



**Minutes of the 118th Annual General Meeting of the  
Association of Port Health Authorities  
Wednesday, 22<sup>nd</sup> November 2017**

**The Gascoigne Room, Union Jack Club, Sandell Street, London**

<b>17/01</b>	<b>Chair's Welcome</b>	<b>Person Responsible</b>
<p>Patrick McCarthy (PM) opened the meeting at 12.40 by introducing himself as the Chair of the APHA Executive Board and thanked everyone for attending.</p> <p>The meeting was quorate</p>		
<b>17/02</b>	<b>List of Attendees:</b>	<b>Person Responsible</b>
<p>The attendees are listed at Annexe 1.</p> <p>Minutes were taken by: Seren Linton - Swansea PHA</p>		<b>SL</b>
<b>17/03</b>	<b>Apologies for Absence</b>	<b>Person Responsible</b>
<p>Apologies were received from :</p> <p>Jeffery Dudgeon, Belfast PHA Derrick Brown, River Tees PHA John Wood - Royal Navy</p>		
<b>17/04</b>	<b>Minutes of the 117<sup>th</sup> Annual General Meeting, Union Jack Club, London</b>	<b>Person Responsible</b>
<p>The minutes were accepted as a true record.</p> <p>Proposed: Wayne Davies (WD)</p> <p>Seconded: John Warman (JW)</p> <p><b>Agreed All.</b></p>		<b>GG/ Webmaster</b>
<b>17/05</b>	<b>Matters Arising</b>	<b>Person Responsible</b>
<p>There were none</p>		
<b>17/06</b>	<b>APHA Accounts 2016-2017</b>	<b>Person Responsible</b>
<p>PM directed the attention of attendees to the formal APHA Financial Statement for the 1 Apr 16 to the 31 Mar 17 that had been prepared by Medway Council Finance Department and included in the AGM pack. He asked if there were any questions relating to the content. There were none. PM then asked for the statement to be accepted so that it could be filed at Companies House.</p>		<b>PM/GG/ Admin</b>

<p>Proposed: Gillian Morgan (GM)</p> <p>Seconded: Wayne Davies (WD)</p> <p><b>Agreed All</b></p>	
<p><b>17/07 Report of the Overview and Scrutiny Committee</b></p>	<p>Person Responsible</p>
<p>Andrew McClenaghan drew the attendee's attention to the written report of the Overview and Scrutiny Committee contained within the AGM pack and included as Annex 2. Andrew highlighted the importance of the final two paragraphs from the report, and that APHA would only be able to continue if membership increased. He added that currently only a few members are doing all of the work, and in order to become an effective body other members must be prepared to contribute. He then asked if there were any questions. There were none.</p>	
<p><b>17/08 Chair of the Executive Board/Company Secretary's report</b></p>	<p>Person Responsible</p>
<p>The Chair delivered a verbal report to the AGM, which is summarised as follows:</p> <p>He stated that it had been a challenging year for the Association, and reinforced the message from Andrew regarding lack of contributions from some members. The Association was set up to assure good practice and represent Port Health Authorities and with Brexit, now more than ever, there was a strong need for its role. This year some members have rejoined and the Association has also attracted new members. However, as it relies on membership fees for survival, it is important that more authorities get on board, if every member helped a little the Association could do a lot more.</p> <p>The Chair was determined that the Association would not fold, but more help from other members is required. APHA has produced an updated Handbook; this is just one example of the ongoing work that has taken place in the last year. The Chair thanked Gary Gould for the work he does, including all of the extra hours that he puts in. The Chair also thanked Gill Morgan and Andrew McClenaghan for the hours they voluntarily put into the Association.</p> <p>The Chair added that, with Brexit taking place, the Association needs to speak for its members, but that the members must also participate. He has written to Jeremy Hunt, and the members of the Parliamentary Health Committee; so far had received a reply from Jeremy Hunt. APHA is working at engaging with MP's because they need to be able to make informed decisions to shape the outcome of Brexit. To do this they need to be in touch with those on the frontline, our ports of entry; that is the members of this Association.</p> <p>In the new year the Association will be writing to all members regarding membership renewal. It is vital that the larger ports get back on board as APHA can then speak on behalf of all ports.</p> <p>The Chair thanked everyone for attending the AGM and training day, and finished by saying that he looked forward to next year, hopefully with more people joining.</p> <p>He then asked if there were any questions. There were none.</p> <p>John Warman then said a few words to endorse the Chair's report, highlighting the importance of sticking together. John asked for all members to work to highlight the importance and value of the Association and called on members to encourage other ports to</p>	

rejoin as members. John stated that he values the professionalism of all EHO's and PHO's, a profession which is not always understood in the public eye. He finished with the importance of APHA acting as an umbrella organisation over the next few years especially for Brexit.	
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<b>17/09</b> <b>Close of meeting</b>	<b>Person Responsible</b>
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The Chair then asked if anyone else had anything to say or any questions on anything at all to do with APHA. There being none, the Chair thanked everyone for attending and closed the meeting at 12.55.	
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Seren Linton  
Port Health Officer  
Swansea Bay Port Health Authority

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## **Annex 1: – APHA 118<sup>th</sup> AGM: List of Attendees**

Pat McCarthy, Hon Associate APHA & Chair of the Executive Board  
Gary Gould, Hon Associate APHA & Executive Secretary  
Andrew McClenaghan, Belfast C.C  
Gillian Morgan, Swansea PHA  
Cllr John Warman, Swansea PHA  
Cllr Wayne Davies, River Tees PHA  
Cllr Keith Morley, Hon Associate  
Cllr Paul Kimber, Weymouth PHA

Ivan Bartolo, Seafish  
Gary Welsh, FSA  
Allan Johnson, PHE  
Jim McLaughlin, PHE  
Bill Drennan, FSA  
Matthew Ball, Star International  
Leanne Page, MCA

Niall Convery, Belfast C.C  
Stacey Thompson, Belfast C.C  
Caroline Fair, Borough of Poole  
Charles Macmillan, Borough of Poole  
Nigel Selby, Borough of Poole  
Diane Ward, Fife Council  
John Laird, Falkirk Council  
Ged Burden, Philip Best EH  
Philip Best, Philip Best EH  
Seren Linton, Swansea Bay PHA  
Keith Rowlands, Isle of Anglesey  
Samantha Jordan, Medway Council  
Glenn Howard, NE Lincolnshire C  
David Jones, Portsmouth CC  
Sam Walker, Portsmouth CC  
Linda Gower, Cavendish Foods  
Cllr Norma Mackie, Cardiff Council  
Hannah Ward, Leeds Beckett University  
Gareth Bean, RAF  
Nicholas Green, LB Hillingdon  
Samantha Doherty, LB Hillingdon  
Dr Joseph Senyah, LB Hillingdon  
Colin McDonald, North Tyneside C  
Marta Klimczyk, London PHA  
Tamsin Horsler, Weymouth PHA  
Steven Ireland, Weymouth PHA  
Andrew Goold, Weymouth PHA  
Roger Frost, Weymouth PHA  
Coralie McGown, Weymouth PHA  
Ayodele Alao, LB Lewisham

## Annex 2



### **APHA Overview & Scrutiny Committee Chair's Report 2016-2017**

Since the last AGM, the Overview & Scrutiny Committee has met on 4 occasions: - 21st February 2017, 27th May 2017, 2nd August 2017 and 21st November 2017. Between these meetings O&S and the Task & Finish Team met on a number of occasions via video conferencing. O&S have also attended 2 joint meetings with the Executive Board (EB). Video conferencing has also been used successfully to facilitate attendance at meetings by a member that was unable to travel and is a beneficial tool to avoid inquorate meetings. Details of these meetings (agendas and minutes) are published on the website for all Members to access.

The Task and Finish Group was formed under O&S (and now forms part of O&S) in order to Formulate an Action Plan to take the Association forward. This plan was accepted by the Executive Board and is currently being implemented. Input by Members would be greatly appreciated and would speed up the implementation progress and the sustainability of the Association.

Following the appointment of the Business Improvement Officer progress has been made in re-building the Association from the dwindling membership numbers. Whilst it is disappointing that a small number of stalwart Members have withdrawn or wished to downgrade their Membership from Corporate to PLaN, a number of former Members have re-joined. The organisation now has:

21 Corporate Members  
11 PLaN Members  
2 Associate Members  
(numbers as of November 2017)

These include new Members from as far away as the Falkland Islands and a growing Membership in Northern Ireland where it is hoped to establish a PLaN Group in the immediate future.

A marketing leaflet has now been developed and it is hoped that Elected Members on the EB will use this to contact counterparts in non-Member Authorities. It is essential that we achieve continued growth to sustain the Association.

Following the withdrawal of administrative services by Manchester, this function was kindly undertaken by Medway. Whilst there have been a number of implementation difficulties, it is hoped that these have now been resolved and that administration will become more efficient.

Throughout the year, O&S have provided support to the Executive Board by, not only the scrutiny of decisions taken and financial reports but suggesting actions and recommendations to ensure that, so far as possible, the business of the Association continued.

The Task and Finish group recognized that the composition of the Executive Board was cumbersome and needed streamlining to make it more efficient for current times. This has now been implemented and we now have a more sustainable structure. They also identified that the confusion caused by the creation of the Animal and Plant Health Agency was unacceptable and, following a suggestion from Laurence Dettman recognized that we might have to change the name of the Association, which could

coincide with a re-launch. The name change was discussed at last year's AGM but the current need for change has not yet been decided by EB.

**The Membership must recognise that APHA is their Association and will only survive if members are prepared to contribute to the work. Without that support the Association will cease to exist.**

**Not only do we need to grow the membership but also the involvement of Members and Officers as the present situation is not sustainable for the future.**

On behalf of the Chair  
Councillor Keith Morley  
Hon Associate

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