port Welfare Committees.
- Represent and raise awareness of seafarers' welfare issues at national level.

N.B. The wording shown above summarises the formal Objects, a copy of which may be obtained from the Chief Executive.

STATEMENT OF PUBLIC BENEFIT

The objectives, activities, achievements and performance of the Board, which the charity undertakes for the public benefit, are clearly set out in this report. The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Board's aims and objectives and in planning future activities and setting out the grant making policy.

In the interests of transparency the trustees make the following statements regarding public benefit:

- The clear benefits provided by the Board are delivered through the key objectives set out above and reflected in the disclosure of charitable expenditure in the Statement of Financial Activities.
- The primary objective of the Board is to help improve the effectiveness of all those charities caring for merchant seafarers, fishers and their dependants and this is done irrespective of nationality, religion or ethnic background.
- No detriment or harm arising from the work of the Board has been identified.
- The beneficiaries are those charities caring for merchant seafarers, fishers and their dependants. This is directly in accordance with the terms of the Board's constitution.
- The Board is active within the United Kingdom, Gibraltar and the Falkland Islands, and has worldwide connections.
- People in poverty are at the heart of what the Board does and it is not aware of any Constituent member excluding benefits from anybody in poverty.
- There are no private benefits of which the Board is aware.

NATURE OF THE GOVERNING DOCUMENT

The Board is governed by Articles of Association adopted by a Special Resolution on 20 May 2010 and amended on 24 July 2015. These comply with the provisions of the Companies Act 2006 and the Charities Act 2011.

REGISTRATION DETAILS

The Board is registered in England & Wales, under company number 453053, as a Company limited by guarantee and as such it does not have share capital. The Board is also registered under number 212799 with the Charity Commission for England & Wales and in Scotland with the Office of the Scottish Charity Regulator (OSCR) under number SC039669.

TAXATION STATUS

The Board, as a registered charity in England and Wales, is exempt from taxation on its charitable activities. This has been confirmed by H M Revenue & Customs.

REGISTERED OFFICE

The registered office of the Board is 8 Cumberland Place, Southampton SO15 2BH
Telephone: 023 8033 7799 E-mail: enquiries@mnwb.org.uk
Website: www.mnwb.org

WELFARE ORGANISATIONS SUBSCRIBING TO THE CONSTITUTION OF THE BOARD (CONSTITUENT MEMBERS)

Aberdeen Seafarers' Centre	Royal Alfred Seafarers' Society
Aged Merchant Seamen's and Sunderland Distressed Mariners Fund	Royal Liverpool Seamen's Orphan Institution
Apostleship of the Sea, Great Britain	Royal Merchant Navy Education Foundation
Broughton House Home for Disabled Ex-Servicemen	The Fishermen's Mission
Care Ashore	Sailors' Children's Society
Erskine Hospital	Sailors' Orphan Society of Scotland
Grimsby Sailor's & Fishing Charity	Sailors' Society
Guild of Benevolence of the IMarEST	Scottish Nautical Welfare Society
Humber Seafarers' Service	Scottish Veterans' Residences
Honourable Company of Master Mariners Charities	Seafarers UK (King George's Fund for Sailors)
Liverpool Sailors' Home Trust	Seamen's Christian Friend Society
Lowestoft Fishermen's and Seafarers' Benevolent Society	Seafarers Hospital Society
Manx Marine Society	Seamen's Welfare Fund (Gibraltar)
Marine Society & Sea Cadet Association	Shipwrecked Mariners' Society
Merchant Navy Association	SSAFA
Merchant Navy Association of Northern Ireland	Trinity House
Mersey Mission to Seafarers	Trinity House, Hull
Mission to Seafarers	Tyne Mariners' Benevolent Institution
Nautilus Welfare Fund	Veterans' Aid
Queen Victoria Seamen's Rest	Whitby Merchant Seamen's Hospital House
	Willie Seager Memorial Trust
	Wilson's Mariners' Homes

N.B. These are not connected Charities within the meaning of the SORP 2015

Under its Articles of Association the Board is no longer required to hold a formal Annual General Meeting. For any constitutional changes it will hold an Extraordinary General Meeting (EGM) to which all Constituent members will be invited.

**Merchant Navy Welfare Board
Report of the Trustees
for the Year Ended 31 December 2017**

TRUSTEES AND MEMBERSHIP OF THE COUNCIL

The Board's trustees are collectively known as its Council. New members are appointed by Council, primarily on the basis of the skills and experience required to carry out their responsibilities effectively in the best interest of the charity. Details of Council membership during 2017 and changes to the date of this report were as follows:

Patron: The Lord Prescott
Chairman: R J Jones, re-elected to this position on 30.04.14
Vice Chairman: A M Dickinson, re-elected to this position on 20.07.16

Ship Owners' & Ship Managers' Representatives:

Capt A Cassels (Re-appointed 20.05.15)
D Colclough (Re-appointed 20.05.15)
R J Jones (Chairman) (Re-appointed 30.04.14)
T E Springett (Re-appointed 30.06.16)

Trade Union Representatives:

D Appleton, Nautilus International (Appointed 30.11.17)
M Carden, RMT (Re-appointed 20.05.15)
A M Dickinson, Nautilus International (Vice-Chairman) (Re-appointed 30.06.16)
S Gosling, Nautilus International (Retired 30.11.17)
S Todd, RMT (Re-appointed 30.04.14)

Voluntary Sector Representatives:

A Campbell JP, Queen Victoria Seamen's Rest (Appointed 30.04.14)
M Foley, Apostleship of the Sea (Appointed 30.06.16)
Ms D Thomas, Sailors' Children's Society (Re-appointed 30.06.16)
Cdre M Williams CBE RN, Shipwrecked Mariners' Society (Appointed 30.04.14)

Persons able to make a particular contribution of value to the Charity because of their specialist expertise:

Cdre B Bryant CVO RN, Seafarers UK (Re-appointed 30.04.14)
Ms A Godfrey, Fishermen's Mission (Appointed 02.11.16)
G Lane, Chartered Accountant (Re-appointed 30.06.16)

Observer Status

N Atkinson MNM, Maritime & Coastguard Agency
Capt J Drewitt MBE, Chairman Tees Area Ports Welfare Committee (with effect from 01.01.17)

For operational reasons, Council unanimously decided at its meeting on 15 March 2017 that trustee appointments would be deferred for 12 months and no retirements would take place until 2018.

The Board wishes to place on record its appreciation for the contributions made by all members of the Council, in particular the retired member Mr Steven Gosling, Nautilus International. The new member, Mr David Appleton, Professional and Technical Officer, Nautilus International, has been inducted as a new trustee and will attend his first meeting in 2018.

INDUCTION AND TRAINING OF TRUSTEES

Trustees are either appointed, or elected. The Chamber of Shipping is responsible for appointing the Ship Owners' & Ship Managers' Representatives, currently four in number. Nautilus International and the Rail and Maritime Transport Union (RMT) are responsible for appointing the Trade Union Representatives, currently two each. The Constituent Maritime Charities elect the Voluntary Sector Representatives, currently four. The Council appoints those persons able to make a particular contribution, currently two. Each appointment, or election, for all backgrounds, is for a three-year term of office.

All newly appointed trustees are provided with an induction pack that includes the governing documents, latest annual report, recent minutes of Council and other relevant meetings, publicity literature and the Charity Commission's relevant publications and information leaflets. Within the first few months of their election, Council members are invited to attend an induction at the Board's offices where they are introduced to the staff, given a comprehensive insight into the daily operation and a briefing covering the Board's current strategy and projects. The 'Trustee Role Description', outlining the general duties of the Board, is reviewed annually.

**Merchant Navy Welfare Board
Report of the Trustees
for the Year Ended 31 December 2017**

PAYMENTS TO TRUSTEES

No member of Council receives any payment for acting as a trustee, other than, on occasion, out of pocket expenses.

CONFLICTS OF INTEREST

The Board maintains a register of interests of all trustees and senior staff. Additionally, at each meeting of the Council, all those present are asked to declare any potential conflicts of interest when appropriate.

COMPANY SECRETARY

Mr P. D. Tomlin MBE MNM, Chief Executive

PROFESSIONAL ADVISERS

Auditors:
Sheen Stickland
7 East Pallant
Chichester
West Sussex
PO19 1TR

Bankers:
CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Investment Manager:
Bordier & Cie (UK) PLC
23 King Steet
St James's
London
SW1Y 6QY

Solicitors:
Blake Morgan LLP
Tollgate
Chandlers Ford
Eastleigh
SO53 3LG

Pension Advisers:
Chadney Bulgin LLP
89 Fleet Road
Fleet
Hampshire
GU51 3PJ

Accounts Administration:
Winchester Bourne Ltd
Sullivan Court
Wessex Business Park
Colden Common
Winchester
SO21 1WP

STAFF

The Board employs nine full time members of staff directly in its work. Details of staff members employed during 2017 were as follows:

Mr Peter Tomlin MBE MNM – Chief Executive, formerly Deputy Chief Executive
Captain David Parsons MNM MNI – Chief Executive (retired 28.07.2017)
Miss Sharon Coveney – Deputy Chief Executive, formerly Port Welfare Committee Manager
Miss Sarah Edward - Port Welfare Committee Manager
Mrs Katherine Lockwood – Port Welfare Committee Manager, formerly PA to CE & Office Manager
Mrs Sally Oliver - Welfare Manager
Miss Sally Brook – PA to the Chief Executive & Office Manager (appointed 11.04.17)
Miss Rebecca Stalker – Deputy Project Manager (appointed 23.01.17)
Mrs Helen Van Gass – Training Manager & Welfare Support, formerly Projects Administrator
Mr Aiden Harvey – Projects Administrator (appointed 10.04.17)

The Council is responsible for:

- all staff employment contracts based on advice from the Board's appointed human resources advisers.
- agreeing the employers and minimum staff contributions towards the pension scheme.
- appointing a financial adviser to advise on the appointment of a pension provider.

Remuneration Policy

The Board is committed to ensuring that staff are adequately remunerated to ensure that it attracts and retains the right skills to achieve the charity's objectives.

In accordance with SORP 2015, the Board:

- discloses all payments to trustees (these are out of pocket expenses only).
- discloses that there are no staff in receipt of more than £60,000 salary including gross pay and taxable benefits.
- discloses the pension policy.
- confirms that there are no benefits in kind.

The Board has appointed a remuneration sub-committee, consisting of the Chairman and two trustees, advised by the Chief Executive (with exception of his own remuneration), which meets to review and recommend the pay for all staff. The subcommittee:

- reviews the Board's salary structure using independent market benchmarking and makes amendments, when appropriate, to ensure that salaries remain competitive.
- approves the annual cost of living increase for all staff taking into account the most recent RPI figures.
- approves any consolidated pay awards over and above the cost of living index.

VOLUNTEER HELP

The Board does not utilise volunteers for its day to day activities.

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Board's Council holds three or four meetings annually. These are used to review current strategy, financial matters, investments, services to Constituent charities, grant distribution and agree future policy. In addition, it holds joint biennial meetings for Constituent and Port Welfare Committee members. In the event of needing to make any amendments to the Articles of Association the Board must convene an EGM for its Constituent Members.

The Council takes the view that internal controls provide adequate safeguards. All transactions are properly authorised and recorded thus ensuring that any material errors and irregularities are detected and prevented.

RISK ASSESSMENT

The Board has a formal risk management process, which identifies the role for the Council as:

- ensuring that the identification, assessment and mitigation of risks are linked to the achievement of the Board's operational objectives.
- ensuring that the process covers all areas of risk e.g. financial, governance, operational and reputational and is focused primarily on major risks including those arising from investment issues.
- ensuring that the process seeks to produce a risk exposure profile that reflects the Board's views as to the level of acceptable risk.
- reviewing and considering the principal results of risk identification, evaluation and management.

To ensure that risk management is a continuous process and embedded in all management and operational procedures, a revision of the risk profile is completed annually by the Chief Executive and includes positive confirmation that controls are in place to mitigate material risks.

COMPLAINTS PROCEDURE

The Board has in place a policy to deal with any complaints from the public or other organisations.

FINANCIAL CONTROLS

The Board believes that the system of internal control provides adequate assurance that assets are safeguarded, transactions are properly authorised and recorded and that material errors and irregularities are either prevented or detected at an early stage. The financial controls are reviewed annually.

FINANCIAL REVIEW

In line with the Board's strategic plan and investment policy this resulted in a planned deficit during the year amounting to £639,501 (2016 - deficit £311,345). The income from restricted funds fell by £316,578, mainly due to a reduction in grant contributions to the ISWAN IPWP programme and Port Welfare Vehicle Replacement Programme.

Income from unrestricted resources for the year amounted to £494,223 (2016 - £358,509) whilst total unrestricted resources expended amounted to £971,780 (2016 - £803,070).

As detailed elsewhere in this report grants awarded in the year totalled £308,585 (2016 - £233,016).

Income in respect of restricted resources amounted to £34,122 (2016 - £350,700) and expenditure amounted to £196,066 (2016 - £217,484).

Investment performance is dealt with later in the report but the total realised and unrealised gains amounted to £1,035,447 (2016 - gain £1,118,566) for the year. This has resulted in the value of investments under management increasing to £15,357,879 (2016 - £14,773,173).

Overall net assets stand at £15,695,606 (2016 - £15,299,660).

RESERVES POLICY

The Council annually reviews the level of the Board's reserves available to meet the on-going ability to finance administrative costs, services to Constituent members and grants. In order to determine and monitor the appropriate level of reserves, the Board assesses likely future demand for grants and services against income expectation. Council, when determining the financial forecasts, considers the appropriate level of reserves. The Board takes the view that the investments held are adequate to generate funds to sustain the current levels of demand increasing in line with the retail price index.

INCOME

Donations and Legacies

Whilst the Board does not actively fundraise amongst the public, it is always extremely grateful for any donations and legacies, which are fully utilised in support of its objects. During 2017 a total of £2,957 (2016 - £1,553) was received in donations, whilst legacy income amounted to £107,644 (2016 - £9,329). The Board does not work with any commercial participants.

Government Contracts & Grants

The Board does not receive grants or seek contracts from central or local government.

Other Income

In 1992 the Board entered into an agreement with the then British Sailors Society to sell them the freehold interest in the Merchant Navy Club in Milford Haven for the sum of £1. The agreement contained provisions that in the event the property was re-sold or ceased to be used for its original purpose the Board would receive £43,000 plus 25% of any balance of proceeds over that sum. In December 2017 the property was sold and the Board has received £52,162 being its share of the proceeds and this has been included as other income in the financial statements.

Investment Income and Policy

The Board annually provides its investment managers, Bordier & Cie (UK) PLC, with an investment policy. Their costs are based on the number of transactions each quarter together with fees charged for the management of the investment portfolio. Total costs amounted to £52,204 (2016 - £45,488).

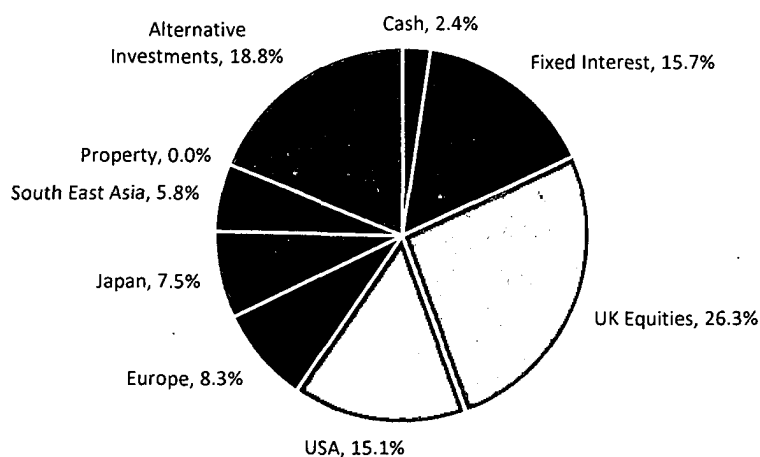
The Board utilises benchmarks to monitor investment performance and reviews investment returns on a quarterly basis.

Merchant Navy Welfare Board
Report of the Trustees
for the Year Ended 31 December 2017

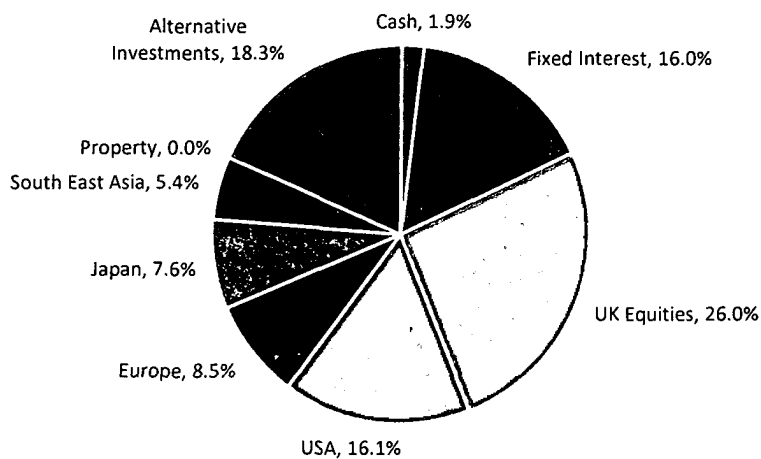
The primary source of income is from investments and since 2007 a 6% total return has been a key part of the policy. The Board accepts this is a risk strategy intended to provide greater return. Whilst this continues to be maintained, it is reviewed annually and can be revised, at any time, in light of needs and changing circumstances. A recent review indicates that the number of older seafarers and their dependents are declining slower than last researched but will still accelerate over the next 15 years or so. As a counter balance there is evidence that the individual needs for those receiving support are increasing. At the same time there remains an on-going need to support port based welfare services for working seafarers.

The Asset Allocation as at 31st December was as follows:

Asset Allocation 31 December 2017



Asset Allocation 31 December 2016



Social Investment Policy

The Board's investment policy is implemented through the use of collective investment funds rather than, for example, individual company shares. Given the diversified nature of underlying investments the Board has not imposed any specific ethical or geographical restrictions with regard to investment, but expects the spirit and objectives of the United Nations-backed Principles for Responsible Investment (PRI) guidelines to be observed by the underlying investment fund managers. These Principles look to encompass environmental, social and corporate governance matters into firms' investment and decision-making processes. The Board's Investment Manager, Bordier & Cie (UK) PLC, has confirmed that it considers the spirit and objectives of the PRI guidelines to have been observed by all the underlying investment managers.

Grants Added Back

Some grants were not fully expended and a total of £10,643 was added back into the Board's funds (2016 - £256).

Restricted Funds

The Board maintained restricted funds for support programmes and projects, which are covered elsewhere in the report. These are as follows:

- Vehicle Replacement Programme Fund
- International Port Welfare Partnership Programme
- Merchant Navy Medal Fund
- Seafarer Support
- Emergency Grant Fund
- Watch Ashore Project (closed, underspend transferred to the MN Fund managed by Seafarers UK)

EXPENDITURE

Staff

As at the date of this report the Board employs nine full time members of staff directly involved in its work. A new appointment, that of Deputy Project Manager, was made in the early part of 2017 to release time for the then Deputy Chief Executive to concentrate on the International Port Welfare Partnership Programme. The Board is under contract to the International Seafarers Welfare Assistance Network (ISWAN) for this programme for a period of 3 years' subject to satisfactory annual reviews. The Board receives grants from its funding partners; Seafarers UK, ITF Seafarers Trust and TK Foundation.

Pensions

In line with legislation set down by the Pensions Regulator all members of staff are entitled to enter a contributory group personal pension plan provided by the Board after 3 months' service, and all those currently employed are included (staff aged between 21 and 65 are automatically enrolled as required under pensions legislation). Following a satisfactory probationary period of normally 6 months, all new staff members are offered a contract which allows them to receive an enhanced employer's contribution, conditional upon them also making an agreed increased minimum contribution.

Offices

The Board has a 10-year repairing lease for its offices at 8 Cumberland Place, Southampton SO15 2BH which commenced in December 2010. These premises adequately meet the Board's needs both now and for the foreseeable future. A mid-term review took place as at 2nd December 2015 and a new rental amount was agreed for the remaining five years.

Professional fees

The Board incurred professional fees in 2017 for audit and accountancy purposes.

Auditors and the Appointment of Auditors

The Board is required to have its accounts audited annually. Under the Articles of Association, the Council is responsible for appointing the auditor.

Accountancy fees

The Board's accounts administration is undertaken by Winchester Bourne Ltd, for which it pays a fee. The Board would, once more, like to place on record its gratitude to the long-standing Accounts Manager, Mrs Jane Roberts, for all her efforts and assistance.

Membership of Organisations

The Board is a subscribing member of the following charitable organisations:

- *Maritime Charities Group (MCG)*
- *International Seafarers' Welfare and Assistance Network (ISWAN)*
- *National Council for Voluntary Organisations (NCVO)*
- *The Association of Charitable Organisations (formerly – Association of Charity Officers) (ACO)*
- *Confederation of Service Charities (COBSEO)*

ACHIEVEMENTS, PERFORMANCE AND IMPACT

SERVICES TO CONSTITUENT MEMBERS

GRANTS

Whilst the Board's main priority is that of providing support services to its constituents and Port Welfare Committees, its second priority is to provide capital grants. The amount available for this purpose is based on the overall return from the investment portfolio after deducting revenue costs and services to Constituents. In 2017 a sum of £308,585 was awarded in capital grants (2016 - £233,016). Before allocating grants Council reviews the quality of each application and the impact that this would have on the maritime community. In some cases, it will endeavour to share a grant with other organisations. Under its Small Grants Programme, the Board can allocate grants of up to £5,000 throughout the year, up to a total annual limit of £50,000.

Grants Awarded

- **Annual National Service to Seafarers:** annual contribution - **£100**
- **Apostleship of the Sea, Fawley:** refurbishment of drop-in centre - **£4,465**
- **Care Ashore:** upgrade of kitchen equipment - **£35,520**
- **Fishermen's Mission, Peterhead:** towards 24/7 drop in centre - **£5,000**
- **Fishermen's Mission, Kilkeel:** towards refurbishment of washroom - **£5,000**
- **ISWAN:** IPWP Programme - **£30,000**
- **Maritime Charities Group:** annual contribution - **£10,000**
- **Merchant Navy Day Annual Service:** annual contribution - **£500**
- **Merchant Navy Medal Committee:** annual contribution - **£100**
- **Mission to Seafarers, Fowey:** centre improvements - **£4,000**
- **Mission to Seafarers, Pt Talbot:** towards a modular seafarers' centre - **£35,000**
- **MV Derbyshire Trust Fund:** Memorial and remembrance event - **£5,400**
- **Nautilus Welfare Fund:** Mariners Park improvements - **£19,500**
- **PWC Promotional Fund & Emergency Recreational Fund** - **£5,000**
- **Royal Alfred's Society:** towards Wi-Fi provision for sheltered housing - **£5,000**
- **Sailors' Children's Society:** mobile holiday home - **£25,000**
- **Sailors' Society:** towards new seafarers' centre, Kirkwall - **£4,000**
- **Seafarers Centre Support Project:** new project jointly funded - **£15,000**
- **Seafarers Support:** annual contribution towards running costs - **£10,000**
- **QVSR:** Tilbury seafarers centre recreational area - **£25,000**
- **QVSR:** restaurant improvement - **£15,000**
- **QVSR:** CCTV upgrade - **£10,000**
- **Vehicle Replacement Programme:** annual contribution - **£40,000**

Total awarded in 2017 - £308,585

PROJECTS

Evaluation Studies

The Board conducts evaluations and/or feasibility studies of various ports and other seafarers' welfare facilities on behalf of the maritime sector. This helps promote the most effective and highest standards of welfare services for both serving and retired seafarers within the UK and Gibraltar. In early 2015 three of the societies jointly responsible for administering several seafarers' centres (Apostleship of the Sea, Mission to Seafarers and Sailors Society), asked the Board to conduct a review of usage, services, structure and governance. Work commenced in 2015 with a survey of working seafarers' current needs and aspirations whilst visiting UK ports. During the course of 2016/17 the Board reviewed all jointly run centres and produced reports with recommendations. Working in partnership with the three societies, MNWB plans to conduct a jointly funded pilot project to improve the operations and support provided for UK seafarers centres. The Board will also be funding and organising an inaugural Seafarers Centre Conference in May 2018.

Date Protection Act 1998 & EU General Data Protection Regulation Preparation (EU GDPR)

All confidential information held by the Board fully complies with the requirements under the Data Protection Act 1998 and the Board is registered for this purpose with the Information Commissioner's Office. The Board has trained staff in GDPR and is reviewing its websites, databases and working practices to achieve full compliance by 25th May 2018.

ISWAN's International Port Welfare Partnership Programme

The Board managed a pilot project, on behalf of the International Seafarers Welfare & Assistance Network (ISWAN), to assist and mentor national seafarers' welfare boards and PWCs around the world. This pilot was a significant project for which the Board received external funding. The project originally intended to establish up to 5 PWCs or national seafarers' welfare boards over a period of 18 months, but it actually established ten, notably: Antigua & Barbuda; Australia (Brisbane and Gladstone); Porto Novo (Benin); Canada (Toronto); Tema (Ghana); Mauritius (Port Louis); Rotterdam (Netherlands); South Korea (Busan) and Spain (Barcelona).

Subsequently the Board has been commissioned, by ISWAN, to undertake a three-year programme. Funding for this is being provided through ISWAN, in equal part by ITF Seafarers Trust, Seafarers UK, TK Foundation and MNWB itself. The IPWP programme was officially launched during London's International Shipping Week (LISW17) at a formal Business Breakfast in the historic setting of Trinity House on Wednesday 13 September 2017. As part of the same event the four LISW17 supporting charities (Seafarers UK, Sailors Society, Mission to Seafarers and Apostleship of the Sea) were invited by MNWB to hold their debate (entitled 'Fair Shipping: does it exist?') directly afterwards. The event proved a resounding success with over 90 representatives attending from across the sector. Brandt Wagner of ILO launched the programme and recognised the invaluable contribution voluntary organisations made to seafarers' welfare in ports, worldwide. In 2018, the IPWP programme will look to create 10 new PWCs, train Programme Ambassadors and organise a Welfare Board Conference later in the year. At the time of this report there are currently expressions of interest from 66 countries and 157 ports. The on-line Port Data Information package, initially developed for the UK by MNWB has been extended to allow it to be made available for this programme, albeit under strict conditions. The Programme's website; <https://www.portwelfare.org> has also been extensively updated taking into account the move from a project to a programme. The intended outcome is to build a global network of National Seafarers Welfare Boards (NSWBs) and PWCs which will do much to support and enhance the work of the front line port welfare providers. The enormous benefits to seafarers and their welfare support organisations globally is fully understood and supported by the Board's own Council.

A major part of the IPWP programme will be the integration of existing MNWB port welfare databases into one web portal in order that the maritime sector can view and assess shore based welfare facilities and welfare providers can also review, on a port by port basis, welfare provision against any gaps or duplication. Evaluation data of all UK major ports will be migrated to the new system in 2018. The information includes port structures, commercial traffic (shipping) and local welfare provision, including centres, chaplaincy, transport and volunteer numbers. The web portal will be placed on-line to enable all interested organisations to review the activities in each port. The project has been delayed to ensure it is fully compliant with the strict EU General Data Protection Regulation, which comes into force on 25 May 2018. The web portal is intended to be made available for use in other parts of the world under the IPWP Programme, strictly under agreed terms under the Board's copyright. Numerous volunteers from the PWCs have volunteered to help beta test and feedback on this innovative software in 2018. Following testing, each welfare provider will be autonomous with their own database administrator/s.

Lone Worker Alarms

Following advice that Ship Welfare Visitors should consider wearing appropriate Lone Worker Alarms to enhance Health & Safety at work, the Board has undertaken a trial project to compare the leading lone working devices that are currently available on the market. A number of societies are trialling the equipment and a report will be published in 2018.

Port Levy Project

During 2014 the Board, as lead charity of a consortium of those voluntary societies providing port based welfare, began project work to lobby for and encourage the establishment of additional voluntary port levies or donations around UK ports. This is intended to meet an increasing shortfall in revenue as those charities struggle to meet increased demands against a background of reducing donations, legacies and investment income. The Board is ideally placed to lead this project as it now maintains a database of welfare provision in all major and many medium size UK ports. The Tyne Port Authority has worked in partnership with the Board and the Tyne Area PWC to establish a partnership port levy scheme. The scheme, entitled the Port of Tyne (PoT) Welfare Fund began raising funds on 1 January 2016 and was formally launched in September 2017. The fund uses a formula, approved by the societies and based on the number and category of welfare personnel providing services to seafarers visiting the port, to apportion funds to the principal welfare organisations. The PoT Welfare Fund has a Memorandum of Understanding (MoU) that could be used as a template for other ports that do not benefit from an existing levy scheme. Whilst there are already numerous successful schemes working in other ports, the MNWB considers the levy to be an excellent example of a modern partnership scheme between shipowners, ports and welfare providers to support and improve seafarers' welfare in port. The Board has agreed to circulate a generic version of the project MoU to members of the Serving Seafarers Working Group (SSWG) for use in ports without existing levies.

Vehicle Replacement Programme (VRP)

The Board, in partnership with three other funders: ITF Seafarers Trust, Seafarers UK and Trinity House, continues to fund and manage the port based vehicle replacement programme on an annual basis. The Board secured sufficient funds for the port welfare vehicles listed for 2017. Recognising the VRPs importance to many constituent members and taking into consideration the ever changing funding and maritime landscape and personalities, the Board has undertaken a comprehensive review of the past 8 years of the VRP in order to modernise and optimise the chance of project longevity. As a result, the VRP MoU has been updated to include, where appropriate, Electric Vehicles and, due to relatively low average mileage, has extended the programme from a 5 to a 6-year renewal cycle albeit grants are applied for on an annual basis. The review, MoU and port welfare vehicle 'master list' of vehicles (updated on a constant basis) and the VRP grant applications have been submitted to the funding partners for 2018 with an outline plan for subsequent years. As in previous years only vehicles on the master list that are used on a full time basis will be replaced and any proposed new vehicle will require a full port welfare review.

PUBLICATIONS

The Board, on behalf of its Constituents, publishes and distributes the following publications which are also included on the website:

Port Information Leaflets: The Board currently publishes (and updates) 36 Port Information Leaflets for seafarers throughout UK ports and Gibraltar. These are welcomed as they focus on seafarers' needs, when ashore, in the limited time that most have available. They are also included on the Board's website. During 2017, although no new ports were added, there were four more under consideration and 12 leaflets were updated and reprinted.

Remembering those left behind: This booklet provides advice for both those seeking to make funeral plans before their death, and for people who are faced with making the arrangements with no plan in place.

Arrested and Detained Vessels and Abandoned Seafarers – A Guide to Who Does What: This booklet, published in hard copy and on-line, is intended to be a simple guide explaining the duties of the various authorities when voluntary societies encounter seafarers on arrested, or detained vessels, or who have been abandoned. It is reviewed regularly and updated when necessary.

TRAINING COURSES

The Board remains committed to providing on-going training courses for its Constituent and Port Welfare Committee members. During 2017 the courses available, subject to demand included:

Bereavement Awareness: One course was held in London for 16 persons in 2017. 3 courses are planned for 2018.

Caseworking: SSAFA kindly opens its own courses, which take place in various locations throughout the UK, to MN and fishers welfare workers. 4 persons attended during 2017.

**Merchant Navy Welfare Board
Report of the Trustees
for the Year Ended 31 December 2017**

Health & Safety: An e-learning course on which 10 persons received training in 2017.

Managing Aggression & Violence: This course was not run in 2017, due to lack of demand.

Managing Volunteers: One course was held for 15 persons in 2017.

Mental Health Awareness: No courses were held in 2017 due to the retirement of the trainer. 3 courses are planned for 2018.

Personal Safety at Work: This course was not run in 2017, due to lack of demand. One course is being arranged for June 2018.

Understanding the Merchant Navy: This course has never been run and has been discussed with working groups. Members have stated that a basic course for staff members with no MN/FF sector experience would be useful. The creation of an online course will be considered in 2018.

Substance Abuse Awareness: This course was not run in 2017 due to lack of demand.

Ship Welfare Visitor: The on-line training package was launched in 2017 in partnership with the North American Maritime Ministries Association (NAMMA). The Board retains copyright of the training package software and distributes Identity Cards (ID) to all those who have successfully completed the course. A small administration fee is charged to offset mailing and maintenance costs. In 2017, the Board issued 20 international and 33 UK Ship Welfare Visitor ID cards.

WORKING GROUPS

Working groups and forums are an important means of bringing together those maritime charities, with common aims, to review requirements and promote recommendations. There are now two working groups in place: *Serving Seafarers* and *Older Seafarers & Families*. Each working group normally meets twice yearly. These groups share information of common interest; monitor the impact of changes; make recommendations on best practice; consider priorities, particularly in relation to funding arrangements and act as a co-ordinating lobbying force to make representation to maritime funding charities and other appropriate organisations. The working groups and their strategy will be reviewed in 2018 to ensure maximum collaborative impact.

PORT WELFARE COMMITTEES

The Board administers 15 PWCs in the UK, the Gibraltar Seafarers' Welfare Board (GSWB) and supports the Falklands Port Welfare Board. Membership for all committees is taken from local organisations with a direct or indirect role in seafarers' welfare provision. Each committee (and Board) usually meets three times annually, with one meeting including an AGM. A Chairman and Vice Chairman are elected by the members at the AGM. The PWCs role is to review the provision of seafarers' welfare locally, share expertise and make recommendations for changes and improvements.

The Board ensures that membership of its 15 PWCs and GSWB is, where possible, representative of organisations concerned with issues of seafarers' welfare within the designated geographical area. These assist voluntary societies and others to ensure that seafarers' welfare services are deployed in the most effective manner within their area. In 2017 there were 48 general meetings and 16 AGMs in the UK and Gibraltar and the same number are planned for 2018. The Falklands will be visited biennially, commencing in 2019. Issues and ideas, that have a wider impact, are shared both between all the PWCs and when appropriate, the Board.

COMMITTEE CHAIRMEN

<i>Committee</i>	<i>Chair</i>	<i>Committee</i>	<i>Chair</i>
Bristol	Mr G Strickland	North & East Scotland	Mr D Kenwright
Central & West Scotland	Mr S Bradley	Northern Ireland	Mr P Hayes
East Anglia	Revd P Paine	North West	Mr J Wilson
Falkland Islands PWB	Mr S Wallace	South Wales	Mr E Watts MBE
Gibraltar SWB	Capt. J Ferro MBE	Southern	Capt. M Phipps MBE
Haven	Capt. J Coleman	South West	Mrs C Rankin MBE
Humber	Revd Fr C Kelly	Tees	Capt. J Drewitt MBE
London and South East	Mr T Goacher	Tyne	Mr S Clapperton
Milford Haven	Mr J Bowen		

BIENNIAL PWC JOINT CHAIRS MEETING PWC

The Board again held a very successful biennial meeting for its Chairs, Vice Chairs and representatives of its PWCs and GSWB at the Aztec Hotel, Bristol on the 28th and 29th November. All PWCs and the GSWB were represented by at least one member. This was an opportunity for delegates to openly discuss the Board's strategy and make suggestions for the future. There was overall support for the current work programme and services provided by the Board and a number of useful proposals were put forward for the future. A PWC survey, undertaken by 212 members, conducted prior to the meeting revealed the membership was content with all aspects of the services provided by MNWB.

FALKLAND ISLANDS PORT WELFARE BOARD

Following a visit by Capt. David Parsons, the Falkland Islands will formally consider joining the welfare boards affiliated to MNWB and become part of the ISWAN IPWP programme. The Board has agreed to provide guidance and assistance on primarily a remote basis.

EMERGENCY RECREATIONAL FUND FOR ABANDONED SEAFARERS

The Board's Council agreed in early 2017 to set aside an emergency fund that could be used to assist in offering much needed recreational activities to seafarers who had been abandoned. Whilst it is recognised that, under the new amendments to MLC 2006, there is a requirement for ship owners to set enough money aside to cover repatriation, up to three months' basic wages, victualling, heat, lighting and emergency medical treatment, seafarers who find themselves in this situation can become bored and worry about their situation. To help alleviate this, the fund is available to all those who work directly with these seafarers, whether that be a Port Chaplain or an ITF Inspector. It was utilised for the first time this year by Aberdeen Seafarers' Centre Port Chaplain, Revd Howard Drysdale who took the crew of the Malaviya Seven, a vessel detained in Aberdeen, to the cinema.

PROMOTION OF PWCS & PWC GRANT

The Board annually sets aside a grant of up to £500 per PWC and GSWB to promote seafarers' welfare and raise the profile of the committee locally. During 2017 there have been a number of excellent initiatives agreed for use of the grant, which must be approved by MNWB. Amongst these included the Northern Ireland PWC who participated in Bangor's Maritime Festival held in June. John Smyth from the Northern Ireland Fishery Harbour Authority arranged the innovative marine "touch tanks", which were used as a means to engage with the public and give them the opportunity to discover the marine world by observing and touching living creatures. In October, the Board's Deputy CEO, Sharon Coveney attended and presented at a joint East Anglia PWC and East Coast College Diwali celebration promotional event for over 150 international maritime students. The Board would like to record its sincere thanks and congratulations to all those PWC members who organised events throughout the year.

WELFARE SUPPORT

Whilst the Board does not give financial support to individuals, other than in an emergency, it does act as a 'clearing house' for those seeking assistance from other maritime charities. Experienced staff in the welfare department will arrange home visits by trained caseworkers and review all applications before directing them to the most appropriate sources of help.

CASEWORKER HOME VISITS

Caseworkers can assist clients with completing application forms and help to assess their circumstances. The Board, on behalf of its appropriate Constituent members, arranges home visits by a trained caseworker from the maritime charities, or SSAFA. It reimburses the latter with costs. During 2017, 134 visits were arranged by the Board (2016 - 134). The exception to this arrangement is the Shipwrecked Mariners' Society, which arranges their caseworker visits directly, although the Board reimburses the Society to cover some of those costs.

WELFARE AND EMERGENCY FUND

An emergency fund has been established with support from the Merchant Navy Fund for small grants, normally up to £100. This grant can be awarded in cases where an eligible vulnerable client has been identified, normally by a caseworker, as having no visible means of support. This enables them, normally through a voucher, to purchase some bare necessities whilst their application for help is being processed. In 2017 two such grants were awarded (2 in 2016).

REGISTER OF GRANTS TO INDIVIDUALS

The Board has, for many years, maintained a register of persons who have applied for, or are in receipt of, a grant from one of its Constituent charities. This includes both regular and one-off grants and helps to reduce duplication and avoid, albeit rare, cases of fraud. More recently the potential for the information contained in the register has been recognised by the Board and its Constituents. All those involved in the sector recognise that the large reduction in numbers of seafarers during the latter part of the 20th century is beginning to impact the numbers seeking financial support. Equally needs and the purposes, particularly for one-off grants, are changing. The register can provide demographic information and statistics such as annual numbers of those receiving and applying for help, geographical locations of seafarers (using postcodes), age, gender, marital status and usually, purposes of a one-off grant. This information can be used to identify trends, enabling better future projections and provide demographic profiles, allowing maritime charities to better plan to meet future needs. A full review of the register will be conducted in 2018 to ensure EU GDPR compliance.

SEAFARER SUPPORT

Equally important is Seafarer Support, a service which is run and managed by the Board on behalf of all maritime charities. This enables enquirers from an MN, RN or fishing fleet background to be referred, or directed, to the most appropriate sources of help. It is funded via direct grants from MNWB, Royal Navy & Royal Marines Charity, Seafarers UK and Trinity House. The Board's staff welcome enquiries either on a Freephone number - 0800 121 4765 or via the website; www.seafarerssupport.org where a search facility called the 'Maritime Charities Welfare Guide' is embedded. During 2017 Seafarer Support received:

- Freephone Helpline – 352 phone calls (2016 – 456)
- Website – 27,515 unique visitors* (2016 – 12,083)

*Unique visitors are measured according to their computers' unique IP address and are counted only once, no matter how many times they visit the website.

The above figures demonstrate that the greatest numbers of enquiries come via the Web and have increased, whilst the numbers of phone enquiries have decreased quite significantly. There are more than 140 organisations covering 35 different welfare categories listed in the Maritime Charities Welfare Guide.

The top five 'searched for' categories of help in 2017 in order of priority were as follows:

- | | |
|-------------------------------|-------------------------------------|
| 1. Grants to Individuals | (2016 - Sheltered Housing) |
| 2. Household Equipment Grants | (2016 - Household Equipment Grants) |
| 3. Emergency Grants | (2016 - Funeral Grants) |
| 4. Disability Support Grants | (2016 - SAIL) |
| 5. Sheltered Housing | (2016 - Educational Grants) |

AWARENESS EVENTS

Utilising the Seafarer Support Exhibition Stand, the Board represented the maritime charity sector at two major events; The Gathering, the Scottish charities event in Glasgow and Charity Fair in London, which is attended by many social workers.

EXTERNAL PARTNERSHIPS & COLLABORATIONS

FESTIVAL OF REMEMBRANCE

This year an increased number of serving seafarers and cadets were invited to attend the high profile ceremony covered by the BBC and organised by the Royal British Legion. Working with the support of BP Shipping, Carnival UK and Warsash Academy, MNWB coordinated a combination of 15 serving seafarers and cadets with Trinity House helping MNA also provide representation.

MERCHANT NAVY FUND

The Board is not an active fundraiser and whilst it welcomes contributions and legacies, it is largely reliant on investment income. However, at the suggestion of the Board, it is in partnership with Seafarers UK for the 'Merchant Navy Fund' using the combined expertise of both charities. The Board provides its unique knowledge and understanding of the Merchant Navy whilst Seafarers UK utilises their fundraising expertise. Whilst the Fund is administered by Seafarers UK, the Board normally meets half the costs. The Board contributed £736 in 2017 (2016 - £3,748). This initiative is intended to raise money from MN associated personnel and their families specifically to support those with an MN background.

MERCHANT NAVY HONOURS CONSULTATIVE COMMITTEE

In 2015 HM The Queen graciously signed a Royal Warrant that established a National Honour for the Merchant Navy and the first such awards (Merchant Navy Medal for Meritorious Service) were presented in 2016. The Board, on behalf of the maritime sector, administers the Merchant Navy Honours Consultative Committee (formally Merchant Navy Medal Committee). The committee, by agreement with the Department of Transport, acts in an advisory capacity and can recommend awards to persons, from the maritime industry, which will include higher Honours and medals for acts of courage. The Board will continue to provide the Committee secretary and administer the MNM restricted fund.

The 2017 the Merchant Navy Medal for Meritorious Service was awarded by The Princess Royal at a ceremony at Trinity House, London on the 26th September 2017. Recipients of the awards were as follows:

- **Mr Andrew Armstrong**, for services to seafarer training
- **Mr Anthony Cash**, for services to seafarer welfare and the Merchant Navy Association
- **Captain Stephen Clinch**, for services to the safety of ships and seafarers
- **Captain Geoffrey Cowap**, for services to the careers of young seafarers
- **Mr Patrick Dolby**, for services to international ship safety standards and seafarer welfare
- **Mr Allan Graveson**, for services to seafarer training, welfare and safety
- **Captain Mark Holden**, for services to the offshore maritime industry
- **Captain John Hughes**, for services to environmental protection at sea
- **Mr Francis Kelly**, for services to apprenticeships for ratings
- **Captain Charles Kelso**, for services to the shipping industry and sea cadets
- **Lt Cdr Mark Kemmis-Betty**, for services to the Merchant Navy and seafarer welfare
- **Captain Andrew O'Brian**, for services to maritime careers and charity
- **Mr Francis O'Neill**, for services to marine engineering
- **Mr Ian Spreadborough**, for services to seafarer training and careers
- **Mr Stephen Todd**, for services to seafarer employment, training and welfare
- **Captain Jamie Wilson**, for services to the rescue of refugees in peril

ANNUAL AWARD FOR SERVICES TO SEAFARERS' WELARE 2017

The MNWB Annual Award for Services to Seafarers' Welfare was awarded to Alèxe Finlay for exceptional services to seafarer's welfare on the Tees. A worthy recipient, Alèxe Finlay has acted as either a proactive member, Secretary, Vice Chair or Chair of a plethora of maritime community bodies including the Tees and Hartlepool Port Users' Association, Mission to Seafarers (North and South Tees), RNLI Teesmouth Station, German Seamen's Mission and the Tees Port Welfare Committee. The award was presented by the Chairman, Bob Jones at the PWC Joint Chairs Meeting in Bristol on the 28th November.

FUTURE STRATEGY

Whilst much information about on-going efforts is contained within the main body of the report, the Board reviews its future strategy annually, whilst also reviewing the progress and achievements from the previous year. The list of key objectives set down in the 2018/19 review is as follows:

Completed objectives

- Support the Watch Ashore to provide an on-line mutual support network for the wives and partners of MN seafarers
- Manage a digital inclusion project to enable retired seafarers and their families, without previous IT experience and skills, to receive a loan laptop or tablet with bespoke beginners' software
- Review all jointly owned UK seafarers' centres

On-going objectives

- Promote awareness of the maritime charity sector
- Support the Constituent members as appropriate
- Support and maintain the 15 Port Welfare Committees, Gibraltar Seafarers' Welfare Board and Falkland Islands Port Welfare Board
- Review the need for additional Port Welfare Committees, or boards in UK and overseas Dependencies
- Monitor the impact of ILO's Maritime Labour Convention (2006)
- Provide training packages
- Manage and maintain the Vehicle Replacement Programme Fund

**Merchant Navy Welfare Board
Report of the Trustees
for the Year Ended 31 December 2017**

- Publish, revise, reprint and distribute Port Information leaflets
- Maintain and update the Seafarer Support and Maritime Charities Welfare Guide
- Act as a clearing house for applications for help and arrange caseworker home visits to clients
- Support and encourage home visits by trained caseworkers
- Maintain the database – Register of Grant Recipients
- Publish a ‘ready reference’ survey of all charities making grants to individuals
- Manage all working groups and utilise these to begin preparing reports and recommendations pertaining to their particular sectors
- Provide evaluation and feasibility studies where appropriate
- Maintain, enhance and update regularly the findings of the UK Port Survey
- Continue to build upon the online database of port welfare provision (SWIMS)
- Manage a collaborative project to endeavour to secure improved funding from port levies, or other local sources, on behalf of those Constituents providing port based welfare
- Review with appropriate Constituents the changes in seafarers’ communication needs and IT provision
- Encourage the establishment of more port levy or contribution schemes
- Review access to welfare provision and charitable assistance to professional luxury yacht crews
- Maintain and enhance the role of the Working Groups to review existing provision and future needs
- Publish biennial reports on the progress of the Working Groups
- Alternate biennial conferences for Constituent and PWC members
- Continue partnership arrangement with Seafarers UK, to raise money for the Merchant Navy Fund
- Administer the Merchant Navy Honours Consultative Committee and funds
- Review the opportunities for charities to share ‘back office’ support
- Manage an international partnership project, on behalf of ISWAN to encourage, support and mentor the establishment of seafarers’ welfare boards and port welfare committees around the world under the auspices of the ILO’s Maritime Labour Convention, 2006

New & future objectives

- Review GDPR training and awareness of software platforms to develop staff understanding and consciousness around cyber security
- Support the Aberdeen Seafarers’ Centre to lead on a digital project to improve the lives of retired seafarers in the community
- Conduct a pilot project to improve the operations and support provided for UK seafarers centres, which will include an inaugural Seafarers Centre Conference.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Merchant Navy Welfare Board for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

As noted previously, the Board has dispensed with the requirement to hold an Annual General Meeting. The re-appointment of auditors will be decided annually at a council meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



P D Tomlin MBE MNM
Chief Executive
15th March 2018

Report of the Independent Auditors to the Members of Merchant Navy Welfare Board

Opinion

We have audited the financial statements of Merchant Navy Welfare Board (the 'charitable company') for the year ended 31st December 2017 on pages twenty four to thirty five. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

Report of the Independent Auditors to the Members of Merchant Navy Welfare Board

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

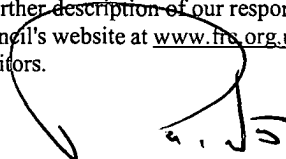
As explained more fully in the Statement of Trustees Responsibilities set out on page twenty one, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.



P E H Wright FCA DChA (Senior Statutory Auditor)
for and on behalf of Sheen Stickland
Chartered Accountants
Statutory Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

15th March 2018

Merchant Navy Welfare Board

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	110,601	34,122	144,723	361,582
Investment income	3	282,694	-	282,694	329,681
Other income	4	100,928	-	100,928	17,946
Total		<u>494,223</u>	<u>34,122</u>	<u>528,345</u>	<u>709,209</u>
EXPENDITURE ON					
Raising funds	5	52,204	-	52,204	45,488
Charitable activities	6				
Support Services to Constituent Members		61,002	196,066	257,068	275,366
Grants to support the work of Constituent Members		308,585	-	308,585	233,016
Grants Unspent		(10,643)	-	(10,643)	(6,116)
Support to promote welfare activities		560,632	-	560,632	472,800
Total		<u>971,780</u>	<u>196,066</u>	<u>1,167,846</u>	<u>1,020,554</u>
Net gains on investments		<u>1,035,447</u>	<u>-</u>	<u>1,035,447</u>	<u>1,118,566</u>
NET INCOME/(EXPENDITURE)		<u>557,890</u>	<u>(161,944)</u>	<u>395,946</u>	<u>807,221</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>14,874,580</u>	<u>425,080</u>	<u>15,299,660</u>	<u>14,492,439</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>15,432,470</u></u>	<u><u>263,136</u></u>	<u><u>15,695,606</u></u>	<u><u>15,299,660</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

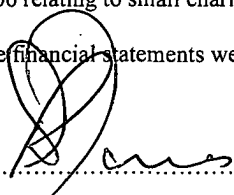
Merchant Navy Welfare Board

Balance Sheet
At 31 December 2017

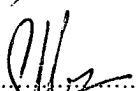
	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
FIXED ASSETS					
Tangible assets	12	14,842	-	14,842	20,157
Investments	13	<u>15,357,879</u>	<u>-</u>	<u>15,357,879</u>	<u>14,773,173</u>
		15,372,721	-	15,372,721	14,793,330
CURRENT ASSETS					
Debtors	14	66,528	-	66,528	109,985
Cash at bank and in hand		<u>321,671</u>	<u>263,136</u>	<u>584,807</u>	<u>621,640</u>
		388,199	263,136	651,335	731,625
CREDITORS					
Amounts falling due within one year	15	(328,450)	-	(328,450)	(225,295)
NET CURRENT ASSETS		<u>59,749</u>	<u>263,136</u>	<u>322,885</u>	<u>506,330</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>15,432,470</u>	<u>263,136</u>	<u>15,695,606</u>	<u>15,299,660</u>
NET ASSETS		<u>15,432,470</u>	<u>263,136</u>	<u>15,695,606</u>	<u>15,299,660</u>
FUNDS	17				
Unrestricted funds				15,432,470	14,874,580
Restricted funds				<u>263,136</u>	<u>425,080</u>
TOTAL FUNDS				<u>15,695,606</u>	<u>15,299,660</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

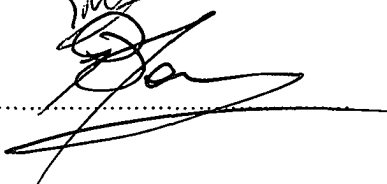
The financial statements were approved by the Board of Trustees on 15th March 2018 and were signed on its behalf by:


.....

Mr R Jones – Chairman of the Council


.....

Mr G Lane – Member of the Council


.....

Mr P Tomlin – Chief Executive

Merchant Navy Welfare Board

**Cash Flow Statement
for the Year Ended 31 December 2017**

	2017 £	2016 £
Cash flows from operating activities:		
Cash generated from operations	<u>(766,417)</u>	<u>(716,627)</u>
Net cash provided by (used in) operating activities	<u>(766,417)</u>	<u>(716,627)</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	(3,851)	(23,005)
Purchase of fixed asset investments	(2,873,276)	(5,295,962)
Sale of fixed asset investments	3,242,947	6,138,852
Realised gain/(loss) on sale of fixed asset investments	81,070	(74,458)
Interest received	103	245
Dividends received	<u>282,591</u>	<u>329,436</u>
Net cash provided by (used in) investing activities	<u>729,584</u>	<u>1,075,108</u>
Change in cash and cash equivalents in the reporting period	<u>(36,833)</u>	<u>358,481</u>
Cash and cash equivalents at the beginning of the reporting period	<u>621,640</u>	<u>263,159</u>
Cash and cash equivalents at the end of the reporting period	<u><u>584,807</u></u>	<u><u>621,640</u></u>

RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2017 £	2016 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	395,946	807,221
Adjustments for:		
Depreciation charges	9,166	8,843
Gain on investments	(1,035,447)	(1,118,566)
Interest received	(103)	(245)
Dividends received	(282,591)	(329,436)
Decrease/(Increase) in debtors	43,457	(59,305)
Increase/(Decrease) in creditors	103,155	(25,139)
Net cash provided by (used in) operating activities	<u><u>(766,417)</u></u>	<u><u>(716,627)</u></u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities Act 2011 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Allocation and apportionment of costs

Expenditure, which does not directly relate to grant making is analysed between charitable support costs, governance and costs of generating funds. Items, which involve more than one cost category are apportioned as appropriate to the cost categories involved.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 10% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds

The general fund represents undesignated monies retained that provide the working capital, to enable the board to carry out its activities as a provider of services to seafarers. The Council regularly reviews the level of income funds and the strategic needs of the Board.

Restricted funds

Restricted funds represent monies set aside for particular projects or purposes in accordance with the instructions of the donor.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

Pensions

The charity provides a stakeholder pension scheme for employees. The contributions are charged to the statement of financial activities as they fall due.

Merchant Navy Welfare Board

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2017**

1. ACCOUNTING POLICIES - continued

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

2. DONATIONS AND LEGACIES

	2017	2016
	£	£
Donations	2,957	1,553
Legacies	107,644	9,329
Grants	34,122	350,700
	<u>144,723</u>	<u>361,582</u>

3. INVESTMENT INCOME

	2017	2016
	£	£
Quoted UK and non-UK investments	282,591	329,436
UK portfolio cash	103	245
	<u>282,694</u>	<u>329,681</u>

4. OTHER INCOME

	2017	2016
	£	£
Seafarers Support – Salary recharge	12,000	12,000
IPWP Support – Salary recharge	28,046	-
Rental of Car Park Spaces	3,562	5,520
Courses	2,484	426
Sundry Income	2,674	-
Sale of The Merchant Navy Club Milford Haven	52,162	-
	<u>100,928</u>	<u>17,946</u>

5. RAISING FUNDS

Investment management costs

	2017	2016
	£	£
Portfolio management fees	<u>52,204</u>	<u>45,488</u>

6. CHARITABLE ACTIVITIES – PROVISION OF WELFARE SERVICES

	2017 £	2016 £
Support services to Constituent members:		
Unrestricted expenditure:		
Caseworker costs	17,067	16,656
Training courses	9,835	22,811
Evaluation studies	3,568	2,179
Port welfare promotion	5,274	2,874
Merchant Navy Fund promotion contribution	736	3,748
Digital Inclusion Project	13,111	-
Annual Seafarers Welfare Conference	<u>11,411</u>	<u>9,614</u>
	<u>61,002</u>	<u>57,882</u>
Restricted expenditure:		
Vehicle Replacement Fund	64,299	150,035
MN Medal Fund	2,628	6,193
Seafarer Support	30,097	28,638
Digital Inclusion Project	911	-
Watch Ashore Project	3,348	360
Emergency Grant Fund	101	200
IPWP Pilot Project	-	17,552
IPWP Programme	<u>94,682</u>	<u>14,506</u>
	<u>196,066</u>	<u>217,484</u>
Total costs of support services to Constituent members	257,068	275,366
Grants to support the work of Constituent members	308,585	233,016
Grants unspent	(10,643)	(6,116)
Support to promote welfare activities	560,632	472,800
	<u>1,115,642</u>	<u>975,066</u>

7. GRANTS PAYABLE

	2017 £	2016 £
Grants to support the work of Constituent members	<u>308,585</u>	<u>233,016</u>

A detailed analysis of grants payable to institutions can be found within the trustees' report on page 13.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2017

8. SUPPORT COSTS – MANAGEMENT & GOVERNANCE

	Management £	Governance costs £	Total 2017 £	Total 2016 £
Support Services to Constituent members	1,489	-	1,489	175
Support to promote welfare activities	61,933	75,461	137,384	133,701
	<u>63,422</u>	<u>75,461</u>	<u>138,883</u>	<u>133,876</u>
	Management £	Governance costs £	Total 2017 £	Total 2016 £
Office running costs	24,366	-	24,366	20,307
Staff life assurance & training	15,294	-	15,294	7,303
Staff Recruitment	10,326	-	10,326	7,622
Subscriptions and publications	4,270	-	4,270	3,295
Depreciation	9,166	-	9,166	8,843
Salaries	-	24,600	24,600	31,718
Head office costs	-	13,042	13,042	18,654
Trustees' expenses	-	3,277	3,277	3,042
Trustees' meeting costs	-	1,184	1,184	1,398
Chief Executive Retirement Function	-	2,280	2,280	-
Legal fees	-	6,204	6,204	7,354
Accountancy	-	17,874	17,874	17,340
Auditors' remuneration	-	7,000	7,000	7,000
	<u>63,422</u>	<u>75,461</u>	<u>138,883</u>	<u>133,876</u>

Following a review by the Board it was agreed to reduce the apportionment of the Chief Executive and his PA's salary and related costs to 20% of the total expenditure from 30% in the previous year. Other head office costs associated with Governance have also reduced to 20% from 30% of the total.

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2017 £	2016 £
Auditors' remuneration	7,000	7,000
Depreciation - owned assets	<u>9,166</u>	<u>8,843</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

Trustees' expenses

Trustees' expenses were paid to four (2016: four) trustees during the year ended 31 December 2017 amounting to £3,277 (2016: £3,042).

11. STAFF COSTS

	2017	2016
	£	£
Wages and salaries	284,505	245,185
Social security costs	26,070	23,036
Other pension costs	<u>44,441</u>	<u>46,576</u>
	<u>355,016</u>	<u>314,797</u>

The average monthly number of employees during the year was as follows:

	2017	2016
Charitable and administration staff	<u>9</u>	<u>8</u>

There were no employees whose benefits (excluding employer pension costs) exceeded £60,000.

Merchant Navy Welfare Board

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2017**

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2017	9,449	69,858	79,307
Additions	-	3,851	3,851
At 31 December 2017	<u>9,449</u>	<u>73,709</u>	<u>83,158</u>
DEPRECIATION			
At 1 January 2017	9,089	50,061	59,150
Charge for year	151	9,015	9,166
At 31 December 2017	<u>9,240</u>	<u>59,076</u>	<u>68,316</u>
NET BOOK VALUE			
At 31 December 2017	<u>209</u>	<u>14,633</u>	<u>14,842</u>
At 31 December 2016	<u>360</u>	<u>19,797</u>	<u>20,157</u>

13. FIXED ASSET INVESTMENTS

	Listed investments £	Cash and settlements pending £	Totals £
MARKET VALUE			
At 1 January 2017	14,490,376	282,797	14,773,173
Additions	2,789,529	83,747	2,873,276
Disposals	(3,242,947)	-	(3,242,947)
Revaluations	954,377	-	954,377
At 31 December 2017	<u>14,991,335</u>	<u>366,544</u>	<u>15,357,879</u>
NET BOOK VALUE			
At 31 December 2017	<u>14,991,335</u>	<u>366,544</u>	<u>15,357,879</u>
At 31 December 2016	<u>14,490,376</u>	<u>282,797</u>	<u>14,773,173</u>
Historical cost			
At 31 December 2017	<u>12,093,571</u>	<u>366,546</u>	<u>12,460,117</u>
At 31 December 2016	<u>11,981,474</u>	<u>282,797</u>	<u>12,264,271</u>

13. FIXED ASSET INVESTMENTS - continued

Analysis of investments at 31 December 2017

	2017 £	2016 £
Listed investments		
UK quoted investments	9,338,893	7,881,778
Non UK quoted investments	<u>5,652,442</u>	<u>6,608,598</u>
	14,991,335	14,490,376
UK cash held as part of portfolio	<u>366,544</u>	<u>282,797</u>
	<u>15,357,879</u>	<u>14,773,173</u>

No investments held at the year end were in excess of 5% of the portfolio.

No investments were held at the year-end that relate to restricted funds.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Prepayments and accrued income	<u>66,528</u>	<u>109,985</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade creditors	8,566	12,351
Social security and other taxes	8,689	5,961
Other creditors	4,287	3,927
Accruals and deferred income	23,123	20,057
Grants payable	<u>283,785</u>	<u>182,999</u>
	<u>328,450</u>	<u>225,295</u>

16. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	Land and buildings		Other operating leases	
	2017	2016	2017	2016
	£	£	£	£
Expiring:				
Between one and five years	-	-	9,546	3,781
In more than five years	<u>27,000</u>	<u>27,000</u>	-	-
	<u>27,000</u>	<u>27,000</u>	<u>9,546</u>	<u>3,781</u>

17. MOVEMENT IN FUNDS

	At 1.1.17	Net movement in funds	At 31.12.17
	£	£	£
Unrestricted funds			
General fund	14,874,580	557,890	15,432,470
Restricted funds			
MCFG Vehicle Replacement Programme	210,933	(64,299)	146,634
MN Medal Fund	12,090	(728)	11,362
IPWP Pilot Project	84	-	84
IPWP Programme	183,525	(92,460)	91,065
Watch Ashore Project	3,348	(3,348)	-
Digital Inclusion Project	911	(911)	-
Emergency Grant Fund	450	(101)	349
Seafarers Support	<u>13,739</u>	<u>(97)</u>	<u>13,642</u>
	<u>425,080</u>	<u>(161,944)</u>	<u>263,136</u>
TOTAL FUNDS	<u>15,299,660</u>	<u>395,946</u>	<u>15,695,606</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	494,223	(971,780)	1,035,447	557,890
Restricted funds				
MCFG Vehicle Replacement Programme	-	(64,299)	-	(64,299)
MN Medal Fund	1,900	(2,628)	-	(728)
IPWP Pilot Project	-	-	-	-
IPWP Programme	2,222	(94,682)	-	(92,460)
Watch Ashore Project	-	(3,348)	-	(3,348)
Digital Inclusion Project	-	(911)	-	(911)
Emergency Grant Fund	-	(101)	-	(101)
Seafarers Support	<u>30,000</u>	<u>(30,097)</u>	<u>-</u>	<u>(97)</u>
	<u>34,122</u>	<u>(196,066)</u>	<u>-</u>	<u>(161,944)</u>
TOTAL FUNDS	<u>528,345</u>	<u>(1,167,846)</u>	<u>1,035,447</u>	<u>395,946</u>

The restricted funds noted above and their uses are described in the Report of the Trustees.

18. RELATED PARTY DISCLOSURES

There are a number of constituent charities where there are common trustees with the Board and transactions take place during the year on an arm's length basis. Details of these transactions are disclosed in the Report of the Trustees.

19. PENSIONS

Contributions made to the employees' stakeholder pension schemes amounted to £44,441 (2016: £46,576).

At the balance sheet date contributions of £4,287 (2016: £3,927) were outstanding.

20. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and accordingly does not have share capital.