



122nd ANNUAL GENERAL MEETING

18th November 2021 at 15.00

ASSOCIATION OF PORT HEALTH AUTHORITIES

AGENDA

- 21/01 Chair's Welcome
- 21/02 List of attendees
- 21/03 Apologies for absence
- 21/04 Minutes of the 121st AGM, Union Jack Club, London – 18 November 2020
- 21/05 Matters arising
- 21/06 **Motion: To receive the APHA Financial Statement - 2020/21**
- 21/07 Report from the Chair of the Executive Board
- 21/08 Close of meeting



Minutes of APHA 121st Annual General Meeting held on November 18th 2020 by video conferencing

20/01	Chair's Welcome	
<p>The chair, Gill Morgan, acting as chairman welcomed everyone to the meeting and thanked attendees for attending.</p> <p>It was confirmed that the meeting was quorate.</p>		
20/02	List of Attendees	Person Responsible
<p>Gill Morgan (chair) Swansea Bay PHA Andrea Smith (vice chair) Manchester PHA Gary Gould Hon Associate and Executive Officer John Ambrose London PHA Niall Convery Belfast CC Wendy Cull Isle of Man Ivan Bartolo Seafish Lynnette Crossley Manchester PHA Peter Haiken BCP Council Tamsin Horsler Dorset Council Andy Goold Dorset Council Martin McGowan North Tyneside Graham Farthing N MandD Council Jaroslava Vazanova Manchester Natalie Pearce Ashford Steve Higgon London PHA Matthew Purkiss London PHA Andrew McClenaghan Hon Fellow</p> <p>Minutes taken by Gill Morgan - Swansea Bay PHA</p>		GM
20/03	Apologies for Absence	Person Responsible
<p>Apologies were received from</p> <p>Dan Wilmott Mark Holden John Laird</p>		
20/04	Minutes of the 120th 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: Andrea Smith Seconded: John Ambrose Unanimously accepted.</p>		
20/05	Matters Arising	
<p>There were no matters arising.</p>		

20/06	Motion: To receive the APHA Financial Statement – 2019/20	
<p>The financial statements were circulated prior to the meeting and consisted of Micro entity accounts which will be sent on to Companies House and a more traditional form of financial statement. Reserves have increased again this year and the two tranches of FSA funding received are not included in this year's accounts.</p> <p>The EO explained how the finances are scrutinised at each Board meeting and then placed on the APHA website.</p> <p>There were no questions.</p> <p>A proposal to accept the accounts was made by Drew McClenaghan and seconded by Andrea Smith and unanimously agreed by all present.</p>		
20/07	Report from the Chair of the Executive Board	
<p>The chair, Gill Morgan started by explaining that the new Articles came into effect in April with the Board now consisting of representatives from the PLaN groups around the UK. She offered thanks to the previous chair, Councillor Warman for his long and continued support of the Association and also to the other Board members for their support since April.</p> <p>The past year has been extremely challenging for everyone in dealing with Covid 19 and EU Exit preparations. The new look Board has met successfully remotely on three occasions and there are some positives to mention. Membership has increased again with some of the major ports re-joining and at present there are 26 Corporate, 23 PLaN, 3 Associate and 1 International member, making 53 in total with several more ports in the process of joining. Finances are in a much better position mainly due to the funding received from the FSA.</p> <p>In spite of the difficulties of remote working, work has carried on apace: The MOU with the MCA has been updated and signed off. All face to face training has been suspended but details of any online training or webinars has been widely distributed. The Association has been and continues to be represented at many various meetings, concerning arrangements for both EU Exit and Covid 19 by our EO and the newsletter is distributed monthly to a wide list of subscribers, not just members, along with masses of other relevant information. We also intend to update and re-issue the handbook in 2021.</p> <p>At this point she then paid tribute to the hard work and dedication of our EO, Gary. The success of the Association over the last few years is mainly due to the incredible amount of work on his part, though he is contracted to work on a part time basis. Membership numbers have risen and links extended with many Government departments which has raised the profile of port health at a time when it is more important than ever to have one organisation representing Port Health in the UK.</p> <p>She concluded by encouraging everyone to become involved in their local PLaN group and expressed the hope that next year we would see a return to face to face training and meetings with more people involved in the work of the Association as it goes from 'strength to strength'.</p> <p>There being no further business, the meeting concluded at 3.25pm.</p>		

Association of Port Health Authorities

Company Registration Number:

02346876 (England and Wales)

Micro–entity Accounts

Period of Accounts

Start Date: 1st April 2020

End Date: 31st March 2021

Micro-entity Balance Sheet as at 31 March 2021

	2020	2019
	£	£
Fixed assets	-	-
Current assets	178,424	80,728
Prepayments and accrued income	1,192	-
Total Current Assets:	179,616	-
Creditors: amounts falling due within one year	(3,442)	(555)
Net current assets (liabilities)	176,174	80,173
Total assets less current liabilities	176,174	80,173
Creditors: amounts falling due after more than one year	0	0
Provisions for liabilities	0	0
Accruals and deferred income	(17,742)	(3,162)
Total net assets (liabilities)	158,432	77,011
Reserves	158,432	77,011

For the year ending 31st March 2021, 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 13th May 2021

SIGNED ON BEHALF OF THE BOARD BY:

Name:

Status: