

**APHA EXECUTIVE BOARD - AGENDA 15<sup>th</sup> January 2020**  
Meeting held at The Union Jack Club, Sandell Street, London. Commencing 13.00 hrs.

EB 20/01	Welcome	Chair
EB 20/02	List of Attendees	Chair
EB 20/03	Apologies for Absence:	Chair
EB 20/04	Declarations of Interest	Chair
EB 20/05	Formal ratification of Chair & Vice Chair	GG
EB 20/06	Minutes of the previous EB meeting - 6 <sup>h</sup> November 2019:	Chair
	a. Accuracy	
	b. Matters arising that are not on the agenda	
EB 20/07	APHA Financial Report and Accounts.	GG
	a. APHA Income and Expenditure report including expenses.	
	b. Budget 2019/20	
	c. OA: 19/51a Savings Account	
	d. Revised SLA between APHA and Medway Council	
	e. Companies House - Change to Financial Statement format	
EB 20/08	APHA Administration	
	Outstanding Action (OA): 19/52a - GG to attempt to identify key performance indicators for EO Role	GG
	b. Website	
	OA:19/43c - BH to make some enquiries re scoping work on the website	Chair
	OA: 19/52b - metrics report from Webmaster	BH
		GG
EB 20/09	a. Membership and Renewals.	GG
	b. Subscriptions 2020/21	
EB 20/10	Task and Finish Group Action Plan:	GG
	a. Training:	
	(1). Belfast - Introduction to Ships Inspection	
	(2). Wales - Introduction to Ships Inspection	

- b. MOU MCA/APHA
- c. Industry Guide to Good Hygiene Practice: Catering Guide - Ships

EB 20/11	AGM/CPD Event 2020:	Chair
EB20/12	Brexit	GG
EB 20/13	Political Engagement & Parliamentary Questions.	Chair
EB 20/14	APHA Modernisation;	GG
EB 20/15	<p>Executive Board Proposed Meeting Schedule:</p> <ol style="list-style-type: none"> <li>1. The Lawrence Room, Union Jack Club on the 13<sup>th</sup> May 2020.</li> <li>2. The Lawrence Room, Union Jack Club on the 9<sup>th</sup> September 2020.</li> <li>3. Union Jack Club on the 17<sup>th</sup> November 2020</li> </ol> <p>APHA AGM 2020: 18<sup>th</sup> November 2020 - Gascoigne Suite, Union Jack Club</p>	Chair
EB 20/16	AOB	Chair

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
<b>Actions from Executive Board Meeting held on 11 Sep 19</b>			
19/43a	Key performance indicators to be developed for EO	All	See 19/52a
19/43c	BH to make some enquiries re scoping work on the website	BH	
<b>Actions from the Executive Board meeting held on 6 Nov 19</b>			
19/51a	GG to make contact with Finance Manager and discuss the opening of an instant access savings account for APHA reserves. If agreed FT to action	GG/FT	Teleconference with Finance Manager held on 5 Dec 19. Discussed further with FT at Video conference on 6 Dec 19.
19/51b	GG to advise Medway of the change in payments for Admin and finance services. Draft an amendment to the SLAs.	GG/FT	Advised at teleconference on 5 Dec 19. Agreed that SLA to be amended including authorisations for savings account.
19/52a	GG to review tasks in an attempt to identify potential KPIs	GG	
19/52b	GG to have a meeting with Webmaster to discuss the provision of information and guidance on website as well as the production of website metrics.		Done. Meeting held on 21 Nov 19. Metrics report to be presented to next Board meeting
19/53	GG to advise FT no subscription increases for 2020/21	GG	Done at Video conference 6 Dec 19.
19/54	GG to ensure that the Ships Sanitation Inspection fees for 2020/21 are promulgated.	GG	Done: Website updated 29 Nov 19 Included in December & Christmas Newsletter
19/57	GG to promulgate APHA Issues document to Exec Board	GG	Done. Distributed 6 Dec 19.

Key

JW Cllr. John Warman, Chair  
WD Cllr. Wayne Davies  
SB Steve Bell  
DW Diane Ward  
FT Finance Team

GM Gill Morgan, Vice Chair  
BH Cllr. Brian Heading  
TC Cllr. Trevor Clarke  
GG Gary Gould, APHA Executive Officer

**APHA Income 01/04/2019 - 30/12/2019**

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	£ -	-£ 11,111.52	-£ 11,111.52
	12/04/2019	HDBK27	PHE 5 handbooks - HDBK27	-£ 27.00	£ -	-£ 27.00	-£ 27.00
	15/04/2019	HDBK29	Welch E Handbook	-£ 7.00	£ -	-£ 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
	01/05/2019	MEM2019/033	River Tees PHA REDCAR/CLEVELAND	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	13/05/2019	MEM2019/005	Bournemouth, Christchurch and Poole Council Membship fee 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	17/05/2019	MEM2019/011	Doncaster Council Membership fee 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	24/05/2019	TRA2018/004	Edinburgh Council Aberdeen Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
	28/05/2019	MEM2019/045	Salford City Council Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	28/05/2019	MEM2019/018	Isle of Anglesey Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	03/06/2019	MEM2019/045	Dorset Council membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	06/06/2019	MEM2019/002	Aberdeenshire Council Membership 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	10/06/2019	PUR03/2019(1)(Ref)	Refund of payment in error (PUR03/2019(1))	-£ 312.73	-£ 28.33	-£ 341.06	-£ 341.06
	11/06/2019	MEM2019/026	North Ayrshire 2019/20 Membership	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	13/06/2019	MEM2019/032	RAF 2019/20 Membership - DBS FIN PAY 1	-£ 876.00	-£ 175.20	-£ 1,051.20	-£ 1,051.20
	14/06/2019	MEM2019/003	Antrim & Newtonabbey 19/20 Membership Fee	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	28/06/2019	MEM2019/019	Isle of Man Government Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	09/07/2019	PUR05-2019REF	G Gouls refund of overpayment	-£ 103.50	£ -	-£ 103.50	-£ 103.50
	12/07/2019	MEM2018/019	London Luton Airport - Membership 18/19	-£ 342.00	-£ 68.40	-£ 410.40	-£ 410.40
	12/07/2019	MEM2019/021	London Luton Airport - Membership 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	12/07/2019	MEM2019/008	City of Edinburgh - Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	15/07/2019	MEM2019/007	Bristol Port Health Authority - Membership 19/20	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	16/07/2019	ED 01 2019	Dundee City Council - Edinburgh Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
	23/07/2019	MEM2019/034	Royal Navy 2019/20 Membership Fee	-£ 876.00	-£ 175.20	-£ 1,051.20	-£ 1,051.20
	23/07/2019	AGM016/2018	Lewes and Eastbourne Council AGM attendance	-£ 25.00	-£ 5.00	-£ 30.00	-£ 30.00
	24/07/2019	MEM2019/016	Highland Council 19/20 Membership fee	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	24/07/2019	ED 02 2019	Falkirk Council Edinburgh Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
	30/07/2019	ED 03 2019	Angus Council Edinburgh Training	-£ 600.00	-£ 120.00	-£ 720.00	-£ 720.00
	30/07/2019	ED 04 2019	Aberdeenshire Council - Edinburgh Training	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
	31/07/2019	ED 09 2019	Shetland Council - Edinburgh Training	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
	01/08/2019	ED 05 2019	South Ayrshire Council - Edinburgh Training	-£ 450.00	-£ 90.00	-£ 540.00	-£ 540.00
	02/08/2019	HDBK24	Portsmouth City Council 70 Handbooks	-£ 170.00	£ -	-£ 170.00	-£ 170.00
	02/08/2019	MEM2019/031	Portsmouth City Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	08/08/2019	ED 08 2019	North Ayrshire Council	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
	12/08/2019	ED 13 2019	Salford City Council	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
	12/08/2019	ED 11 2019	Argyll and Bute Co - Eddinburgh Training	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
	16/08/2019	AGM029/2018	London Borough of Hounslow - AGM	-£ 240.00	-£ 48.00	-£ 288.00	-£ 288.00
	19/08/2019	MEM2019/037	States of Jersey 2019/20 Membership fee	-£ 1,050.00	£ -	-£ 1,050.00	-£ 1,050.00
	20/08/2019	ED 10 2019	Fife Council - Edinburgh Training	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
	27/08/2019	MEM2019/001	Aberdeen City - 19/20 Membership ?	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	27/08/2019	MEM2019/022	Manchester City Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	28/08/2019	MEM2019/020	Lewes District Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	29/08/2019	MEM2018/045	Manchester City Council - 18/19 Membership	-£ 250.00	-£ 50.00	-£ 300.00	-£ 300.00
	29/08/2019	MEM2019/025	Newry, Mourne and Down BC - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	02/09/2019	HDBK31	The Satori L	-£ 7.00	£ -	-£ 7.00	-£ 7.00
	04/09/2019	MEM2019/004	Belfast City Council - 19/20 Membership	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00
	11/09/2019	ED 12 2019	North Tyneside Council - Edinburgh Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
	11/10/2019	PUR20-2019 (3)R	G Gould Refund for PUR20-2019 (3) - Payment made in error	-£ 282.31	£ -	-£ 282.31	-£ 282.31
	15/10/2019	MEM2019/046	London Borough of Hillingdon - Membership 19/20	-£ 1,050.00	-£ 210.00	-£ 1,260.00	-£ 1,260.00

**APHA Income 01/04/2019 - 30/12/2019**

VAT NO	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	15/10/2019	SOT 01/2019	Southampton City Council - Ship Inspection Workshop Southampton	-£ 500.00	-£ 100.00	-£ 600.00	-£ 600.00
	15/10/2019	ED 06 2019	City of Edinburgh Council - Edinburgh Ship inspection Workshop	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
	17/10/2019	ED 07 2019	Aberdeen City Council - Edinburgh Ship Inspection Workshop	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
	18/10/2019	SOT 02/2019	Portsmouth City Council - Southampton Training	-£ 300.00	-£ 60.00	-£ 360.00	-£ 360.00
	21/10/2019	AGM 05 2019	The Burden Group Ltd - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
	23/10/2019	AGM 04 2019	Manchester PHA - AGM	-£ 30.00	-£ 6.00	-£ 36.00	-£ 36.00
	25/10/2019	BEL 01 2019	Public Health Agency - Belfast	-£ 150.00	-£ 30.00	-£ 180.00	-£ 180.00
	29/10/2019	AGM 08 2019	Spelthorne BC - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
	30/10/2019	AGM 10 2019	City of London - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
	31/10/2019	INV 02-19	Lansdowne Publishing Partnership Ltd - Advertisement on APHA's website	-£ 500.00	-£ 100.00	-£ 600.00	-£ 600.00
	05/11/2019	AGM 06 2019	Flintshire County Council - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
	07/11/2019	AGM 11 2019	Tendring District Council - AGM	-£ 60.00	-£ 12.00	-£ 72.00	-£ 72.00
	08/11/2019	AGM 09 2019	Vale of Glamorgan - AGM	-£ 30.00	-£ 6.00	-£ 36.00	-£ 36.00
	08/11/2019	AGM 10 2019	City of London - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
	08/11/2019	BEL 05 2019	Derry & Strabane Council - Belfast	-£ 350.00	-£ 70.00	-£ 420.00	-£ 420.00
	08/11/2019	AGM 03 2019	Bournemouth Chistchurch and Poole Council - AGM	-£ 180.00	-£ 36.00	-£ 216.00	-£ 216.00
	11/11/2019	AGM 02 2019	Bristol City Council - AGM	-£ 60.00	-£ 12.00	-£ 72.00	-£ 72.00
	13/11/2019	INV 01-19	RHE - Sponsorship for AGM lunch	-£ 500.00	-£ 100.00	-£ 600.00	-£ 600.00
	15/11/2019	BEL 06 2019	Causeway Coast and Glens BC - Belfast Training	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
	18/11/2019	BEL 03 2019	River Tees Port Health - Belfast Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
	26/11/2019	AGM 01 2019	Southampton City Council - AGM	-£ 100.00	-£ 20.00	-£ 120.00	-£ 120.00
	28/11/2019	BEL 02 2019	Portsmouth City Council - Belfast	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
	29/11/2019	AGM 14 2019	Suffolk Coastal PHA - AGM	-£ 360.00	-£ 72.00	-£ 432.00	-£ 432.00
	29/11/2019	AGM 181119	Keith Morely - Accomodation for AGM	-£ 157.70	£ -	-£ 157.70	-£ 157.70
	17/12/2019	BEL 04 2019	Newry, Mourne and Down BC - Belfast Training	-£ 50.00	-£ 10.00	-£ 60.00	-£ 60.00
	19/12/2019	AGM 12 2019	South Cambridgeshire DC - AGM	-£ 120.00	-£ 24.00	-£ 144.00	-£ 144.00
	23/12/2019	Inv 04-19	RHE Global - Sponsorship of APHA Newsletter	-£ 1,500.00	-£ 300.00	-£ 1,800.00	-£ 1,800.00
	24/12/2019	BEL 08 2019	Mid and East Antrim BC - Belfast Training	-£ 200.00	-£ 40.00	-£ 240.00	-£ 240.00
	30/12/2019	Inv 03-19	London Borough of Hillingdon - Job Advertisements	-£ 75.00	-£ 15.00	-£ 90.00	-£ 90.00

**-£ 42,032.76 -£ 5,789.13 -£ 47,821.89 -£ 47,821.89**

APHA Expenditure 01/04/2019 - 31/12/2019

VAT NO	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	01/04/2019	PUR64/2018	Martin Walker Speaker Expenses - PUR64	£ 190.00	£ 4.78	£ 194.78	£ 194.78
	02/04/2019	PUR65/2018	P McCarthy Chairmans allowance - PUR65	£ 250.00	£ -	£ 250.00	£ 250.00
	17/04/2019	PUR01/2019(1)	G Gould-Mileage for attendance at Border Delivery Port Health Group Meeting	£ 4.50	£ -	£ 4.50	£ 4.50
	17/04/2019	PUR01/2019(2)	G Gould-Rail Travel for attendance at Border Delivery Port Health Group Meeting	£ 38.30	£ -	£ 38.30	£ 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	£ 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	£ 236.55
	30/04/2019	VAT1/2019	HMRC VAT ANNACC April	£ 635.00	£ -	£ 635.00	£ 635.00
	30/04/2019	BC1/2019	Bank Charges to 09/03/2019	£ 5.50	£ -	£ 5.50	£ 5.50
	03/05/2019	E0146220	Aberdeen City Council Catering Services 26/03/19	£ 141.70	£ 28.34	£ 170.04	£ 170.04
	07/05/2019	PUR02/2019(1)	G Gould - Mileage for attendance at FSA meeting, Clive House	£ 4.50	£ -	£ 4.50	£ 4.50
	07/05/2019	PUR02/2019(2)	G Gould - Rail travel to London Victoria for attendance at FSA meeting, Clive House	£ 21.50	£ -	£ 21.50	£ 21.50
	07/05/2019	PUR02/2019(3)	G Gould - Lunch for attendance at FSA meeting, Clive House	£ 5.39	£ 1.08	£ 6.47	£ 6.47
	07/05/2019	PUR02/2019(4)	G Gould - Consultancy fee for 29th March to 2nd May (5 weeks) APHA/020	£ 1,562.50	£ -	£ 1,562.50	£ 1,562.50
	30/05/2019		Bank charges to 08/05/2019	£ 6.80	£ -	£ 6.80	£ 6.80
	31/05/2019	VAT2/2019	HMRC VAT ANNACC May	£ 635.00	£ -	£ 635.00	£ 635.00
	02/06/2019	INV19582	Lansdowne April 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	05/06/2019	PUR03/2019(1)(Err)	Payment in Error	£ 312.73	£ 28.33	£ 341.06	£ 341.06
	05/06/2019	PUR03/2019(2)	G Gould - Invoice from Gary Gould for period 3rd May 2019 to 30th May 2019	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
	05/06/2019	PUR03/2019(3)	G Gould - Attendance at mosquito workshop @ Edgehill University and expenses for attendance at Executive Board meeting Belfast	£ 209.04	£ 4.95	£ 213.99	£ 213.99
	05/06/2019	PUR03/2019(4)	G Gould - Attendance at LGC Stakeholder Workshop, attendance at NPLaN meeting Darlington, attendance at SREG meeting and 1 ream of A4 paper	£ 252.15	£ -	£ 252.15	£ 252.15
	05/06/2019	PUR03/2019(5)	G Gould - Additional payment for Gary Gould for period 8th May 2019 to 30th May 2019 as authorised at exec board agenda item EB 18/36 referring to 18	£ 1,875.00	£ -	£ 1,875.00	£ 1,875.00
	10/06/2019	PUR03/2019(1)	Edinburgh ships inspection workshop. Return flights and hotel rooms Stansted to Edinburgh for M Walker and J Ambrose (Refund)	£ 312.73	£ 28.33	£ 341.06	£ 341.06
	26/06/2019	PUR04-2019	G Gould attendance at Border Delivery Port Health 07/06/2019	£ 34.90	£ 1.08	£ 35.98	£ 35.98
	26/06/2019	PUR04-2019	G Gould attendance at Export Health Cert Workshop 11/06/2019	£ 34.71	£ 1.04	£ 35.75	£ 35.75
	28/06/2019	VAT3/2019	HMRC VAT ANNACC June	£ 635.00	£ -	£ 635.00	£ 635.00
	30/06/2019		Bank charges to 08/06/19	£ 5.50	£ -	£ 5.50	£ 5.50
	02/07/2019	PUR06-2019	Chairman's allowance - Pat McCarthy	£ 250.00	£ -	£ 250.00	£ 250.00
	03/07/2019	INV19623	Lansdowne May 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	08/07/2019	PUR05-2019(1)	G Gould - Invoice from Gary Gould for period 31st May 2019 to 27th June 2019	£ 1,353.50	£ -	£ 1,353.50	£ 1,353.50
	08/07/2019	PUR05-2019(2)	G Gould attendance at Major Ports Forum 17/06/2019	£ 34.92	£ 1.08	£ 36.00	£ 36.00
	08/07/2019	PUR05-2019(3)	G Gould attendance at CIEH Port Health Forum 19/06/2019	£ 54.50	£ -	£ 54.50	£ 54.50
	08/07/2019	PUR05-2019(4)	Companies House	£ 13.00	£ -	£ 13.00	£ 13.00
	22/07/2019	PUR07-2019(1)	Gary Gould Expenses at meeting to discuss 'Good practice for safe catering in ships'	£ 34.08	£ 0.92	£ 35.00	£ 35.00
	22/07/2019	PUR07-2019(2)	John Ambrose & Martin Walker Travel and accomodation for Belfast training event November 2019	£ 228.90	£ 25.00	£ 253.90	£ 253.90
	30/07/2019		Bank charges to 8/07/2019	£ 6.80	£ -	£ 6.80	£ 6.80
	31/07/2019		HMRC VAT ANNACC July	£ 635.00	£ -	£ 635.00	£ 635.00
	31/07/2019	PUR08-2019	Gary Gould - Invoice APHA/023	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
	05/08/2019	INV-19707	Lansdowne June 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	06/08/2019	PU09-2019	Gill Morgan Expenses - Postage	£ 45.50	£ 5.70	£ 51.20	£ 51.20
	13/08/2019	PUR12-2019	Pat McCarthy - Accommodation for attendance at Executive Board meeting	£ 118.50	£ -	£ 118.50	£ 118.50
	19/08/2019	PUR13-2019	Pat McCarthy - Accommodation for attendance at Executive Board meeting	£ 58.20	£ -	£ 58.20	£ 58.20
	19/08/2019	PUR10-2019	Pat McCarthy - Flights for attendance at Board meeting	£ 186.63	£ -	£ 186.63	£ 186.63
	21/08/2019	PUR14-2019(1)	Gary Gould - Travel expenses for Meeting with webmaster at Lansdowne Publishing	£ 138.60	£ -	£ 138.60	£ 138.60
	21/08/2019	PUR14-2019(2)	Gary Gould - Travel expenses for Port Health Steering Group meeting	£ 52.30	£ -	£ 52.30	£ 52.30
	21/08/2019	PUR14-2019(3)	Gary Gould - Subsistence	£ 7.33	£ 1.47	£ 8.80	£ 8.80
	27/08/2019	PUR15-2019(1)	Gary Gould - Invoice APHA/024	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
	27/08/2019	PUR15-2019(2)	Gary Gould - Executive Officer Additional payment	£ 1,875.00	£ -	£ 1,875.00	£ 1,875.00
	30/08/2019		HMRC VAT ANNACC August	£ 635.00	£ -	£ 635.00	£ 635.00
	30/08/2019		Bank Charges to 08/08/19	£ 5.50	£ -	£ 5.50	£ 5.50
	05/09/2019	INV-19748	Lansdowne July 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	19/09/2019	PUR17-2019(1)	Gary Gould - Room Hire Executive Board Meeting	£ 150.00	£ -	£ 150.00	£ 150.00
	19/09/2019	PUR17-2019(2)	Gary Gould - Travel & Lunch Executive board Meeting	£ 30.41	£ 0.88	£ 31.29	£ 31.29
	19/09/2019	PUR17-2019(3)	Gary Gould - Travel & Lunch Major Ports Rep Meeting	£ 81.17	£ 0.93	£ 82.10	£ 82.10
	19/09/2019	PUR17-2019(4)	Gary Gould - Travel & Lunch Defra Transports Hub Workshop	£ 30.00	£ 1.00	£ 31.00	£ 31.00
	20/09/2019	PUR16-2019	Pat McCarthy - Lunch & Travel 11/09/2019	£ 68.21	£ 3.74	£ 71.95	£ 71.95
	23/09/2019	PUR19-2019	John Ambrose - Speaker Fees 19.09.2019	£ 200.00	£ -	£ 200.00	£ 200.00
	24/09/2019	PUR18-2019	Pat McCarthy - 50 Business Cards	£ 5.00	£ -	£ 5.00	£ 5.00

**APHA Expenditure 01/04/2019 - 31/12/2019**

VAT NO	Date Paid	Invoice No	Supplier	Nett	Vat	Gross	Amount Paid
	24/09/2019	PUR21-2019	Redcare & Cleveland - Nplan Meeting - 16/05/2019	£ 261.90	£ -	£ 261.90	£ 261.90
	30/09/2019	VAT6/2019	HMRC VAT ANNACC September	£ 635.00	£ -	£ 635.00	£ 635.00
	30/09/2019	Bank charges/6	Bank Charges to 08/09/2019	£ 6.80	£ -	£ 6.80	£ 6.80
	09/10/2019	PUR22-2019 (1)	John Ambrose - Travel and Accomodation for Southampton Training	£ 137.10	£ -	£ 137.10	£ 137.10
	09/10/2019	PUR22-2019 (2)	John Ambrose - Speaker's Fee for Southampton Training	£ 200.00	£ -	£ 200.00	£ 200.00
	10/10/2019	PUR20-2019 (1)	Gary Gould - Invoice APHA/025	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
	10/10/2019	PUR20-2019 (2)	Gary Gould - Travel, food and accomodation for Edinburgh training & scottish PLaN Meeting	£ 291.41	£ 10.09	£ 301.50	£ 301.50
	10/10/2019	PUR20-2019 (3)	Payment made to Gary in error	£ 235.26	£ 47.05	£ 282.31	£ 282.31
	10/10/2019	PUR20-2019 (4)	Gary Gould - Travel, food and accomodation for Southampton Training	£ 198.88	£ 9.42	£ 208.30	£ 208.30
	15/10/2019	PUR20-2019 (5)	The Scottish Government - Catering for training Workshop	£ 235.26	£ 47.05	£ 282.31	£ 282.31
	24/10/2019	PUR20-2019 (1)	Lansdowne August 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	24/10/2019	PUR20-2019 (2)	Lansdowne September 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	24/10/2019	PUR20-2019 (3)	Swansea Bay PHA - Admin Support	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
	24/10/2019	PUR20-2019 (4)	Gary Gould - Travel for Seafish meeting	£ 40.50	£ -	£ 40.50	£ 40.50
	24/10/2019	PUR20-2019 (5)	Gary Gould - Travel and food for Ships Catering guide meeting	£ 33.83	£ 0.87	£ 34.70	£ 34.70
	24/10/2019	PUR20-2019 (6)	Gary Gould - Business Cards	£ 6.00	£ -	£ 6.00	£ 6.00
	28/10/2019	PUR24-2019	Gary Gould - Invoice APHA/026	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00
	30/10/2019		Bank Charges to 08/10/19	£ 6.50	£ -	£ 6.50	£ 6.50
	31/10/2019		HMRC VAT ANNACC October	£ 635.00	£ -	£ 635.00	£ 635.00
	12/11/2019	PUR26-2019 (1)	Martin Walker - Food and travel for Edinburgh training	£ 129.39	£ 11.23	£ 140.62	£ 140.62
	12/11/2019	PUR26-2019 (2)	Martin Walker - Speaker Fee for Edinburgh Training	£ 200.00	£ -	£ 200.00	£ 200.00
	12/11/2019	PUR26-2019 (3)	Gary Gould - Food and travel for AGM	£ 130.69	£ 10.91	£ 141.60	£ 141.60
	12/11/2019	PUR26-2019 (4)	AGM - Gascoigne Suite Hire and Lunch + residual charge	£ 1,192.59	£ 165.96	£ 1,358.55	£ 1,358.55
	19/11/2019	PUR29-2019	Gary Gould - Invoice APHA/027	£ 1,600.00	£ -	£ 1,600.00	£ 1,600.00
	26/11/2019	PUR28-2019	John Ambrose Speaker's fee - Belfast Training	£ 200.00	£ -	£ 200.00	£ 200.00
	26/11/2019	PUR30-2019 (1)	Martin Walker - Travel for Belfast Training	£ 105.30	£ 9.00	£ 114.30	£ 114.30
	26/11/2019	PUR30-2019 (2)	Martin Walker - Speaker's Fee for Belfast Training	£ 200.00	£ -	£ 200.00	£ 200.00
	26/11/2019	PUR27-2019	John Ambrose - Travel for AGM	£ 79.10	£ -	£ 79.10	£ 79.10
	29/11/2019		HMRC VAT ANNACC November	£ 635.00	£ -	£ 635.00	£ 635.00
	30/11/2019		Bank Charges to 08/11/19	£ 6.50	£ -	£ 6.50	£ 6.50
	02/12/2019	PUR25-2019	Lansdowne October 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	18/12/2019	PUR32-2019 (1)	Gary Gould - Back Pay	£ 3,456.25	£ -	£ 3,456.25	£ 3,456.25
	30/12/2019		Bank Charges to 08/12/19	£ 6.50	£ -	£ 6.50	£ 6.50
	30/12/2019	PUR31-2019	Lansdowne November 2019	£ 550.00	£ 110.00	£ 660.00	£ 660.00
	31/12/2019		HMRC VAT ANNACC December	£ 635.00	£ -	£ 635.00	£ 635.00

£37,072.53   £1,370.68   £38,443.21   £38,443.21

Summary	
Opening balance 1 Apr 19	£65,292.44
Expenditure to 31 Dec 19 (Incl VAT)	-£38,443.21
Income to 31 Dec 19 (Incl VAT)	£ 47,821.89
<b>Balance as at 31 Dec 19</b>	<b>£74,671.12</b>



# **Association of Port Health Authorities Operational Procedure**

## **Savings Account Management**

Reference:

A. APHA Executive Board Minutes dated 6<sup>th</sup> November 2019

In order to maximise income to the Association, the Executive Board agreed, at Reference A, that an instant access savings account should be opened to deposit the bulk of the APHA reserves. This procedure outlines the process that the Finance Team (FT) should adopt in order to manage deposits and withdrawals. The aim is to ensure that sufficient funds are maintained in the current account to deal with day to day expenses whilst maximising the returns from interest.

### **Key Current Account Balances:**

- a. Minimum balance - £10,000.00
- b. Maximum balance - £20,000.00
- c. Target balance - £15,000.00

### **Procedure:**

- a. The FT should monitor the current account balance as part of their day to day processing of transactions.
- b. Should the current account balance drop below £10,000.00, a sum of money should be transferred from the savings account to the current account in order to bring the balance up to £15,000.00.
- c. Should the current account balance exceed £20,000.00 a sum of money should be transferred from the current account to the savings account in order to bring the balance down to £15,000.00.
- d. The minimum, maximum and target balances should be periodically reviewed to ensure that they are both appropriate and relevant.
- e. Withdrawals and payments between the savings account and current account, only, can be authorised by the FT. Transfers to any other account can only be authorised by the Chair or, if absent, the Vice-Chair.
- f. The FT should periodically monitor interest rates to ensure that APHA is getting the best return possible. If a better interest rate can be gained elsewhere, the Executive Officer should be informed.
- g. Switching of accounts should only be actioned following written agreement from the Executive Officer and the Chair of the Association.

Expenditure	Budget	02/01/20 Forecast	06/12/2019 Forecast	07/10/19 Forecast	02/09/19 Forecast	05/07/19 Forecast	13/06/19 Forecast	Change in Forecast	Notes
APHA Administration	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	
APHA Finance	2,500.00	3,000.00	3,000.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	
Webmaster	6,600.00	6,600.00	6,600.00	6,600.00	6,600.00	6,600.00	6,050.00	0.00	
Executive Officer Expenses	3,750.00	2,334.81	2,587.98	2,055.89	2,200.93	2,064.25	2,686.35	253.17	No expense received
Executive Officer Consultancy	16,250.00	20,800.00	20,800.00	16,250.00	16,250.00	16,250.00	16,250.00	0.00	
Executive Officer Invoices & Expenses	20,000.00	23,134.81	23,387.98	18,305.89	18,450.93	18,314.25	18,936.35	253.17	
Exec Officer remuneration	7,500.00	10,400.00	10,392.00	7,500.00	7,500.00	7,500.00	7,500.00	(8.00)	
Chairman's Allowance	750.00	250.00	250.00	750.00	750.00	750.00	750.00	0.00	
PLaN Groups	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	
Executive Board Meeting	600.00	600.00	600.00	600.00	600.00	600.00	600.00	0.00	
Executive Board Expenses	1,500.00	431.54	431.54	1,500.00	1,500.00	1,500.00	1,500.00	0.00	
Bank Charges	80.00	69.20	57.65	50.01	61.69	80.00	80.00	(11.55)	
Expenses (Postage, Stationery etc.)	184.00	44.12	48.90	220.00	220.00	220.00	220.00	4.78	
Companies House	15.00	13.00	13.00	13.00	15.00	15.00	15.00	0.00	
Training	1,400.00	2,482.50	2,482.50	1,614.05	1,517.33	1,580.22	2,056.45	0.00	
AGM	1,300.00	1,212.56	1,212.56	2,214.00	2,214.00	2,214.00	2,214.00	0.00	
Handbook	26.00	26.00	26.00	26.00	26.00	26.00	26.00	0.00	
Previous Year Expenditure	-	1,189.39	611.08	611.08	611.08	1,138.89	1,138.89	(578.31)	£543.75 had been recorded as current year in previous forecast
	<b>49,955.00</b>	<b>56,953.12</b>	<b>56,613.22</b>	<b>50,004.03</b>	<b>50,066.03</b>	<b>50,538.36</b>	<b>51,086.69</b>	<b>(339.91)</b>	

Income								
Membership	(34,482.00)	(35,532.00)	(35,532.00)	(34,482.00)	(34,482.00)	(34,482.00)	(34,482.00)	0.00
Sponsorship	0.00	(2,000.00)	(2,000.00)	0.00	0.00	0.00	0.00	0.00
Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AGM	(2,360.00)	(1,884.00)	(1,884.00)	(2,360.00)	(2,360.00)	(2,360.00)	(2,360.00)	0.00
PLaN Group	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)	0.00
Training	(3,610.00)	(4,500.00)	(4,500.00)	(3,310.00)	(3,310.00)	(3,310.00)	(3,310.00)	0.00
Handbook	(65.00)	(211.00)	(211.00)	(211.00)	(483.51)	(130.63)	(79.00)	0.00
Advertising	(150.00)	(575.00)	(575.00)	(150.00)	(150.00)	(150.00)	(150.00)	0.00
	<b>(45,667.00)</b>	<b>(49,702.00)</b>	<b>(49,702.00)</b>	<b>(45,513.00)</b>	<b>(45,785.51)</b>	<b>(45,432.63)</b>	<b>(45,381.00)</b>	<b>0.00</b>

<b>Net Expenditure</b>	<b>4,288.00</b>	<b>7,251.12</b>	<b>6,911.22</b>	<b>4,491.03</b>	<b>4,280.53</b>	<b>5,105.73</b>	<b>5,705.69</b>	<b>(339.91)</b>
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OPENING Balance Reserve 62,713.00

#### Operating Activities

Estimated Profit/(Loss)	(7,251.12)
Estimated Closing Balance Reserve	<u>55,461.88</u>

#### Grant Income

FSA	0.00	(57,500.00)	0.00	0.00	0.00	57,500.00
	<b>0.00</b>	<b>(57,500.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,500.00</b>

Estimated Profit/(Loss)	57,500.00
Estimated Closing Balance Reserve	<u>112,961.88</u>

## ASSOCIATION OF PORT HEALTH AUTHORITIES

Registered Number 02346876

## Micro-entity Balance Sheet as at 31 March 2019

	<i>Notes</i>	<i>2019</i>	<i>2018</i>
		£	£
Fixed Assets	-	-	
Current Assets	78,033	39,831	
Prepayments and accrued income	-	-	
Creditors: amounts falling due within one year	(170)	(1,180)	
Net current assets (liabilities)	<u>77,863</u>	<u>38,651</u>	
Total assets less current liabilities	<u>77,863</u>	<u>38,651</u>	
Creditors: amounts falling due after more than one year	0	0	
Provisions for liabilities	0	0	
Accruals and deferred income	(15,150)	(11,552)	
Total net assets (liabilities)	<u>62,713</u>	<u>27,099</u>	
Reserves	<u>62,713</u>	<u>27,099</u>	

- For the year ending 31 March 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
- The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 7 November 2019

And signed on their behalf by:

**John Warman, Director**

**Registered Number 02346876**

**ASSOCIATION OF PORT HEALTH AUTHORITIES**

**Micro-entity Accounts**

**31 March 2019**

# Association of Port Health Authorities Website

The following statistics are for the three months between 20 October 2019 to 20 December 2019

## Number of Hits



**Visits: 45,843, Visitors: 12,872**

A visit is defined as the number of times a single webpage is downloaded, and a visitor is a visit from an ip address that the website has no previous record of in the last 30 days, ie a visit from somebody that has not been to the site in the last 30 days and who then views 5 pages would count as 1 visitor and 5 visits.

## Top 10 Referring Sites

A referring site is the site the user was directly on before visiting the APHA website. Where the referring site is the APHA website, this means that they came directly there, ie typed in the address manually. The final column, References, the the number of times the site was used as the referring site in the three months period.

Rating	Site Url	Site Title	Server IP	Country	References
1	www.porthhealthassociation.co.uk	HOME - The Association of Port Health Authorities	79.170.44.98		13,018
2	www.google.com	Google	216.58.213.4		1,280
3	porthhealthassociation.co.uk	HOME - The Association of Port Health Authorities	79.170.44.98		13,018
4	site.ru	503 Service Temporarily Unavailable	91.109.201.210		549
5	www.google.co.uk	Google	172.217.169.35		328
6	apha.co.uk	HOME - The Association of Port Health Authorities	79.170.44.98		28
7	progressive-seo.com	Get Your Free Website audit now	217.23.10.44		19
8	yandex.ru	Яндекс	5.255.255.88		14
9	www.bing.com	Bing	13.107.21.200		13
10	apha.uk	—	79.170.44.98		11

## Search words

These are the most recent search terms that have been entered into the stated search engine in order to locate the APHA website.

Word	Browser	Country	Date	IP	Referrer
conditions that infection shows on ship	?		December 17, 2019	82.145.210.249	www.google.com
port health hold southampton	?		December 17, 2019	52.162.211.179	www.bing.com
port health hold southampton	?		December 17, 2019	52.162.213.79	www.bing.com
association of port health authority	?		December 13, 2019	52.162.211.179	www.bing.com
Roles of port health authorities in regard to import and export of infectious diseases	?		December 9, 2019	82.145.211.248	www.google.com
port health	?		December 7, 2019	82.145.211.117	www.google.com
Aims and objectives of port health services			December 3, 2019	82.145.223.70	www.google.com
general duties of port health at the international airport			December 1, 2019	82.145.220.28	www.google.com
health measures taken by health administration in regard to port health			November 30, 2019	82.145.210.133	www.google.com
what is the port health	?		November 30, 2019	52.162.211.179	www.bing.com

## Search Engines



Above are the most popular search engines which have been used to search for the site, Google being bar far the most popular as would be expected.




## Top pages

ID	Title	Link	Visits
1	Port Directory	/port-directory/	15,955
2	Port Directory	/port-directory/?letter=h&pagenum=9	7,227
3	Home Page	/	6,937
4	Port Directory	/port-directory/?pagenum=5	4,280
5	Port Directory	/port-directory/?ajaxCalendar=1&letter=g&mo=3&yr=2019	3,793
6	Get Involved	/about-us/get-involved/	2,578
7	Port Directory	/port-directory/?gv_search=heathrow&mode=any	2,123
8	Port Directory	/port-directory/?ajaxCalendar=1&letter=h&mo=1&pagenum=1&yr=2019	2,079
9	Port Directory	/port-directory?pagenum=3&letter=b&ajaxCalendar=1&mo=8&yr=2019	952
10	Infectious Disease	/seaports/infectious-disease/	714
11	ABOUT US	/about-us/	706
12	Contact Us	/contact/	700
13	Port Directory	/port-directory?ajaxCalendar=1&mo=11&yr=2019&letter=s	630
14	Members Area	/members-area?ajaxCalendar=1&mo=10&yr=2019	595
15	Home Page	?pagenum=4&letter=g	538

16	Imported Food	/seaports/imported-food/	513
17	Airports	/airports/	490
18	Port Directory	/port-directory/?pagenum=4	457
19	Port Directory	/port-directory?pagenum=3&ajaxCalendar=1&mo=9&yr=2019&letter=y	392
20	Animal Health	/seaports/animal-health/	361
21	Water Quality	/seaports/water-quality/	353
22	Port Directory	/port-directory/?pagenum=1&letter=w	308
23	Seaports	/seaports/	280
24	Port Directory	/port-directory?letter=u&ajaxCalendar=1&mo=12&yr=2019	266
25	Port Directory	/port-directory/?letter=n&	246
26	Locations	/events/locations/	231
27	Port Directory	/port-directory?ajaxCalendar=1&mo=7&yr=2019&letter=c	231
28	Waste Disposal	/seaports/waste-disposal/	216
29	Members Area	/members-area/	211
30	Environmental Protection	/seaports/environmental-protection/	185

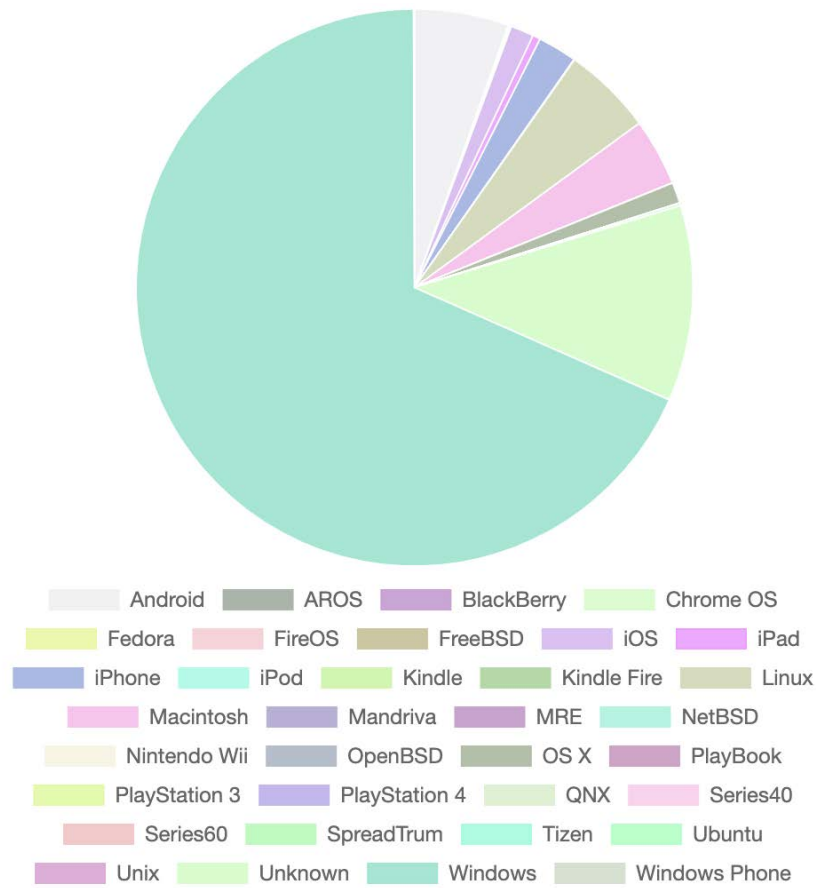
Above are the 30 most popularly used pages on the website. The port directory (or elements thereof) occupying 7 out of the top 10 places. On port directory entries where there is a following link after the port directory, such as '/port-directory/?letter=h&pagenum=9' or '/port-directory/?gv\_search=heathrow&mode=any', this indicates a manual search by the user, in the first instance they have filtered the directory by the letter H and in the second incidence they have manually searched 'heathrow'. Any entry that has 'ajaxCalendar' in the link is where a user has gone to the calendar from the page. In the link '/members-area?ajaxCalendar=1&mo=10&yr=2019' the user has gone to the calendar from the members area of the site. Whilst there is a significantly large drop-off from the usage of the port directory section of the website compared with the other pages there is more of a gradual decline in page usage for the bottom two thirds of the table.

## Top 20 countries

Rank	Flag	Country	Visitor Count
1		Singapore	6,444
2		United Kingdom	2,620
3		United States	2,178
4		Germany	556
5		China	497
6		Russian Federation	474
7		Unknown	330
8		Ukraine	318
9		France	280
10		Netherlands	167
11		India	135
12		Canada	134
13		Italy	64
14		Poland	63
15		Turkey	60
16		Sweden	49
17		South Africa	47
18		Brazil	47
19		Indonesia	46
20		Ireland	45

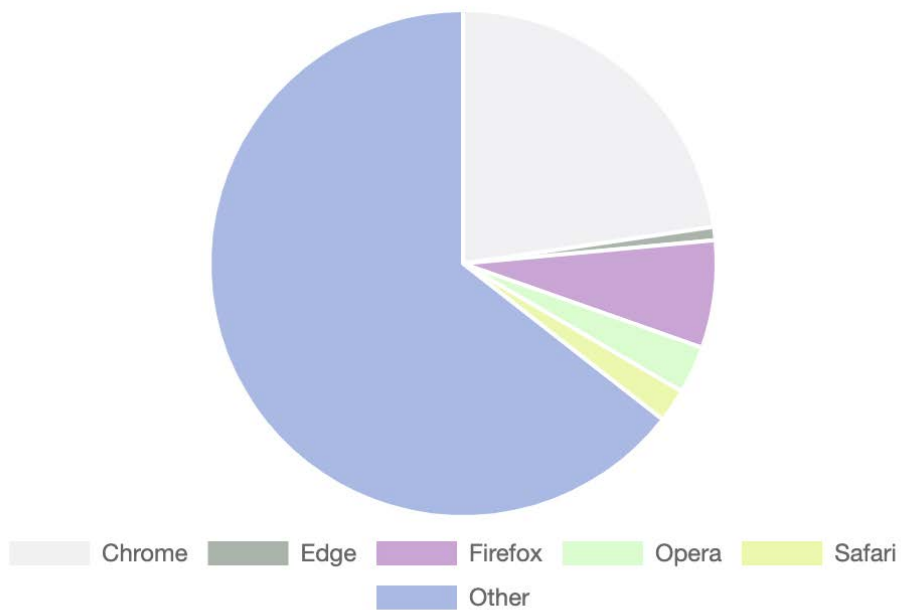
Above are the top 20 countries which visited the APHA website over the three month period. It is useful to note that the country is located by using the ip address of the user, which in most cases is the same as the country that the user is in, but a very small proportion of users may use a VPN which can provide an IP address of a country other than the one the user resides in, therefore the table is probably in the region of 98% accurate.

## Platform



Above shows the operating systems used to access the APHA website, the largest majority being from Windows based computers, the second being unknown.

## Browsers



Above shows the browsers used to access the APHA website, the largest majority being unknown. The unknown segment is the largest because this will contain Microsoft Internet Explorer which is the most widely used browser.



## CONCLUSION

In general the APHA website is a very well used site. There have been on average 15,281 visits per month over the last three months.

Most users of the site are accessing it directly by typing in the website address which would indicate that these are regular users. Other traffic is coming from Google as would be expected.

In terms of search phrases used to locate the site the most popular two words are 'port health' which appears in nearly all of the most recent search terms. When the term 'port health' is searched on Google it gives the APHA website a ranking of first in the search.

As previously mentioned, the most popular search engine used to locate the site is Google, as would be expected, followed by Microsoft Bing, the second most popular search engine on the internet.

By far the most popular section of the site is the Port Directory. This is probably because regular users will be using it in their daily business to locate regularly used contact information. Because the directory is very easily accessed it is basically being used very much like an online phone directory.

The traffic on the site is as would be expected, with the exception of Singapore being the country which visits the site the most, probably down to the fact that Singapore is the second largest port in the world. Shanghai is the largest port in the world, but there is no traffic from there because the internet in China is restricted.

In terms of what is used to view the site, it is mainly accessed using Windows based operating systems, ie normal PC's. Mobile viewing is fairly small with Android phones being the largest section of mobile views, followed by iPhone and iPad respectively. Of the browsers used to access the site the largest section is unknown, this section is the largest because this will contain Microsoft Internet Explorer which is the most widely used browser. The second most used browser is Google Chrome, which again would reflect the general user statistics of these browsers.

To summarise, the overall usage of the site is in general what would be typical of a site of this nature. The user demographic is not particularly a very young audience and the site is not one which would be accessed regularly for reasons other than in a professional capacity, therefore mobile viewing is a small segment of the statistics. The statistics have however thrown up a couple of interesting points in the fact that a lot of the traffic originates in Singapore and that the port directory is such a widely used resource. The first point is as mentioned previously, ie Singapore is the second largest port in the world, and the second point is down to the readily availability of the directory. Both of these points may offer the potential to capitalise on these two factors in the future.

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