

APHA EXECUTIVE BOARD - AGENDA 16th January 2019
Meeting to be held in The Lawrence Room, Union Jack Club, London. Commencing
12.00hrs.

| | | |
|----------|---|-------|
| EB 19/01 | List of Attendees | PM |
| EB 19/02 | Apologies for Absence: | PM |
| EB 19/03 | Declarations of Interest | PM |
| EB 19/04 | Election of Chair and Vice Chair | GG |
| EB 19/05 | Minutes of the previous EB meeting 17 th October 2018: | PM |
| | a. Accuracy | |
| | b. Matters arising that are not on the agenda | |
| EB 19/06 | APHA Administration | PM |
| EB 19/07 | APHA Financial Report and Accounts. | GG |
| | a. APHA Income and Expenditure report including expenses. | |
| | b. Budget 2018/19 | |
| | c. Budget 2019/20 | |
| EB 19/08 | Membership and Renewals. | PM/GG |
| EB 19/09 | Task and Finish Group Action Plan: | GG |
| | a. Aberdeen Ships Inspection Workshop 29 March 2019 | |
| | b. MOU MCA/APHA | |
| | c. RHE Global Communication Platform | |
| EB 19/10 | AGM/CPD Event 2019: | GG |
| EB 19/11 | Brexit – Border Delivery Port Health Steering Group | GG |
| EB19/12 | Political Engagement & Parliamentary Questions. | PM |
| EB 19/13 | Major Ports Engagement & APHA Modernisation | GG |

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| EB 19/14 | Meeting Schedule: | PM |
| | 1. Executive Board | |
| | a. 8 th May - Belfast | |
| | b. 11 th September - Union Jack Club. | |
| | c. 6 th November - Union Jack Club | |
| | 2. APHA AGM 2019: 7 th November 2019 - Union Jack Club | |
| EB 19/15 | AOB | PM |



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

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| EB 18/54 | List of Attendees | Person Responsible |
| <p>List of Attendees: Pat McCarthy Cllr. John Warman Cllr Norma Mackie Cllr Wayne Davies</p> <p>Authority Hon Associate Member of APHA, Chair Swansea Bay Port Health Authority Cardiff Port Health Authority River Tees Port Health Authority</p> | | PM JW NM WD |
| <p>Overview & Scrutiny Cttee</p> <p>Cllr Keith Morley Andrew McClenaghan</p> <p>In attendance</p> <p>Gary Gould</p> <p>Minutes taken by: GG</p> | | <p>Hon Associate and Chair Belfast Port Health Authority (Rtd)</p> <p>Executive Officer</p> <p>GG</p> |
| EB 18/55 | Apologies for Absence | Person Responsible |
| <p>With all attendees present, PM opened the meeting at 15.20 by welcoming everyone and confirming that it was quorate.</p> <p>Apologies were received from:</p> <p>Cllr Jeff Dudgeon Cllr David Carr Gill Morgan</p> <p>Belfast Port Health Authority Medway Port Health Authority Swansea bay PHA</p> | | |
| EB 18/56 | Declaration of Interests | Person Responsible |
| There were none. | | |
| EB 18/57 | Minutes of the previous meeting held on the 7th July 2018 | Person Responsible |
| <p>a. Accuracy: The minutes of the previous meeting were accepted as a true record. Proposed: NM Seconded: WD Agreed All</p> <p>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.</p> | | |
| EB 18/58 | Minutes of the Extraordinary Executive Board meeting held on the 13th September 2018 | Person Responsible |
| a. Accuracy: The minutes of the extraordinary meeting were accepted as a true record. | | |

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| <p>Proposed: NM</p> <p>Seconded: WD</p> <p>Agreed all.</p> <p>b. Matters Arising: GG referred everyone to the list of actions and again confirmed that all outstanding actions were covered by agenda items.</p> | |
| <p>EB 18/59 Minutes of the Overview & Scrutiny Committee Meeting 1st August 2018</p> | <p>Person Responsible</p> |
| <p>GG said that with the exception of the following, all points were covered by agenda items.</p> <p>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.</p> <p>Action: KM to contact DB with regards to MP support from the River Tees Area.</p> <p>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.</p> | <p>KM</p> |
| <p>EB 18/60 Administration</p> | <p>Person Responsible</p> |
| <p>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.</p> | |
| <p>EB 18/61 APHA Financial Report & Accounts</p> | <p>Person Responsible</p> |
| <p>a. Outstanding Actions:</p> <p>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.</p> <p>Action: GG to send a background information and issues document to NM</p> <p>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.</p> <p>Action: GG to contact Gary Welsh re the proposal for FSA funding for APHA.</p> <p>PM said that it was essential for the survival of the association that APHA obtains outside funding.</p> <p>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.</p> <p>Agreed All.</p> <p>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</p> | <p>GG/ NM</p> <p>GG</p> |

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>GG</p> <p>KM</p> |
| <p>b. Outstanding Renewals:</p> <ol style="list-style-type: none"> 1. Aberdeen City (PLaN) 2. Aberdeenshire (PLaN) 3. Bristol PHA (PLaN) 4. Highland Council (Corporate) 5. Luton (PLaN) 6. Newry Mourne & Down (Corporate) <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> | | |

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| EB 18/66 | Major Ports Engagement & APHA Modernisation | Person Responsible |
| <p>GG said that the next meeting with the Major Ports Representatives was scheduled for 20th 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.</p> | | |
| EB 18/67 | Ships Sanitation Inspection Fees 2019/20 | Person Responsible |
| <p>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</p> <p>Agreed All.</p> | | |
| EB 18/68 | Meeting Schedule 2019 | Person Responsible |
| <p>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.</p> <p>Agreed All.</p> <p>Actions: PM to investigate the possibility of holding one of the meetings in Belfast. PM</p> <p>GG to book the Lawrence and Gascoigne Rooms as appropriate. GG</p> <p>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.</p> <p>Executive Board:</p> <p>Wed 16 Jan 19 Thu 9 May 19 Wed 11 Sep 19 Wed 6 Nov 19 - pre AGM meeting Flat</p> <p>APHA AGM & TRAINING DAY:</p> <p>Thu 7 Nov 19 Gascoigne Room, Union Jack Club</p> <p>Secretary's Note: Arrangements have been made to hold the meeting on the 9th 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.</p> | | |
| EB 18/69 | AOB | Person Responsible |
| <p>a. GG said that Cllr. David Carr was no longer able to attend the FSA reception at the House of Commons scheduled for Tue 23rd 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.</p> <p>Agreed All</p> | | |

APHA EXECUTIVE BOARD

Executive Summary

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| 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 | | | |
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| 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 | |

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| 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 see 18/61/a/1. |
| 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 | |
| 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 | | | |
| 18/52/1 | 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 £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 |

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| | | | 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. Declined because over 2 years. See 18/61/a/2 |
| Actions from Executive Board Meeting held on 17 Oct 18 | | | |
| 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 | Done - document sent 21 Dec 18. NM to follow up with her MP. |
| 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 with a revised bid. |
| 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 Day on the 7 Nov 19 | GG | Done - room booked, confirmation received from the 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 9 th May will be held in Belfast |
| 18/68/b | Book meeting rooms for 2019 | GG | Done. All rooms booked. |

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| 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 | Done Diane Ward from Fife has volunteered and will be attending the EB meeting on 16 Jan 19 |

Key

PM - Pat McCarthy, Chair

DC - Cllr. David Carr

JD - Cllr. Jeff Dudgeon

KM - Cllr. Keith Morley Chair O&S Committee

JW - Cllr. John Warman, Vice Chair

WD - Cllr. Wayne Davies

GM - Gill Morgan

GG - Gary Gould, APHA Executive Officer

APHA PURCHASE INVOICES & EXPENSES APPROVED FOR PAYMENT 2018-2019

| VAT NO | Invoice Date | Invoice No | Supplier | Nett | Vat | Gross | Bacs Chq | Amount Paid |
|--------|--------------|--------------|---|----------|--------|------------------|----------|-------------|
| | 31/03/2018 | Bank balance | Balance at year end 2017/2018 | | | 39,831.39 | | |
| | 06/04/2018 | PUR26 | Gary Gould - Travel and attendance at Port Health Liason meeting and subsistence 29/03/18 - PUR26 | 47.89 | 1.24 | 49.13 | Bacs | 49.13 |
| | 12/04/2018 | PUR02 | Pat McCarthy Expenses - Chair Allowance - PUR02 | 250.00 | 0.00 | 250.00 | Bacs | 250.00 |
| | 16/04/2018 | PUR03 | Pat McCarthy Expenses - London meeting 12th April with Councillor Morley - PUR03 | 70.33 | 5.07 | 75.40 | Bacs | 75.40 |
| | 16/04/2018 | PUR01 | Gary Gould - buffet luncheon Boston training event 23/02/18 - PUR01 | 90.00 | 0.00 | 90.00 | Bacs | 90.00 |
| | 16/04/2018 | PUR01 | Gary Gould - attendance at Oceana round table event - PUR01 | 50.97 | 1.01 | 51.98 | Bacs | 51.98 |
| | 16/04/2018 | PUR01 | Gary Gould - attendance at APHA exec board meeting - PUR01 | 198.82 | 5.03 | 203.85 | Bacs | 203.85 |
| | 19/04/2018 | PUR04 | Gary Gould - overnight accomodation for chair to attend exec board meeting on 12th April - PUR04 | 33.33 | 6.67 | 40.00 | Bacs | 40.00 |
| | 23/04/2018 | PUR05 | Xeno Solutions INV 309 PUR05 | 735.00 | 0.00 | 735.00 | Bacs | 735.00 |
| | 23/04/2018 | Lansdowne | Lansdowne Publishing - Refund for payment made in error | 3,748.20 | 0.00 | 3,748.20 | Bacs | 3,748.20 |
| | 30/04/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 30/04/2018 | Bank charges | Total charges to 08/04/18 | 6.80 | 0.00 | 6.80 | Bacs | 6.80 |
| | 01/05/2018 | PUR06 | Gary Gould - travel and attendance at meeting with Port Health Lead PHE Eastern Region - PUR06 | 67.63 | 1.47 | 69.10 | Bacs | 69.10 |
| | 02/05/2018 | PUR07 | Xeno Solutions Website maintenance for porthealthassociation.co.uk and hosting - INV 312 PUR07 | 405.00 | 0.00 | 405.00 | Bacs | 405.00 |
| | 09/05/2018 | PUR08 | Gary Gould - Attendance at Cross Border co-ordination meeting - PUR08 | 38.77 | 1.01 | 39.78 | Bacs | 39.78 |
| | 09/05/2018 | PUR08 | Gary Gould - invoice for the period 6th April to the 3rd May 2018. APHA/007 - PUR08 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 09/05/2018 | PUR09 | Pat McCarthy - Return flights from Belfast City to London City Airports on the 15th and 16th May 2018 - PUR09 | 86.98 | 0.00 | 86.98 | Bacs | 86.98 |
| | 14/05/2018 | PUR10 | Gary Gould - Travel to and attendance at E of E Port Liaison Meeting - PUR10 | 56.70 | 0.00 | 56.70 | Bacs | 56.70 |
| | 17/05/2018 | PUR11 | Pat McCarthy - Claim for meeting of O and S held on 16th May 2018 - PUR11 | 81.82 | 7.48 | 89.30 | Bacs | 89.30 |
| | 21/05/2018 | PUR12 | Gary Gould - Attendance to present at APHA Scottish PLaN Gp Meeting - PUR12 | 97.08 | 3.42 | 100.50 | Bacs | 100.50 |
| | 21/05/2018 | PUR12 | Gary Gould - Travel to and attendance at O&S Committee Meeting - PUR12 | 179.69 | 2.86 | 182.55 | Bacs | 182.55 |
| | 30/05/2018 | Bank charges | Total charges to 08/04/18 | 6.80 | 0.00 | 6.80 | Bacs | 6.80 |
| | 31/05/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 04/06/2018 | PUR13 | Gary Gould - Travel to and attendance at meeting with Lansdowne Publishing and GDPR - PUR13 | 50.00 | 0.00 | 50.00 | Bacs | 50.00 |
| | 04/06/2018 | PUR13 | Gary Gould - Travel to and attendance at meeting with Seafish Importers Meeting - PUR13 | 20.30 | 0.00 | 20.30 | Bacs | 20.30 |
| | 04/06/2018 | PUR13 | Gary Gould - invoice for the period 4th May to the 31st May 2018. APHA/008 - PUR13 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 04/06/2018 | INV-18665 | Lansdowne Publishing - May 2018 INV-18665 | 550.00 | 110.00 | 660.00 | Bacs | 660.00 |
| | 05/06/2018 | PUR14 | Keith Morley - Train fair for meeting to London. Flight Liverpool to Belfast return. PUR14 | 284.70 | 0.00 | 284.70 | Bacs | 284.70 |
| | 29/06/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 30/06/2018 | Bank charges | Total charges to 08/06/18 | 5.50 | 0.00 | 5.50 | Bacs | 5.50 |
| | 04/07/2018 | INV-18806 | LANSDOWNE INV18806 | 600.00 | 0.00 | 600.00 | Bacs | 600.00 |
| | 19/07/2018 | PUR15 | Gary Gould - Travel to and attendance at meeting with Major Ports Representatives - PUR15 | 76.50 | 0.00 | 76.50 | Bacs | 76.50 |
| | 19/07/2018 | PUR15 | Gary Gould - invoice for the period 1st June to the 28th June 2018. APHA/009 - PUR15 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 30/07/2018 | Bank charges | Total charges to 08/07/18 | 5.50 | 0.00 | 5.50 | Bacs | 5.50 |
| | 30/07/2018 | PUR16 | Gary Gould Bonus for the period 6th April to 28th June 2018. PUR16 | 1,875.00 | 0.00 | 1,875.00 | Bacs | 1,875.00 |
| | 31/07/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 09/08/2018 | PUR17 | Keith Morley - Train fair for meeting to London. Parking ticket. One night at Union Jack Club - 31/07/2018 - PUR17 | 91.40 | 7.60 | 99.00 | Bacs | 99.00 |
| | 09/08/2018 | PUR17 | Keith Morley - Flat for up to six adults at Union Jack Club - 13/09/2018 - PUR17 | 186.20 | 46.55 | 232.75 | Bacs | 232.75 |
| | 09/08/2018 | PUR17 | Keith Morley - Double en suite at Union Jack Club for two nights - 17/10/2018 to 19/10/2018 - PUR17 | 159.60 | 39.90 | 199.50 | Bacs | 199.50 |
| | 09/08/2018 | PUR18 | Gary Gould - Travel and attendance at Cross Border Port Health Meeting - PUR18 | 46.77 | 1.01 | 47.78 | Bacs | 47.78 |
| | 09/08/2018 | PUR18 | Gary Gould - Travel and attendance at APHA EB meeting Belfast - PUR18 | 197.42 | 7.69 | 205.11 | Bacs | 205.11 |
| | 09/08/2018 | PUR18 | Gary Gould - Travel for meeting with Lansdowne Publishing and attendance at Hubspot marketing seminar - PUR18 | 54.00 | 0.00 | 54.00 | Bacs | 54.00 |
| | 13/08/2018 | PUR19 | Gary Gould - Invoice for period 29th June to the 26th July 2018 - PUR19 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 14/08/2018 | PUR20 | Gary Gould - Travel and attendance at meeting with major ports rep regarding APHA modernisation - PUR20 | 32.40 | 1.40 | 33.80 | Bacs | 33.80 |
| | 14/08/2018 | PUR20 | Gary Gould - Travel to attend Seafish Regulatory Expert Group Meeting - PUR20 | 20.30 | 0.00 | 20.30 | Bacs | 20.30 |
| | 14/08/2018 | PUR20 | Gary Gould - Attendance at meeting with Heathrow Port Health - PUR20 | 68.84 | 1.35 | 70.19 | Bacs | 70.19 |
| | 14/08/2018 | PUR20 | Gary Gould - Travel to and attendance at O&S Committee Meeting - PUR20 | 194.07 | 2.48 | 196.55 | Bacs | 196.55 |
| | 14/08/2018 | PUR20 | Gary Gould - Toner cartridge - yellow - PUR20 | 25.84 | 5.17 | 31.01 | Bacs | 31.01 |

APHA PURCHASE INVOICES & EXPENSES APPROVED FOR PAYMENT 2018-2019

| VAT NO | Invoice Date | Invoice No | Supplier | Nett | Vat | Gross | Bacs Chq | Amount Paid |
|--------|--------------|--------------|---|----------|--------|----------|----------|-------------|
| | 20/08/2018 | INV-18835 | Lansdowne Pub - Admin and maintenance of APHA website for June 2018 - INV-18835 | 50.00 | 10.00 | 60.00 | Bacs | 60.00 |
| | 20/08/2018 | INV-18834 | Lansdowne Pub - Admin and maintenance of APHA website for August 2018 - INV-18834 | 550.00 | 110.00 | 660.00 | Bacs | 660.00 |
| | 20/08/2018 | INV-18833 | Lansdowne Pub - Admin and maintenance of APHA website for July 2018 - INV-18833 | 550.00 | 110.00 | 660.00 | Bacs | 660.00 |
| | 21/08/2018 | PUR21 | Pat McCarthy Expenses - Chair Allowance - PUR21 | 250.00 | 0.00 | 250.00 | Bacs | 250.00 |
| | 30/08/2018 | Bank charges | Total Charges to 08/08/18 | 5.50 | 0.00 | 5.50 | Bacs | 5.50 |
| | 31/08/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 03/09/2018 | PUR22 | Gary Gould - Invoice for period 27th July 2018 to 23rd August 2018 - APHA/011 - PUR22 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 03/09/2018 | PUR22 | Gary Gould - Companies House confirmation statement filing - PUR22 | 13.00 | 0.00 | 13.00 | Bacs | 13.00 |
| | 03/09/2018 | PUR22 | Gary Gould - Meeting with Lansdowne Publishing to discuss website, advertising and sponsorship - PUR22 | 50.00 | 0.00 | 50.00 | Bacs | 50.00 |
| | 28/09/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 30/09/2018 | Bank charges | Total Charges to 08/09/18 | 7.20 | 0.00 | 7.20 | Bacs | 7.20 |
| | 10/10/2018 | APHA/012 | Gary Gould Invoice APHA/012 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 10/10/2018 | PUR23 | Gary Gould Attendance at LGA NE Region Independent's Group Meeting - PUR23 | 216.71 | 1.04 | 217.75 | Bacs | 217.75 |
| | 10/10/2018 | PUR24 | Gary Gould Chair of Executive Board's Accomodation for board meeting and AGM - PUR24 | 175.00 | 35.00 | 210.00 | Bacs | 210.00 |
| | 11/10/2018 | PUR25 | Keith Morley AGM Union Jack Club 17th Oct and Train Fare Return 18th Oct - PUR25 | 173.00 | 0.00 | 173.00 | Bacs | 173.00 |
| | 11/10/2018 | PUR26 | Pat McCarthy Travel 13th Sept to London - PUR26 | 157.23 | 4.83 | 162.06 | Bacs | 162.06 |
| | 15/10/2018 | PUR27 | Gary Gould Bonus for the period 29th June to 20th July 2018. PUR27 | 1,875.00 | 0.00 | 1,875.00 | Bacs | 1,875.00 |
| | 15/10/2018 | PUR28 | Gary Gould attendance at cross Border Port Health Meeting followed by PHE Port Health Meeting. PUR28 | 49.03 | 0.97 | 50.00 | Bacs | 50.00 |
| | 15/10/2018 | PUR28 | Gary Gould attendance at Extraordinary Executive Board Meeting - PUR28 | 68.19 | 5.26 | 73.45 | Bacs | 73.45 |
| | 17/10/2018 | PUR29 | Martin Walker Speakers fee and travel expenses - PUR29 | 282.82 | 14.14 | 296.96 | Bacs | 296.96 |
| | 17/10/2018 | PUR30 | John Ambrose Speakers fee and travel expenses - PUR30 | 387.91 | 17.41 | 405.32 | Bacs | 405.32 |
| | 23/10/2018 | PUR31 | Gary Gould Invoice from AGM from Union Jack Club - PUR31 | 1,131.25 | 146.25 | 1,277.50 | Bacs | 1,277.50 |
| | 23/10/2018 | PUR31 | Gary Gould accomodation costs AGM/Exec board meeting and two ties as gifts- PUR31 | 218.96 | 43.79 | 262.75 | Bacs | 262.75 |
| | 30/10/2018 | Bank charges | Total charges to 08/10/18 | 6.80 | 0.00 | 6.80 | Bacs | 6.80 |
| | 30/10/2018 | PUR32 | Cllr P McCarthy Belfast to London Trip Jan 2019 - PUR32 | 278.41 | 12.94 | 291.35 | Bacs | 291.35 |
| | 30/10/2018 | PUR33 | Keith Morley Travel Runcorn to London 27th October 2018 - PUR33 | 173.95 | 0.00 | 173.95 | Bacs | 173.95 |
| | 30/10/2018 | PUR34 | Gary Gould Travel and attendance at FSA reception - PUR34 | 29.35 | 1.00 | 30.35 | Bacs | 30.35 |
| | 30/10/2018 | PUR34 | Gary Gould Travel to attend Seafish Regulatory Expert Group Meeting - PUR34 | 20.30 | 0.00 | 20.30 | Bacs | 20.30 |
| | 30/10/2018 | PUR34 | Gary Gould Attendance at APHA Exec Board & AGM - PUR34 | 102.25 | 11.60 | 113.85 | Bacs | 113.85 |
| | 30/10/2018 | PUR35 | Gill Morgan Reclaim of postage spent sending handbooks 29th March 18 to 26th Sept 18 - PUR35 | 57.55 | 8.24 | 65.79 | Bacs | 65.79 |
| | 30/10/2018 | PUR35 | Provision of admin support to APHA by Swansea Bay PHA from April to Sept 2018 as per SLA agreement - PUR35 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 31/10/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 02/11/2018 | INV-18972 | Lansdowne Pub - Admin and maintenance of APHA website for September 2018 - INV-18972 | 550.00 | 110.00 | 660.00 | Bacs | 660.00 |
| | 07/11/2018 | APHA/013 | Gary Gould Invoice 21st September to 18th October 2018 - APHA/013 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 21/11/2018 | APHA/014 | Gary Gould invoice 19th October to 15th November 2018 - APHA/014 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |
| | 27/11/2018 | PUR39 | Gary Gould Travel and attendance at Seafish Importers - PUR39 | 20.30 | 0.00 | 20.30 | Bacs | 20.30 |
| | 27/11/2018 | PUR39 | Gary Gould Travel and attendance at EofE Port Liaison- PUR39 | 56.70 | 0.00 | 56.70 | Bacs | 56.70 |
| | 27/11/2018 | PUR39 | Gary Gould Travel and attendance at Major Ports Reps - PUR39 | 108.00 | 0.00 | 108.00 | Bacs | 108.00 |
| | 27/11/2018 | PUR39 | Gary Gould Travel and attendance at Border Port Health meetings and lunch - PUR39 | 47.20 | 0.00 | 47.20 | Bacs | 47.20 |
| | 28/11/2018 | PUR40 | John Ambrose Travel and accomodation expenses - PUR40 | 136.10 | 0.00 | 136.10 | Bacs | 136.10 |
| | 28/11/2018 | PUR40 | Martin Walker Travel and accomodation expenses - PUR40 | 166.10 | 0.00 | 166.10 | Bacs | 166.10 |
| | 28/11/2018 | PUR41 | Gill Morgan Reclaim of postage expenses, stationary and a frame for certificate - PUR41 | 65.79 | 0.00 | 65.79 | Bacs | 65.79 |
| | 28/11/2018 | PUR41 | Keith Morley Travel, lunch and parking expenses - PUR41 | 81.45 | 0.00 | 81.45 | Bacs | 81.45 |
| | 30/11/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 30/11/2018 | Bank charges | Total charges to 08NOV2018 | 8.00 | 0.00 | 8.00 | Bacs | 8.00 |
| | 01/12/2018 | INV-19055 | Lansdowne Pub - Admin and maintenance of APHA website for October 2018 - INV-19055 | 550.00 | 110.00 | 660.00 | Bacs | 660.00 |
| | 11/12/2018 | PUR42 | G Gould Travel to and attendance at "Brexit and Beyond" Seminar - PUR42 | 73.92 | 0.78 | 74.70 | Bacs | 74.70 |
| | 11/12/2018 | PUR42 | G Gould Attendance to present at APHA Scottish PLaN GP Meeting - PUR42 | 158.81 | 4.66 | 163.47 | Bacs | 163.47 |
| | 19/12/2018 | PUR44 | G Gould Consultancy fees 16/11/18-13/12/18 APHA/015 - PUR44 | 1,250.00 | 0.00 | 1,250.00 | Bacs | 1,250.00 |

APHA PURCHASE INVOICES & EXPENSES APPROVED FOR PAYMENT 2018-2019

| VAT NO | Invoice Date | Invoice No | Supplier | Nett | Vat | Gross | Bacs Chq | Amount Paid |
|--------------|--------------|--------------|---|------------------|-----------------|------------------|----------|------------------|
| | 19/12/2018 | PUR45 | P McCarthy Chairman Allowance - PUR45 | 250.00 | 0.00 | 250.00 | Bacs | 250.00 |
| | 30/12/2018 | Bank charges | Total Charges 08/12/18 | 8.50 | 0.00 | 8.50 | Bacs | 8.50 |
| | 31/12/2018 | VAT | HMRC VAT ANNACC | 400.00 | 0.00 | 400.00 | Bacs | 400.00 |
| | 01/01/2019 | INV-19166 | Lansdowne Pub - Admin and maintenance of APHA wesite for November 2018 - INV-19166 | 550.00 | 110.00 | 660.00 | | 660.00 |
| Total | | | | 36,606.43 | 1,126.32 | 37,732.75 | | 37,732.75 |

| Summary | |
|--|--------------------|
| Balance carried forward from 31 Mar 18 | £39,831.39 |
| Expenditure to 1 Jan 19 | -£37,732.75 |
| Income to 7 Jan 19 | £27,038.00 |
| Balance at at 7 Jan 19 | £29,136.64 |

APHA INCOME 2017-2018

| VAT NO | Invoice Date | Invoice No | Supplier | Nett | Vat | Gross | Bacs Chq | Amount Paid |
|--------|--------------|--------------|--|----------|--------|------------------|----------|-------------|
| | 31/03/2018 | Bank balance | Balance at year end 2017/2018 | | | 39,831.39 | | |
| | 03/04/2018 | INV 2016-036 | CHQ in at 401757 - Falklands Island | 342.00 | 0.00 | 342.00 | Chq | 342.00 |
| | 05/04/2018 | BOS 07/2018 | Mr A J Ferhani - Boston Training | 30.00 | 0.00 | 30.00 | Bacs | 30.00 |
| | 08/04/2018 | AGM009 | BCA Gerard Burden AGM009 | 40.00 | 8.00 | 48.00 | Bacs | 48.00 |
| | 09/04/2018 | 02/2018 | North East Lincs Boston Day Event BOS 02/2018 | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| | 09/04/2018 | MEM2018/020 | CHQ in at 401757 - Medway Council MEM2018/020 | 1,000.00 | 200.00 | 1,200.00 | Chq | 1,200.00 |
| | 17/04/2018 | MEM2018/036 | Weymouth and Portland BC - MEM2018/036 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 23/04/2018 | MEM2018/040 | Plymouth City Council Membership - MEM2018/040 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 24/04/2018 | AGM005 | North Tyneside Council - AGM - 22/11/17 - AGM005 | 80.00 | 16.00 | 96.00 | Bacs | 96.00 |
| | 27/04/2018 | MEM2018/035 | Vale of Glam - MEM2018/035 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 01/05/2018 | MEM2018/029 | Redcar/Cleveland BC Membership - MEM2018/029 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 02/05/2018 | MEM2018/042 | North Tyneside Council Membership - MEM2018/042 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 08/05/2018 | MEM2018/041 | B CNCL KINGS LYNN - MEM2018/041 | 342.00 | 68.40 | 410.40 | Bacs | 410.40 |
| | 14/05/2018 | 2017/41 | States of Jersey Birkenhead Training 25th May 2017 - 2017/41 | 58.34 | 11.66 | 70.00 | Bacs | 70.00 |
| | 25/05/2018 | MEM2018/030 | Royal Navy Membership MEM2018/030 | 834.00 | 166.80 | 1,000.80 | Bacs | 1,000.80 |
| | 15/06/2018 | MEM2018/012 | Falkirk Council Membership - MEM2018/012 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 19/06/2018 | MEM2018/008 | Edinburgh Council - MEM2018/008 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 20/06/2018 | MEM2018/026 | PCC Accounts Payab - MEM2018/026 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 21/06/2018 | MEM2018/013 | Falkland Islands Membership - MEM2018/013 | 342.00 | 0.00 | 342.00 | Bacs | 342.00 |
| | 26/06/2018 | HDBK16 | Hull and Goole Port Handbooks - HDBK16 | 22.00 | 0.00 | 22.00 | Bacs | 22.00 |
| | 11/07/2018 | BEL01/2018 | Belfast Training Raphael John Marfo 11th Oct 2018 - BEL01/2018 | 80.00 | 16.00 | 96.00 | Bacs | 96.00 |
| | 19/07/2018 | MEM2018/044 | Derry & Strabane C - MEM2018/044 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 20/07/2018 | MEM2018/043 | States of Guernsey MEM2018/043 | 342.00 | 0.00 | 342.00 | Bacs | 342.00 |
| | 27/07/2018 | MEM2018/10 | Doncaster Council MEM2018/10 | 342.00 | 68.40 | 410.40 | Bacs | 410.40 |
| | 30/07/2018 | MEM2018/018 | Lewes DC MEM2018/018 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 03/08/2018 | AGM011 | Portsmouth City Council AGM Training Day 22/11/2017 - AGM011 | 20.00 | 4.00 | 24.00 | Bacs | 24.00 |
| | 03/08/2018 | SB07/2017 | Portsmouth City Council Durham Training Day 05/10/2017 - SB07/2017 | 15.00 | 3.00 | 18.00 | Bacs | 18.00 |
| | 07/08/2018 | MEM2018/027 | RAF Medical Services Membership MEM2018/027 | 834.00 | 166.80 | 1,000.80 | Bacs | 1,000.80 |
| | 10/08/2018 | HDBK17 | Blackwells Belfast Handbook - HDBK17 | 7.00 | 0.00 | 7.00 | Bacs | 7.00 |
| | 10/08/2018 | BEL04/2018 | Derry & Strabane Council Belfast Training - BEL04/2018 | 160.00 | 32.00 | 192.00 | Bacs | 192.00 |
| | 23/08/2018 | MEM2018/038 | Tendring DC Membership - MEM2018/038 | 342.00 | 68.40 | 410.40 | Bacs | 410.40 |
| | 23/08/2018 | MEM2018/022 | North Ayrshire Council Membership MEM2018/022 | 342.00 | 68.40 | 410.40 | Bacs | 410.40 |
| | 23/08/2018 | HDBK18 | Georgina Fox Handbook - HDBK18 | 7.00 | 0.00 | 7.00 | Bacs | 7.00 |
| | 03/09/2018 | BEL06/2018 | Redcar/Cleveland BC Training - BEL06/2018 | 40.00 | 8.00 | 48.00 | Bacs | 48.00 |
| | 14/09/2018 | BEL02/2018 | Public Health Agency Training - BEL02/2018 | 160.00 | 32.00 | 192.00 | Bacs | 192.00 |
| | 14/09/2018 | HDBK20 | Andrew Grainger Handbook - HDBK20 | 7.00 | 0.00 | 7.00 | Bacs | 7.00 |
| | 19/09/2018 | AGM005-2018 | H McMorran AGM London Training - AGM005-2018 | 25.00 | 5.00 | 30.00 | Bacs | 30.00 |
| | 21/09/2018 | | Cheque London Training | 200.00 | 40.00 | 240.00 | Chq | 240.00 |
| | 27/09/2018 | AGM002/2018 | Uttlesford DC London Training - AGM002/2018 | 25.00 | 5.00 | 30.00 | Bacs | 30.00 |
| | 28/09/2018 | | WPBC AGM London Training | 75.00 | 15.00 | 90.00 | Bacs | 90.00 |

APHA INCOME 2017-2018

| VAT NO | Invoice Date | Invoice No | Supplier | Nett | Vat | Gross | Bacs Chq | Amount Paid |
|---------------------|--------------|----------------------------|--|------------------|-----------------|------------------|----------|------------------|
| | 28/09/2018 | AGM011/2018 AGM007/2018 | Salford City Council London Training - AGM011/2018 | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| | 28/09/2018 | AGM001/2018 | Suffolk Coastal District Council London Training - AGM007/2018 and AGM001/2018 | 500.00 | 100.00 | 600.00 | Bacs | 600.00 |
| | 01/10/2018 | | Health Service London Training | 240.00 | 48.00 | 288.00 | Bacs | 288.00 |
| | 02/10/2018 | AGM004/2018 | Hull and Goole Port AGM London Training - AGM004/2018 | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| | 04/10/2018 | | Aberdeenshire Council AGM London Training | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| | 05/10/2018 | | Isle of Mann Government AGM London Training | 25.00 | 5.00 | 30.00 | Bacs | 30.00 |
| | 05/10/2018 | | Lewes DC AGM London Training | 25.00 | 5.00 | 30.00 | Bacs | 30.00 |
| | 08/10/2018 | | Belfast City Council AGM London Training | 25.00 | 5.00 | 30.00 | Bacs | 30.00 |
| | 09/10/2018 | HDBK21 | Kirsty McGuigan Handbook - HDBK21 | 7.00 | 0.00 | 7.00 | Bacs | 7.00 |
| | 11/10/2018 | AGM028/2018 | V Matthews AGM Training - AGM028/2018 | 30.00 | 6.00 | 36.00 | Bacs | 36.00 |
| | 12/10/2018 | AGM023/2018 | Vale of Glam AGM Training - AGM023/2018 | 75.00 | 15.00 | 90.00 | Bacs | 90.00 |
| | 15/10/2018 | BEL09/2018 | Bristol Council - Belfast Training - BEL09/2018 | 80.00 | 16.00 | 96.00 | Bacs | 96.00 |
| | 15/10/2018 | | Salford City Council London Training | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| | 15/10/2018 | AGM026/2018 | LB Hillingdon AGM Training - AGM026/2018 | 30.00 | 6.00 | 36.00 | Bacs | 36.00 |
| | 18/10/2018 | MEM2018/015 | Highland Council Membership - MEM2018/015 | 1,000.00 | 200.00 | 1,200.00 | Bacs | 1,200.00 |
| | 18/10/2018 | AGM025/2018 | Tendring DC AGM Training - AGM025/2018 | 60.00 | 12.00 | 72.00 | Bacs | 72.00 |
| | 19/10/2018 | AGM010/2018 | Borough of Poole AGM Training - AGM010/2018 | 180.00 | 36.00 | 216.00 | Bacs | 216.00 |
| | 22/10/2018 | AGM027/2018 | Royal Navy Donovan Davy AGM Training - AGM027/2018 | 25.00 | 5.00 | 30.00 | Bacs | 30.00 |
| | 23/10/2018 | MEM2018/002 | Aberdeenshire Council Membership - MEM2018/002 | 342.00 | 68.40 | 410.40 | Bacs | 410.40 |
| | 29/10/2018 | AGM019/2018 | Bristol Council - AGM Training - AGM019/2018 | 60.00 | 12.00 | 72.00 | Bacs | 72.00 |
| | 02/11/2018 | AGM021/2018 | Southampton City Council AGM Training - AGM021/2018 | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| | 05/11/2018 | HDBK23 | Chalmers IC Handbook - HDBK23 | 7.00 | 0.00 | 7.00 | Bacs | 7.00 |
| | 06/11/2018 | AGM006/2018 | Lancaster City Council AGM Training - AGM006/2018 | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| | 09/11/2018 | BEL05/2018 | Mid & East Antrm -Belfast Training- BEL05/2018 | 240.00 | 48.00 | 288.00 | Bacs | 288.00 |
| | 28/11/2018 | | Chq in at 401757 - Pat McCarthy and Keith Morley AGM Room Contribution inc VAT | 253.00 | 0.00 | 253.00 | Chq | 253.00 |
| | 03/12/2018 | MEM2018/007 | Bristol Council - MEM2018/007 | 342.00 | 68.40 | 410.40 | Bacs | 410.40 |
| | 05/12/2018 | MEM2018/037 | Newry Mourne & Downe Membership Cheque - MEM2018/037 | 1,000.00 | 200.00 | 1,200.00 | Chq | 1,200.00 |
| | 11/12/2018 | AGM009/2018 | City of London AGM Training - AGM009/2018, AGM018/2018, AGM022/2018 | 300.00 | 60.00 | 360.00 | Bacs | 360.00 |
| | 24/12/2018 | SPO01 | RHE Global Sponsorship of APHA Training Day SPO01 | 500.00 | 100.00 | 600.00 | Bacs | 600.00 |
| | 27/12/2018 | | Lansdowne Publishing Advertising Revenue | 500.00 | 100.00 | 600.00 | Bacs | 600.00 |
| | 07/01/2018 | AGM020/2018 | North East Lincolnshire AGM Training - AGM020/2018 | 100.00 | 20.00 | 120.00 | Bacs | 120.00 |
| Total Income | | | | 22,759.34 | 4,278.66 | 27,038.00 | | 27,038.00 |