



120th ANNUAL GENERAL MEETING

The Gascoigne Suite

Union Jack Club, Sandell Street London

7th November 2019 at 15.30

ASSOCIATION OF PORT HEALTH AUTHORITIES


AGENDA

- 19/01 Chair's Welcome
- 19/02 List of attendees
- 19/03 Apologies for absence
- 19/04 Minutes of the 119th AGM, Union Jack Club, London - 2018
- 19/05 Matters arising
- 19/06 Details of the election of members to the Executive Board.
- 19/07 **Motion: To receive the APHA Financial Statement - 2018/19**
- 19/08 Report from the Chair of the Executive Board
- 19/09 **Special Motion: Amendment to Articles of Association**

The Articles of Association shall be amended so as to take the form of the Articles of Association attached to this document and are in substitution for, and to the exclusion of, any Articles of Association of the company previously registered with the Registrar of Companies. In order to allow for a period of transition, the revised Articles will come into effect on the 1st April 2020

See attached explanatory note, amended Articles Summary, and the actual amended Articles.

- 19/10 Close of meeting

	Minutes of APHA 119th Annual General Meeting held on October 18th 2018; at the Union Jack Club.	
18/01	Chair's Welcome	
<p>The meeting was opened by the chairman, Mr Pat McCarthy at 15.45 by welcoming all present.</p> <p>It was confirmed that the meeting was quorate</p>		
18/02	List of Attendees	Person Responsible
<p>Pat McCarthy Chairman Gary Gould Executive Officer Andrew McClenaghan Belfast City Council Gill Morgan Swansea Bay PHA Cllr Wayne Davies River Tees PHA Cllr John Warman Swansea Bay PHA Cllr Norma Mackie Cardiff City Council Cllr Keith Morley Chairman O&S Committee Wendy Cull DEFA (Isle of Man) Charlotte Neeson DEFA (Isle of Man) Christina Hill Vale of Glamorgan (SRS) Jane Peatey Vale of Glamorgan (SRS) Helen Griffiths Vale of Glamorgan (SRS) John Ambrose City of London Martin Walker SCPHA</p> <p>Minutes taken by Gill Morgan - Swansea Bay PHA</p>		GM
18/03	Apologies for Absence	Person Responsible
<p>Apologies were received from David Carr - Medway Council Jeffrey Dudgeon - Belfast City Council</p>		
18/04	Minutes of the 118th Annual General Meeting, Union Jack Club, London	Person Responsible
<p>The minutes were accepted as a true record Proposed: Cllr Norma Mackie - Vale of Glamorgan - SRS</p> <p>Seconded: Cllr John Warman - Swansea Bay Port Health Authority</p>		
18/05	Matters Arising	
<p>There were no matters arising.</p>		

18/06	APHA Financial Statement 2017/18	
<p>The financial statement was approved by the Executive Board prior to submission to the annual meeting. Copies of the statement were included with the papers for the AGM and the Chair asked if there were any questions. There were none. He then asked for them to be approved.</p> <p>Proposed: Cllr Norma Mackie - Vale of Glamorgan - SRS Seconded: Cllr John Warman - Swansea Bay Port Health Authority</p> <p>Agreed All</p>		
18/07	Report of the Overview and Scrutiny Committee	
<p>The report of the chairman of the Overview & Scrutiny Committee was distributed in advance of the meeting. It highlighted the work of the Task and Finish group formed under the O&S to continue the work to take the Association forward. A number of new members have joined, with all Authorities in Northern Ireland with a port or airport now being members. Several former members have also rejoined with a 21% increase in membership since 2017. The report ended with a plea for members to consider contributing to the work of the Association as the current situation is not sustainable in the long term.</p> <p>There were no questions asked regarding the report.</p>		
18/08	Report from the Chair of the Executive Board	
<p>At the end of the training day, the Executive Officer gave a comprehensive presentation on the hopes for the future of the Association and the reforms that will be needed to ensure its survival and success in the future at representing the voice of Port Health in the UK. In view of this, the chairman felt there was nothing he could add.</p>		
18/09	Special Resolution: Amendment to Articles of Association	
<p>"The Articles of Association shall be amended so as to take the form of the Articles of Association attached to this document and are in substitution for, and to the exclusion of, any Articles of Association of the company previously registered with the Registrar of Companies"</p> <p>The proposed amendment to the Articles of Association which removes the Overview and Scrutiny committee as a management tier of APHA was fully explained to the members by Gary Gould.</p> <p>This special resolution was recommended by the Executive Board . </p> <p>Proposed: Cllr Norma Mackie Seconded: Cllr Keith Morley</p> <p>Agreed All</p>		

18/10	Award of Fellowship - Drew McClenaghan, Belfast City Council	
<p>The chairman spoke in glowing terms of the work carried out by Drew McClenaghan over many years as a member of the Overview & Scrutiny committee and also in the last two years as a member of the Task and Finish group who have worked very hard to try and ensure the survival of the Association. In recognition of his efforts, Drew was awarded an honorary fellowship by the chairman. The chairman of the O & S committee, Councillor Morley echoed the chairman's words and also presented Drew with a small memento from the Union Jack Club.</p> <p>In reply, Drew gave a very short speech in which he expressed his belief that APHA has 'turned the corner' and his hopes for its continued success in the future.</p>		
18/11	Close of Meeting	
<p>Before the meeting formally closed at 15.55, Cllr Warman wished it to be placed on record his thanks for the recent good stewardship and administration of the Association with thanks to everyone who has contributed and his delight that the Association was still going forward.</p>		

DRAFT

Association of Port Health Authorities

Company Registration Number:

02346876 (England and Wales)

Abbreviated (Unaudited) Financial Statements

Period of Accounts

Start Date: 1st April 2018

End Date: 31st March 2019

ASSOCIATION OF PORT HEALTH AUTHORITIES

Company Information

for the Period Ended 31st March 2019

Directors:

P McCarthy

J Warman

Registered office address:

Finance Strategy, Business Support Department Medway Council,
Gun Wharf, Dock Road,
Chatham,
ME4 4TR

**Company
Registration
Number:**

02346876 (England and Wales)

ASSOCIATION OF PORT HEALTH AUTHORITIES
PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	2018 £
TURNOVER	2	84,212	30,746
Cost of sales	3	(7,364)	(11,189)
		<hr/>	<hr/>
GROSS PROFIT		76,848	19,557
Administrative expenses	4	(41,234)	(41,932)
		<hr/>	<hr/>
OPERATING (LOSS)/PROFIT		35,614	(22,375)
Interest receivable and similar income		-	-
		<hr/>	<hr/>
(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		35,614	(22,375)
Tax on (loss)/profit on ordinary activities		-	-
		<hr/>	<hr/>
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		35,614	(22,375)
		<hr/> <hr/>	<hr/> <hr/>

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2019

	Notes	2019 £	2018 £
Current assets			
Short-term debtors	5	12,741	-
Payments in advance		-	-
Cash at bank and in hand	6	65,292	39,831
Total current assets:		<u>78,033</u>	<u>39,831</u>
Current liabilities			
Short-term creditors	7	170	1,180
Cash received in advance	8	15,150	11,552
Total current liabilities		<u>15,320</u>	<u>12,732</u>
Net current assets/(liabilities)		<u>62,713</u>	<u>27,099</u>
Total net assets/(liabilities)		<u>62,713</u>	<u>27,099</u>
Capital and reserves			
Profit and loss account		62,713	27,099
		<u>62,713</u>	<u>27,099</u>
Profit and loss account			
		£	£
At 1 April 2018		27,099	49,474
Profit/(Loss) for the financial year		35,614	(22,375)
At 31 March 2019		<u>62,713</u>	<u>27,099</u>

For the year ending 31st March 2019, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Directors on

SIGNED ON BEHALF OF THE BOARD BY:

Name

Status:

Association of Port Health Authorities

Notes to the Abbreviated Financial Statements for the Period Ended 31st March 2019

1 Accounting policies

Basis of measurement and preparation of accounts

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the Financial Reporting Standard for Smaller Entities (Effective January 2015).

Turnover policy

The turnover shown in the profit and loss account represents revenue recognized by the company in respect of subscriptions and services supplied during the period, exclusive of Value Added Tax and trade discounts.

	2019	2018
	£	£
2 Turnover		
Subscriptions	29,890	22,412
Conference fees	-	-
Project income	-	230
Sponsorship	1,000	190
Training income	3,610	4,071
AGM income	2,625	-
Handbook income	79	95
Advertising income	150	3,748
Contribution	253	-
FSA Grant	45,719	-
Previous Year	885	-
	84,212	30,746

	2019	2018
	£	£
3 Cost of sales		
Training cost	1,560	6,685
AGM cost	2,213	1,567
PLaN Group cost	329	-
Project expenses	-	600
Handbook publishing	3,124	2,337
Previous Year	138	-
	7,364	11,189

ASSOCIATION OF PORT HEALTH AUTHORITIES

	2019	2018
4 Administration expenses	£	£
Printing, postage and stationery	217	330
Room hire	570	-
Catering	66	-
Website hosting	7,190	12,221
Administration expenses	5,000	-
Bank charges	78	78
Executive Officer (formerly Secretary)	26,069	26,138
Awards / Gifts	25	-
Chairman's expenses	750	500
EB & O&S Members expenses	1,236	-
Computer software / IT costs	-	43
Mobile phone	-	259
Sundry expenses	33	2,225
Depreciation – Plant and Machinery	-	3
Depreciation – Fixtures and Fittings	-	19
Loss on write-off of Intangible Fixed Assets	-	116
	41,234	41,932

	£
5 Short-term debtors	
FSA Grant	11,152
Delegate fees - AGM 18/10/2018	265
Training fees - Aberdeen 29/03/2019	300
Membership 2018/19	592
VAT net Income due from HMRC	472
	12,741

	£
6 Cash and cash equivalents	
Account 61503111 (Falmouth)	65,292
	65,292

	£
7 Short-term creditors	
Training cost – Aberdeen Catering cost 26/03/2019	170
	170

	£
8 Cash received in advance	
Various subscriptions relating to 2019/20	15,150
	15,150

Explanatory Note :

Agenda Item 19/09: Proposed Amendments to the Articles of Association

On the 13th September 2018, the APHA Executive Board held an extraordinary meeting in order to discuss the future of the Association. At that meeting it was agreed to modernise along the lines proposed in a paper produced following discussions with representatives of the Major Ports & Airports Forum. A presentation on this planned modernisation was delivered at the 2018 AGM. Since then, the Association has continued working with the representatives of the Major Ports & Airports Forum in order to develop the modernisation programme. The adoption of the amended Articles is the latest step in that programme and principally affects the way in which representatives are appointed to the Executive Board.

Whilst the current procedure has some merit from a democratic point of view, it could also be considered as overly bureaucratic for the size of the Association. The Executive Board is currently comprised of 8 regional representatives. The current process that is required to appoint those representatives is as follows:

- a. Request Nominations from Elected Members representing Corporate Member Authorities within the region. If none then
- b. Request nominations from officers in the region. If none then
- c. Request nominations from Elected Members Nationally, to fill the vacancy. If none then
- d. Request nominations from Officers Nationally to fill the vacancy. If none then
- e. Attempt to identify a volunteer.

If at any stage of the process more than one nomination is received, APHA is required to hold a ballot. This could be regional, or national, depending on what stage of the process this occurs. With only 25 Corporate Members and therefore only 25 votes, this could be classed as somewhat excessive and does not reflect the reality, for example, the last time APHA held a ballot was in 2012.

The current procedure is also impractical because there is no provision for resolving the situation should each corporate member authority in a region nominate their own representative. Because each corporate member authority has one vote and are more than likely to vote for their own representative, the result could be a draw.

In order to cut down on the bureaucracy, APHA sends out a single request asking for nominations and the outcome is based on the response, if any. Unfortunately, in recent years, there has been a marked lack of nominations from both Elected Members and officers to represent all of the 8 regions. This has resulted in volunteers being used to fill the vacant seats so that the Board currently comprises 3 Board members from Wales (2 elected members and one officer), 2 from N. Ireland (one elected member and one Hon Associate), one officer from Scotland, an elected member from both the North and the SE. The Board does not, therefore, represent all the regions in UK.

The proposed amendments simplifies the way that individuals will be appointed to the Executive Board in that they will be drawn from, and represent, the PLaN Group of which all authorities are members. Not only does the adoption of the revised Articles reduce the

bureaucracy greatly but, as the PLaN Groups are regional, it will ensure that the Board has regional representation from across the UK.

Engagement with the Major Ports & Airports forum was with a view to persuade the Major Ports to rejoin APHA. Membership of the Major Ports is considered critical to the future survival of the Association because:

- a. Major Ports involvement with APHA was considered essential from a professional and resources point of view.
- b. The additional membership subscriptions that the Major Ports would bring could eliminate the budget deficit.
- c. With 2 groups representing port health in the UK, the discipline is fragmented. Government departments want one organisation to deal with and the Major Ports & Airports Forum meets this need with APHA inevitably sidelined.

The Major Ports have made it clear that they will not rejoin unless APHA modernises along the lines outlined above.

Finally, whilst APHA's financial position has improved considerably because of the grant from the FSA, the money was provided on the basis that APHA carried out a modernisation and reform programme. If APHA does not reform we would not be meeting the requirements of the bid.

As this will represent a change to the Executive Board, a period of transition is required to allow the PLaN groups time to determine who they would like to represent them, hence the proposal for the new Articles, if agreed, will come into effect on the 1st April 2020.

The Association of Port Health Authorities (APHA) - Summary of Articles

The purpose of this document is to outline and summarise the requirements of the Articles and is not a replacement for them. In areas of dispute, the Articles are the legally binding document under which the Association operates and will always take precedent.

The summary refers to the "Operating Arrangements" throughout and should be consulted, where indicated, for more information.

APHA is a Private Limited Company by guarantee without share capital use of 'Limited' exemption. It is registered at Companies House and required to file annual confirmation and financial statements.

Membership

1. The five classes of membership are:
 - (a) **Corporate.** Open to any Local Authority with port health responsibilities in the UK. They may attend, vote and speak, at general meetings and participate in all activities of the Association.
 - (b) **Associate:** Open to other organisations or bodies that have an interest in port health. They may attend, speak but not vote at general meetings. They may participate in all other activities of the Association.
 - (c) **Honorary and Fellow:** Granted by the Executive Board to individuals (or bodies) who have made a substantial contribution to the work of the Association. They may attend and speak at general meetings but not vote. They may participate in all other activities of the Association.
 - (d) **PLaN:** Is a lesser form of membership open to local authorities with port health responsibilities for small ports in the UK and Islands. It is granted by the Executive Board. They may attend but not vote at general meetings, attend PLaN meetings and serve on the Executive Board.
 - (e) **International:** Open to any non-UK organisation with an interest in public and/or animal health. They may attend but not vote at general meetings, attend PLaN meetings but not serve on the Executive Board.
2. Subscription fees are payable for all classes of membership except for Honorary & Fellow
3. **Disqualification:** Membership may be removed should a member authority or organisation fall substantially in arrears or whose conduct is deemed by a 2/3rds majority of the Executive Board, to be to the detriment of the interests of the Association.

Directors:

4. The Directors of the Association are the Chair and Vice Chair of the Executive Board and the Company Secretary (if appointed); details to be filed at Companies House. Other Directors may be appointed by following the procedure detailed in the Operating Arrangements. Directors will have the right to speak at all meetings of the Associations and can be removed by resolution of the Executive Board or should their term of office end.

Annual General Meeting (AGM)

6. The Association will hold an AGM every calendar year within 15 months of the previous. It should be held so that the Financial Statement can be agreed and filed to Companies House by the due date i.e. 31st December.
7. A minimum of 21 days written notice of the AGM is required.

8. The business to be conducted is specified in the Operating Arrangements but will include consideration of the Financial Statement.
9. Any motions for consideration must be submitted in writing 14 days in advance of the meeting.
10. The quorum for the AGM will be representation from 5 Corporate member authorities.
11. The Chair or, in his absence, Vice Chair of the Executive Board will chair proceedings. If neither present, the Executive Board members present may elect a Board member to Chair. If not, the members present shall choose one of their number.
12. Meetings may be adjourned to a later date but no additional business may be added to the agenda.
13. Voting members will have only one vote no matter how many representatives from a particular authority or organisation attend.
14. Voting is done by either a show of hands or, if demanded, a show of polling cards that will be issued to Corporate and other eligible members.
15. In the event of equality of votes, the Chair has a second or casting vote.
16. Proxy votes are permitted provided that the proxy is appointed and notified to the Association, in writing, not less than 24 hours before the meeting.

Executive Board

17. The Executive Board is the strategic decision making body of the Association. The roles and responsibilities including TORs are set out in Section 2 of the Operating Arrangements together with the administrative arrangements for meetings.
18. The Executive Board shall comprise a representative, either elected or appointed, from each of the PLaN Groups. They are appointed/reappointed annually and may serve for as long as they retain the confidence of the PLaN Group and wish to be the Group's representative, that is unless removed under para 20 below.
19. The Chair and Vice Chair will be elected at the first meeting following the AGM. The procedure is detailed in the APHA Operating Arrangements. They will serve up to and including the first meeting following the next AGM whereupon they may be re-elected.
20. The Executive Board may appoint additional, properly qualified, members to the Board. They may also remove, by special resolution, any member of the Board.
21. The Executive Board will meet a minimum of 4 times a year according to a schedule published in advance.
22. The quorum for a meeting of the Executive Board shall be three members. A member may be added to the quorate number of those present if they attend by video or teleconferencing.
23. In the absence of the Chair and Vice Chair, the other members of Executive Board present may choose one of their number to Chair the meeting.
24. The Chair or in his absence, the Vice-Chair may call an extraordinary meeting if required. Alternatively, at the written request of 4 members of the Executive Board, the Executive Officer can call an extraordinary meeting.

ARTICLES OF ASSOCIATION

The Companies Acts 2006

Company Limited by Guarantee and not having a Share Capital

ASSOCIATION OF PORT HEALTH AUTHORITIES LTD



INTERPRETATION

1. In these Articles:-

"the Act" means the Companies Act 2006 .

"Electronic Communications" mean the same as defined in the Electronic Communications Act 2000.

"Elected Representative" means an Elected Member of a Corporate Member, authorised to act on its behalf.

"Company Secretary" means any person, by whatever title, appointed to perform the duties of the secretary of the Association.

"the United Kingdom" means Great Britain, Northern Ireland and for the purposes of these articles includes the Crown Dependencies.

Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, electronic communications and other modes of representing or reproducing words in a visible form.

Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which these Articles become binding on the Association.

Assumption, that persons representing the Association, are classed as employees of APHA, whilst undertaking duties for APHA.

NB: These Articles should be read in conjunction with the Association's Operating Procedures.

MEMBERSHIP

2. There shall be five classes of membership, whose number shall be determined from time to time by the Executive Board.
3. The five classes of membership are:
 - (a) Corporate
 - (b) Associate
 - (c) Honorary
 - (d) PLaN

(e) International

4. Membership may be terminated by written notice of resignation to the Company Secretary.

5. Corporate Membership

- a. The Executive Board may admit to Corporate Membership any UK Local Authority or Port Health Authority, which have responsibilities for public and/or animal health in connection with aeronautical, maritime and coastal activities, and international and intra-community trade and travel.
- b. Corporate Members shall be entitled to attend, speak and vote at general meetings of the Association; they may also attend meetings of any Port Liaison Network in the UK.
- c. Corporate Members shall be entitled to participate in all other activities of the Association and are eligible to serve on the Executive Board.
- d. Corporate members shall be liable to pay such annual subscriptions to the Association as shall be determined by the Executive Board. All subscriptions shall be payable yearly in advance by the 1st day of April or such other date as the Executive Board may from time to time designate

6. Associate Membership

- a. The Executive Board may grant Associate Membership of the Association, on such conditions as it may determine, to other bodies or individuals who agree to contribute to the achievement of the purposes of the Association. A declaration of interest must be given with any application for Associate Membership.
- b. Associate Members may attend, speak but not vote at general meetings of the Association.
- c. Associate Members shall be entitled to participate in all other activities of the Association and they will be eligible to serve on the Executive Board.
- d. Associate Members shall be liable to pay such annual subscriptions to the Association as shall be determined by the Executive Board. All subscriptions shall be payable yearly in advance by the 1st day of April or such other date as the Executive Board may from time to time designate.

7. Honorary membership

- a. The Executive Board may grant the title of Honorary Fellow or Honorary Associate of the Association to persons or bodies who have made a substantial and eminent contribution to the work or wellbeing of the Association.
- b. An Honorary Fellow or an Honorary Associate shall continue as Honorary members at the pleasure of the Association.
- c. Any member of the Executive Board or Director shall be eligible for nomination for Honorary Membership of the Association.
- d. The holder of an Honorary title shall have the right to attend, speak but not vote at general meetings of the Association.

Honorary Members shall be entitled to participate in all other activities of the Association and they will be eligible to serve on the Executive Board.

8. PLaN Membersip

- a. Plan Membership is a lesser form of membership open to local authorities with port health responsibilities for small ports in the UK and Islands. The Executive Board may grant PLaN membership of the Association to any UK Local or Port Health Authority, which has responsibilities for public and/or animal health in connection with aeronautical, maritime and coastal activities. Membership of the network is available to all local Authorities and Port Health Authorities with responsibility for a seaport, airport or ETSF.
- b. PLaN Members shall have the right to attend, speak but not vote at general meetings of the Association.
- c. PLaN Members shall be entitled to participate in all other activities of the Association and will be eligible to serve on the Executive Board.
- d. PLaN members shall be liable to pay such annual subscriptions to the Association as shall be determined by the Executive Board. All subscriptions shall be payable yearly in advance by the 1st day of April or such other date as the Executive Board may from time to time designate.

9. International Membership

- a. The Executive Board may grant International membership of the Association to any non-UK organisation or body having an interest in public and/or animal health in connection with international and intra-community trade and travel.
- b. International Members may attend, speak but not vote at any meeting of the Association.
- c. International members shall be liable to pay such annual subscriptions to the Association as shall be determined by the Executive Board. All subscriptions shall be payable yearly in advance by the 1st day of April or such other date as the Executive Board may from time to time designate.

10. Disqualification From Membership And Appeals

- a. If any member shall allow its subscriptions to fall substantially in arrears, the Company Secretary shall write to inform them of the fact. If they do not pay within two months thereof, they shall cease to be a member but their liability, in respect of such subscription, shall remain in force unless the Executive Board shall otherwise decide. Provided that, upon payment of all arrears of subscriptions or otherwise, the Executive Board may reinstate them to membership and their membership shall be deemed to date from their original election as a member.
- b. Notwithstanding the foregoing, any member in arrears at the time of the Annual General Meeting shall not be entitled to a vote nor to nominate to or have any individual representing their authority accept any position.
- c. The Executive Board may, by a two-thirds majority of those present and voting at any duly convened meeting of the Executive Board, remove from membership any member whose conduct it deems detrimental to the interests of the Association.
- d. Where the matter(s) form(s) part of the Agenda of a regular meeting of the Executive Board it will be dealt with after the minutes of the previous meeting have

been approved and immediately following any matters arising.

e. An Executive Board member from such a member organisation may not vote on their or any other member's removal that may be on the Agenda.

Any member removed from membership shall immediately leave the meeting.

f. A member shall not be so removed unless they have had, in writing, at least 28 days previous notice of the date of the meeting and the grounds upon which their removal is sought. The notice shall be exclusive of the day on which it is served, or deemed to be served, and of the day for which it is given. It shall specify the place, the day and the hour of meeting. The members shall have the right to be heard and represented before the Executive Board.

g. Each member of the Executive Board shall be given, in writing, at least 7 days' notice that the business will include the proposed removal of a member or members. Such notice will not include the name(s) of the member(s) or any other means by which they may be identified.

h. Upon removal from membership, the member so removed shall forfeit its subscription and shall cease to have any claim to the Association.

i. Any member removed from membership in accordance with these Articles shall have a right of appeal. Any appeal shall be made, in writing, to the Association within 21 days of being informed of the decision and should state the grounds for the appeal. On receipt of such an appeal, an appeal panel shall be convened comprising three individuals representing 3 different member authorities that are not represented on the Executive Board, none of whom shall be from the member organisation(s) appealing. The appeal shall be heard within 28 days of its receipt and the appellant shall have the right to present their case. The appeal panel may either confirm the removal from membership, or reinstate the member on such conditions as it sees fit. The decision of the appeal panel shall be final. The appellant will remain disqualified from membership until the appeal panel has made its decision.

ANNUAL GENERAL MEETINGS

11. The Association shall, in each year, hold a general meeting as its annual general meeting and it shall be specified as such in the notices calling it. No more than fifteen months shall elapse between the date of one Annual General Meeting of the Association and that of the next. The annual general meeting shall be held at such time and place as the Executive Board shall appoint. At any annual general meeting of the Association each Corporate member authority or Associate member organisation shall have only one vote, no matter how many representatives from that authority or organisation attend.
12. All general meetings other than the annual general meeting shall be called extraordinary general meetings.
13. The Executive Board may convene an extraordinary general meeting whenever it is considered necessary. Extraordinary general meetings shall also be convened as provided for by the Act.

NOTICE OF ANNUAL GENERAL MEETINGS & EXTRA ORDINARY GENERAL MEETINGS

14. An annual general meeting shall require a minimum of twenty-one days' written notice whereas an extraordinary general meeting shall require a minimum of fourteen

days notice. The notice shall be exclusive of the day on which it is served, or deemed to be served, and of the day for which it is given. It shall specify the place, the day and the hour of the meeting and, in the case of "special business", the general nature of that business. Notice shall be given to such members and persons as are, under the Articles of the Association, entitled to receive such notices from the Association.

15. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT ANNUAL GENERAL MEETINGS & EXTRAORDINARY GENERAL MEETINGS

16. Normal business for an annual general meeting shall comprise the consideration of the accounts, balance sheets and the reports of the Executive Board and auditors, the election of the members of the Executive Board and the appointment of, and the fixing of the remuneration, if any, of the auditors. All other business is deemed "special". All business that is transacted at an extraordinary general meeting shall be deemed "special". If a member wishes to bring forward a motion for consideration by the annual general meeting, it shall be notified to the Company Secretary, in writing, at least fourteen days before the date of the meeting.

Except by consent of the annual general meeting, no subject shall be considered at an annual general meeting unless such notice has been given.

17. No business shall be transacted at any annual general meeting unless a quorum is present at the time when the meeting proceeds to business; save as herein otherwise provided, five eligible Corporate members represented shall constitute a quorum.
18. If a quorum is not present within half an hour from the time appointed for the meeting, the Corporate members present shall form a quorum.
19. The Chair, or the Vice Chair of the Executive Board, shall preside as chair at every general meeting of the Association. If neither is present within fifteen minutes after the time appointed for the holding of the meeting, the members of the Executive Board present shall elect a member of the Executive Board to chair proceedings.
20. If at any meeting, no member of Executive Board is willing to act as chair or if no member of Executive Board is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chair proceedings.
21. The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
22. At any Annual general meeting a resolution put to the vote shall be decided on a show of cards, issued to those individuals representing the corporate and other eligible members, unless a poll is (before, or on the declaration of the result of the show of

hands) demanded.

Unless a poll be so demanded, a declaration by the chair that a resolution has on a show of cards been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the minutes of proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

The demand for a poll may, before a poll is taken, be withdrawn but only with the consent of the chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

23. Except as provided in Article 29, if a poll is demanded, it shall be taken at such time and place, and in such manner (including postal ballot), as the Chair of the meeting shall direct. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
24. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting shall be entitled to a second or casting vote.
25. A poll demanded on the election of a Chair, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other motion shall be taken at such time as the Chair of the meeting directs, and any business other than that upon which a poll has been demanded may proceed, pending the taking of the poll.
26. Subject to the provisions of the Act, a resolution in writing signed by all the representatives duly authorised by the Corporate and other eligible members for the time being to receive notice of and to attend and vote at general meetings shall be as valid and effective as if the same had been passed at a general meeting of the Association, duly convened and held.

VOTES OF MEMBERS

27. Notwithstanding Article 20, every Corporate member, Associate member and Honorary member shall have one vote at any Annual general meeting provided that all monies presently payable by them to the Association have been paid.
Votes shall be cast by a show of cards issued to those individuals representing the eligible member.
28. On a poll, votes may be given by proxy. The instrument appointing a proxy shall be either under seal or under the hand of any officer or notary duly authorised by the Corporate member.
Proxy votes may not be used in any election to particular posts.
29. The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notary certified copy of that power or authority shall be deposited at the registered office of the Association or at such other place within the United Kingdom as is specified for the purpose in the notice convening the meeting, not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid.

In the case of a meeting that is adjourned, for whatever reason, all proxies will be

deemed to have expired and new proxies will be required to be submitted in accordance with this paragraph for the adjourned meeting.

30. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
31. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such revocation as aforesaid shall have been received by the Association at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.
32. Where a postal vote is required, by these Articles, votes shall be received at the registered office by close of business on the twenty first day from the date of dispatch of the ballot forms, except for those under Article 51 when the AGM may specify such lesser period as it deems expedient.

THE DIRECTORS OF APHA

33.
 - a. The Directors of the Association shall be, the Chair, Vice Chair & Company Secretary. Other Directors may be appointed following the procedure detailed in the APHA Operating Arrangements.
 - b. The details of the Directors shall be recorded under the Association's entry at Companies House. Any changes are to be notified to Companies House without delay.
 - c. The Directors shall have the right to speak at all meetings of the Association.
 - d. The Directors shall cease to be Directors if so required by resolution of the Executive Board

34. **ATTENDANCE AT THE AGM**

Representatives from member authorities, are expected to attend the AGM of APHA.

With permission from the Chairman and Company Secretary, members of the public may be admitted. Unless agreed by the Chairman, they will not be allowed to speak or to take part in the AGM.

The members present may refuse admittance to the AGM or eject anyone thought to be acting against the best interests of the Association.

PATRONS AND HONORARY PRESIDENT

35. The Executive Board may invite a distinguished person to become a Patron and/or Honorary President of the Association. They will hold that position for a period of 12 months, or until they resign their office or be removed by Resolution of the Executive Board.

THE EXECUTIVE BOARD – ELECTION, POWERS AND DUTIES

36. Subject to Article 63, the Executive Board shall comprise a single representative from the regional Port Liaison Network (PLaN) Groups as follows:
 - a. Wales (1)
 - b. N Ireland (1)
 - c. Scotland (1)
 - d. N England (1)

- e. S England & Islands(1)
 - f. E England (1)
37. The Chair and Vice Chair of the Executive Board will be appointed at the first meeting of the Board following the AGM following the process detailed in the APHA Operating Arrangements. Anyone serving on the Executive Board is eligible to be appointed as Chair with the exception of the Company Secretary, if appointed, and the Executive Officer
38. The business of the Association shall be managed by the Executive Board who may pay all expenses incurred in promoting and registering the Association, and may exercise all such powers of the Association as are not, by the Act or by these Articles, required to be exercised by the Association in Annual general meeting, subject nevertheless to the provisions of the Act or these Articles and to such regulations, being not inconsistent with the aforesaid provisions, as may be prescribed by the Association in general meeting; but no regulation made by the Association in general meeting shall invalidate any prior act of the Executive Board which would have been valid if that regulation had not been made.
39. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Association shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the Executive Board shall determine from time to time by resolution.

BORROWING POWERS

40. The Executive Board may exercise all the powers of the Association to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the Association or of any third party.

DISQUALIFICATION OF DIRECTORS AND OTHER ELECTED PERSONS

41. A member of the Executive Board or Committee Chair shall be disqualified if that person:-
- (a) ceases to be an elected member of his nominating authority, or ceases to be employed by his authority/ organisation; or
 - (b) their nominating authority or organisation ceases to be a member of the Association, or their honorary fellowship has ceased, or
 - (c) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - (d) becomes prohibited from acting as a director by reason of any Disqualification Order or Undertaking made under The Company Directors Disqualifications Act 1986; or
 - (e) resigns his office by notice in writing to the Association; or
 - (f) is directly or indirectly interested in any contract with the Association and fails to declare the nature of his interest in manner required by the Act.
 - (g) is judged by a simple majority of the Executive Board to have acted against or failed to act for the best interests of the Association, after due consideration

of any mitigating factors.

42. The Executive Board may disqualify any Director or member of the Executive Board whose conduct is deemed to be seriously detrimental to the interests of the Association.
43. Any Director or other elected person disqualified shall have a right of appeal. An appeal shall be made in writing to the Association within 21 days of the decision to remove, stating the grounds of the appeal. The notice of the Board's decision to remove a member shall be exclusive of the day on which it is served, or deemed to be served, and shall specify the place, the day and the hour of meeting. Any member removed from membership in accordance with these Articles shall have a right of appeal which shall be made in writing to the Association within 21 days of the meeting of the decision to remove, stating the grounds of the appeal. The member shall have the right to be heard and represented before the Executive Board.

On receipt of such an appeal, the Executive Officer shall convene a meeting of an appeal panel consisting of three representatives of members (not being members of the Executive Board who participated in the disqualification). The appeal shall be heard within 28 days of its receipt and the appellant shall have the right to attend and present their case. The appeal panel may either confirm the disqualification or reinstate the Director or other elected person on such conditions as it sees fit. The decision of the appeal panel shall be final. A Director or other elected person shall remain disqualified until the appeal panel has made its decision.

44. A member of the Executive Board shall not vote in respect of any contract in which he is interested or any matter arising there out, and if he does so vote his vote shall not be counted.

APPOINTMENT ARRANGEMENTS

45. PLaN representatives on the Executive Board are appointed/re-appointed annually. They may serve for as long as they retain the confidence of the PLaN Group and wish to be the Group's representative.
46. The Association may from time to time by special resolution increase or reduce the number of members of Executive Board.
47. The Executive Board shall have power at any time to appoint any properly qualified person to be a member of the Executive Board as an additional member. Any such member so appointed shall hold office for as long as required by the rest of the Board.
48. The Association may by ordinary resolution, of which special notice has been given in accordance with the Act, remove any member of the Executive before the expiration of their period of office notwithstanding anything in these Articles or in any agreement between the Association and such member of the Executive Board.
49. The Association may by ordinary resolution appoint another person in place of a member of the Executive Board removed from office under the immediately preceding Article. Without prejudice to the powers of the Executive Board under Article 64, the Association in general meeting may appoint any person to be a member of the Executive Board as an additional member.

PROCEEDINGS OF THE EXECUTIVE BOARD

50. The Executive Board shall meet as specified in the Operating Arrangements.

51. Seven clear days' notice of every meeting of the Executive Board shall be given. It should specify the place, date and time of the meeting.
52. The Chair of the Executive Board, or in his absence the Vice Chair of the Executive Board shall chair the meetings.
53. The Executive Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings, as they think fit. Questions arising at any meeting shall be decided by a majority of votes. The Chair of the Executive Board or, in his absence, the person presiding over the meeting, shall have a second or casting vote in the event of equality of votes.
54. The Chair of the Executive Board may call an Extraordinary Meeting of the Board should circumstances require it. The Executive Officer shall also, at the request of four members of Executive Board, call an Extraordinary Meeting.
55. The quorum necessary for the transaction of the business of the Executive Board shall be three.

With the introduction of teleconferencing, it can be deemed that a member of the Executive Board can be added to the quorate number of those present, on identification of that person on the telephone.

56. The Executive Board may act, notwithstanding any vacancy in their body which reduces its number fixed by or pursuant to the Articles of the Association below the necessary quorum of the Executive Board, for the purpose of increasing the number of the Executive Board to that number, or of summoning a general meeting of the Association, or of ensuring the day to day running of the Association but for no other purpose.
57. In the absence of the Directors, the members of Executive Board present may choose one of their number to Chair the meeting.
58. A member of the Executive Board may vote at a meeting of the Executive Board either personally or by another member of Executive Board holding a written proxy for him, provided that no member of Executive Board shall cast more than two votes.
59. The Executive Board may delegate any of their powers to committees consisting of such member or members of their body, or persons, as they think fit. Any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Executive Board. The Executive Board may not delegate its responsibilities, duties or liabilities to any other.
60. A resolution in writing, signed by all the members of Executive Board for the time being entitled to receive notice of a meeting of the Executive Board, shall be as valid and effectual as if it had been passed at a meeting of the Executive Board duly convened and held.

PROCEEDINGS OF MEETINGS

61. If at any meeting the Chair is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to chair the meeting until such time as the Chair arrives.
62. A Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.

63. All acts done by any meeting of the Executive Board or of a committee of the Executive Board, or by any person acting as a member of the Executive Board, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the Executive Board or person acting as aforesaid of that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of Executive Board.

COMPANY SECRETARY AND UNDER SECRETARIES

64. The Company Secretary shall maintain an 'Operating Arrangements' document that details the organisational structure, roles and responsibilities of Directors and the Executive Board together with constitution and term of reference of Committees.
65. Subject to the Act, a Company Secretary and any Under Secretaries may be appointed by the Executive Board for such term, at such remuneration and upon such conditions as they may think fit; and any Company Secretary or Under Secretaries so appointed may be removed by them.

ACCOUNTS

66. The Executive Board shall cause accounting records to be kept in accordance with the Act.
67. The accounting records shall be kept at the registered office of the Association, or, subject to the Act, at such other place or places as the Directors think fit, and shall always be open to the inspection of the officers of the Association and members on application.
68. The Executive Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Association or any of them shall be open to the inspection of members not being members of Executive Board, and no member shall have any right of inspecting any account or book or document of the Association except as conferred by statute or authorised by the Executive Board or by the Association in general meeting.
69. The Directors shall from time to time in accordance with the Act, cause to be prepared and to be laid before the Association in general meeting such profit and loss accounts, balance sheets, and reports as are referred to in those Sections.
70. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Association in general meeting, together with a copy of the auditor's report (if there is one), and Directors' report (if required by the Act), shall not less than twenty-one days before the date of the meeting be sent to every member of the Association.

NOTICES

71. A notice shall be given by the Association to a member either personally, or by sending by post to the address supplied by the member, or by giving it using electronic communications to an address or number for the time being notified to the Association by the member.
72. Service of a notice shall be deemed to be effected by properly addressing, prepaying by means of first class postage, and posting a letter containing the notice, and to have been effected in the case of a notice of a meeting at the expiration of 48 hours after the letter containing the same is posted, and in any other case at the time at which the

letter would be delivered in the ordinary course of post. In the case of a notice contained in an electronic communication, notice shall be deemed to be given at the expiration of 48 hours after the time that it was sent.

73. Notice of every general meeting shall be given to every member for the time being of the Association.

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