



Minutes of APHA Executive Board Meeting Held on 17th October 2018 at The Union Jack Club, London

EB 18/54	List of Attendees	Person Responsible
List of Attendees: Pat McCarthy Cllr. John Warman Cllr Norma Mackie Cllr Wayne Davies	Authority Hon Associate Member of APHA, Chair Swansea Bay Port Health Authority Cardiff Port Health Authority River Tees Port Health Authority	PM JW NM WD
Overview & Scrutiny Cttee		
Cllr Keith Morley Andrew McClenaghan	Hon Associate and Chair Belfast Port Health Authority (Rtd)	KM AM
In attendance		
Gary Gould	Executive Officer	GG
Minutes taken by: GG		
EB 18/55	Apologies for Absence	Person Responsible
With all attendees present, PM opened the meeting at 15.20 by welcoming everyone and confirming that it was quorate.		
Apologies were received from:		
Cllr Jeff Dudgeon Cllr David Carr Gill Morgan	Belfast Port Health Authority Medway Port Health Authority Swansea bay PHA	
EB 18/56	Declaration of Interests	Person Responsible
There were none.		
EB 18/57	Minutes of the previous meeting held on the 7 th July 2018	Person Responsible
a. Accuracy: The minutes of the previous meeting were accepted as a true record. Proposed: NM Seconded: WD Agreed All		
b. Matters Arising: GG referred everyone to the list of actions (attached) and confirmed that all outstanding actions were covered by agenda items. Unless anyone had anything they wanted to contribute at this stage he suggested to the Chair that he proceed to the next item. The Chair agreed.		
EB 18/58	Minutes of the Extraordinary Executive Board meeting held on the 13 th September 2018	Person Responsible
a. Accuracy: The minutes of the extraordinary meeting were accepted as a true record.		

Proposed: NM Seconded: WD Agreed all. b. Matters Arising: GG referred everyone to the list of actions and again confirmed that all outstanding actions were covered by agenda items.		
EB 18/59	Minutes of the Overview & Scrutiny Committee Meeting 1st August 2018	Person Responsible
GG said that with the exception of the following, all points were covered by agenda items. a. Cllr. Derrick Brown (DB) had an action to investigate the possibility of MP support from the River Tees area. GG said that he had emailed DB and left a phone message but had not heard back from him. GG asked KM whether he had had any success. KM replied that he had not but was prepared to try and make contact with DB. Action: KM to contact DB with regards to MP support from the River Tees Area. b. AM confirmed that he had made contact with Gary Welsh of the FSA with regards funding for a bespoke Brexit Technical Committee but the answer was no. GG said that it should not be confused with the approach to the FSA for APHA funding.		KM
EB 18/60	Administration	Person Responsible
GG said that with Administration being delivered by Swansea Bay PHA, things were working well and he had nothing to report. There were no other observations or comments made.		
EB 18/61	APHA Financial Report & Accounts	Person Responsible
a. Outstanding Actions: 1. EB 18/09 WD reported that he had "fallen out" with his MP and so was unable to discuss a central government grant with his MP. NM agreed to discuss grant funding with her MP but would need a "crib sheet". GG agreed to send some information through to her. Action: GG to send a background information and issues document to NM 2. EB 18/52/5 GG confirmed that he had emailed the FSA with regards to securing funding for APHA but had not had a response as yet. He agreed to chase. Action: GG to contact Gary Welsh re the proposal for FSA funding for APHA. PM said that it was essential for the survival of the association that APHA obtains outside funding. b. APHA Income and Expenditure Report: GG referred to the Income & Expenditure Report compiled by the Finance Team and said that the Board should review the document and particularly the expenditure in order to confirm that they were content. He then asked if there were any questions. There were none. The Board agreed that all expenditure was both valid and justified. Agreed All. c. Budget 2018/19 GG said that because of issues with the Finance Team with regards the Financial Statements, he was pleased to report that more direct supervision of the team had been organised by Medway Council in the form of Andy McNally-Johnson who was a		GG/ NM GG

Technical Accountant. Andy had been working on the budget document in an attempt to improve forecasting but it was not yet ready to be shared. That said, the current forecast deficit was predicted at £10,265. However, this was a worse case scenario because of the following:

1. APHA was expecting an income of £500 from website advertising and a further £500 sponsorship from the AGM.
2. There was the likelihood of better than expected income from the Belfast Ships Inspection Workshop and the AGM & Training Day.
3. There had been no spend on the allocation to the PLaN Groups as yet, which could reduce it by up to £5000.
4. Savings from winding up the O&S Committee, if approved at the AGM.
5. It should also be noted that because of the issues re Finance, there would be no charge from Medway this year for financial support.

GG then referred to the outstanding action **EB 18/52/1** which was to identify a financial "point of no return" when a decision would be necessary to wind up the company to prevent APHA becoming insolvent. He then briefed the Board that he had based the decision on 12 weeks expenditure including his remuneration, webmaster costs, Board meetings, Admin & Finance, and the Chair's allowance. This figure was £10,000. GG then said that, in reality, it would not be prudent to wait for the bank balance to hit that figure but it would be better to monitor the projected year end balance. The first warning would be raised should it drop below £20k; the Board should become very concerned should it drop below £15k and the final decision taken should it reach 10k.

Whilst the end of year balance is currently estimated between £15 and £20k, the situation is likely to improve because of the reasons already outlined. As further work is done on the budgeting document and as the year progresses, the position would become clearer.

Following discussions with the Technical Accountant it was agreed that he would draft the Financial Statement for 2018/19 in advance of the first Board meeting following the financial year end. That together with a budget estimate would give some clarity but it is expected that provided all members renew next year, there will be sufficient funds for APHA to continue until at least until 31 March 2020 by which time the Modernisation of APHA should be well underway, if not completed.

d. APHA Financial Statement 2016/17: GG referred the Board to the Executive Summary (attached) explaining why the Financial Statement for 2016/17 needed to be amended. He stressed that these were technical amendments that did not alter the overall financial position of the Association and that no monies were either lost, gained or misappropriated. PM confirmed that the amendments had been sent to Companies House for filing by "special delivery".

e. APHA Financial Statement 2017/18: GG said that as a result of the amendments to the 2016/17 Statement, the draft of the 2017/18 statement agreed at the Board meeting in July had been updated. He asked if there were any questions. There were none. It was agreed that the Statement could be put before the AGM.

Agreed All.

EB 18/62	Membership & Renewals	Person Responsible
<p>a. Outstanding Actions:</p> <p>1. EB 17/48 Elected members Contacting Non-member Authorities GG asked the Elected Members present whether they had had any success in contacting the LAs on the list that had been distributed. WD said that the Port of Tyne, and Hull & Goole PHAs were waiting to see whether Manchester PHA (MPHA) would rejoin first. KM said that rejoining APHA was on the agenda of the MPHA Financial Meeting that was scheduled for the 22nd October 2018. He asked if GG could provide him with a list of APHA achievements to present at that meeting. GG replied that because of the AGM the earliest he would be able to undertake the task would be Saturday morning.</p> <p>Action: GG to provide a list of APHA achievements to KM before the 22nd October 2018.</p> <p>There were no other comments.</p> <p>2. EB 18/40b KM to contact the Vice Chair of MPHA Board re discounted Membership. This would be brought up at the meeting above.</p> <p>3. EB 18/52/4 GG to Inform the Finance Team of the Increase in Subscriptions. GG informed the Board that he had advised the Finance Team that there would be an increase in subscriptions for next year. They have been calculated as follows:</p> <p>Corporate: £1050 PLaN: £ 360 Associate: £ 875</p> <p>All are excluding VAT.</p> <p>GG explained that the increase would provide APHA with an extra £1467 of income should all members renew.</p> <p>Agreed All</p> <p>b. Outstanding Renewals:</p> <p>1. Aberdeen City (PLaN) 2. Aberdeenshire (PLaN) 3. Bristol PHA (PLaN) 4. Highland Council (Corporate) 5. Luton (PLaN) 6. Newry Mourne & Down (Corporate)</p> <p>GG informed the Board that he had now had contact with all the outstanding Authorities and was confident that they would renew.</p> <p>Secretaries Note: Since the meeting, Aberdeenshire and Highland Council have paid.</p>		<p>GG</p> <p>KM</p>

EB 18/63	Task & Finish Group Action PLaN	Person Responsible
	<p>a. Northern Ireland Ships Inspection Workshop GG reported that he had been informed that it was very successful. Although there had been some "no shows" including Raphael Marfo from Ghana. APHA was expecting to make a small profit from the event but it should be noted that the overall calculation would not include the amount of time the Executive Officer, Admin and the Finance Team would have spent on the event. The Board would like to thank Drew McClenaghan and his team, as well as Belfast City Council for their assistance without whose help, the event would not have been the success that it was.</p> <p>Agreed All.</p> <p>b. MOU MCA/APHA GG reported that he was still waiting on PHE. The issue had been raised at the last PHE Port Health liaison meeting and it remained an outstanding action. GG said that he would continue to pursue.</p>	GG
EB 18/64	AGM/CPD Event	Person Responsible
	<p>a. 2018: GG informed the Board that everything was ready for the event scheduled for the following day there was a full programme of speakers with many speaking on the theme of Brexit and Port Health. It was hoped that the event would be a success.</p> <p>Agreed All.</p> <p>GG said that he had completed the action EB 18/52/2 i.e. amend the Articles to remove the O&S Committee as a management tier and draft a special resolution to that effect for the AGM. However, because the Chair of O&S had the responsibility of authorising the Chair of the Executive Board's expenses, the Board were required to identify a replacement. GG suggested that the responsibility fall to the Vice Chair of the Executive Board.</p> <p>Agreed All</p> <p>Action: GG to inform Finance Team of the Change in Chairs expenses Authorisation.</p> <p>b. 2019 GG said that he had discussed the Gascoigne's Room availability for next year and informed the Board of the available dates. The Board agreed that the 7th November would be the most suitable.</p> <p>Agreed All</p> <p>Action: GG to book the Gascoigne Room for the APHA 2019 AGM/CPD Event.</p>	GG
EB 18/65	Political Engagement & Parliamentary Questions.	Person Responsible
	<p>EB 18/45 PM to Approach MP for S Belfast PM said that he would be approaching Emma Little Pengelly, MP for S Belfast, to support APHA.</p> <p>He then said that with the possibility that APHA would have to fold he was intending to ask a parliamentary question of Government as to who would take on APHA's role and how much it would cost. In response to an earlier question it was clear that Port Health came under the Department of Health and Social Care and that he would be seeking a meeting with a senior civil servant to discuss our issues. A potential answer to the membership issue would be for it to be a statutory requirement for all LAs with ports to members of the Association.</p> <p>Action: PM to consider drafting a PQ on APHA's role and seek a meeting with a senior civil servant.</p>	PM

EB 18/66	Major Ports Engagement & APHA Modernisation	Person Responsible
GG said that the next meeting with the Major Ports Representatives was scheduled for 20 th November 2018 at Felixstowe where they would be working up the modernisation proposals. The T&F Gp would start work on the revised articles after this meeting because it will be dependant on the outcome but the timeline would be to have the work completed ready for approval at the next AGM with implementation by 1 April 2020.		
EB 18/67	Ships Sanitation Inspection Fees 2019/20	Person Responsible
GG said that the O&S Committee had recommended an inflationary increase rounded up to the nearest £5.00 for all fees. Following discussion it was agreed that the RPI Inflation rate for September 2018 be applied to the existing table of fees rounded up to the nearest £5.00 Agreed All.		
EB 18/68	Meeting Schedule 2019	Person Responsible
GG presented to the Board the dates when the Lawrence & Gascoigne Rooms were available for the normal timetable of meetings in 2019. He reiterated the need to give the Finance Team time to compile the Financial Statement so it was agreed to slip the April meeting into May. It was also agreed that, as a cost saving measure, to reduce the total number of planned meetings from 4 to 3. PM said that he would investigate the possibility of holding one of the meetings in Belfast. Agreed All. Actions: PM to investigate the possibility of holding one of the meetings in Belfast. GG to book the Lawrence and Gascoigne Rooms as appropriate. Secretary's Note: The schedule of meetings for 2019 is listed below. All meetings will be held in the Lawrence Room of the Union Jack Club unless otherwise indicated. Executive Board: Wed 16 Jan 19 Thu 9 May 19 Wed 11 Sep 19 Wed 6 Nov 19 - pre AGM meeting Flat APHA AGM & TRAINING DAY: Thu 7 Nov 19 Gascoigne Room, Union Jack Club Secretary's Note: Arrangements have been made to hold the meeting on the 9 th May 2019 in Belfast City Hall. APHA would like to thank Cllr. Jeff Dudgeon and Damian Connolly of Belfast City Council for making these arrangements.		PM GG
EB 18/69	AOB	Person Responsible
a. GG said that Cllr. David Carr was no longer able to attend the FSA reception at the House of Commons scheduled for Tue 23 rd October 2018. He had been in touch with the organisers who were prepared to accept a replacement. KM then volunteered to replace David at the event. Agreed All		

<p>Action: GG to advise the FSA that KM would substitute for Cllr. Carr. KM to attend the FSA Reception.</p> <p>b. GG advised the Board that he had received Stephen Ballantyne's resignation from the O&S Committee. This was because Stephen was moving to an Authority that did not have a port. GG said that it would leave Scotland unrepresented within APHA but he was intending to attend the next Scot PLaN meeting and would raise the issue of representation with Scottish colleagues.</p>	GG
<p>Action:</p> <p>GG to raise the issue of Scottish representation at the next Scot PLaN meeting.</p> <p>Close of meeting: There being no further business, the Chair closed the meeting at 17.00.</p>	GG

G GOULD
Exec Officer
APHA

APHA EXECUTIVE BOARD

Executive Summary

Agenda Item:	EB 18/60c
Person Responsible:	GG
Title:	Revised Financial Statement 2016-17
Reference Documents:	Revised Financial Statement 2016-17

Whilst validating the draft Financial Statement for 2017-18, the supervising accountant identified several technical errors in the document that were traced back to the Financial Statement 2016-17. This meant that, in order for the 2017-18 Statement to balance correctly, the 2016-17 Statement required amendment/correction. This was duly done and, in order to meet the requirements of Companies House, the revised document has been signed off by the Chair and sent to their Cardiff office to replace that which was already filed.

The main errors occurred in how accruals were accounted for, e.g. creditors/debtors/cash received in advance etc. The accounts are completed to the end of the FY i.e. 31st March; when they are being prepared, the current financial year transactions (from 1st Apr on) should not be included because the statements are completed on an accruals rather than a cash basis. For example, APHA receives some subscriptions before they are due on 1st Apr. These cannot go through the profit and loss account in the financial year in they are received because they do not relate to that year. They should therefore be treated as cash received in advance on the balance sheet.

It would appear that, in addition to the subscriptions, there were some balances relating to VAT payments due to/from HMRC that were not properly adjusted for the 2016/17 accrual balances and this was the main reason that the balance sheet did not in fact balance.

It is stressed that the financial position of APHA has not altered as a result of these errors and no monies have been either lost , gained or misappropriated.

A comparison of the 2 statements can be seen here:

<https://draftable.com/compare/wbdLgeResogp>

Please see the attached statement from Medway Council

Recommendations:

Comments:

Actions:	Date:	Person Responsible:

Statement from Medway Council

The financial statements for APHA have been produced by Medway Council for the last few years, most recently by Trainee Accountants. A request was received to make some adjustments to the 2017/18 APHA financial statements, those being the writing out of the non-current intangible assets, due to their immaterial nature. This task was given to the Technical Accountant at Medway Council, who has recently taken over the line management/mentoring of the Trainee Accountants. Whilst making the required changes to the 2017/18 financial statements, it was noticed that there were errors in the balance sheet for both 2017/18 and 2016/17 that needed to be corrected i.e. the balance sheet did not balance, which it must do (the net assets must be matched by capital and reserves). Therefore, the starting point was 2016/17, when the errors first started. In reviewing the statements, there were some errors with the way that transactions relating to other years were reflected in both the Profit and Loss Account and the Balance Sheet. These have now been corrected and text updated accordingly to ensure the latest financial reporting standards have been used. The 2017/18 financial statements have also been amended accordingly. It would appear that the correct procedures were not in place to ensure that proper checks were carried out on the financial statements prepared by the Trainee Accountants before they were presented to APHA, for which Medway Council can only apologise. New procedures have now been put into place to ensure that this will not happen again.

Andy McNally-Johnson
Technical Accountant
Finance Strategy
Business Support Department
Medway Council

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
17/21	a. Membership of APHA to be raised with Local Government Association.	WD	GG presented at LGA NE Independents Group. Potential for invite to UK Independents Group
17/48	d. List non-member authorities and divide between EB Members. EB members then to approach counterparts in said authorities and encourage membership	T&F Gp/EB members	List distributed to Elected Members.
17/54	a. Identification of website clutter for removal	GM	List submitted to old webmaster. No Action before handover to new webmaster. GM forwarded list to Lansdowne.
18/09	b. WD to investigate how to secure a Central Government Grant. WD to discuss with MP	WD	WF to follow up WD to follow up Central Gov Grant Funding with the MP. No response. NM to action.
18/15	All Board members should consider which MPs to be approached re the asking of questions and to consider potential questions	ALL Elected Members	Ongoing
18/26	a. WD to contact those PHA in the NE re membership	WD	Incorporate into 17/48
18/26	c. KM to advise Chair of Manchester PHA Board that APHA are prepared to advertise Chief Port Health Officer post	KM	Done. MPHA eventually advertised through CIEH.
18/28	a. NM to approach Minister for Health in the Welsh Assembly for assistance in getting a response from the Dept for Health	NM	Done; unsuccessful.
18/28	b. WD to approach Mayor of Tees Valley to speak at AGM	WD	Mayor unavailable; WD to ask MP for Redcar to speak at AGM or will speak himself.
18/37	GG to draft a letter of thanks to Clifford Smith for the Chair's Signature	GG/PM	Done & sent.
18/31	PM to authorise a bonus payment to GG of 1 extra day per week . To be paid very 12 weeks from 5 Apr 18.	PM/GG	Done.
18/38a	GG to discuss Advertising production of the next handbook	GG/Webmaster	Done: Lansdowne have secured advertising on

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
	and sponsorship for the AGM with Adrian Wright at Lansdowne Publishing		website resulting in income to APHA of £500 <i>per anum</i>
18/38b	GG to ensure that the Confirmation Statement is filed at companies House by the deadline (13 Jul 18).	GG	Done on 11 Jul and before deadline
18/40a	GG to ensure that the authorities with outstanding membership subscriptions are contacted and renewal discussed.	GG	Done. Aberdeenshire have renewed at PLaN rate. Luton have responded asking how much to renew. All others have/will renew.
18/40b	KM to contact the Vice-Chair of Manchester PHA Board with regard to discounted membership.	KM	Done
18/41a	AM to make contact with colleagues in NI and encourage them to book workshop places	AM	Done.
18/42a	KM to liaise with GG regarding securing an extra room.	KM/GG	Done
18/42b	T&F Gp to gather ideas for speakers.	T&F Gp	Done
18/44	T&F Gp to meet with Major Ports Reps on 9 Jul 18 in order to discuss modernisation program	T&F Gp	Done
18/45	Approach the MP fro S Belfast (Emma Little Pengelly) for support and request a meeting with Defra and DoH	PM	
Actions from Extraordinary Board Meeting 13 Sep 18			
18/50	GG to distribute the final draft of the 2017-18 Financial Statement	GG	Done
18/51	GM to source the Fellowship certificate for presentation at the AGM. GG to include on the Agenda for the AGM	GM/GG	Done
18/52/1	GG to identify a minimum account balance as a “point of no return”.	GG	Done: Figure should be based on projected end of year balance: First warning at £10k, concerned at

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
			£15k. Critical point £10k.
18/52/2	GG to amend the Articles to remove the O&S Committee from the organisational structure of APHA and draft a special resolution to that effect to be included on the agenda for the 2018 AGM.	GG	Done. Note the Chair of O&S is responsible for authorising Chair of EB Expenses. Suggest this responsibility falls to Vice Chair of EB?
18/52/3	GG and the T&F Gp to start work on the modernisation of the Association after the 2018 AGM with the aim of presenting a fully revised articles document to the 2019 AGM.	GG/T&F Gp	
18/52/4	GG to inform the Finance Team of the increase in membership subscriptions.	GG	New subscriptions rates are: a. Corporate - £1050 b. PLaN -£ 360 c. Associate -£ 875
18/52/5	GG to approach the FSA to scope the possibility of providing time limited funding for the Association	GG	Done - email sent to Gary Welsh
Actions from Executive Board Meeting held on 17 Oct 2018			
18/59/a	Contact Cllr Derrick Brown regarding MP support from River Tees area	KM	
18/61/a/1	Provide NM with background information & issues document .	GG	
18/61/a/2	Follow up APHA funding with Gary Welsh	GG	Done, Gary Welsh advised that responsibility now with John Furzon. John has been emailed.
18/62/a/1	Provide a list of APHA "achievements" to KM before MPHA Finance Board meeting	GG	Done. Document e-mailed 20 Oct 18
18/64/a	Advise Finance Team of the changes to Chairs expenses authorisation	GG	Done - 8 Nov 18
18/64/b	Book Gascoigne room at the UJC for 2019 AGM & Training	GG	Done - room booked, confirmation received from the

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
	Day		UJC on 18 Oct 18.
18/65	Chair to consider drafting a PQ on APHA's role and to seek a meeting with a senior civil servant.	PM	
18/68/a.	Investigate the possibility of holding one of the EB meetings in Belfast	PM	Done. Meeting scheduled for the 9 th May 2019 will be held in Belfast City Hall.
18/68/b	Book meeting rooms for 2019	GG	Done. All rooms booked. Note that if a Belfast meeting is organised APHA will need to provide at least 1 months notice of cancellation to UJC to avoid financial penalty.
18/69/a	Advise FSA that KM would replace DC at their annual reception	GG	Done
18/69/b	Raise issue of Scottish representation at the next Scot PLaN Meeting	GG	