

APHA EXECUTIVE BOARD - AGENDA 17th November 2020
Meeting held by video conference, commencing 15.00 hrs.

EB 20/48	Welcome	Chair
EB 20/49	List of Attendees & Apologies for Absence:	Chair
EB 20/50	Declarations of Interest	Chair
EB 20/51	Minutes of the previous EB meeting – 9 th September 2020:	GG
	a. Accuracy	
	b. Matters arising that are not on the agenda	
EB 20/52	APHA Financial Report and Accounts.	GG
	a. APHA Income and Expenditure report including expenses for since the last meeting.	
	b. Budget Forecast 2020/21	
	c. Outstanding Action (OA): 19/51b – Amend SLA with Medway Council.	
	d. OA: 20/36 - Investigate a notice/term savings account	
EB 20/53	APHA Administration	Chair
	OA: 20/08a - Finalise EO's draft Contract & Job Description.	
EB 20/54	Membership and Renewals.	GG
EB 20/55	APHA Membership Subscriptions 2021/22	GG
EB 20/56	Task and Finish Group Action Plan:	GG
	a. Training:	
	b. Industry Guide to Good Hygiene Practice: Catering Guide – Ships	
EB 20/57	AGM/CPD Event 2020	GG
EB 20/58	Brexit	Chair
EB20/59	Covid-19 pandemic	Chair

EB 20/60	<p>APHA Handbook</p> <p>a. Ensure that the contacts in the port directory are current.</p> <p>b. Approach Lansdowne to discuss an advertising and publication agreement for revised handbook.</p> <p>c. Review content of the 2018/19 Handbook and identify any new potential sections.</p> <p>d. Consider organisations/companies to approach for advertising revenue.</p>	Chair
EB 20/61	Ships Sanitation Inspection fees 2021/22	GG
EB 20/62	Succession Planning/Business Continuity	Chair
EB 20/62	<p>Proposed Meeting Schedule:</p> <p>a. APHA AGM 2020: 18th November 2020 - Gascoigne Suite, Union Jack Club</p> <p>b. APHA Executive Board meeting schedule 2021.</p> <p>c. APHA AGM 2021 - 18th November 2021 - Gascoigne Suite, Union Jack Club</p>	Chair
EB 20/64	AOB	Chair



Minutes of the APHA Executive Board Meeting Held by Video Conference on 9th September 2020

20/32	Welcome	Person Responsible																																				
With all attendees present, Gill Morgan opened the meeting at 13.05 by welcoming everyone.																																						
EB 20/33	List of Attendees & Apologies for Absence	Abbreviation																																				
<p>List of Attendees:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;">Authority</th> <th style="width: 30%; text-align: center;">Representing</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Gill Morgan</td> <td style="text-align: center;">Swansea Bay PHA</td> <td style="text-align: center;">Welsh PLaN</td> <td style="text-align: center;">GM</td> </tr> <tr> <td>Andrea Smith</td> <td style="text-align: center;">MPHA</td> <td style="text-align: center;">North PLaN</td> <td style="text-align: center;">AS</td> </tr> <tr> <td>John Laird</td> <td style="text-align: center;">Falkirk</td> <td style="text-align: center;">Scottish PLaN</td> <td style="text-align: center;">JL</td> </tr> <tr> <td>Steve Bell</td> <td style="text-align: center;">Portsmouth PHA</td> <td style="text-align: center;">South PLaN</td> <td style="text-align: center;">SB</td> </tr> <tr> <td>Carol Archibald</td> <td style="text-align: center;">Tendring District Council</td> <td style="text-align: center;">East PLaN</td> <td style="text-align: center;">CA</td> </tr> <tr> <td>Gary Gould</td> <td style="text-align: center;">Hon Associate, Executive Officer</td> <td></td> <td style="text-align: center;">GG</td> </tr> </tbody> </table> <p>In attendance</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Cllr. John Warman</td> <td style="width: 30%; text-align: center;">Swansea Bay PHA</td> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">JW</td> </tr> <tr> <td>Timothy McKillen</td> <td style="text-align: center;">Belfast PHA</td> <td></td> <td style="text-align: center;">TM</td> </tr> </tbody> </table> <p>Minutes taken by: GG</p> <p>GG said that no apologies had been received.</p>			Authority	Representing		Gill Morgan	Swansea Bay PHA	Welsh PLaN	GM	Andrea Smith	MPHA	North PLaN	AS	John Laird	Falkirk	Scottish PLaN	JL	Steve Bell	Portsmouth PHA	South PLaN	SB	Carol Archibald	Tendring District Council	East PLaN	CA	Gary Gould	Hon Associate, Executive Officer		GG	Cllr. John Warman	Swansea Bay PHA		JW	Timothy McKillen	Belfast PHA		TM	
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EB 20/34	Declaration of Interests	Person Responsible																																				
There were none.																																						
EB 20/35	Minutes of the previous meeting held on the 15th January 2020	Person Responsible																																				
<p>a. Accuracy: GG asked whether those members present at the last meeting could confirm the accuracy of the minutes.</p> <p>Proposed: JL Seconded: AS</p> <p>Agreed all.</p> <p>b. Matters Arising: GG referred everyone to the list of actions (attached) and confirmed that all outstanding actions were covered by agenda items. He suggested that, unless anyone had anything they specifically wanted to contribute at this stage, they proceed to the next item.</p> <p>Agreed all</p>																																						
EB 20/36	APHA Financial Report and Accounts.	Person Responsible																																				
a. Income & Expenditure GG referred the Board to the Income and Expenditure Report for the current financial year, 2020/21, that was included within the papers for the																																						

<p>meeting. On expenditure, he said that, as part of APHA's financial governance, it was incumbent on the Board to review the expenditure since the previous meeting and confirm that all payments were both valid and justified. He confirmed that there had been no expenditure other than the routine payments such as his remuneration, HMRC, bank charges etc. GG asked if anyone wished to query anything. There were no questions.</p> <p>GG confirmed that the income was mostly membership renewals but he was happy to confirm that the FSA had paid the final tranche of last year's funding bid. This has brought the current account balance to over £131,000. It means APHA is in the fortunate position of exceeding the £85k government backed limit.</p> <p>It was agreed that all APHA expenditure since the previous Board meeting was both valid and justified.</p> <p>Agreed all.</p> <p>b. Budget Forecast 2020/21. GG said that the Finance Team had prepared this so that the Board could compare whether APHA's expenditure and income were matching expectations. GG advised the Board that, because of C-19, he had asked the FT to strip out any income and expenditure related to "events" as it was not likely that APHA would be holding any for the foreseeable future. Taking this into account, and ignoring the FSA grant as extraordinary, the operating loss as reduced from £9341.50 to £5954.12. The Board need to be aware that under normal circumstances APHA would be operating at a loss of around £10k. To overturn this the Association needs to attract new members. This will be discussed further under membership.</p> <p>c. Outstanding Action (OA): 19/51a - Savings Account. GG said that several financial institutions had rejecting APHA's business but that, Aldermore had just approved the application. APHA will receive 0.5% interest per year, paid monthly. Because of the substantial size of the reserves, GG recommend investigating an alternative notice/term account with another financial institution for some of the money in order to get more interest and secure some protection. Following some discussion it was agreed.</p> <p>Agree All</p> <p>Action</p> <p>FT/GG to investigate a notice/term savings account.</p> <p>d. Outstanding Action EB: 19/51b – SLA Medway Council. GG confirmed that it remains with Medway for signature, the delay has been caused by the FT working from home. GG confirmed that the FT were working in accordance with the SLA.</p>	<p>FT/GG</p> <p>FT/GG</p>
<p>EB 20/37 APHA Administration</p>	<p>Person Responsible</p>
<p>a. Outstanding Action 20/08a - Finalise EOs's Draft Contract and Job Description. GM apologised that it remained outstanding but confirmed that the draft was pretty much complete. It was greed that GM would circulate the document to the new Board for comments prior to signing.</p> <p>Action</p> <p>GM to finalise contract and circulate top the rest of the Board for comment.</p>	<p>GM/All</p>

20/38	Membership & Renewals	Person Responsible
<p>GG reported that the renewal of membership was almost complete and discussed the 5 outstanding membership renewals. He confirmed that most if not all would be renewing and that the reasons for late payments were mostly down to C-19 affecting administration at the member authorities.</p> <p>He also confirmed that Shetland have indicated that they would be re-joining as PLaN members.</p> <p>If all renew APHA will comprise:</p> <p>26 Corporate 23 Plan 3 Associate 1 International</p> <p>Making a total of 52 members</p> <p>GG reported that he had approached Hull and Goole and NE Lincs and discussed membership with them. Both have not ruled out re-joining but it is not in their budget for this year. They have indicated that they may factor it in for next year.</p> <p>GG then said that he had asked the webmaster to export a list of those subscribers who regularly open our emails from "mail chimp", the client that APHA uses. Called high engagement, non-member, subscribers, there were approximately 100 email addresses that met the criteria and it represents some 43 councils. Many of these are lapsed members and should be approached and asked to re-join. GG continued that it was a lot of work that he did not have the capacity to do on his own. He agreed that said that he would develop a list of those authorities who do get the benefit of our emails and split them between the regions so that members of the Board can assist.</p> <p>CA asked whether APHA could recruit someone to do this task and ensure that the message is consistent. GG replied that he had an agenda item under AOB that would cover this suggestion.</p>		
EB 20/39	Website Metrics Report	Person Responsible
<p>This was an action from January's Board meeting which required that a website metrics report be presented at every other meeting. It is clear from the report that the website is well used with the number of visits to the site having increased since the previous report. GG suggested that this would probably have been as a result of Covid and Brexit and believed that it represented good value because it has raised the profile of the association not just in the UK but across the world. CA said that the report was very positive and showed the value of having the website. Following discussion it was agreed that the Webmaster should continue to compile the report to present to the Board at every other meeting.</p> <p>Agreed All</p> <p>Action</p> <p>GG to ask Webmaster to compile a website metrics report for the January 2021 meeting.</p>		GG

EB 20/40	Task and Finish Group Action Plan	Person Responsible
<p>Task and Finish Group Action Plan:</p> <p>a. Training:</p> <p>GG said that there was a Ships Inspection Workshop scheduled for the 1 Oct 20. This has had to be postponed indefinitely because C-19 had caused the venue to be closed. The decision was taken not to schedule any further face to face training until the Covid situation improves.</p> <p>OA 20/25: GG to consult CIEH and assess feasibility of holding a Covid-19 webinar for port health. This has been actioned and the webinar is scheduled for 14 Sep 20</p> <p>b. Industry Guide to Good Hygiene Practice: Catering Guide – Ships.</p> <p>GG said that there has been no real progress since the previous meeting although the CIEH have managed to achieve an editable word conversion from the old PDF document. APHA are not leading on this work but are members of the working group.</p>		
EB 20/41	AGM/CPD Event 2020	Person Responsible
<p>GG said that the AGM remains scheduled for the 18th Nov 20 and is required to meet Companies legislation. At the last meeting, he reported that the Government was intending to introduce legislation that would permit AGMs to be held partially or wholly on line. This legislation was passed but was time limited until the 30 Sep 20. Whilst it is expected that this deadline will be extended, a decision will have to be made about the AGM because cancelling the venue after the 18 Oct 20 will incur charges.</p> <p>CA. Said that a physical AGM is unlikely to happen because we are expecting Covid cases to be peaking around November/December. It would not be wise to organise anything like a physical AGM at the moment. She understood that the CIEH food conference had gone on-line as well.</p> <p>GG recommended the following course of action.</p> <ol style="list-style-type: none"> 1. Defer a final decision until it is known whether the deadline for a video conference AGM has been extended and delegate that decision to the Chair and Vice Chair. Any decision taken should be ratified at the next Board meeting. 2. Should the deadline be extended for on line AGMs, APHA will hold the AGM as an on-line video conference and cancel the venue that has been booked. 3. If the deadline has not been extended, consider postponing the AGM, with the intention for it to be held in good time for the financial statement to be submitted to Companies House. A decision on whether to retain the venue should be taken by 14 October 2020 at the latest. <p>Agreed All.</p> <p>Action</p> <p>GG to monitor the situation and consult with the Chair/Vice Chair as appropriate.</p>		GG/GM/ AS

EB 20/42	APHA Modernisation	Person Responsible
<p>OA 20/27 All Board members to consider the membership structure of APHA.</p> <p>GG said that there were only 3 categories of membership for the Association; Corporate, PLaN and International; and they could be seen as a bit of a blunt tool. He asked if any Board members had any suggestions. He then suggested that it may be better to create a membership structure around the number of full time equivalent staff employed on port health work within an Authority. TM said that APHA should be careful and that, if bands were introduced, they should be broad and that we should keep the Major Ports happy. GM said that the issue is a difficult one and would require careful consideration because there may be unintended consequences “down the line”. JL said that care should be taken not to discourage non-members from joining and suggested that it would be best left alone for now.</p> <p>GG replied that any change to the membership structure would have to be put before an AGM. The earliest that this could occur would be November 2021. However, it would probably be even later because Brexit is likely to increase the number of staff that some ports employ. APHA should therefore wait until after the implementation of full import controls next July. The idea of this agenda item is to be prepared for the changes that Brexit will cause to be implemented. CA said that we still do not know where we are with regards to Brexit, whether there would be a free trade agreement or not. It would be better to wait until the UK is on the other side of the changes before considering it.</p> <p>It was agreed that the consideration of membership restructuring should be delayed until the turmoil of the changes being brought about by post transition Brexit have calmed down.</p> <p>Agreed All</p>		
EB 20/43	Brexit	Person Responsible
<p>GG said that the Port Health Steering Group meetings are now run by Defra and are held fortnightly which in some respects is good because it maintains a routine or “battle rhythm” as they like to call it. However, because they are so frequent it creates the impression that progress is slow. He said that it was a lot of work for him because he writes the minutes for the meeting. This occurred because he was taking notes so as to brief port health officers who could not attend and because he wrote them up very quickly, Defra just used his notes rather than publish their own. Whilst this is additional work, it does help to maintain a good relationship with Defra. He continued that the main focus at present for Port Health Authorities is the preparation and submission of their funding bids. SB confirmed that it had been a challenge to prepare a bid not knowing precisely what to bid for, so his bid would be a “best guess” he also commented on the increased work load caused by IUU Fish and Organics and that despite Defra assurances he believed that PHAs would be in the “thick of it” from January 1. CA agreed that it was difficult to determine a bid. Concerns were expressed about the timeline to recruit, where port health officers could be sourced and the use of “unqualified” staff to do “food”. The suggestion was to bid for a substantial amount to cover training. JL confirmed that the situation was no clearer in Scotland. TM said that preparations were underway in Northern Ireland (NI) at that Belfast City Council were recruiting additional staff for the port health unit.</p> <p>It was agreed that preparations for the end of Transition were of very real concern for PHAs and that APHA should continue to keep them informed of development.</p>		
EB 20/44	Covid-19 Pandemic	Person Responsible

	<p>GG said that he continues to attend the DfT/PHE Maritime Industry Teleconference; the latest meeting was on 8 Sep 20 and we would be sending out a summary shortly. However, there was no real change to the advice and guidance. The FAQs document remains version 8 and it has not changed for several meetings, this may mean that most of the issues have now been addressed. GG then referred to a query he had received as to whether a port health officer (PHO) was exempt from the requirement to self-isolate for 14 days if returning from a non-exempt country. Whilst PHOs are not specifically mentioned within the list of exempt occupations, could they be classed as “UK officials and contractors required to work on essential border security duties” ? After some discussion the Board concluded that they were not but the issue had been forwarded to PHE for clarification.</p> <p>AS said that her colleague had attended a Merchant Navy Welfare Board meeting that morning and had provided some feedback. Their biggest concern is seafarer mental health there are 300,00 stranded across the world either ashore or on board ships. One of the difficulties is for crew to take shore leave and shopping and several are becoming quite desperate. JL asked whether there was anything said about seafarer centres and whether they were re-opening. He suggested that the centres would fall under the hospitality guidance. AS replied that she was not sure. GM said that Swansea Bay’s was closed because the operator will not allow crew members off any ships. TM said that the MCA in NI are commencing inspections of high risk vessels with effect from the 18th September and will consult with port health before boarding.</p>	
EB 20/45	APHA Handbook	Person Responsible
	<p>GM said that she would like to see a new APHA handbook published during the first 6 months of next year, updated to take account of Brexit. It will probably be a lot of work so it would be better to share it or perhaps contract some of the work out. She confirmed that she like the “hard copy” and ships captains are pleased to receive it. Following some discussion it was agreed that the handbook should be updated with a view to publication next year. GG explained that APHA should attempt to seek as much advertising revenue as possible to fund the handbook. Whilst Lansdowne had a list of potential advertisers, they had said that it could be expanded greatly and that it would be useful if APHA could supply the details of organisations/companies that PHAs have regular dealings with. GG said that he would ask for Lansdowne’s current list and distribute so as to avoid duplication of effort.</p> <p>GG asked whether Swansea Bay as the “Administrators” could check the contact details in the directory and ensure that they are up to date. He said it is something that should be done routinely in any event to ensure that on line port directory was current. GM confirmed that they could.</p> <p>JL suggested that Seafarers mental health could be a section.</p> <p>Agreed All</p> <p>Actions</p> <ol style="list-style-type: none"> 1. GM to ensure that the contacts in the port directory are current. 2. GG to approach Lansdowne to discuss an advertising and publication agreement. 3. Review content of the 2018/19 Handbook and identify any new potential sections. 4. Consider organisations/companies to approach for advertising revenue. <p>SB offered his apologies and left at this point (14.20).</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>GM</p> <p>GG</p> <p>All</p> <p>GG</p> <p></p>

EB 20/46	Meeting Schedule 2020	Person Responsible
<p>The final scheduled meeting for this year is at the Union Jack Club on the 17th November 2020. Should the AGM be cancelled as a physical meeting, the Board will meet by video conference.</p> <p>APHA AGM 2020:</p> <p style="text-align: center;">Gascoigne Suite, Union Jack Club on the 18th November 2020 (to be confirmed in light of the Covid-19 outbreak.)</p>		
EB 20/47	AOB	Person Responsible
<p>1. Engagement with CIEH. GG said that he had started to rebuild APHA's relationship with the CIEH hence the webinar. He was also interviewed by EHN on future trade agreements affecting food standards for EHN. In summary, the point made was that PHAs were far too busy dealing with C-19 and Brexit to worry too much about a change in food standards. PHAs were there to enforce whatever official controls are in place. The CIEH did supply a list of quotes derived from the interview. Following amendment they were approved by the Chair and Vice Chair.</p> <p>2. Succession Planning/Business Continuity. GG said that he was very concerned that the way APHA was operating is unsustainable; everything was either done or managed by the Executive Officer and if anything was to happen to him the Association would grind to a halt. He continued that it was also a lot of responsibility to be carried by one person and frankly, he was exhausted by it all. He was unable to take a proper break from the role because emails need to be checked daily and some require immediate action. Furthermore, he did not intend to continue working for APHA until his death and intended to step down from the role in the not too distant future. He said that he had raised these concerns with the old Board but whilst they agreed that it was of concern, nothing was ever done about it.</p> <p>AS said that she expected that everyone would agree that succession planning is required and that money would be the issue but something needs to be done or there would be no Association. CA agreed and asked GG whether he had a time frame in mind? GG replied that he thought it better for him to see Brexit out, so not before sometime after July 2021 and confirmed that he was not going to submit his notice just yet. AS asked whether there was some money in the budget to recruit someone else to learn the role and take on some of the work. GG said that whilst we had a substantial sum in the account it would be so easy for it to be spent quickly. However, because he was being paid for 3 days a week, there was scope for him to reduce his hours to 2 days and free money to pay for another officer.</p> <p>In the following discussion the view that the job could be split was considered with one having a more technical focus and the other administrative/business. GM said that it something that the Board needs to have a good think about and targeting anyone who might be interested in taking it on.</p> <p>It was agreed that the Board should give some thought to the succession planning issue and potential candidates for the role(s).</p> <p>Agreed All.</p> <p>Action</p> <p>1. Consider potential candidates.</p> <p>2. Develop job description for the role(s).</p> <p>There being no further business, the meeting closed at 15.00</p>		<p>All</p> <p>All</p>

G Gould
Hon Associate
APHA Executive Officer

DRAFT

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
Actions from the Executive Board Meeting held on 6 Nov 19			
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	<p>Teleconference with Finance Manager held on 5 Dec 19. Discussed further with FT at Video conference on 6 Dec 19.</p> <p>Savings account procedure has been agreed with FT and included with SLA. Changes to the members of the Executive Board brought about by the modernisation process has delayed the account opening.</p> <p>APHA is a type of Limited Company that is ineligible for many business savings accounts. APHA has now been rejected by 2 financial institutions. The FT are continuing to search for an account that APHA is eligible for.</p> <p>Account now opened with Aldermore and pays 0.5% interest.</p>
19/51b	GG to advise Medway of the change in payment s 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. SLA amended, draft with Medway for sign off.
Actions from the Executive Board Meeting held on 15 Jan 20			
20/08a	Finalise EO's draft Contract & Job Description.	All	Delayed because of Covid-19.
20/08d	EO to ensure that an updated Website Metrics Report is provided at alternate Board meetings.	GG	Actioned – next meeting to include report scheduled for 9 Sep 20.

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
Actions from the Executive Board Meeting held on 20 May 20			
20/25	GG to consult CIEH and assess feasibility of holding a Covid-19 webinar for port health.		Actioned. Webinar scheduled for the 14 Sep 20 at 11.00
20/27	All Board members to consider the membership structure of APHA	All	
20/29	Distribute the MPHA guidance/risk assessment for boarding ships in light of Covid-19r to all PHAs.	GG	Actioned

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Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
Actions from the Executive Board Meeting held on 6 Nov 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. SLA amended, draft with Medway for sign off.
Actions from the Executive Board Meeting held on 15 Jan 20			
20/08a	Finalise EO's draft Contract & Job Description.	All	Delayed because of Covid-19.
Actions from the Executive Board Meeting held on 9 Sep 20			
20/36	Investigate a notice/term savings account	FT/GG	Actioned. Account opened with United Trust Bank. Notice period: 100 days Interest Rate: 1% Grosse
20/39	Compile Website Metrics Report for the Jan 21 Board Meeting	GG/Webmaster	
20/41	Monitor C-19 situation and impact on the 2020 AGM	GG/GM/AS	Government extended the date authorising AGMs to be held online. Decision was taken by Chair and Vice Chair to hold on line. Second nationwide lockdown prevented physical meeting in any event.
20/45/a	APHA Handbook 2021/22 a. Ensure that the contacts in the port directory are current. b. Approach Lansdowne to discuss an advertising and publication agreement for revised handbook.	GM GG	Swansea Bay PHA have commenced checking entries Lansdowne approached and are preparing a quote for 3000 hard copies, pdf and e flip book versions.

Table of Actions arising from APHA Executive Board Meetings			
Ref	Action	Person Responsible	Completed/Comments
	c. Review content of the 2018/19 Handbook and identify any new potential sections.	All	
	d. Consider organisations/companies to approach for advertising revenue.	All	
20/47	Succession Planning/Business Continuity		
	a. Consider potential candidates	All	
	b. Develop job description for the role(s).	All	

Key

GM	Gill Morgan, Chair	AS	Andrea Smith Vice-Chair
BH	Cllr. Brian Heading	JL	John Laird
SB	Steve Bell	CA	Carol Archibald
GG	Gary Gould, APHA Executive Officer	FT	Finance Team

APHA Balance as at 06/11/2020

Balance as at 31/03/2020	£74,549.90
Income	£81,490.91
Expenditure	<u>£142,342.10</u>
Current Balance	<u>£13,698.71</u>
Balance as per statement	£13,698.71
Check	£0.00

40-21-02 61503111

Business A/C · Assoc P Health

GBP 13,698.71

Make a payment

Print

Balance details

Recent transactions

Next working day transactions

Statements

Your account balances, overdraft and interest rates

Last updated 06 Nov 2020 10:10

Additional Balances	Current available balance	13,698.71
	Last night's statement balance	14,358.71
	Last night's cleared balance	14,358.71
	Tonight's projected cleared balance	13,698.71

Accounts

Easy Access Savings Account Issue 8

£111,246.85

Sort Code: 23-33-43

Account Number: 11476651

Gross interest: 0.50%

Easy Access Savings
Account Issue 8

APHA Expenditure 01/04/2020 - 06/11/2020

VAT NO	Date Paid	Invoice No	Supplier	Supply Start Date	Supply End Date	Nett	Vat	Gross
	14-Apr-20	PUR40-2019	Lansdowne Website Admin + Maintenance	3-Jan-20	31-May-20	£ 1,650.00	£ 330.00	£ 1,980.00
	30-Apr-20		HMRC VAT ANNACC April	4-Jan-20	30-Apr-20	£ 660.00	£ -	£ 660.00
	30-Apr-20		Bank Charges to 08/04/2020	9-Mar-20	8-Apr-20	£ 6.50	£ -	£ 6.50
	12-May-20	PUR01/20	G Gould - Executive Officer Fee	3-Apr-20	30-Apr-20	£ 1,600.00	£ -	£ 1,600.00
	29-May-20		HMRC VAT ANNACC May	1-May-20	31-May-20	£ 660.00	£ -	£ 660.00
	30-May-20		Bank Charges to 08/05/2020	9-Apr-20	8-May-20	£ 6.50	£ -	£ 6.50
	2-Jun-20	PUR02/20	G Gould - Executive Officer Fee	1-May-20	28-May-20	£ 1,600.00	£ -	£ 1,600.00
	25-Jun-20	PUR03/20	Keith Morley - Accomodation UJC - AGM	17-Nov-20	18-Nov-20	£ 193.80	£ 48.45	£ 242.25
	26-Jun-20	PUR04/20 (1)	G Gould - Executive Officer Fee	29-May-20	25-Jun-20	£ 1,600.00	£ -	£ 1,600.00
	26-Jun-20	PUR04/20 (2)	G Gould - Remuneration	3-Apr-20	25-Jun-20	£ 2,400.00	£ -	£ 2,400.00
	30-Jun-20		HMRC VAT ANNACC June	1-Jun-20	30-Jun-20	£ 660.00	£ -	£ 660.00
	30-Jun-20		Bank Charges to 08/06/2020	9-May-20	8-Jun-20	£ 6.50	£ -	£ 6.50
	1-Jul-20	PUR05/20	G Gould - Companies House fee	30-Jun-20	30-Jun-20	£ 13.00	£ -	£ 13.00
	30-Jul-20		Bank Charges to 08/07/2020	9-Jun-20	8-Jul-20	£ 6.50	£ -	£ 6.50
	30-Jul-20	PUR07/20	G Gould - Executive Officer Fee	26-Jun-20	23-Jul-20	£ 1,600.00	£ -	£ 1,600.00
	31-Jul-20		HMRC VAT ANNACC July	1-Jul-20	31-Jul-20	£ 660.00	£ -	£ 660.00
	17-Aug-20	PUR06/20	Lansdowne Website Admin + Maintenance June	1-Jun-20	30-Jun-20	£ 550.00	£ 110.00	£ 660.00
	27-Aug-20	PUR08/20	G Gould - Executive Officer Fee	24-Jul-20	20-Aug-20	£ 1,600.00	£ -	£ 1,600.00
	30-Aug-20		Bank Charges to 08/08/2020	9-Jul-20	8-Aug-20	£ 6.50	£ -	£ 6.50
	1-Sep-20		HMRC VAT ANNACC August	1-Aug-20	31-Aug-20	£ 660.00	£ -	£ 660.00
	7-Sep-20	TRF01.0920	Transfer to Aldermore Business Account	7-Sep-20	7-Sep-20	£ -	£ -	£ 116,801.35
	28-Sep-20	PUR10/20 (3)	Lansdowne Website Admin + Maintenance July	1-Jul-20	31-Jul-20	£ 550.00	£ 110.00	£ 660.00
	28-Sep-20	PUR10/20 (1)	G Gould - Executive Officer Fee	21-Aug-20	17-Sep-20	£ 1,600.00	£ -	£ 1,600.00
	28-Sep-20	PUR10/20 (2)	G Gould - Remuneration	26-Jun-20	17-Sep-20	£ 2,400.00	£ -	£ 2,400.00
	30-Sep-20		HMRC VAT ANNACC September	1-Sep-20	30-Sep-20	£ 660.00	£ -	£ 660.00
	30-Sep-20		Bank Charges to 08/09/20	9-Aug-20	8-Sep-20	£ 6.50	£ -	£ 6.50
	30-Sep-20	PUR09/20	Lansdowne Website Admin + Maintenance August	1-Aug-20	31-Aug-20	£ 550.00	£ 110.00	£ 660.00
	26-Oct-20	PUR12/20	G Gould - Executive Officer Fee	18-Sep-20	15-Oct-20	£ 1,600.00	£ -	£ 1,600.00
	30-Oct-20		HMRC VAT ANNACC October	1-Oct-20	31-Oct-20	£ 660.00	£ -	£ 660.00
	30-Oct-20		Bank Charges to 08/10/20	9-Sep-20	8-Oct-20	£ 6.50	£ -	£ 6.50
	6-Nov-20		Lansdowne Website Admin + Maintenance September	1-Sep-20	30-Sep-20	£ 550.00	£ 110.00	£ 660.00
						£24,722.30	£818.45	£142,342.10

APHA Income 01/04/2020 - 06/11/2020

VAT NO	Date Paid	Invoice No	Supplier	Supply Start Date	Supply End Date	Nett	Vat	Gross
	2-Apr-20	MEM2020/014	Falklands Government - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ -	£ 360.00
	3-Apr-20	MEM2020/013	Falkirk District Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	3-Apr-20	MEM2020/028	North West Leicestershire Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	3-Apr-20	MEM2020/049	East Suffolk Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	7-Apr-20	MEM2020/035	Seafish Industry - Membership 20/21	1-Apr-20	31-Mar-21	£ 885.00	£ 177.00	£ 1,062.00
	7-Apr-20	MEM2020/022	Aberdeenshire Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	9-Apr-20	MEM2020/019	Isle of Man Government - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	14-Apr-20	MEM2020/048	Flintshire County Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	15-Apr-20	MEM2020/046	London Borough of Hillingdon - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	15-Apr-20	MEM2020/011	Doncaster Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	16-Apr-20	MEM2020/001	Aberdeen City - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	16-Apr-20	MEM2020/039	Swansea bay PHA - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	16-Apr-20	MEM2020/041	Uttlesford DC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	20-Apr-20	MEM2020/030	Plymouth CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	23-Apr-20	MEM2020/036	States of Guernsey - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ -	£ 360.00
	27-Apr-20	MEM2020/052	Newport CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	29-Apr-20	Inv 05-19	Advertisement - NiwriMedia	27-Feb-20	27-Feb-20	£ 140.00	£ -	£ 140.00
	30-Apr-20	HDBK34	Clarkson Port Services Ltd - Josh Calder - Handbook	30-Apr-20	30-Apr-20	£ 7.00	£ -	£ 7.00
	4-May-20	MEM2020/018	Isle of Anglesey CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	6-May-20	MEM2020/033	River Tees PHA - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	11-May-20	MEM2020/050	London PHA - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	12-May-20	MEM2020/051	South Cambridgeshire - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	12-May-20	MEM2020/006	Boston BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	12-May-20	MEM2020/026	North Ayrshire Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	12-May-20	MEM2020/043	Dorset Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	14-May-20	MEM2020/024	Mid & East Antrim BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	14-May-20	MEM2020/012	Dundee CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	15-May-20	MEM2020/004	Belfast CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	19-May-20	MEM2020/022	Manchester CC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	21-May-20	MEM2020/040	Tendring DC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	21-May-20	MEM2020/026	North Tyneside - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	22-May-20	MEM2020/003	Antrim & Newtown BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	28-May-20	FND2019/003	FSA Part 3	26-Nov-19	24-Mar-21	£ 3,500.00	£ -	£ 3,500.00
	28-May-20	MEM2020/008	City of Edinburgh Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	29-May-20	MEM2020/009	Copeland BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	29-May-20	MEM2020/005	Bournemouth, Christchurch and Poole Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	6-Apr-20	MEM2020/023	Medway Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 360.00	£ 72.00	£ 432.00
	15-Jun-20	MEM2020/037	States of Jersey - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ -	£ 1,050.00
	17-Jun-20	MEM2020/015	Fife Council - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00
	22-Jun-20	MEM2020/044	Dublin - Membership 20/21	1-Apr-20	31-Mar-21	£ 525.00	£ -	£ 525.00
	26-Jun-20	MEM2020/025	Newry, Mourne and Down BC - Membership 20/21	1-Apr-20	31-Mar-21	£ 1,050.00	£ 210.00	£ 1,260.00

APHA Income 01/04/2020 - 06/11/2020

VAT NO	Date Paid	Invoice No	Supplier	Supply Start Date	Supply End Date	Nett	Vat	Gross
	26-Jun-20	MEM2020/032	RAF Medical Services - Membership 20/21	1-Apr-20	31-Mar-21	-£ 876.00	-£ 175.20	-£ 1,051.20
	15-Jul-20	MEM2020/009	Orkney Island Council - Membership 20/21	1-Apr-20	31-Mar-21	-£ 360.00	-£ 72.00	-£ 432.00
	17-Jul-20	MEM2020/020	Lewes District Council - Membership 20/21	1-Apr-20	31-Mar-21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
	27-Jul-20	MEM2020/010	Derry & Strabane Council - Membership 20/21	1-Apr-20	31-Mar-21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
	28-Jul-20	FND2019/002	FSA Part 2	20-Nov-19	31-Mar-20	-£ 32,884.00	£ -	-£ 32,884.00
	11-Sep-20	MEM2020/047	Causeway Coast and Glens BC - Membership 20/21	1-Apr-20	31-Mar-21	-£ 360.00	-£ 72.00	-£ 432.00
	1-Oct-20	TRF02.1020	Transfer from Aldermore Business Account	1-Oct-20	1-Oct-20	-£ 5,554.50	£ -	-£ 5,554.50
	2-Oct-20		Interest earned Aldermore Business Account	1-Sep-20	30-Sep-20	-£ 26.92	£ -	-£ 26.92
	14-Oct-20	MEM2020/053	Shetland Council - Membership 20/21	1-Apr-20	3-Mar-21	-£ 240.00	-£ 48.00	-£ 288.00
	19-Oct-20	MEM2020/031	Portsmouth PHA - Membership 20/21	1-Apr-20	3-Mar-21	-£ 1,050.00	-£ 210.00	-£ 1,260.00
	4-Nov-20		Interest earned Aldermore Business Account October	1-Oct-20	31-Oct-20	-£ 50.29	£ -	-£ 50.29
						-£ 75,318.71	-£ 6,172.20	-£ 81,490.91

APHA - Projected Net Expenditure for 2020/21 as at 06/11/2020

Expenditure	20/21 Actual	20/21 Forecast	20/21 Budget	19/20 Budget	Variance (D v C)	Comments
APHA Administration	3,000.00	3,000.00	3,000.00	2,500.00	0.00	
APHA Finance	3,000.00	3,000.00	3,000.00	2,500.00	0.00	
Webmaster	3,289.00	6,600.00	6,600.00	6,600.00	0.00	
Executive Officer Expenses	0.00	866.67	2,600.00	3,750.00	1,733.33	
Executive Officer Consultancy	11,200.00	22,000.00	22,000.00	16,250.00	0.00	
Exec Officer remuneration	4,800.00	10,400.00	10,400.00	7,500.00	0.00	
Chairman's Allowance	0.00	0.00	0.00	750.00	0.00	
PLaN Groups	0.00	0.00	5,000.00	5,000.00	5,000.00	No Expenditure expected
Executive Board Meeting	0.00	56.67	170.00	600.00	113.33	
Executive Board Expenses	193.80	193.80	450.00	1,500.00	256.20	
Bank Charges	40.69	80.00	80.00	80.00	0.00	
Expenses (Postage, Stationery etc.)	0.00	184.00	184.00	184.00	0.00	
Companies House	13.00	13.00	15.00	15.00	2.00	
Training	0.00	0.00	2,250.00	1,400.00	2,250.00	No Expenditure expected
AGM	0.00	0.00	1,300.00	1,300.00	1,300.00	No Expenditure expected
Handbook	0.00	0.00	0.00	26.00	0.00	
Previous Year Expenditure	0.00	0.00	0.00	0.00	0.00	

The impact of Covid 19 has led to savings. No costs were incurred for Board meetings because they took place by video conference

25,536.49 46,394.14 57,049.00 49,955.00 10,654.86

Income	20/21 Actual	20/21 Forecast	20/21 Budget	19/20 Budget	Variance (D v C)	Comments
Membership	-33,156.00	-38,382.00	-38,382.00	-34,482.00	0.00	
Sponsorship	0.00	-2,000.00	-2,000.00	0.00	0.00	
Contribution	0.00	0.00	0.00	0.00	0.00	
AGM	0.00	0.00	-1,570.00	-2,360.00	-1,570.00	No Income expected
Training	0.00	0.00	-4,462.50	-3,310.00	-4,462.50	No Income expected
Handbook	-7.00	-218.00	-218.00	-65.00	0.00	
Advertising	0.00	-575.00	-575.00	-150.00	0.00	
Interest	-77.21	-305.33	0.00	0.00	305.33	
Previous Year Income	0.00	0.00	0.00	0.00	0.00	

-33,240.21 -41,480.33 -47,207.50 -40,367.00 -5,727.17

Net Expenditure -7,703.72 4,913.81 9,841.50 9,588.00 4,927.69

OPENING Balance Reserve 77,010.05

FSA grant 3,500.00

Estimated Profit/(Loss) -4,913.81

Estimated Closing Balance Reserve 75,596.24