



Minutes of the APHA Executive Board Meeting Held on 9th May 2019 at The City Hall, Belfast

19/16	Welcome & Tribute to Cllr. David Carr	Person Responsible																																				
<p>With all attendees present, the Chair opened the meeting at 11.00 by welcoming everyone and confirming that it was quorate. He thanked Jeff Dudgeon for arranging the use of the Board room at the Belfast City Hall as well as Belfast Council for hosting the meeting at no cost to APHA. He then offered his commiserations to Jeff who had lost his seat on the Belfast Council in the recent Local Government elections.</p> <p>As it was the first meeting of the Board since the untimely death of Cllr. David Carr, the Chair paid tribute to David by saying that he was good supporter of APHA and we owed him a debt of gratitude for arranging for Medway Council to provide Finance Administration for the Association. PM continued that David's death came as a shock to all because he appeared in such good health at the last Board meeting and he was looking forward to visiting Belfast. The Chair then led the attendees in a minutes silence in memory of David.</p>																																						
EB 19/17	List of Attendees																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">List of Attendees:</td> <td style="width: 40%;">Authority</td> <td style="width: 30%;"></td> </tr> <tr> <td>Pat McCarthy</td> <td>Hon Associate Member of APHA, Chair</td> <td>PM</td> </tr> <tr> <td>Cllr Norma Mackie</td> <td>Cardiff Port Health Authority</td> <td>NM</td> </tr> <tr> <td>Cllr Keith Morley</td> <td>Manchester PHA</td> <td>KM</td> </tr> <tr> <td>Jeff Dudgeon</td> <td>Belfast Port Health Authority</td> <td>JD</td> </tr> <tr> <td>Gill Morgan</td> <td>Swansea Bay Port Health Authority</td> <td>GM</td> </tr> <tr> <td>Cllr Wayne Davis</td> <td>River Tees PHA (via Skype)</td> <td>WD</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>In attendance</td> <td></td> <td></td> </tr> <tr> <td>Andrew McClenaghan</td> <td>Hon Fellow</td> <td>AM</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate/Executive Officer</td> <td>GG</td> </tr> <tr> <td colspan="3">Minutes taken by: GG</td> </tr> </table>		List of Attendees:	Authority		Pat McCarthy	Hon Associate Member of APHA, Chair	PM	Cllr Norma Mackie	Cardiff Port Health Authority	NM	Cllr Keith Morley	Manchester PHA	KM	Jeff Dudgeon	Belfast Port Health Authority	JD	Gill Morgan	Swansea Bay Port Health Authority	GM	Cllr Wayne Davis	River Tees PHA (via Skype)	WD	 			In attendance			Andrew McClenaghan	Hon Fellow	AM	Gary Gould	Hon Associate/Executive Officer	GG	Minutes taken by: GG			
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EB 19/18	Apologies for Absence	Person Responsible																																				
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EB 19/19	Declaration of Interests	Person Responsible																																				
There were none.																																						
EB 19/20	Minutes of the previous meeting held on the 16th January 2019	Person Responsible																																				
<p>a. The minutes of the previous meeting were accepted as a true record.</p> <p>Proposed: GM</p> <p>Seconded: PM</p> <p>Agreed all.</p>																																						

<p>b. 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 they proceed to the next item. NM then said that she was still pressing MPs in her locality for parliamentary support of APHA (Item 18/61/a/1). PM then said that despite the assurance from Emma Little-Pengelly (MP for Belfast South) at their meeting before Christmas that she would help, he has heard nothing since the previous Board meeting.</p> <p>It was agreed that any other items on the Table of Actions were included on the Agenda.</p> <p>Agreed all</p>		NM
EB 19/21	APHA Administration	
<p>a. Operating Arrangements: GG referred Board members to the Executive Summary 19/21a that had been sent out with the agenda (attached). It summarised the work that he had been doing on simplifying and revising the APHA Operating Arrangements document. There were several points that required the a decision from the Board, as follows:</p> <p>(1) Annual budget for PLaN groups to remain £1,000 each as specified. Agreed.</p> <p>(2) Authorised spending limit for Chair, Company Secretary and Executive Officer to remain £1,000. GG said that the authorisation for the Executive Officer was a straight transfer of that for the Executive Secretary under the old version. GG said that he did not believe that it was necessary because the system worked well with authorisation of spend being delegated to the Chair only. The Board agreed that authorised spend should remain with the Chair only with the delegation falling to the Vice Chair in the event of the Chair’s absence, for whatever reason.</p> <p>(3) There was a requirement for there to be 2 authorised signatures on any cheques. This was a legacy provision because financial transactions are completed using BACS transfers. The Finance Team have confirmed that they do not have a cheque book and would prefer all transactions to be by BACS. Their recommendation was for the entry re cheques to be deleted. The Board agreed.</p> <p>(4) The Board were asked to confirm that they were content with the figures in the Scheme of Allowances. Agreed.</p> <p>GG then said that AM had kindly proof read the document and raised a couple of queries. The first was the definition of “seal”. As APHA has never had a “seal” it was agreed that this line could be removed. He then said that the term “Company Secretary/Executive Officer” appeared throughout the document and suggested that it be amended to one or the other. GG said that it would be necessary to retain the term “Company Secretary” but that the responsibilities of the post would fall to the Directors assisted by the Executive Officer whilst the post was vacant.</p> <p>With the confirmation of the points/amendments above the document was approved.</p> <p>Agreed All</p> <p>Action:</p> <p>GG to complete amendments as indicated and publish the document to the website. All Board members to be provided with a copy of the approved new version.</p> <p>b. Companies House Confirmation Statement 2019. GG reported that the Companies House Annual Confirmation statement was required to be submitted by the 13th July 2019. As this was the last meeting before that date, the Board were required to confirm that there had</p>		GG

<p>been no changes since the last confirmation statement, i.e. that there was no one individual with significant control and that the Directors remained P McCarthy and J Warman. PM said that historically there had been officers and Board members other than the Chair and Vice Chair as Directors and asked if there were any other Board members who would like to take on this role and share the burden. He asked that some thought be given to his request.</p>	
<p>Action: Board members to consider whether they would like to be appointed as a Director.</p> <p>It was agreed that there was no change to the confirmation statement and that it could be submitted by the deadline.</p>	All EB
<p>Action: GG to ensure that the Confirmation Statement is submitted in good time.</p> <p>c. Executive Officer - contract, remuneration and future work: GG said that he had been working as the Executive Officer for almost 3 years but still did not have a formal written contract. With the resignation of the Company Secretary around the time of his appointment, the additional role and its responsibilities that had resulted were far greater than that he was originally employed for. In light of recent events, the fact that he was working under a verbal rather than a written contract was of concern. Further, he was employed on the understanding that a performance related bonus would be negotiated in addition to his contracted rate. Although the subject of discussion at some Board meetings, it was clear that APHA could not afford to pay any bonus because of its financial predicament and it has, therefore, not been paid. GG went on that although he was supposed to be contracted for 2 days per week, because of the workload he had actually worked a straight average of in excess of 3 days a week since his start date in 2016. Significantly that is without deducting any weeks for holidays and sickness. Although he acknowledged that he had been paid for an additional day per week since April 2018.</p>	GG
<p>GG then highlighted that he understood previous incumbents had been paid both £300 and £400 per day. This was at a time when the workload would not have been as great because position had far greater support. Because of this and that APHA's financial position had recently improved considerably, he proposed that his contracted rate be increased to £200.00 per day. He suggested that the additional money could replace the contracted "negotiated performance related bonus" on the grounds that his track record for the past 3 years clearly indicates he does not need such incentives.</p> <p>PM said that it would need careful consideration and requested that GG placed his proposal in writing so that the Executive Board could consider it. It was agreed that any changes would be backdated to the start of the financial year.</p>	
<p>Agreed all.</p> <p>Action: GG to submit the proposal for an increase in remuneration to the Board in writing. The Board to consider and decide on the proposal.</p>	GG/All EB
<p>GM said that she was addressing the absence of a written contract and had started to draft one based on the original job description but with the additional duties and responsibilities that had fallen to GG when the Company Secretary had left. She continued that it was essential to ensure that it was clear to HMRC that GG was employed as a contractor and not as an employee. This was achieved by stating that he would not be in receipt of a pension, sick and holiday pay and that he was responsible for paying his own National Insurance and taxes. Once the draft had been finalised it would be circulated to the Board members for scrutiny and approval before being signed.</p>	
<p>Agreed all</p> <p>Action: GM to finalise the draft contract with GG and circulate to Board members for scrutiny</p>	GM/G G/ All

	<p>The Board then reviewed the financial statement (attached). GG highlighted that the profit and loss account showed a profit of £35,614 for last year as opposed to a substantial loss the year before. This was as a direct result of the FSA funding. GG explained that the handbook publishing cost on page 6 was because Lansdowne and paid APHA the advertising revenue from the handbook twice in error. The figure represented APHA paying the money back. He then said that the Membership debtors on Page 7 were Manchester City who were outstanding because the fee had been paid to the wrong account and it was a prolonged process to recover it; and Luton, who although they had indicated repeatedly, when contacted, that they would pay the fee, had not. APHA was also due a VAT refund of £472. It was also reassuring to note that APHA had received over £15,000 of membership subscriptions for 2019/20 in advance. The Board approved the statement and agreed that they would recommend it to the AGM in November.</p> <p>Agreed all</p> <p>c. Budget 2019/20: GG then referred the Board to the draft Budget for 2019/20. The Finance Team had based the document on the expenditure and income from last year. The Finance Team would monitor income and spend against the budget in order to keep the Board updated on APHA's projected financial position. The current projected position for year end 2019/20 is an overspend of £10,567.00. Although this is an improvement on previous years, it remains of concern. It should be noted, however, that this could be subject to change should GG's remuneration be increased. GG also said that he had assisted the FSA in promulgating an invite for PHAs to submit further bids for FSA Brexit funding in this financial year and had enquired whether APHA would be permitted to submit another bid. The FSA agreed that we could but have confirmed that we should not expect as much money as last year because the total amount available had been reduced.</p> <p>The Board were content with the proposed budget and agreed that a further bid be submitted to the FSA.</p> <p>Agreed all</p> <p>Action: GG to prepare and submit a further bid for funding to the FSA.</p> <p>KM asked how much money had been saved by the dissolution of the Overview & Scrutiny Committee. GG replied that he did not know the precise figure but it would not be a huge amount, probably in the range of 2 to 3 thousand pounds.</p> <p>Action: GG to calculate the cost saving to APHA by dissolving the O&S Committee and forward to KM.</p>	
<p>EB 19/23</p>	<p>Membership & Renewals</p>	
	<p>GG reported that of the 45 APHA members, 23 had renewed to date. This left 12 Corporate, 8 PLaN and 2 Associate members outstanding. This was on a par with previous years. The Finance Team have been requested to send out reminders and then after a few weeks, GG would start making credit control phone calls.</p> <p>PM then said he had contacted the director of Causeway Coast and Glens authority regarding membership.</p> <p>WD then apologised and said that he would have to leave the meeting. He also offered his apologies for the meeting in September because he would not be able to attend.</p> <p>WD then left the meeting at 12.15.</p>	
<p>EB 19/24</p>	<p>Task and Finish Group Action Plan</p>	
	<p>a. Training: GG reported that APHA delivered another very successful Ships Inspection Workshop in Aberdeen on 29 Mar 2019. It was well received by delegates and fully</p>	

	<p>subscribed. The next workshop is being planned for South Scotland in Edinburgh and expected to take place in September. In addition we were organising some basic ships inspection training for Southampton and Portsmouth, a total of 8 delegates. This was at the request of Southampton PHA. It was hoped that by assisting them in this, they would be more inclined to rejoin APHA. NM asked whether we had delivered any training in Wales, GM said that a workshop was run in Newport in 2016. There is no reason why a further workshop should not be run subject to sufficient demand.</p> <p>b. MOU MCA/APHA: GG reported that between other tasks he had started updating the MoU with the MCA and the draft was nearing completion. Following discussions with Robert Sookoo of PHE, he decided to take out references to the Public Health Agencies of UK because the document was addressing Food Safety. Once the draft was completed he would forward it to the MCA for comment before asking the devolved regions to look at it.</p> <p>c. Industry Guide to Good Hygiene Practice: Catering Guide Ships: This is CIEH publication so the task of updating it was forwarded to them. They have formed a working group that included a representative from APHA. Unfortunately, GG could not attend the first meeting but Carol Archibald from Tendring agreed to attend in his stead. GG will be contacting Carol to ascertain progress but it is understood that it was suggested that we include a session on the guide at our AGM and Training day in November.</p> <p>KM said that as a result of the recent local elections, there had been changes on the Board of Mersey PHA and that it may be an opportune time to approach them to with a view to encouraging them to rejoin the Association. There was also potential for GG to attend a Board meeting and deliver a presentation on the Association. KM agreed to take on this task.</p> <p>Action: KM to approach Mersey PHA Board with a view to discuss membership</p>	KM
EB 19/25	AGM/CPD Event 2019	
	<p>GG confirmed that KM had booked a Flat at the UJC to provide accommodation for some of the Board members as well as a venue for the Board meeting on the 6 Nov 19 and other <i>ad hoc</i> meetings. The Gascoigne Room had been secured as the venue for the AGM/Training Event on the 7th. He was now looking at potential speakers, including the following:</p> <p>Ivan Bartolo - Plastics in the marine Environment.</p> <p>Jim McLaughlin from PHE & Moya Woolley from the FSA on PHE and FSA working together.</p> <p>Robert Sookoo from PHE on Emergency Planning.</p> <p>Industry guide session as outlined above.</p> <p>As it was possible that Brexit would remain an issue, APHA should allocate some time to that topic.</p> <p>PM suggested the Mayor of Lambeth to open the proceedings and there was some discussion on securing the possibility of an MP instead.</p> <p>Action: All Elected Members (EM) consider approaching their MP to open the AGM/Training Event</p>	All EM
EB 19/26	Brexit	
	<p>GG said that things had gone very quiet on the Brexit front following the extension of article 50 to the 31 Oct 19. There had been an intense flurry of activity prior to the extension as the various government departments were engaged in attempting to ensure that everything was ready for a potential “no deal” scenario. The Border Delivery Port Health Steering Group</p>	

	<p>meetings had been suspended although they were expected to start up again in June. At the moment everyone was waiting to see the outcome of the negotiations between the Government and Opposition to see if a consensus could be agreed. The next critical date would be 1 July 19 when the newly elected Euro MPs take their seats in the European Parliament something that the government have indicated they would prefer to avoid. Failing that, the 31 October remains the next date the UK is scheduled to leave the EU. GG mentioned that it was of concern that the extensions were eating into the Implementation Period which meant that even if there was a “deal” the deadline to negotiate a trade agreement remained 31 Dec 2020. This was unless the EU and UK agreed to extend it, which was unlikely because the date was chosen to reflect the 7 year budget cycle of the EU.</p>	
EB 19/27	Political Engagement & Parliamentary Questions	
	<p>NM said that she would continue to follow up with her local MPs in an attempt to secure political support for the Association. PM said that APHA should seek to have a written question to a minister asking them to meet with APHA to discuss our work. He said that it would be useful for the question to be submitted from several MPs/peers.</p> <p>Action: GG to draft a written question for consideration. When agreed, Board members to submit</p>	GG/all
EB 19/28	Major Ports Engagement & APHA Modernisation	
	<p>GG said that his main effort with regards APHA modernisation was to update the Operating Arrangements that had been discussed and agreed under the “Administration” agenda item. Now that task was, in effect complete, he would turn to drafting new Articles to reflect the modernisation proposals agreed with the Major Ports. His aim is to have a draft ready in good time for the September Board meeting. He would look to hold a further meeting with representatives with the Major Ports Group when this process was well underway.</p>	
EB 18/29	Meeting Schedule 2019	Person Responsible
<p>1. Executive Board</p> <p>a. 11th September - Union Jack Club, commencing 12.00.</p> <p>b. 6th November - Union Jack Club, commencing 14.30</p> <p>2. APHA AGM 2019: 7th November 2019 - Union Jack Club</p>		
EB 19/30	AOB	
	<p>KM said whilst he had not discussed the following proposal with the Chair prior to the meeting he thought, as this would be JD’s last meeting on account of being unsuccessful in the recent local elections, would it be possible for APHA to invite JD to the AGM/Training Event in November and cover his expenses. JD had been a valued supporter of the Association and it would be a nice touch. PM agreed that it would be something that APHA should do and thanked JD for all his support during his term of representing Northern Ireland on the Executive Board of APHA. It was agreed that JD should be invited to the AGM in November as APHA’s guest.</p> <p>Agreed All</p> <p>JD thanked the Board for the invitation and said he would give it some thought.</p> <p>Action: GG to invite JD to the AGM in November, as APHA’s guest</p> <p>There followed some discussion with regards who would replace JD as an elected member</p>	GG

<p>from Belfast City Council. It was believed that the appointment would be made within 2 weeks. PM agreed to make contact with the new incumbent and brief them on the role and work of the Association.</p> <p>Action: PM to make contact with the new Elected member representative from Belfast City Council</p> <p>There being no further business, the Chair closed the meeting at 13.00.</p>	PM
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G Gould
Hon Associate
APHA Executive Officer

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
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	First task to amend Operating Arrangements. See 19/06 below.
Actions from Executive Board Meeting held on 17 Oct 18			
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.
18/65	Chair to consider drafting a PQ on APHA's role and to seek a meeting with a senior civil servant.	PM	
Actions from Executive Board Meeting held on 16 Jan 19			
19/06a	Review and rationalise website	GM/Website	Ongoing
19/06b	Email all Ships PHAs with the new ships sanitation inspection charge rates.	GG	Done; email sent 23 Jan 19
19/06c	File Revised Articles to companies House	GG/PM	Letter and documents prepared and sent to APHA Admin. Duly signed and sent to Companies House.
19/06d	Update Operating Arrangements to remove O&S Committee	GG	Done - resulted in an extensive revision
19/07	Enquire of the Finance Team why Swansea Bay PHA Subscription not recorded	GG	Done
19/08	Forward details of Causeway Coast and Glens Authority to PM	GG	Done
19/10a	Consider speakers for the AGM Training Event on 7th November 2019	All	Ongoing
19/10b	Book Flat for AGM and Exec Board meeting November	GG	KM booked at retired member rate - 15 Apr 19

Key

PM - Pat McCarthy, Chair

WD - Cllr. Wayne Davies

KM - Cllr. Keith Morley

DW - Diane Ward

JW - Cllr. John Warman, Vice Chair

JD - Cllr. Jeff Dudgeon

GM - Gill Morgan

GG - Gary Gould, APHA Executive Officer

APHA EXECUTIVE BOARD

Executive Summary

Agenda Item:	19/21a
Person Responsible:	G Gould
Title:	Revision of APHA Operating Arrangements
Reference Documents:	APHA Operating Arrangements 2nd Amendment May 19

Following the removal of the O&S Committee as a management tier of APHA at the 2018 AGM, the APHA Operating Arrangements required amending to reflect that change. This was tasked to the Executive Officer (EO) who, as he embarked on the process, realised that the Operating Arrangements did not accurately reflect the way that APHA Operated. In addition, they were difficult to follow, poorly structured and over bureaucratic. The Company Secretary was the person identified as responsible for practically everything which, given that APHA does not have a Company Secretary, presented governance issues. Some of the content was either redundant, not applicable to the Association or did not actually contribute anything.

The EO therefore decided to undertake a thorough revision of the document in order to update it, and make it relevant and concise. The document has been reduced by over 50% in size by removing superfluous Appendices, restructuring and deleting repetitions. The document has been re-structured with most of the remaining Appendices being incorporated into the main document as Sections. As the document is not designed to be read in one sitting but "dipped" into, as and when required, much of Sections on the Contents page have been hyperlinked to their place in the document. Other changes include:

- a. Removal of O&S Committee
- b. Technical Committees retained but not as standing Committees
- c. Directors remain Chair & Vice Chair of the Exec Board plus others as required.
- d. Executive Officer replaces Executive Secretary.
- e. Defining where responsibility falls in the absence of a Company Secretary i.e. if one is not appointed. The responsibilities fall to the Directors assisted by the EO.

The Executive Board is requested to confirm that:

- a. Budget for PLaN Groups remains £1000.00 per group.
- b. Authorised spending limit for Chair, Company Secretary & Executive Officer to remain £1,000.00. Note that under the old Operating Arrangements, the Executive Secretary was able to authorise spend. This has been transferred to the EO in the draft but the Board are requested to consider whether they want the EO to take on this responsibility or to leave all spending authorisations to the Chair?
- c. Re requirement for 2 signatures on any cheques? No cheques have been issued for some considerable time. APHA Finance have confirmed that they do not have a chequebook for APHA and would prefer for all payments to be by BACS. They recommend that the entry regarding cheques be deleted
- d. They are content with the amounts in the scheme of allowances & expenses

Recommendations:

That the Board approve the revised Operating Arrangements Documents subject to any agreed

amendments.

Note that Drew McClenaghan has agreed to proof read the document for typos which may result in some minor amendments. Should there be any recommendations for a material change, further Board approval will be sought by email.

Comments:

Actions:	Date:	Person Responsible:

APHA Expenditure 01/01/2019 - 30/04/2019

Date Paid	Invoice No	Supplier	Nett	Vat	Gross
Opening balance					£29,136.64
09/01/2019	PUR47/18	Gary Gould Bonus for the period 20th Sept to 13th Dec 2018. PUR47	£1,875.00	£0.00	£1,875.00
15/01/2019	PUR48/18	Gary Gould Consultancy fees APHA/016 - PUR48	£1,250.00	£0.00	£1,250.00
25/01/2019	PUR49/18	Pat McCarthy Travel 16th Jan to Belfast City Airport - PUR49	£25.00	£0.00	£25.00
30/01/2019	BC10/18	Total charges to 08/01/2019	£5.50	£0.00	£5.50
31/01/2019	PUR50/18 (1)	Gary Gould attendance at Cross Border Port Health Meeting. PUR50	£46.97	£0.83	£47.80
31/01/2019	PUR50/18 (2)	Gary Gould attendance at Executive Board Meeting - PUR50	£204.64	£5.71	£210.35
01/02/2019	PUR46/18	Lansdowne Publishing Dec - INV19222	£550.00	£110.00	£660.00
07/02/2019	PUR52/18	Gary Gould attendance at Executive Board meeting Belfast - PUR52	£105.85	£10.69	£116.54
08/02/2019	PUR51/18	Gary Gould attendance at SREG meeting - PUR51	£20.70	£0.00	£20.70
20/02/2019	PUR53/18	Gary Gould fees 11th Jan to 7th Feb - PUR53	£1,250.00	£0.00	£1,250.00
20/02/2019	PUR54/18 (1)	Gary Gould expenses Border delivery group and PHE meetings - PUR54	£48.05	£1.05	£49.10
20/02/2019	PUR54/18 (2)	Gary Gould expenses NPLaN meeting in Darlington - PUR54	£100.00	£0.00	£100.00
02/03/2019	BC11/18	Total charges to 08/02/2019	£6.80	£0.00	£6.80
05/03/2019	VAT11	HMRC VAT ANNACC February	£2,792.57	£0.00	£2,792.57
07/03/2018	INV19336	Lansdowne Publishing Website Maintainence for Jan	£550.00	£110.00	£660.00
11/03/2019	INV19377	Lansdowne Publishing Website Maintainence for Feb	£550.00	£110.00	£660.00
22/03/2019	PUR55	Gary Gould fees 8th Feb to 7th Mar - PUR55 APHA/017	£1,250.00	£0.00	£1,250.00
22/03/2019	PUR55	Gary Gould Bonus for the period 14th Dec to 7th Mar 2019. PUR55	£1,875.00	£0.00	£1,875.00
22/03/2019	PUR56	Gary Gould expenses attendance as APHA rep at Cllr. David Carr's Funeral	£95.55	£0.85	£96.40
22/03/2019	PUR56	Gary Gould expenses attendance at Seafish Imports meeting	£38.10	£0.00	£38.10
22/03/2019	PUR56	Gary Gould travel to attend South Plan meeting at Avonmouth Docks	£100.80	£0.00	£100.80
22/03/2019	INV19395	Lansdowne Publishing Website Maintainence for Mar	£550.00	£110.00	£660.00
22/03/2019	PUR57	Gary Gould expenses attendance at LGC Assessment of Jelly Cups Workshop	£77.40	£0.00	£77.40
22/03/2019	PUR57	Gary Gould expenses attendance at Border Delivery Port health Steering Group Meeting	£47.37	£0.91	£48.28
22/03/2019	PUR58	Provision of admin support to APHA by Swansea Bay PHA from Oct 2018 to March 2019 as per SLA agreement - PUR58	£1,250.00	£0.00	£1,250.00
22/03/2019	PUR59	Buffet lunch at South PLaN group meeting The Bristol Port Company -PUR59	£100.00	£20.00	£120.00
25/03/2019	PUR60/18 (1)	John Ambrose Speaker fee	£200.00	£0.00	£200.00
25/03/2019	PUR60/18 (2)	Gary Gould Invoice - APHA/019	£937.50	£0.00	£937.50
26/03/2019	PUR55	Redcar & Cleveland BC Room Hire and Lunch for NPLaN meeting 440425062 - PUR55	£228.75	£45.75	£274.50
27/03/2019	PUR61	Gary Gould Expenses phone bill and printer toner - PUR61	£108.75	£21.75	£130.50
29/03/2019		Medway Council Finance Fee 0600301434	£2,500.00	£500.00	£3,000.00
29/03/2019	PUR62	Martin Walker Speaker fee at Aberdeen 29th March 2019- PUR62	£200.00	£0.00	£200.00
30/03/2019		Total charges to 08/03/2019	£5.50	£0.00	£5.50
01/04/2019	PUR64/2018	Martin Walker Speaker fees -PUR64	£190.00	£4.78	£194.78
02/04/2019	PUR65/2018	P McCarthy Chairmans allowance - PUR65	£250.00	£0.00	£250.00
17/04/2019	PUR01/2019(1)	G Gould-Mileage for attendance at Border Delivery Port Health Group Meeting	£4.50	£0.00	£4.50
17/04/2019	PUR01/2019(2)	G Gould-Rail Travel for attendance at Border Delivery Port Health Group Meeting	£38.30	£0.00	£38.30
17/04/2019	PUR01/2019(3)	G Gould-Lunch for attendance at Border Delivery Port Health Group Meeting	£5.14	£1.03	£6.17
17/04/2019	PUR01/2019(4)	K Morley-Deposit for flat accommodation for Executive board meeting & AGM	£197.13	£39.42	£236.55

APHA Expenditure 01/01/2019 - 30/04/2019

Date Paid	Invoice No	Supplier	Nett	Vat	Gross
30/04/2019	VAT1/2019	HMRC VAT ANNACC April	£635.00	£0.00	£635.00
30/04/2019	BC1/2019	Bank Charges to 09/03/2019	£5.50	£0.00	£5.50
			£16,187.71	£1,092.77	£21,364.14

Summary

Opening Balance	£29,136.64
Expenditure to 30 Apr 19	-£21,364.14
Income to 16 Apr 19	£68,794.66
Balance as at 30 Apr 19	£76,567.16

APHA Income 01/01/2019 - 30/04/2019

VAT NO	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	07/01/2019	MEM2018/001	Aberdeen City Council - MEM2018/001	£342.00	£68.40	£410.40	£410.40
	09/01/2019	ADV01/2018	Crawley Borough Council - ADV01/2018	£150.00	£30.00	£180.00	£180.00
	14/01/2019	BOS 01/2018	Colchester Borough Council - BOS 01/2018	£200.00	£40.00	£240.00	£240.00
	21/01/2019	HDBK26	CHQ in at 401757 - London Port Health Authority Handbooks HDBK26	£22.00	£0.00	£22.00	£22.00
	30/01/2019	BEL03/2018	Belfast City council - Belfast training - BEL03/2018	£160.00	£32.00	£192.00	£192.00
	31/01/2019	MEM2019/038	Stroud DC - MEM2019/038	£360.00	£72.00	£432.00	£432.00
	31/01/2019	MEM2019/041	Uttlesford DC - MEM2019/041	£1,050.00	£210.00	£1,260.00	£1,260.00
	01/02/2019	MEM2019/028	North West Leicester - MEM2019/028	£1,050.00	£210.00	£1,260.00	£1,260.00
	06/02/2019	MEM2019/029	Orkney Island DC - MEM2019/029	£360.00	£72.00	£432.00	£432.00
	07/02/2019	MEM2019/040	Tendring DC - MEM2019/040	£360.00	£72.00	£432.00	£432.00
	12/02/2019	BOS 07/2018 (2)	Adam Ferhani - BOS 07/2018	£0.00	£6.00	£6.00	£6.00
	15/02/2019	AGM015/2018	Norwich City Council London AGM - AGM015/2018	£100.00	£20.00	£120.00	£120.00
	18/02/2019	MEM2019/017	Kings Lynn - MEM2019/017	£360.00	£72.00	£432.00	£432.00
	19/02/2019	TRA2018/001	Aberdeen - TRA2018001	£1,500.00	£300.00	£1,800.00	£1,800.00
	22/02/2019	MEM2019/023	Medway Council Subscription - MEM2019/023	£1,050.00	£210.00	£1,260.00	£1,260.00
	25/02/2019	MEM2019/015	Fife Council Subscription - MEM2019/015	£1,050.00	£210.00	£1,260.00	£1,260.00
	27/02/2019	MEM2019/035	Sea Fish Industry Authority Membership	£885.00	£177.00	£1,062.00	£1,062.00
	01/03/2019	MEM2019/024	Mid & East Antrim Membership	£360.00	£72.00	£432.00	£432.00
	01/03/2018	MEM2019/014	Falklands Government PLaN Membership	£360.00	£0.00	£360.00	£360.00
	08/03/2019	TRA2018/002	Angus Council Placements for Aberdeen Training	£450.00	£90.00	£540.00	£540.00
	11/03/2019	MEM2019/030	Plymouth City Council Membership - MEM2019/030	£1,050.00	£210.00	£1,260.00	£1,260.00
	12/03/2019	MEM2019/006	Boston Borough Council Membership 2019/20 - MEM2019/006	£360.00	£72.00	£432.00	£432.00
	15/03/2019	MEM2019/042	Vale of Glamorgan - MEM2019/042	£1,050.00	£210.00	£1,260.00	£1,260.00
	15/03/2019	MEM2019/009	Copeland BC - MEM2019/009	£360.00	£72.00	£432.00	£432.00
	18/03/2019	MEM2019/010	Derry City & Strabane DC MEM2019/010	£1,050.00	£210.00	£1,260.00	£1,260.00
	18/03/2019	MEM2019/012	Dundee CC - MEM2019/012	£1,050.00	£210.00	£1,260.00	£1,260.00
	18/03/2019	MEM2019/044	Dublin HSE MEM2019/044	£525.00	£0.00	£525.00	£525.00
	18/03/2019	AGM030/2018	Dublin HSE AGM030/2018	£100.00	£0.00	£100.00	£100.00
	13/03/2019	MEM2019/027	North Tyneside Council Membership	£1,050.00	£210.00	£1,260.00	£1,260.00
	25/03/2019	FND2018 001	GBS RE FSA	£34,607.74	£0.00	£34,607.74	£34,607.74
	27/03/2019	PUR61	Gary Gould Expenses phone bill and printer toner - PUR61	£1,050.00	£210.00	£1,260.00	£1,260.00
	29/03/2019	MEM2019/036	States of Guernsey 19/20 membership fee - MEM2019/036	£360.00	£0.00	£360.00	£360.00

APHA Income 01/01/2019 - 30/04/2019

VAT NO	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	02/04/2019	TRA2018/003	Aberdeenshire Council	£200.00	£40.00	£240.00	£240.00
	12/04/2019	FND2018/002	FSA bid second installment - FND2018/002	£11,111.52	£0.00	£11,111.52	£11,111.52
	12/04/2019	HDBK27	PHE 5 handbooks - HDBK27	£27.00	£0.00	£27.00	£27.00
	15/04/2019	HDBK29	Welch E Handbook	£7.00	£0.00	£7.00	£7.00
	16/04/2019	MEM2019/039	Swansea Bay PHA 19/20 membership fee	£1,050.00	£210.00	£1,260.00	£1,260.00
				£65,177.26	£3,617.40	£68,794.66	£68,794.66