

**AGENDA OF APHA EXECUTIVE BOARD MEETING**  
**15<sup>th</sup> July 2015, Marriott Hotel**  
**1 Queen Square, Liverpool, L1 1RH**  
**11:30 – 15:30**

- EB 15/28 List of Attendees
- EB 15/29 Apologies for absence
- EB 15/30 Minutes of previous meeting 15 April 2015
- EB 15/31 Matters arising from the Minutes, not on the Agenda
- EB 15/32 Minutes of Overview & Scrutiny meeting, 29 April 2015
- EB 15/33 APHA Accounts - NB 1
- EB 15/34 APHA Administration – NB 2
- EB 15/35 APHA Conference – NB3
- EB 15/36 Any Other Business

NB1 – APHA Accounts will include the reconciliation figures and profit and loss accounts. Together with Statement of Financial Position as at 31 March 2015.

NB2 – APHA Administration will include breakdown of charges for undertaking function by MPHA.

NB3 – APHA Conference update will include full conference programme minutes from meeting held at Marriott Hotel 24 June 2015, together with draft Conference Protocol for adoption by Executive.

At the conclusion of the meeting, Mercola Douglas has arranged for a tour of facilities available at the hotel.

Please confirm attendance, because catering arrangements been made by Mersey Port Health Authority.

Please note start time for the meeting



## APHA PORT HEALTH AUTHORITY

### Executive Summary

<b>Agenda Item:</b>	<b>EB15 30</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Minutes of Previous Meeting, 15 April 2015</b>
<b>Reference Documents:</b>	<b>15 30 (01)</b>

**Summary:**

The minutes from the meeting of the 15 April 2015 are included for Executive member's consideration.

**Recommendations:**

Members accept these minutes, agree via email and take appropriate action.

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	15/07/15	JR

**Minutes of the APHA Executive Board Meeting  
Wednesday, 15 April 2015, Manchester Town Hall - 12:30**

<b>EB 15/14 List of Attendees</b>		<b>Person Responsible</b>
<p>List of Attendees: Pat McCarthy John Warman Sandra Westacott Val Cameron Laurence Dettman Keith Morley Bill Arnold Mercola Douglas Ron Abbey John Robinson Andrea Smith Gary Gould Mark Longhurst Bridget Delahunty</p> <p>Minutes taken by: John Robinson</p>	<p><b>Authority</b> Associate Member of APHA Swansea Bay Port Health Authority, Vice Chairman Southampton Port Health Authority, Under Secretary APHA States of Guernsey Hull &amp; Goole Port Health Authority, Under Secretary APHA Manchester PHA, Chairman of Overview &amp; Scrutiny Swansea Bay Port Health Authority, O&amp;S Secretary Mersey Port Health Authority Mersey Port Health Authority Manchester Port Health Authority Manchester Port Health Authority Associate Member Overview &amp; Scrutiny Committee Member Association of Port Health Authorities, Webmaster Hull &amp; Goole PHA, Operational Board Member</p>	<p>PMc JW SW VC LD KM BA MD RA JR AJS GG ML BD</p>
<b>EB 15/15 Apologies for Absence</b>		<b>Person Responsible</b>
<p>Brian Lawrie Hugh Barrett Jacqui Rayment Gary Cooper Andrew McClenaghan Geoff Brown John Lee Paul Kimber Steve Hunt Tim McKillen Karen White</p>	<p>South Ayrshire Manchester Port Health Authority Southampton Port Health Authority Cornwall Port Health Authority Belfast City Council, Overview &amp; Scrutiny Committee Cornwall Port Health Authority Highland Council, Overview &amp; Scrutiny Committee Weymouth PHA, Overview &amp; Scrutiny Committee Swansea Bay Port Health Authority, O&amp;S committee Belfast City Council, Operational Board Member Cornwall Port Health Authority</p>	
<b>EB 15/16 Minutes of Previous Meeting 14 January 2015</b>		<b>Person Responsible</b>
<p>Minutes read and approved. Proposed KM Seconded LD</p>		
<b>EB 15/17 Matters arising from the Minutes</b>		<b>Person Responsible</b>
<p>EB15/13 Ship San charges: LD wanted to acknowledge new ship sanitation charges from 1<sup>st</sup> April for all APHA member Authorities. Meeting agreed charges at last meeting. Just wanted it acknowledging.</p>		
<b>EB 15/18 Reappointment of Pat McCarthy to APHA</b>		<b>Person Responsible</b>
<p>JW led on this item. Due to local boundary changed in Northern Ireland, Pat McCarthy ceased to represent Belfast as an elected member from 31 March 2015.</p> <p>JR had taken legal advice on this matter. Emailed all the Executive with the options.</p>		

<p>Unanimous support to make Pat McCarthy an associate member. RA would like it noting that this is an exception to the rule and not all members should be made associates. Motion approved by membership. JR added it would be expected to make suitable expenses to aid PMc to attend meetings. All agreed.</p>	
<p><b>EB 15/19 Minutes of the Overview &amp; Scrutiny Committee 28 January 2015</b></p>	<p>Person Responsible</p>
<p>BA outlined there was nothing outside of the main agenda in the minutes for this meeting. So nothing to consider separately.</p>	
<p><b>EB 15/20 Appointment as an Associate member Gary Gould</b></p>	<p>Person Responsible</p>
<p>BA introduced this item; GG had now left the Royal Air Force. Overview and Scrutiny committee had enquired if Gary was willing to carry on working within the committee. Therefore the committee had made a recommendation for the award of Associate membership status to Gary Gould.</p> <p>APHA Executive agreed to the proposal, subject to the same financial arrangements of reasonable expenses for attending meeting of APHA.</p>	
<p><b>EB 15/21 Operational Board</b></p>	<p>Person Responsible</p>
<p>PMc welcomed Bridget Delahunty (BD) to the meeting. BD gave a general introduction around paper submitted by Tobin Cook (TC), from the States of Guernsey, at the inaugural meeting attended by representatives from all four home countries, England, Wales, Scotland and Northern Ireland, plus representatives from the Channel Island and by teleconference Debbie Lewis in Cornwall.</p> <p>BD thought APHA Executive could give more of a steer of what is expected of the Operational Board. The Terms of Reference need tightening up and clarifying.</p> <p>BD identified certain areas to consider from first meeting. The Operational Board (OB) required clarification from the APHA Executive regarding APHA's overall aims and objectives, so that the OB's can ensure that its actions match strategic long term aims.</p> <p>BA said: communication is key to APHA. To make sure effective contact is made between APHA and the member authorities and the individual.</p> <p>PMc: Manchester is the hub; everything currently should go through the APHA Admin which sits in Manchester. RA: Important to avoid duplication, we have been disjointed in the past. One message, going out from one source. JW: Duplication – Continuity and Communication, create direct link through APHA administration.</p> <p>PMc: Never be afraid to ask.</p> <p>On training, it had been identified this was vital area for APHA. RA: We need to understand what training people are doing, Mersey PHA are well advanced with training. So, APHA needs to do the same.</p> <p>One further area of initial concern, is the level of administration support for the APHA admin team. Really important that adequate support is offered by APHA to ensure all work streams are supported.</p> <p><u>Outcome of this debate:-</u> VC thought it was a good opportunity for the Operational Board to develop a small questionnaire for members and non-member authorities. The purpose being to gauge levels of training currently undertaken by Port Health Authorities. The second part of the questionnaire, asked what level of training Port Health Authorities required from APHA</p>	

<p>for their staff. The Operational Board to develop this questionnaire and forward to APHA Admin for onward distribution to member authorities and non-member authorities.</p> <p>JR &amp; BA volunteered to tighten up the Terms of Reference for the Operation Board. This to provide clarity and compliance with the requirements of the Articles of Association and Operating Arrangements documents for July meeting, prior to adoption at the AGM in September.</p>	
<p><b>EB 15/22 APHA Account and Budgets :- Year End 2014-2015</b></p>	<p>Person Responsible</p>
<p>JR presented the accounts as produced by KW. The profit and loss account showed a small profit of £4,951. The bank balance as of the end of March showed a total of £40,970 in the current account.</p> <p>The membership previously had asked for the accounts to be handled by MPHA, to keep all the administration in one place.</p> <p>RA had previously thought Cornwall was too remote when rest of APHA admin, handled now in Manchester. The APHA Executive instructed JR to find a local LA to be willing to undertake via a SLA the APHA accounts. Details to be circulated by email for Executive members consideration before July meeting.</p>	<p>JR  PMc</p>
<p><b>EB 15/23 Conference Update and Costings</b></p>	<p>Person Responsible</p>
<p>MD outlined progress with the conference. Budget now in place. Flyer been produced. Hope to finalise conference programme by end of April to send around to APHA membership and a completely new audience, Mersey had been compiling.</p> <p>Regarding sponsorship, RA announced Mersey PHA would fund one social evening and MD was well on with obtaining sponsorship for the other social event.</p>	
<p><b>EB 15/24 Conference 2016</b></p>	<p>Person Responsible</p>
<p>SW outlined that Southampton PHA and Councillor Raymont are still are still very willing to host the 2016 APHA conference. SW indicated more details will be forthcoming for the July Executive meeting.</p>	
<p><b>EB 15/25 Continuation with APHA Admin in Manchester</b></p>	<p>Person Responsible</p>
<p>JR outlined that since the decision taken at the October 2014 meeting to relocate the APHA admin back to Manchester, the team have not stopped. This work involves email, general office admin, duties of company secretary and above all creation and maintenance of the new APHA website. There would be a presentation of the website by AJS and Mark Longhurst (ML) the webmaster, following JR Newsletter.</p> <p>JR wanted to know if APHA wished Manchester to carry on until at least the AGM. With the very generous terms set by the Chairman of Manchester to only ask for a peppercorn rent of £1,000 per annum, there was a suggestion the APHA admin could remain until the autumn at least.</p> <p>PMc expressed his thanks and gratitude firstly to Hugh Barrett to allow the admin back to Manchester and then to all the staff for their contribution to the success now enjoyed by APHA.</p> <p>JR thanked PMc for his thoughts, then indicated that now it was agreed the accounts are going to join the rest of the admin, then he was going to produce a business plan which indicated that part of the admin costs must be covered by APHA. Manchester have been using their relief officer to cover some of the time to enable other officers to work for APHA.</p>	

<p>Some of it was carried out at home, at night, weekends and holidays, but this must stop.</p> <p>LD: Recognised the improvement in email communication and the website is excellent. RA: We need for APHA a formal SLA with Manchester for the admin support. Needs to be supplied by the next meeting in July. APHA must pay its way.</p> <p>AJS: We set out to develop systems and procedures for the future; so that any other APHA member authority could follow the systems.</p> <p>A presentation by AJS and ML then followed on the development of the new APHA website from where we were; and where we are going in the future. PMc invited AJS and ML to reproduce this presentation again at the next meeting. RA wanted the same for the conference delegates to be able to see the change in APHA's fortunes since last autumn.</p>	
<p><b>EB15/26 APHA 'Communications Strategy'</b></p>	
<p>BA was invited to deliver this item. He indicated by the next meeting there was a need as per the Articles of Association for the APHA Executive to deliver a Business Plan.</p> <p>PMc thought the Communications Strategy was sound and with the lack of feedback he assumed everyone was happy with the content, which will mean this document can form the Operating Arrangements document Appendix 12, to be delivered by BA &amp; JR at the AGM.</p> <p>There was general agreement as to the content. Financial consideration for PlaN attendance at technical committee meetings to be worked out by BA and JR.</p> <p>Business Plan depends on budget. To be considered by subcommittee JR, BA and under-secretaries to draft a business plan for July meeting.</p>	<p>BA JR</p>
<p>It was agreed that Mersey PHA would host the next meeting of the APHA Executive on the 15<sup>th</sup> July at the Marriott Hotel in Liverpool, the conference hotel. Time to be confirmed.</p>	



**Item O&S 15/20**

**Draft Minutes of the Overview & Scrutiny Committee**

**held at the Union Jack Club, London on 29<sup>th</sup> April 2015**

<b>Present</b>			
<b>Councillors:</b>	Keith Morley	Manchester	KM
<b>Officers:</b>	Andrew McClenaghan John Lee Gary Gould Bill Arnold	Belfast Highlands RAF Swansea	AM JL GG BA
<b>O&amp;S 15/08 - Apologies for absence</b>			
Apologies were received from Councillors Paul Kimber and Steve Hunt.			
<b>O&amp;S 15/09 - Minutes of the previous O&amp;S meeting held on 28th January 2015</b>			
<p>a) Agreed as a true record.</p> <p>b) Matters arising -</p> <ol style="list-style-type: none"> <li>1. <b>Companies House:</b> This Committee understands that the necessary changes will be submitted to Companies House after the AGM. Clarification is sought from the Executive Board that the Association is not in breach of regulations in this respect.</li> <li>2. <b>Communications software:</b> In the absence of Cllr Hunt at this meeting, confirmation is sought from the Admin Team that liaison with him is continuing to ensure appropriate software/media will be used to contact all elected members throughout the UK once the membership drive and marketing of APHA is instigated post General Election.</li> <li>3. <b>Deadlines:</b> This Committee notes that most of the actions agreed by the Executive at their latest meeting have been recorded in the minutes with appropriate deadlines for completion. The Executive should be mindful that this should be the case with all future action points.</li> <li>4. <b>NPLaNs:</b> AM reported that the new LA structures in Northern Ireland are still bedding in. He will contact operational PHOs soon regarding setting up a PLaN group and will report progress at the next meeting. It was noted in the member lists (O&amp;S 15.14) that there are no member authorities in the SE England other than Medway and Stanstead. BA is to contact officers of those Authorities to gauge their support in reconstituting a PLaN group for the region.</li> <li>5. <b>'Taster membership':</b> BA reported that the Executive Board was not supportive of this suggestion. As O&amp;S considers that APHA must market the Association at every opportunity and prove its fitness for purpose to the dissenting membership, it calls on the Executive to reconsider this matter when deciding on its marketing strategy.</li> </ol>			



## O&S 15/10: - Minutes of the Executive Board 15<sup>th</sup> January 2015

KM, WA & GG, having attended the Board meeting, reported further on proceedings. KM outlined a proposal by the Executive to vary meetings between the North & South to assist attendees. As such he has negotiated a meeting room at the UJC at a competitive £150. It was noted that the next meeting of the Executive Board will be held in Liverpool.

Sandra Westacott had given a short verbal report on her attendance at a ShipSan meeting in Montenegro. This had not been reflected in the minutes as she is to present written detail in due course.

## O&S 15/11 - Matters arising from the meeting of the Executive Board

JR advised the Committee by telephone that the accounts files had been retrieved from Cornwall on 28<sup>th</sup> April and that today his officers are in the process of transferring the bank account to Runcorn.

1. **New Admin post:** O&S are disappointed that no draft job description was available to the Executive for consideration in April. This has already been delayed since January. O&S expect this matter to finalise by the July meetings.

Following its decision to relocate all administration at one site, it is imperative that APHA pays its way in supporting the Administration Team at Manchester. This committee recognises the valiant effort by Gary Cooper in retrieving the Association's credibility resulting from the previous administration and calls on the Executive to recognise his work by honouring him with Fellowship status.

Lessons must be learned quickly to ensure efficient administration is sustainable at Manchester - however competent and enthusiastic they are, it can't be left, solely, to part time input by an insufficient number of volunteer officers.

Experience has proven, time and again, that this unsustainable. O&S therefore expects that a written report will be presented at the next meeting of the Executive Board outlining a detailed job description for the post with projected time scales for interviews and appointment. This process should be completed before the AGM

2. **Reports to the Board:** O&S notes the recent visit to Montenegro regarding ShipSan. It is an example where a written report should have presented to the Executive and be subject of an article uploaded to the web site. Such action is subject to the draft Communications Strategy - ref Appendix 12.

3. **Finances:**

- i) NPLaN representation at Technical Committees is considered in the draft Communications Strategy. As mentioned above, APHA needs to pay its way in all aspects of its operation so the Business Plan must address how the Association will assist contribution by officers and elected members in attending meetings or in telecommunication to ensure fitness of purpose.

- ii) O&S considers it inappropriate that the Company Secretary should take notes at Executive Board meetings in preparation of the minutes. This should done by an admin officer to focus the Company Secretary's contribution more effectively.

- iii) Suggested improvement to the scrutiny of finances are included in Appendix 7. of the draft Operating Arrangements - ref 7. 5.1.1(vii)

## O&S 15/12 - Draft amendments to the APHA Operating Arrangements

BA introduced the draft document to be recommended to the Executive Board for adoption at the



AGM in September. He outlined the changes to Appendix 12 regarding the Communications Strategy, Annual Budget and Business Plan which requires further input by JR and others for completeness. Inclusion of the new 'Operational Board' in the document was also considered - again completion of the TOR needs completion - see O&S 15.13 for suggested inclusions.

Changes suggested by O&S to be highlighted for ease of reference and circulated with the draft minutes for confirmation. The draft will be circulated to OB members of the by the admin team.

### **O&S 15/13 - Operational Board**

AM has spoken with Tim following the inaugural meeting of the OB and its subsequent presentation at the Executive meeting. He outlined concerns about the OB Terms of Reference and the lack of direction given to the OB about associated work streams and communication lines. O&S consider that members of the OB are evidently eager to contribute and agree that the membership survey together with direct contact with PLaN groups as detailed in the Executive Board minutes is a good first step.

O&S would suggest that the OB should hold a second face to face meeting possibly the day before the Technical Committee meetings on 11<sup>th</sup> June to draft its own TOR for adoption by the Executive in the APHA Operating Arrangements. AM advised that Cllr M<sup>c</sup>Carthy is supportive of this meeting being held which will add to the number attending the Technical Committees and enable direct dialogue between the groups. Time should be set aside at the Technical Committees to allow this dialogue.

O&S would also suggest that the Operational Board's TOR further sets out:

- The mechanism of administrative support.
- Responsibility to identify training needs, including induction packs for new PHOs, liaison with the Port Health SIG on training and to consider mentoring between ports
- Designating 1 member with responsibility to liaise with the technical committees
- Liaison with the admin team about the 'list of experts'
- Liaison with the PLaN groups to include confirmation of current membership of the Association, and targeting relevant non-member authorities to re-join.

O&S is supportive of the OB, welcomes its progress to date, and recognises their obvious enthusiasm. We would however question the number of officers involved and would suggest a reduction, possibly to 1 representative from each region. This appears more appropriate and cost effective.

The Executive Board must provide sufficient resource to ensure that the OB's work bears fruit post the AGM

### **O&S 15/14 - APHA Membership detail**

Members considered the lists of members and non-member Authorities provided by the APHA admin team.

Discounting the very small sea & airports included, which are unlikely to join the Association at corporate rates, the lists remain alarming so far as this category of membership is concerned.

Marketing APHA has to be improved and suggested strategies are included in Appendix 12 of the draft Communications Strategy.

### **O&S 15/15 - Web site consideration**

The paper submitted by BA was considered.

Members reported that, in searching the Association through Google, using 'APHA', the initial site displayed remains the Animal and Plant Health Agency. Recognising that Governmental sites take precedence, O&S understood that that Agency was to be contacted with a view to changing its title, for example to TAPHA in similar vein to TIFSIP.

Using the search '*The Association of Port Health Authorities*' also results in spurious displays in precedence over our web site.

As these matters affect the prominence, marketing potential and credibility of the Association, a progress report by the Executive Board on this is requested.

#### **O&S 15/16 - Annual Conferences 2015 & 2016**

BA updated members on current Conference detail provided by Mersey PHA. Members wish to thank Mersey PHA for progress to date and recognise the vast improvement from last year.

#### **O&S 15/17 - Any other business**

- 1. NPLaN monitoring role:** BA reminded members of the O&S TOR which include the monitoring of NPLaNs. The admin team are now uploading meeting papers including those of PLaN groups. As mentioned above, the Operational Board is to contact each NPLaN secretary to determine what training is provided locally and to seek views on Technical Committee efficiencies. O&S welcomes the Executive Board agreement to fund attendance of 1 NPLaN member at Technical Committees to disseminate information locally.
- 2. O&S at Executive Board:** BA reminded members of the need to maintain distance of this Committee's operations from the Executive to ensure its independence and effective scrutiny. Following discussion it was agreed that the Chair & Secretary only should attend meetings of the Executive Board.
- 3. Succession Plan:** BA advised members that he is to retire in April 2016 and suggested that he should stand down as Secretary of this Committee at the first meeting after the AGM for continuity of his replacement throughout the forthcoming year.
- 4. Diary dates 2015.2016:**  
O&S call on the Executive to include a schedule of meetings in the Business Plan of the forthcoming year for agreement at each AGM. It is essential that all meetings, including venues, are included:  
Executive Board  
Overview & Scrutiny Committee (as agreed previously to meet 1 month after each Exec meeting), Operational Board, Technical Committees, PLaN groups (need to liaise with Chair & Secretaries) - suggested that these Groups meet before Technical Committees to feed relevant information and requests) The PHSIG secretary should be contacted to avoid diary clash.

#### **O&S 15/18 - Future meetings 2015**

##### **Executive Board:**

15<sup>th</sup> July  
Conference  
Joint meeting

##### **O&S Committee:**

29<sup>th</sup> July  
8<sup>th</sup> - 10<sup>th</sup> September  
14<sup>th</sup> October 2015

**APHA PORT HEALTH AUTHORITY**

Executive Summary

<b>Agenda Item:</b>	<b>EB15 33</b>
<b>Person Responsible:</b>	<b>TC/TMc</b>
<b>Title:</b>	<b>APHA Accounts</b>
<b>Reference Documents:</b>	<b>15 33(01)</b>

**Summary:**

**THE APHA ACCOUNTS 2014-2015**

Since the last meeting of the Executive and following the decision taken out that meeting to relocate the APHA accounts to Manchester. Two members of the Manchester staff travelled to Cornwall to arrange a smooth transfer of all accounts and bank accounts and details.

Following the return from Cornwall, the accounts for the year 2014-2015 have been reconciled by the accountants for Manchester Port Health Authority, namely Salford City Council.

These accounts have been prepared as an Abbreviated (unaudited) Financial Statement. If approved by the APHA Executive on the 15 July 2015. It is proposed these accounts can go forward as the accounts for the Annual General Meeting in September.

**Recommendations:**

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	15/07/15	JR

## Association of Port Health Authorities

Company Registration Number:  
2346876 (England and Wales)

### Abbreviated (Unaudited) Financial Statements

#### Period of accounts

**Start date:** 1st April 2014

**End date:** 31st March 2015

## Association of Port Health Authorities

### Company Information for the period ended 31st March 2015

<b>Director:</b>	P McCarthy G Cooper L Dettman M Douglas J Robinson S Westacott J Warman
<b>Company secretary:</b>	G Cooper
<b>Registered office address:</b>	Chadwick Court 15 Hatfields London SE1 8DJ
<b>Company Registration Number</b>	2346876 (England and Wales)

**ASSOCIATION OF PORT HEALTH AUTHORITIES**

**PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015**

	Notes	2015 £	2014 £
<b>TURNOVER</b>	2	<b>63,677</b>	95,364
Cost of sales	3	<u><b>(29,842)</b></u>	<u>(51,842)</u>
<b>GROSS PROFIT</b>		<b>33,835</b>	43,522
Administrative expenses	4	<u><b>(30,754)</b></u>	<u>(43,717)</u>
<b>OPERATING (LOSS)/PROFIT</b>		<b>3,081</b>	<b>(195)</b>
Interest receivable and similar income	5	<u>14</u>	<u>6</u>
<b>(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>3,095</b>	<b>(189)</b>
Tax on (loss)/profit on ordinary activities		<u>-</u>	<u>-</u>
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR</b>		<u><b>3,095</b></u>	<u><b>(189)</b></u>

ASSOCIATION OF PORT HEALTH AUTHORITIES

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2015

	Notes	2015	2014
		£	£
<b>Fixed assets</b>			
Tangible assets	6	195	2,047
<b>Total fixed assets:</b>		<u>195</u>	<u>2,047</u>
<b>Current assets</b>			
Debtors	7	4,001	48,713
Cash at bank and in hand	8	<u>50,187</u>	<u>43,279</u>
<b>Total current assets:</b>		<u>54,188</u>	<u>91,992</u>
<b>Creditors</b>			
Creditors: amounts falling due within one year:	9	<u>22,707</u>	<u>65,458</u>
<b>Net current assets (liabilities)</b>		<u>31,481</u>	<u>26,534</u>
<b>Total net assets (liabilities)</b>		<u><u>31,676</u></u>	<u><u>28,581</u></u>
<b>Capital and reserves</b>			
Revaluation reserve		31,676	28,581
		<u>31,676</u>	<u>28,581</u>
<b>RESERVES</b>		<b>Profit and loss account</b>	
		£	
At 1 April 2014		28,581	
Profit/Loss for the financial year		3,095	
At 31 March 2015		<u><u>31,676</u></u>	



For the year ending 31st March 2015, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Directors on \_\_\_\_\_

**SIGNED ON BEHALF OF THE BOARD BY:**

Name

Status:

## Association of Port Health Authorities

### Notes to the Abbreviated Financial Statements for the period ended 31st March 2015

#### 1 Accounting policies

Basis of measurement and preparation of accounts

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the Financial Reporting Standard for Smaller Entities (Effective April 2008).

#### 2 Turnover policy

The turnover shown in the profit and loss account represents revenue recognised by the company in respect of subscriptions and services supplied during the period, exclusive of Value Added Tax and trade discounts.

	2015	2014
	£	£
<b>Turnover</b>		
Subscriptions	<b>33,397</b>	37,640
Conference fees	-	43,567
Project income	<b>9,832</b>	6,974
Border inspection post fees	-	7,183
Unallocated	<b>20,448</b>	
	<u><b>63,677</b></u>	<u>95,364</u>

	2015	2014
	£	£
<b>3 Cost of sales</b>		
Conference costs	<b>9,171</b>	40,360
Project expenses	<b>10,073</b>	6,606
Meetings and delegations	<b>10,598</b>	4,876
	<u><b>29,842</b></u>	<u>51,842</u>

	2015	2014
	£	£
<b>4 Administration expenses</b>		
Printing, postage and stationery	3,583	597
Telephone	-	80
Computer software	1,297	269
Advertising and promotion	170	1,255
Website hosting	4,957	340
Legal and professional	500	1,500
Administration expenses	5,497	9,105
Accountancy and bookkeeping	11,566	18,339
Bank charges	186	109
Bad debts	-	6,635
Sundry expenses	40	89
Rent	311	3,730
Awards / gifts	796	-
Depreciation - plant and machinery	6	8
Depreciation - computer equipment	892	525
Depreciation - website	922	1,099
Depreciation - fixtures and fittings	32	37
	<u>30,754</u>	<u>43,717</u>

	2015	2014
	£	£
<b>5 Interest receivable</b>		
Bank interest receivable	<u>14</u>	<u>6</u>

## 6 Tangible assets

	<b>Total</b>
	<b>£</b>
<b>Cost</b>	
At 1st April 2014:	14,462
Additions:	-
Disposals:	-
Revaluations	-
Transfers	-
At 31st March 2015:	<u><u>14,462</u></u>
<b>Depreciation</b>	
At 1st April 2014:	12,415
Charge for year:	1,852
On disposals:	-
At 31st March 2015	<u><u>14,267</u></u>
<b>Net book value</b>	
At 31st March 2015	<u><u>195</u></u>
At 31st March 2014	<u><u>2,047</u></u>

## 7 Debtors:

Debtors include £4,001 falling due after more than one year.

## 8 Cash at bank 31/3/15:

	£
Account 61503111 (Falmouth)	17,454
Account 02190001 (Milton K)	10,713
Account 92190028	22,020
	<hr style="width: 100%; border: 0.5px solid black;"/>
	<b>50,187</b>

## 9 Creditors:

	£
Creditors include:	
VAT payable on income received	3,096
VAT refund (net) from HMRC	1,994
Accruals for services received in 14/15	2,266
Subscriptions income for 2015/16 received in 2014/15.	15,352
	<hr style="width: 100%; border: 0.5px solid black;"/>
	<b>22,707</b>

## 10 Tangible fixed assets depreciation policy

Depreciation is provided, after taking account of any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life. plant and machinery - 25% reducing balance, fixtures and fittings - 15% reducing balance, computer equipment 33% on cost, website - 33% on cost.

### ASSOCIATION OF PORT HEALTH AUTHORITIES

#### TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31 MARCH 2015

	Plant & Machinery £	Fixtures & Fittings £	Computer Equipment £	Other Fixed Assets £	Total £
<b>COST</b>					
At 1 April 2014	145	1,035	9,951	3,331	14,462
Additions					-
At 31 March 2015	<b>145</b>	<b>1,035</b>	<b>9,951</b>	<b>3,331</b>	<b>14,462</b>
<b>DEPRECIATION</b>					
At 1 April 2014	122	825	9,059	2,409	12,415
Charge for the year	6	32	892	922	1,852
At 31 March 2015	<b>128</b>	<b>857</b>	<b>9,951</b>	<b>3,331</b>	<b>14,267</b>
<b>NET BOOK VALUE</b>					
At 31 March 2015	<b>17</b>	<b>178</b>	-	-	<b>195</b>
At 31 March 2014	23	210	892	922	2,047

**APHA PORT HEALTH AUTHORITY**

Executive Summary

<b>Agenda Item:</b>	<b>EB15 34</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>APHA Administration</b>
<b>Reference Documents:</b>	<b>15 34(01)</b>

**Summary:** Since October 2014 meeting of the APHA Executive, the APHA administration has returned to Manchester Port Health Authority.

Officers firstly took on the APHA administration and have introduced new systems of operation. At the last meeting of the APHA Executive in April it was agreed through the communications strategy that all communication from APHA shall be forwarded via the APHA admin team in Manchester.

At the January meeting of the APHA Executive, a presentation of the new APHA website was given by the newly appointed APHA webmaster, Mark Longstaff. The APHA Executive decided to offer Mark a rolling three monthly contract of 32 hours every four weeks, making £960 per month.

Also, at that meeting, the APHA Executive agreed to provide an annual bursary of £2,000 to Mrs Alison Smith to undertake administrative duties mainly working on answering APHA emails from the APHA laptop.

At the last meeting in April, the APHA Executive asked Manchester to undertake the accounts of APHA. It was agreed that Manchester could do this with a partnership arrangement with their own accountants, the City of Salford. Salford had already agreed to be considered to do this work and have provided some figures for APHA Executive.

There will be a charge of £1,000 for reconciling the accounts of APHA for 2014-2015. These if approved can be considered as the Annual Accounts at the AGM. This charge is considerably less than the £2,923 charged last year by the external auditor in Cornwall.

At the same meeting in April, acting Company Secretary, John Robinson, indicated that Manchester Port Health Authority (MPHA) would need to charge for undertaking administration and accountancy services for APHA. Certainly since October 2014, considerable effort and time has been devoted by MPHA staff to undertake these duties on behalf of APHA. Some of this has taken place in Officers own time, but increasingly relief staff have needed to be brought in.

Therefore taking into account that the City of Salford would require £3,000 for the preparation of accounts and budget monitoring for a 12 month period. Manchester Port Health Authority would undertake additional elements of accountancy and administration and would charge £5000 per annum. The two Officers undertaking these duties Yvonne Graham and Andrea Smith would be entitled to a bursary of £2,000 per annum each. Adding the charges together would amount to:

£3,000 City of Salford  
£5,000 Manchester Port Health Authority  
£2,000 Yvonne Graham  
£2,000 Alison Smith  
£2,000 Andrea Smith  
£14,000

**Recommendations:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	15/07/15	JR



**APHA PORT HEALTH AUTHORITY**

Executive Summary

<b>Agenda Item:</b>	<b>EB15 35</b>
<b>Person Responsible:</b>	<b>Mercola Douglas</b>
<b>Title:</b>	<b>Conference Update</b>
<b>Reference Documents:</b>	<b>15 35 (01)</b>

**Summary:**

It was hoped that Mercola Douglas could have provided a conference update. Unfortunately a written update has not been received in time to go out with the papers, as per the rules for issuing papers for meetings.

Instead with permission of the Chairman, please find minutes from an update meeting held on 24 June 2015 at the conference hotel. It would be hoped Mercola can give a verbal update at the meeting on the 15 July, on bookings, social programme, members programme and sponsorship.

Reading between the lines, the conference programme looks complete. The social programme with a gala dinner and a formal dinner have attracted a great deal of sponsorship, which will create a profit for APHA.

One of the better ideas to emerge from the meeting on the 24 June 2015, was the suggestion to produce a conference protocol.

A copy of a draft protocol is attached for your consideration with the intention to adopt the Protocol at the meeting on the 15 July 2015.

**Recommendations:**

**Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	15/07/15	MD

<b>MANCHESTER PORT HEALTH AUTHORITY</b> Minutes of the Meeting at Liverpool Central Marriott Hotel With Mersey Port Health Authority Held on Wednesday 24 June 2015		
<b>1</b>	<b>Present</b>	
<b>Date:</b>	24 June 2015	
<b>Venue:</b>	Liverpool Marriott Hotel	
<b>Present:</b>	Councillor Ron Abbey – Wirral Council	RA
	Mercola Douglas – Chief Port Health Officer – Mersey Port Health Authority	MD
	John Robinson – Chief Port Health Officer – Manchester Port Health Authority	JR
	Councillor Keith Morley – Halton Council	KM
<b>2</b>	<b>Purpose of Meeting: Conference Update</b>	
<p>JR asked MD for update position. Bookings proving difficult. Resorted to telephone canvassing. Reasons for problem being APHA reputation. If Liverpool conference, no doubt hotel would be full, but with what has happened to APHA in recent years, very difficult to attract delegates.</p> <p>KM asked RA for assurances over conference. Are Liverpool going to underwrite the conference? RA replied categorically, that Mersey would underwrite the conference. APHA will not lose money with this conference. Mersey PHA will guarantee that, MD came in by saying they have surpassed the figures needed to cover the hotel accommodation already with bookings.</p> <p>JR enquired: How many bookings? MD between 50-60 day delegates and hotel residents. Many people have pledged to come, booking later.</p> <p>JR That was the reason I wrote to you early in the month. Two fold, as a request from my elected members and secondly as acting Company Secretary.</p> <p>MD thought emails rude and out of keeping. Inaccurate and not helpful. JR I still need answers as acting Company Secretary. Emails factual and asking relevant questions. MD produced contract signed by Gary Cooper, did not understand why reference to Gary Gould and Liverpool. JR admitted he had only discovered that morning that Gary Gould had told him he was not in Liverpool, but was being chased to sign conference documents by Mercola on the 18 September 2014. That was a misunderstanding. However, contract should not have been signed without agreement with APHA Executive Board approval.</p> <p>MD There has been no procedure to work with for the conference? Need clear defined rules with conference. MD I am a novice at conferences and thought there would have been more assistance with conference. JR regarding a conference protocol, I will produce one for you.</p> <p>JR You were asked in October and January, if you required help? Offer came from Ivan Bratty, recently retired in the Isle of Man.</p> <p>MD I rang the number in the APHA handbook to be told he had retired. JR do you require any help? Andrea Smith had offered twice to yourself and Chris Rankin.</p> <p>MD No my team and I will manage.</p> <p>JR With reference to my emails, have you amended the conference programme?</p> <p>MD Very difficult to get details from speakers. Have two extra speakers for Thursday programme, day now runs from 9:30 – 15:00. JR still thought it too short to expect delegates to pay £80. Not a full day.</p>		

RA People will want to get home. JR The conference strategy was on attracting day delegates. Need to give value for money.

~~MD Offered to give JR amended conference programme.~~ JR to circulate to Manchester elected members and place on website. Request from MD to repeat emails to all members for sponsorship and attendance at conference. Agreed to do this on Monday next 29 June 2015.

JR then asked about sponsorship. RA Mersey Port Health Authority are sponsoring the St Georges Hall event. No sponsor as yet for the second event. RA was going to approach Peel Holdings about sponsorship.

JR raised issue of elected member's events. Not a good idea to ask them to sit through full food day. Previously been mooted to take them to Cunard Building and Mersey Maritime museum. ~~MD Was trying to arrange trip to see Liverpool 2, but problems with transport.~~ Issue to be dealt with.

RA Raised the point possibility of a bi-annual conference instead of the annual conference. Indeed would prefer a complete 'branch and root' review of APHA's affairs, following conference. JR said this could take place through the APHA Executive. Already the Chairman had said it was his intention to introduce proper governance to APHA and JR was determined to have accounts which gives confidence and trust to the membership. Together with a solid administration base.

JR then asked about Mersey PHA hosting two Executive meetings in 2016 in Liverpool, January and July. RA made the arrangements before meeting concluded at 16:30.



## APHA PORT HEALTH AUTHORITY

### Executive Summary

<b>Agenda Item:</b>	<b>EB15 36</b>
<b>Person Responsible:</b>	<b>John Robinson</b>
<b>Title:</b>	<b>Any Other Business</b>
<b>Reference Documents:</b>	<b>15 36(01)</b>

#### **Summary:**

Matters will only be considered if notified to the Chairman beforehand and time allows proper debate and consideration.

Next meeting during the AGM on 8 September 2015

#### **Recommendations:**

#### **Comments:**

<b>Actions:</b>	<b>Date:</b>	<b>Person Responsible:</b>
	15/04/15	JR