



## Minutes of the APHA AGM 16<sup>th</sup> November 2023 at the Union Jack Club, Sandell Street, London

<b>23/01</b>	<b>Welcome</b>	<b>Person Responsible</b>																																																																																																																																								
<p>With all attendees present, Jon Averns opened the meeting by welcoming everyone and advised agenda is on the screen. LF compiled a list of attendees and reminded anyone to make themselves known to him to have their names added.</p>																																																																																																																																										
<b>23/02</b>	<b>List of Attendees</b>	<b>Abbreviation</b>																																																																																																																																								
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><b>List of Attendees:</b></th> <th style="text-align: left; width: 30%;"><b>Authority</b></th> <th style="text-align: left; width: 30%;"><b>Membership</b></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Jon Averns</td> <td>Hon Associate &amp; Chair</td> <td>Hon Associate</td> <td>JA</td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA &amp; Vice Chair (North PLaN)</td> <td>Corporate</td> <td>AS</td> </tr> <tr> <td>John Laird</td> <td>Falkirk Council (Scotland PLaN)</td> <td>Corporate</td> <td>JL</td> </tr> <tr> <td>Niall Convery</td> <td>Belfast PHA (NI PLaN)</td> <td>Corporate</td> <td>NR</td> </tr> <tr> <td>Simon Fuller</td> <td>Isle of Anglesey CC (Wales PLaN)</td> <td>Corporate</td> <td>SF</td> </tr> <tr> <td>Louis Franks</td> <td>Executive Lead &amp; LPHA</td> <td>Corporate</td> <td>SB</td> </tr> <tr> <td>James Walker</td> <td>Liaison Officer &amp; LPHA</td> <td>Corporate</td> <td>LF</td> </tr> <tr> <td>John Ambrose</td> <td></td> <td>Hon Associate</td> <td>JW</td> </tr> <tr> <td>Martin Walker</td> <td></td> <td>Hon Associate</td> <td></td> </tr> <tr> <td>Beverley Edmonson</td> <td>Dover PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Sally Johnson</td> <td>Hull &amp; Goole PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Ivan Bartolo</td> <td>Seafish</td> <td>Associate</td> <td></td> </tr> <tr> <td>Andre Hunt</td> <td>Lancaster CC (Heysham PHA)</td> <td></td> <td></td> </tr> <tr> <td>Laura Rabb</td> <td>MSC Cruises</td> <td></td> <td></td> </tr> <tr> <td>Hanna Lebioda</td> <td>MSC Cruises</td> <td></td> <td></td> </tr> <tr> <td>Dan Wilmott</td> <td>Bristol PHA</td> <td>PLaN</td> <td></td> </tr> <tr> <td>Trystan Owen</td> <td>Isle of Anglesey CC</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Sam Walker</td> <td>Orkney Council</td> <td>PLaN</td> <td></td> </tr> <tr> <td>Richard Parsons</td> <td>Royal Navy</td> <td>Associate</td> <td></td> </tr> <tr> <td>Steven Gorniak</td> <td>Royal Navy</td> <td>Associate</td> <td></td> </tr> <tr> <td>Brenda McRory</td> <td>Suffolk Coastal PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Laurence Jarrold</td> <td>Suffolk Coastal PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Ben Clemons</td> <td>Ashford PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Sorin Pescariu</td> <td>Ashford PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Gill McIver</td> <td>Ashford PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Suzanne Born</td> <td>Newport PHA</td> <td>PLaN</td> <td></td> </tr> <tr> <td>Richard Griffiths</td> <td>Newport PHA</td> <td>PLaN</td> <td></td> </tr> <tr> <td>Gemma Page</td> <td>NE Lincs (Grimsby Immingham PHA)</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Glenn Howard</td> <td>NE Lincs (Grimsby Immingham PHA)</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Jo Hackwood</td> <td>Southampton PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Diana Tumova</td> <td></td> <td>Hon Associate</td> <td></td> </tr> <tr> <td>Lynnette Crossley</td> <td>Manchester PHA</td> <td>Corporate</td> <td></td> </tr> <tr> <td>Owain Williams</td> <td>Vale of Glamorgan (Cardiff PHA)</td> <td>Corporate</td> <td></td> </tr> </tbody> </table>			<b>List of Attendees:</b>	<b>Authority</b>	<b>Membership</b>		Jon Averns	Hon Associate & Chair	Hon Associate	JA	Andrea Smith	MPHA & Vice Chair (North PLaN)	Corporate	AS	John Laird	Falkirk Council (Scotland PLaN)	Corporate	JL	Niall Convery	Belfast PHA (NI PLaN)	Corporate	NR	Simon Fuller	Isle of Anglesey CC (Wales PLaN)	Corporate	SF	Louis Franks	Executive Lead & LPHA	Corporate	SB	James Walker	Liaison Officer & LPHA	Corporate	LF	John Ambrose		Hon Associate	JW	Martin Walker		Hon Associate		Beverley Edmonson	Dover PHA	Corporate		Sally Johnson	Hull & Goole PHA	Corporate		Ivan Bartolo	Seafish	Associate		Andre Hunt	Lancaster CC (Heysham PHA)			Laura Rabb	MSC Cruises			Hanna Lebioda	MSC Cruises			Dan Wilmott	Bristol PHA	PLaN		Trystan Owen	Isle of Anglesey CC	Corporate		Sam Walker	Orkney Council	PLaN		Richard Parsons	Royal Navy	Associate		Steven Gorniak	Royal Navy	Associate		Brenda McRory	Suffolk Coastal PHA	Corporate		Laurence Jarrold	Suffolk Coastal PHA	Corporate		Ben Clemons	Ashford PHA	Corporate		Sorin Pescariu	Ashford PHA	Corporate		Gill McIver	Ashford PHA	Corporate		Suzanne Born	Newport PHA	PLaN		Richard Griffiths	Newport PHA	PLaN		Gemma Page	NE Lincs (Grimsby Immingham PHA)	Corporate		Glenn Howard	NE Lincs (Grimsby Immingham PHA)	Corporate		Jo Hackwood	Southampton PHA	Corporate		Diana Tumova		Hon Associate		Lynnette Crossley	Manchester PHA	Corporate		Owain Williams	Vale of Glamorgan (Cardiff PHA)	Corporate	
<b>List of Attendees:</b>	<b>Authority</b>	<b>Membership</b>																																																																																																																																								
Jon Averns	Hon Associate & Chair	Hon Associate	JA																																																																																																																																							
Andrea Smith	MPHA & Vice Chair (North PLaN)	Corporate	AS																																																																																																																																							
John Laird	Falkirk Council (Scotland PLaN)	Corporate	JL																																																																																																																																							
Niall Convery	Belfast PHA (NI PLaN)	Corporate	NR																																																																																																																																							
Simon Fuller	Isle of Anglesey CC (Wales PLaN)	Corporate	SF																																																																																																																																							
Louis Franks	Executive Lead & LPHA	Corporate	SB																																																																																																																																							
James Walker	Liaison Officer & LPHA	Corporate	LF																																																																																																																																							
John Ambrose		Hon Associate	JW																																																																																																																																							
Martin Walker		Hon Associate																																																																																																																																								
Beverley Edmonson	Dover PHA	Corporate																																																																																																																																								
Sally Johnson	Hull & Goole PHA	Corporate																																																																																																																																								
Ivan Bartolo	Seafish	Associate																																																																																																																																								
Andre Hunt	Lancaster CC (Heysham PHA)																																																																																																																																									
Laura Rabb	MSC Cruises																																																																																																																																									
Hanna Lebioda	MSC Cruises																																																																																																																																									
Dan Wilmott	Bristol PHA	PLaN																																																																																																																																								
Trystan Owen	Isle of Anglesey CC	Corporate																																																																																																																																								
Sam Walker	Orkney Council	PLaN																																																																																																																																								
Richard Parsons	Royal Navy	Associate																																																																																																																																								
Steven Gorniak	Royal Navy	Associate																																																																																																																																								
Brenda McRory	Suffolk Coastal PHA	Corporate																																																																																																																																								
Laurence Jarrold	Suffolk Coastal PHA	Corporate																																																																																																																																								
Ben Clemons	Ashford PHA	Corporate																																																																																																																																								
Sorin Pescariu	Ashford PHA	Corporate																																																																																																																																								
Gill McIver	Ashford PHA	Corporate																																																																																																																																								
Suzanne Born	Newport PHA	PLaN																																																																																																																																								
Richard Griffiths	Newport PHA	PLaN																																																																																																																																								
Gemma Page	NE Lincs (Grimsby Immingham PHA)	Corporate																																																																																																																																								
Glenn Howard	NE Lincs (Grimsby Immingham PHA)	Corporate																																																																																																																																								
Jo Hackwood	Southampton PHA	Corporate																																																																																																																																								
Diana Tumova		Hon Associate																																																																																																																																								
Lynnette Crossley	Manchester PHA	Corporate																																																																																																																																								
Owain Williams	Vale of Glamorgan (Cardiff PHA)	Corporate																																																																																																																																								
<p>Minutes taken by: JW</p>																																																																																																																																										

<b>23/03</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>
<p>Stacy Dallas-Thompson Belfast PHA (Northern Ireland PLaN)  Steve Bell Portsmouth PHA (South PLaN)</p>		
<b>23/04</b>	<b>Declaration of Interests</b>	<b>Person Responsible</b>
<p>There were none.</p>		
<b>23/05</b>	<b>Minutes of the previous AGM:</b>	
<p>JA confirmed previous minutes will be circulated but there was nothing to be actioned.</p>		
<b>23/06</b>	<b>Financial Update</b>	<b>Person Responsible</b>
<p>JA advised we have received the financial reports, these will be circulated to the members. He advised them of the headline figures:</p> <p>Financial year ending 2023.  Surplus £9,715 (slightly higher than the previous year)  Reserve £171,000 confirming the association is in a healthy financial position and as such we will not be asking for any increase in membership fees.</p> <p>Any queries regarding this please get in contact with LF and JW.</p>		
<b>23/07</b>	<b>Executive Board</b>	<b>Person Responsible</b>
<p>Members of the board have remained consistent this year with only one change.  Jon Aaverns - Chair  Andrea Smith - Vice Chair  John Laird - Scotland PLaN  Stacy Dallas-Thompson - Northern Ireland PLaN  Simon Fuller - Wales PLaN  Steve Bell - South PLaN  Brenda McRory – East PLaN (replacing Carol Archibald)</p> <p>JA will be standing down as Chair and member of the board at the end of this financial year.  AS will remain on the board but will be standing down as Vice Chair.  We will be discussing with the board a succession plan in the coming meetings.</p>		
<b>23/08</b>	<b>Chairman's report</b>	<b>Person Responsible</b>
<p>It has been a busy year for the Association with the handover of Executive Officer from Gary Gould to Louis Franks from London PHA in May.</p> <p>BTOM is still ongoing and there are several concerns still being raised around its implementation. APHA will be writing a letter to Steve Barclay (Environment Minister) regarding some of these concerns. A draft letter will be published on the website for the members to review and either contact your PLaN representative or Louis directly if you feel there is anything else that should be included in this letter.</p>		

Routine DEFRA meetings and other external body meetings are ongoing and regularly attended by Louis and James. We will continue to attend and represent the membership and feedback to members.

Website is in the process to be re-designed and have reached out to Lansdowne to complete this after a tendering process. We are welcoming feedback regarding content from members as the next step for APHA is to start designing this with Lansdowne. All proposals will go through the board before being actioned.

The handbook is due to be updated. We would welcome any contributions from members to complete this and we are looking at options regarding the book being available in electronic pdf format. APHA are considering whether to continue with the hard copy format as there are reports of many books sitting in boxes in offices not being used. Richard Parsons of the Royal Navy advised that they often give copies out on ships and it is a useful tool for the crew. Richard Parsons: due to the changes that can often occur, having an online version would allow this to be updated quickly and stay up to date. Andre Hunt stated that at Lancaster they put a URL on the back of a business card for the crew re. helpful links. Simon Fuller: a QR code could be created so that could be handed out which would link directly back to the online version. J Avern, we will work with Lansdowne re. format. Niall Convery suggested going with pdf format. Diana Tumova: pdf version would be a cost effective solution and with the advancement in AI, an online version could also be easily translated into other languages which may be of benefit to the crew.

Many training events were held throughout the year with a thanks to Martin Walker and John Ambrose for their work implementing the training courses.

There are plans to create further training courses like the water sampling course to be a cruise ship based event and we are working directly with the cruise industry to look at updating the Norovirus guidance with a working group.

Spring 2024, there will be some pest control training through BASF that will be held online and we will be advertising these in the coming months in the newsletter.

Martin Walker and Simon Fuller suggested that we look at food courses. Martin Walker mentioned imported food courses as a lot of new EHOs will be required to inspect food at the BCP as well as technical aspect of ship sanitation, boarding ships.

Louis asked for feedback regarding how we can represent the members better, especially small ports without BCP's and they should contact him directly with anything additional they would like to see covered by the Association. JA acknowledged there was a lot of information being put out lately surrounding the BTOM and please do get in contact with us if there are other elements that members would like to see.

Membership remains constant, there are a number of authorities we are trying to reach out to as well as some of the private sector as can be seen from the attendance of cruise lines at the training day. This could also lead to more potential training courses and is being looked at currently. We are also looking to collaborate more with government agencies.

The CIEH is also looking for members from PHA's to join their advisory panel with the closing date of the 30<sup>th</sup> November 23. We would like to work closely with the CIEH and are looking to maintain and encourage these links. We encourage members to apply. John Ambrose spoke that Louise Hosking of the CIEH is keen for EHOs working in port health to apply and he encouraged others to apply. Diana Tumova stated that she is on other CIEH panels and encouraged those in the port health field to get involved.

<b>Action:</b> Raise with Lansdowne options for the online version. Ability to update easily, possible QR code link that could be handed out instead of the actual book and the ability to translate into other languages.		LF
Advertise BASF pest control courses in the newsletter.		JW
<b>23/09</b>	<b>Questions regarding the last year</b>	<b>Person Responsible</b>
No questions raised. JA thanked the members for the support for the AGM and training day.		
<b>23/10</b>	<b>Fellowship</b>	
One Fellowship to be awarded to Gary Gould. After 7 years he turned the Association from struggling into a well-run organisation and the board were unanimous in awarding Gary with the fellowship.  <b>Action:</b> Post out or hand out Fellowship certificate at the next AGM to Gary Gould.		JA
<b>23/11</b>	<b>AOB</b>	<b>Person Responsible</b>
No AOB raised.  JA thanked everyone again for attending and to LF and JW for organising the event. Thanks to the board for all their hard work throughout the year.		

James Walker  
Liaison Officer & LPHA