



121st ANNUAL GENERAL MEETING

18th November 2020 at 15.00

ASSOCIATION OF PORT HEALTH AUTHORITIES

AGENDA

- 20/01 Chair's Welcome
- 20/02 List of attendees
- 20/03 Apologies for absence
- 20/04 Minutes of the 120th AGM, Union Jack Club, London - 2019
- 20/05 Matters arising
- 20/06 **Motion: To receive the APHA Financial Statement - 2019/20**
- 20/07 Report from the Chair of the Executive Board
- 20/08 Close of meeting



Minutes of APHA 120th Annual General Meeting held on November 7th 2019; at the Union Jack Club.

19/01	Chair's Welcome	
<p>The vice chairman, Councillor John Warman, acting as Chair and representing Swansea Bay Port Health Authority welcomed everyone to the meeting It was confirmed that the meeting was quorate.</p>		
19/02	List of Attendees	Person Responsible
<p>Councillor John Warman Swansea Bay PHA Councillor Norma Mackie SRS (Cardiff CC) Gary Gould Hon Associate and Executive Officer Councillor Wayne Davies River Tees PHA Councillor Keith Morley Manchester PHA David Jones Secretary, South PLaN Dan Wilmott Bristol PHA Angela Coles SRS John Ambrose London PHA Steve Bell Portsmouth CC Diane Ward Fife Council Tim McKillen Belfast CC Andrea Smith Manchester PHA Olga Mech Manchester PHA Dr Joseph Senyah LB Hillingdon Ivan Bartolo Seafish Gill Morgan Swansea Bay PHA Gareth Houston Belfast CC Paul Lindsay Flintshire CC Linda Gower Burden Group</p> <p>Minutes taken by Gill Morgan - Swansea Bay PHA</p>		GM
19/03	Apologies for Absence	Person Responsible
<p>Apologies were received from Councillor Trevor Clarke, Medway Council Frances McClen, North Tyneside Council Marc Hortin, Dorset Council Drew McClenaghan, Hon fellow</p>		
19/04	Minutes of the 119th Annual General Meeting, Union Jack Club, London	Person Responsible
<p>The minutes which had been circulated prior to the meeting were accepted as a true record Proposed: Cllr Norma Mackie Seconded: Cllr Keith Morley Unanimously accepted.</p>		

19/05	Matters Arising									
There were no matters arising.										
19/06	Details of Election of Members to the Executive Board									
The following were appointed to the Executive Board following the recent election, to represent the regions shown:										
<table> <tr> <td>Steve Bell</td> <td>Southern England</td> </tr> <tr> <td>Diane Ward</td> <td>Scotland</td> </tr> <tr> <td>Cllr Brian Heading</td> <td>Northern Ireland</td> </tr> <tr> <td>Cllr Trevor Clarke</td> <td>London and South East</td> </tr> </table>		Steve Bell	Southern England	Diane Ward	Scotland	Cllr Brian Heading	Northern Ireland	Cllr Trevor Clarke	London and South East	
Steve Bell	Southern England									
Diane Ward	Scotland									
Cllr Brian Heading	Northern Ireland									
Cllr Trevor Clarke	London and South East									
All elected unopposed										
19/07	Motion: To receive the APHA Financial Statement 2018/19									
A motion to accept the financial statement 2018/19, which had been previously circulated, was proposed by Cllr Norma Mackie, seconded by Tim McKillen and unanimously agreed by all present.										
19/08	Report from the Chair of the Executive Board									
<p>Councillor John Warman, standing in for the Chair gave a brief report on the work of the Association over the previous year:</p> <p>He began by saying it had been a very eventful but successful year for the Association. Membership numbers continue to expand with former members Manchester PHA and LB Hillingdon (Heathrow Airport) rejoining along with Manchester City Council</p> <p>Very successful Ship Sanitation workshops have been held at Aberdeen, Edinburgh and Southampton, with another scheduled for 14th November at Belfast.</p> <p>PLaN groups, the bedrock of the Association continue to be reinvigorated with the East PLaN back on track shortly. The support shown is greatly appreciated.</p> <p>Work has also been undertaken on reviewing the MOU with the MCA and the Association is actively involved in updating the Ships' Catering Guide along with the CIEH and others.</p> <p>The main emphasis has been the sharing of information to all ports and port health officers, and in particular, the sharing of Brexit related information from many Government departments.</p> <p>Much work has also been undertaken to review and modernise the structure of the Association and it is hoped that by implementing the modernised structure that the major ports will feel able to rejoin and there will be one organisation representing the interests of port health in the UK.</p> <p>Thanks were offered to all who have been involved in this work.</p> <p>He concluded by offering thanks to the officers- Gary, Gill and Diane- involved for their expert support and expressed his hope that in moving forward other ports would look ahead and join APHA so that everyone may work together in the future.</p>										
19/09	Special Motion: Amendment to Articles of Association									
A brief overview of the current situation was given by the Executive Officer along with an outline of the history and ongoing review of the Association. A summary of the new Articles of										

Association was distributed prior to the meeting and again was outlined by the Executive Officer focusing on the future engagement of the PLaN groups in the running of the Executive Board. There will be some continuity with the representatives from Wales, Scotland and the South of England already in place and it is hoped that representatives from the other PLaN regions will be elected to take their places by April 2020.

Proxy voting forms, all in favour of the motion, were received from Medway Council, Falkirk Council, Highland Council, Isle of Anglesey Council, Edinburgh Council, Royal Navy, RAF and Drew McClenaghan (Hon Fellow)

The motion was proposed by Gary Gould and seconded by Councillor Wayne Davies was as follows:

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

Unanimously agreed by all.

There being no further business, the meeting concluded at 3.55pm.

DRAFT

Association of Port Health Authorities

Company Registration Number:

02346876 (England and Wales)

Micro-entity Accounts

Period of Accounts

Start Date: 1st April 2019

End Date: 31st March 2020

Micro-entity Balance Sheet as at 31 March 2020

	2019	2018
	£	£
Fixed assets	-	-
Current assets	80,728	78,033
Prepayments and accrued income	-	-
Creditors: amounts falling due within one year	(555)	(170)
Net current assets (liabilities)	80,173	77,863
Total assets less current liabilities	80,173	77,863
Creditors: amounts falling due after more than one year	0	0
Provisions for liabilities	0	0
Accruals and deferred income	(3,162)	(15,150)
Total net assets (liabilities)	77,011	62,713
Reserves	77,011	62,713

For the year ending 31st March 2020, 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 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.

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

Company Registration Number:

02346876 (England and Wales)

(Unaudited) Financial Statements

Period of Accounts

Start Date: 1st April 2019

End Date: 31st March 2020

ASSOCIATION OF PORT HEALTH AUTHORITIES

Company Information

for the Period Ended 31st March 2020

Directors:

G Morgan

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 2020

	Notes	2019 £	2018 £
TURNOVER	2	67,783	84,212
Cost of sales	3	(4,818)	(7,364)
GROSS PROFIT		62,965	76,848
Administrative expenses	4	(48,667)	(41,234)
OPERATING (LOSS)/PROFIT		14,298	35,614
Interest receivable and similar income		-	-
(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		14,298	35,614
Tax on (loss)/profit on ordinary activities		-	-
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		14,298	35,614

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2020

	Notes	2019 £	2018 £
Current assets			
Short-term debtors	5	3,002	12,741
Payments in advance	6	3,176	-
Cash at bank and in hand	7	74,550	65,292
Total current assets:		<u>80,728</u>	<u>78,033</u>
Current liabilities			
Short-term creditors	8	555	170
Cash received in advance	9	3,162	15,150
Total current liabilities		<u>3,717</u>	<u>15,320</u>
Net current assets/(liabilities)		<u>77,011</u>	<u>62,713</u>
Total net assets/(liabilities)		<u>77,011</u>	<u>62,713</u>
Capital and reserves			
Profit and loss account		77,011	62,713
		<u>77,011</u>	<u>62,713</u>
Profit and loss account			
		£	£
At 1 April 2019		62,713	27,099
Profit/(Loss) for the financial year		14,298	35,614
At 31 March 2020		<u>77,011</u>	<u>62,713</u>

For the year ending 31st March 2020, 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 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.

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 Financial Statements for the Period Ended 31st March 2020

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	36,367	29,890
Sponsorship	2,000	1,000
Training income	5,950	3,610
AGM income	1,570	2,625
Handbook income	14	79
Advertising income	725	150
Contribution	-	253
FSA Grant	21,157	45,719
Previous Year	-	885
	67,783	84,212

	2019	2018
	£	£
3 Cost of sales		
Training cost	2,986	1,560
AGM cost	1,213	2,213
PLaN Group cost	262	329
Executive Board Cost	168	-
Handbook publishing	-	3,124
Previous Year	190	138
	4,819	7,364

ASSOCIATION OF PORT HEALTH AUTHORITIES

	2019	2018
	£	£
4 Administration expenses		
Printing, postage and stationery	33	217
Room hire	-	570
Catering	-	66
Website hosting	6,600	7,190
Finance and Administration expenses	5,500	5,000
Bank charges	78	78
Executive Officer (formerly Secretary)	33,755	26,069
Awards / Gifts	-	25
Chairman's expenses	250	750
EB & O&S Members expenses	432	1,236
Computer software / IT costs	999	-
Mobile phone	399	-
Sundry expenses	-	33
Depreciation – Plant and Machinery	-	-
Depreciation – Fixtures and Fittings	-	-
Loss on write-off of Intangible Fixed Assets	-	-
18/19 Expenses	620	-
	<u>48,667</u>	<u>41,234</u>
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
Advertising fees – NiwriMedia 27/02/2020	150	-
Handbook fee – Josh Calder 11/03/2020	7	-
VAT net Income due from HMRC	2,845	472
	<u>3,002</u>	<u>12,741</u>
6 Payments in Advance	£	£
Executive Officer – G Gould 24/03/2020	176	-
Admin – Swansea Bay PHA 24/03/2020	3,000	-
	<u>3,176</u>	<u>-</u>
7 Cash and cash equivalents	£	£
Account 61503111 (Falmouth)	74,550	65,292
	<u>74,550</u>	<u>65,292</u>

8 Short-term creditors

	£	£
Training cost – Aberdeen Catering cost 26/03/2019	-	170
Website fees – Lansdowne	550	-
Bank Charges – 09/03/2020	5	-
VAT net Income due to HMRC	-	-
	<u>555</u>	<u>170</u>

9 Cash received in advance

	£	£
Various subscriptions relating to 2020/21	3,162	15,150
	<u>3,162</u>	<u>15,150</u>

DRAFT