

APHA EXECUTIVE BOARD - AGENDA 12th May 2022

Meeting held online via Microsoft Teams commencing 13.00 hrs.

[Click here to join the meeting](#)

EB 22/16	Welcome	Chair
EB 22/17	List of Attendees	Chair
EB 22/18	Apologies for Absence:	Chair
EB 22/19	Declarations of Interest	Chair
EB 22/20	Minutes of the previous EB meeting – 20 th January 2022:	Chair
	a. Accuracy	
	b. Matters arising that are not on the agenda.	
EB 22/21	APHA Financial Report and Accounts.	GG
	a. Financial Statement 2021/2022	
	b. Profit and Loss 2021/22	
	c. Income and Expenditure since the previous meeting.	
	d. Budget 2022/23	
	e. Updating Account Details	
EB 22/22	Membership and Renewals.	GG
	Action: GG and JA to discuss Membership Structure	
EB 22/23	APHA Administration	
	a. Website - Metrics report from Webmaster	GG
	b. Succession Planning	Chair
EB 22/24	Training	GG
EB 22/25	APHA Handbook 2022/23	GG
EB 22/26	AGM/CPD Event 2022	Chair
EB22/27	CIEH Review of POAO Authorised Officers (BRRG)	GG
EB22/28	Brexit – further delay to the introduction of import controls	Chair/GG
EB 22/29	Proposed Meeting Schedule:	GG

a. APHA Executive Board meeting schedule 2022.

(1) 15th September 2022

(2) 16th November 2022 – Union Jack Club

b. APHA AGM 2022 - 17th November 2022 - Gascoigne Suite,
Union Jack Club

EB 22/30

AOB

Chair



Minutes of the APHA Executive Board Meeting Held by Video Conference on 20th January 2022

22/01	Welcome	Person Responsible																																				
<p>With all attendees present, Gill Morgan opened the meeting at 13.04 by welcoming everyone. She introduced Jane Peatey from Shared Regulatory Services as her replacement and would be representing Welsh PLaN at future meetings</p>																																						
EB 22/02	List of Attendees	Abbreviation																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">List of Attendees:</th> <th style="text-align: left; width: 30%;">Authority</th> <th style="text-align: left; width: 30%;">Representing</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Gill Morgan</td> <td>Swansea Bay PHA</td> <td>Welsh PLaN</td> <td>GM</td> </tr> <tr> <td>Andrea Smith</td> <td>MPHA</td> <td>North PLaN</td> <td>AS</td> </tr> <tr> <td>John Laird</td> <td>Falkirk</td> <td>Scottish PLaN</td> <td>JL</td> </tr> <tr> <td>Carol Archibald</td> <td>Tendring District Council</td> <td>East PLaN</td> <td>CA</td> </tr> <tr> <td>Stacey Dallas-Thompson</td> <td>Belfast PHA</td> <td>Northern Ireland PLaN</td> <td>SD</td> </tr> <tr> <td>Jon Avern</td> <td>Hon Associate</td> <td></td> <td>JA</td> </tr> <tr> <td>Jane Peatey</td> <td>SRS</td> <td></td> <td>JP</td> </tr> <tr> <td>Gary Gould</td> <td>Hon Associate, Executive Officer</td> <td></td> <td>GG</td> </tr> </tbody> </table>		List of Attendees:	Authority	Representing		Gill Morgan	Swansea Bay PHA	Welsh PLaN	GM	Andrea Smith	MPHA	North PLaN	AS	John Laird	Falkirk	Scottish PLaN	JL	Carol Archibald	Tendring District Council	East PLaN	CA	Stacey Dallas-Thompson	Belfast PHA	Northern Ireland PLaN	SD	Jon Avern	Hon Associate		JA	Jane Peatey	SRS		JP	Gary Gould	Hon Associate, Executive Officer		GG	
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Jon Avern	Hon Associate		JA																																			
Jane Peatey	SRS		JP																																			
Gary Gould	Hon Associate, Executive Officer		GG																																			
Minutes taken by: GG																																						
EB 22/03	Apologies for Absence	Person Responsible																																				
GG said that he had received no apologies																																						
EB 22/04	Declaration of Interests	Person Responsible																																				
There were none.																																						
EB 21/05	Appointment of Chair and Vice Chair																																					
<p>GG explained that, because this was the first Board meeting since the AGM, they were required to elect a Chair and Vice-Chair.</p> <p>GM proposed Jon Avern as Chair, seconded by JL. Agreed all.</p> <p>GM proposed Andrea Smith as Vice-Chair. Seconded by JL. Agreed all</p> <p>JA thanked everyone for their support and said that he was keen to work with everyone for the benefit of the Association.</p>																																						
EB 21/06	Minutes of the previous meeting held on the 17th November 2020:	Person Responsible																																				
<p>a. Accuracy: JA asked whether those members present at the last meeting could confirm the accuracy of the minutes.</p> <p>Agreed all.</p> <p>b. Matters Arising: GG referred everyone to the list of actions (attached) and confirmed that most of the outstanding actions were covered by agenda items. He added that the Ships</p>																																						

<p>Catering Guide Working Group would resume when C-19 permits. John Ambrose will continue to Chair the Group even though he had retired. JA asked what APHA involvement was with the Group. GG replied that he had represented the Association was represented on it as a member. The Group was a CIEH initiative that APHA had assisted with.</p>	
<p>EB 22/07 APHA Financial Report and Accounts.</p>	<p>Person Responsible</p>
<p>a. HSBC Account: GG said that he was sorry to report that APHA still did not have online access to the bank account. He made a visit to his local branch after the last Board meeting and it was confirmed that the mandates had been changed but to get online access another form had to be completed. This was submitted but a further visit to the Branch confirmed that it had not been received and was probably “lost” in the post. HSBC suggested resubmitting the form but bringing it into the branch so that they could scan and email it to the relevant department. Owing to the accumulation of creditors the decision was taken to make outstanding payments via the Branch. This was completed by a further visit by GG on 14 Jan 22. This did not include the Executive Officer’s (EO’s) remuneration because the amount owed far outstripped funds available in the current account. However, GM had now transferred sufficient funds to cover the EOs remuneration so a manual payment will be made during his next visit to the branch.</p> <p>b. HSBC Safeguarding Check: GG said that another complication from HSBC was the requirement for a Safeguarding check. Although originally requested in September, there was a delay in Medway forwarding the letter on and therefore in it being addressing. APHA were not able to complete the forms because it required online access to the account. It was not until a recent visit to the Branch that GG was made aware that, because it had not been completed, HSBC were taking steps to close the account. Fortunately, HSBC have now made alternative arrangements to allow GG to have access to the process; the required form has now been completed and returned. GG was advised that once the form was received by HSBC closure of the account should be put on hold. He will continue to monitor the situation.</p> <p>c. Income and Expenditure Spreadsheet. GG said that as part of financial governance the Board are required to review expenditure to ensure that it is both appropriate and justified. The spreadsheets have been updated as far as possible and were distributed to the Board. There is an amount of £773.63 that needs to be reconciled. This will be done once Finance have online access to the bank account. There were no questions and the Board agreed that the expenditure was both valid and justified.</p> <p>Agreed All</p> <p>d. Debtors: GG informed that Board that there was an amount of £360.00 owing. Although they had been chased repeatedly by the Finance Team, GG got involved when there was no response. Most have now taken steps to ensure that payment will be made.</p> <p>e. Accounts Package: GG informed that Board that Lansdowne have requested that APHA subscribe to an accounts package to manage APHA Finances. The current system of spreadsheets is complicated, prone to error, and subject to a lot of duplication. It also takes a lot of time to service and therefore the use of a package would be more cost effective. Furthermore VAT returns are required to be digital in the next financial year and, as a result, will require the use of software to link into the Inland Revenue. The package that Lansdowne want to use if called Xero, it is VAT compatible, and the staff are familiar with it. It costs £26/month for the standard package and £33 for the premium. The only difference between the 2 is the ability to handle multiple currencies but GG would confirm with Lansdowne which package they would like to subscribe to. The previous Chair has already authorised the subscription but it has been agreed that it will not be set up until there is online access to the bank account so that APHA can take advantage of the 30 days free trial.</p>	

	<p>f. VAT account: GG reported that APHA is required to submit a VAT return by the end of February. Access to the online VAT account was prevented because the telephone extension at Medway for the authentication call no longer existed. With Medway's assistance, the problems have now been resolved and the Finance Team have now have access.</p> <p>JA thanked GG for his tenacity in dealing with the HSBC and other finance issues. GG did say that even the person he spoke to in the local Branch said that HSBC Banking Customer Service was not very good. He suggested that once the problems had been resolved, and things had settled down, that APHA may wish to consider changing banking provider.</p>	
EB 22/08	Membership & Renewals	Person Responsible
	<p>GG reported that all members have now renewed for the 2021/22 membership year.</p> <p>Membership is:</p> <p>33 Corporate 26 PLaN 3 Associate 1 International</p> <p>Making a total of 63 Members</p> <p>The Finance Team will be starting the round of renewals for 2022/23 next month by approaching PHAs and requesting Purchase Order numbers.</p> <p>GG said that he had been in discussion with a colleague in Bermuda and they have managed to identify some funds to allocate for APHA membership. It was therefore hoped that they would be joining shortly. JP said that with Bermuda joining would it not be better to subscribe to the Premium finance package. GG said that as there were only 2 international members and it was unlikely that there would be more than a couple of overseas financial transactions, the extra cost would not really be justified but that he would seek advice from Lansdowne on this.</p> <p>JA asked about the membership and whether some PHAs would have to change their grade of membership as a result of Brexit. GG said that there were some PHAs that were expanding such that they should upgrade from PLaN to Corporate. However, the possibility of a membership structure review had been discussed previously but it was decided to wait for Brexit to be completed before embarking on that process. JA said that he would have a conversation with GG offline on this.</p> <p>Action: JA and GG to discuss the future of the membership structure</p>	JA/GG
22/09	APHA Administration	Person Responsible
	<p>a. Website - Metrics report from Webmaster</p> <p>GG said that the Board are overdue a website metrics report from the webmaster. This is because the Webmaster has been focussing on the publication of the new handbook and GG did not want him to be diverted from this task. The metrics report will therefore be presented at the next Board meeting.</p> <p>Action: Webmaster to provide metrics report at the May Board meeting.</p>	GG/ WebM

<p>b. Succession Planning</p> <p>JA said there was an outstanding action for a meeting with Portsmouth CC to progress the transfer of Admin and Executive Officer roles. GG said that the Board were aware that the EO had wanted to step down last November. As this deadline has passed he informed the Board that he wanted to finish on 31 Mar 22. This was because it fitted with his remuneration schedule and would coincides with the end of the tax year.</p> <p>JA said that as Steve Bell from Portsmouth was absent, a meeting should be scheduled between JA, SB and GG as soon as possible but that we would be unavailable until week commencing 6 Feb 22.</p> <p>Action: GG to discuss with SB and schedule a meeting between them and JA.</p> <p>Secretary's note: SB has confirmed that he was waiting on a decision from Portsmouth CC Elected Members as to whether they can take on the role. Once this decision is taken a meeting will be arranged as soon as possible.</p>		<p>JA/SB/ GG</p>
<p>EB 22/10</p>	<p>Training</p>	<p>Person Responsible</p>
	<p>GG reported that, owing to a lack of delegates, APHA had to postponed the last ships inspection workshop, scheduled for 14 Jan 22. It is now planned for 4 Mar 22. At least 9 delegates were required to make the event viable from a practical perspective and there were only 5 booked on the course. It is believed that the lack of bookings was down to C-19 and the "Plan B" measures that were introduced before Christmas. As these were being lifted it is hoped that sufficient delegates would book to make the workshop viable.</p> <p>He continued that there had not been an Introduction to Ships Inspection Webinar for some time. However, there has been interest expressed by the Isle of Man for this training and it is expected that the next one will be in March.</p> <p>JP asked what had happened to the Ships Inspection Workshop that had been planned to be held in Wales. GM said that the event was to be hosted in Newport. Newport being chosen because it may attract delegates from just across the border, such as Bristol PHA. Unfortunately, the Welsh Covid restriction means that LA officers are working from home and no outside training may be delivered. Until restriction are lifted APHA would not be able to book the venue nor deliver the training. It is intended to run the event as soon as conditions permit.</p> <p>GG said that APHA continue to promote the CIEH Port Health Coffee and Catch Ups. APHA members are permitted to attend for free even if they are not members of the CIEH. The next event is scheduled for 24 Mar 22 and we have already received registrations.</p> <p>SD said that, at a recent Northern Ireland (NI) PLaN Meeting colleagues had requested training on the practicalities of ships water sampling. She has had a conversation with Tim McKillern, a retired EHO in NI, who was prepared to facilitate this. It was agreed that GG and SD would discuss and pursue offline.</p> <p>Action: GG and SD to discuss the provision of ships water sampling training.</p>	<p>SD/GG</p>

EB 22/11	APHA Handbook	Person Responsible
<p>GG said that the publishing draft was with the Webmaster for design and setting. He had hoped that it would have been ready to share with the Board before the meeting but there had been one or 2 issues that have caused it to be delayed. He said that he would distribute it to the Board when ready and asked that all members reviewed the technical content and highlight any errors. JA said that it is important that the document be reviewed by the Board because they have the technical expertise to ensure that it is correct.</p> <p>Action: GG to distribute the publishing draft of the handbook to the Board. All Board members to review the content.</p>		All
EB 22/12	AGM CPD Event 2021	Person Responsible
<p>Carol Archibald joined the meeting at this point.</p> <p>GG confirmed that the Gascoigne Room at the Union Jack Club had been booked for the event. A flat at the club had also been booked in order to provide accommodation for 3 Board members as well as to provide a meeting space for the Board meeting on the day before. This would be of course subject to any Covid restrictions in place.</p> <p>JA asked whether there was a theme for the Training Event. GG said that it was early days as yet but speakers tended to be topical and whoever was available. It was normally the case that colleagues from the FSA, Seafish and UKHSA FW and E Laboratories were prepared to speak. This year, the AGM was scheduled for just after the introduction of the final import controls as part of Brexit and Covid would still be topical so there would be plenty to discuss. JA suggested that the Board should talk to colleagues as to what is required and start to look at the detail of the AGM/Training event at the May meeting.</p>		
EB 22/13	CIEH Review of POAO Authorised Officers	Person Responsible
<p>GG said that he had had a meeting with colleagues from the CIEH on 19 Jan 20. They had asked for APHA assistance in identifying those PHAs that operate or will operate BCPs. This is so that a questionnaire could be distributed seeking views on a proposal to widen those who may be authorised to undertake checks on POAO and include EHPs. GG continued that he had raised this at the PHA BCP Group meeting on the same day. There was general agreement that the questionnaire should be completed but that there should be one response from each PHA.</p> <p>JA said that this was a good initiative. Members needed flexibility in their ability to deliver controls. He suggested that as it would affect members, the CIEH should be asked if the Board could be permitted sight of the draft questionnaire.</p> <p>Action: GG to request that the CIEH forward the draft questionnaire to the APHA Executive Board prior to distribution. The Board to review the questionnaire.</p>		GG/All
EB 22/14	Proposed Meeting Schedule	
<p>a. APHA Executive Board 2022.</p> <ul style="list-style-type: none"> (1) 12th May 2022 (2) 15th September 2022 (3) 16th November 2022 – Union Jack Club <p>b. APHA AGM 2022 - 17th November 2022 - Gascoigne Suite, Union Jack Club</p>		

<p>All meetings to be held online unless otherwise indicated.</p> <p>JA suggested that, C-19 permitting, it would be useful to have a physical Board meeting at some point rather than online. GG replied that, in the past, they had booked meeting rooms at the Union Jack Club but that it would be useful if JA could approach the City of London for a Room at Walbrook Wharf. JA replied that he could make enquiries and suggested that the May meeting should be online, as planned, and a decision could be taken then about the venue for the September meeting.</p> <p>Agreed All</p>		
EB 22/15	AOB	Person Responsible
<p>a. JL referred to a biting insects survey that Chris Redmand from PHS had mentioned. This was separate to the mosquito survey that was ongoing. It was agreed that JL would feedback at the next meeting.</p> <p>b. JA thanked Gill for all the hard work and that she had delivered for APHA over the years and wished her all the very best for the future. He also welcomed Jane Peatey to the Board as the Welsh PLaN representative.</p> <p>There being no further business, JA closed the meeting at 13.53 hrs.</p>		

G Gould
Hon Associate
APHA Executive Officer

Table of Actions arising from APHA Executive Board Meetings		
Ref	Action	Completed/Comments
Actions from the Executive Board Meeting held on 9 Sep 21		
21/56	GM to discuss membership with Pembrokeshire Council.	Done
21/57	GG to tabulate the changes, notify APHA Finance and inform the membership via the next newsletter.	Done
21/55	SB to organise a meeting with GM and GG to discuss the transition of APHA Admin and Exec roles.	Outstanding
21/58	GM to email all attendees to warn of a potential delay to the start of the AGM.	Done
21/60	GG to promulgate the revised charges on the website and via the newsletter.	Done
21/62a	GG to inform the CIEH of the Board's decision to support the proposal for EHPs to be able to undertake controls of POAO	Done
21/62b	GG to investigate the status of the review of the Ships Catering Guide.	Done. Was on hold because of Covid. John Ambrose intends to restart the WG in due course.

Key

GM	Gill Morgan, Chair	AS	Andrea Smith Vice-Chair
SB	Steve Bell	JL	John Laird
CA	Carol Archibald	SD	Stacey Dallas-Thompson
JA	Jon Avens	GG	Gary Gould, APHA Executive Officer
WM	Webmaster	FT	Finance Team

Registered number
02346876

Association of Port Health Authorities

Accounts

31 March 2022

**Association of Port Health Authorities
Profit and Loss Account
for the year ended 31 March 2022**

	2022 £	2021 £
Turnover	59,278	52,822
Other income	978	49
Gross profit	<u>60,256</u>	<u>52,871</u>
Staff costs	(91)	-
Other charges	(56,633)	(16,263)
Profit before taxation	<u>3,532</u>	<u>36,608</u>
Profit	<u><u>3,532</u></u>	<u><u>36,608</u></u>

Association of Port Health Authorities
Registered number: 02346876
Balance Sheet
as at 31 March 2022

	2022	2021
	£	£
Current assets	228,578	178,424
Prepayments and accrued income	-	1,192
	<u>228,578</u>	<u>179,616</u>
Creditors: amounts falling due within one year	<u>(16,379)</u>	<u>(3,442)</u>
Net current assets	212,199	176,174
Total assets less current liabilities	212,199	176,174
Accruals and deferred income	<u>(50,235)</u>	<u>(17,742)</u>
Net assets	<u>161,964</u>	<u>158,432</u>
Capital and reserves	<u>161,964</u>	<u>158,432</u>
	Number	Number
Average number of employees	<u>0</u>	<u>0</u>

The company is a private company limited by shares and incorporated in England. Its registered office is 225 Hale Road, Hale, Cheshire, WA15 8DN.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

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 of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

J Avern
 Director
 Approved by the board on 0 January 1900

Association of Port Health Authorities
Detailed profit and loss account items
for the year ended 31 March 2022

This schedule does not form part of the statutory accounts

	2022	2021
	£	£
Sales		
Sales	<u>59,278</u>	<u>52,822</u>
Other income		
Interest receivable	<u>978</u>	<u>49</u>
Staff costs		
Travel and subsistence	<u>91</u>	<u>-</u>
Other charges		
Premises costs:		
Rent	<u>-</u>	<u>200</u>
	<u>-</u>	<u>200</u>
General administrative expenses:		
Postage	501	-
Stationery and printing	20	-
Subscriptions	-	20
Bank charges	154	20
Software	6,050	2,200
Repairs and maintenance	-	58
Sundry expenses	-	15
	<u>6,725</u>	<u>2,313</u>
Legal and professional costs:		
Accountancy fees	4,810	-
Consultancy fees	41,974	13,600
	<u>46,784</u>	<u>13,600</u>
Other		
Other direct costs	3,124	150
	<u>3,124</u>	<u>150</u>
	<u>56,633</u>	<u>16,263</u>

Summary of Transactions

HSBC

Balance @ 14/1/2022	8,164.91
Transfer from deposit	20,000.00
Receipts	54,953.51
Payments	-27,699.29
Balance at 30/04/2022	<u>55,419.13</u>

Aldermore

Balance @ 14/1/2022	58,313.67
Receipts	0.00
Transfer to HSBC	-20,000.00
Balance at 30/04/2022	<u>38,313.67</u>

UTB 100 Day deposit

Balance @ 31/10/2021	121,230.97
Receipts	0.00 No details of any transactions
Payments	0.00
Balance at 28/04/2022	<u>121,230.97</u>

HSBC Bank receipts

20 Jan 2022	Receive Money	CNES		96.00
21 Jan 2022	Receive Money	Edinburgh Council		48.00
21 Jan 2022	Receive Money	Allerdale BC		144.00
25 Jan 2022	Receive Money	Vale of Glamorgan		72.00
04 Feb 2022	Receive Money	Aldermore		20.10
08 Feb 2022	Receivable Payment	Payment: City of London	INV-0031	48.00
25 Feb 2022	Receivable Payment	Payment: Dorset Council	INV-0019	96.00
25 Feb 2022	Receivable Payment	Payment: Suffolk Coastal Port Health Authority	INV-0017	1,414.80
28 Feb 2022	Receivable Payment	Payment: South Cambridge District Council	INV-0018	470.45
01 Mar 2022	Receivable Payment	Payment: Falklands Government	INV-0016	392.04
01 Mar 2022	Receivable Payment	Payment: Hull & Goole Port Health Authority	INV-0011	1,414.80
01 Mar 2022	Receivable Payment	Payment: The Highland Council	INV-0022	1,414.80
02 Mar 2022	Receivable Payment	Payment: RHE Global	INV-0069	1,800.00
03 Mar 2022	Receivable Payment	Payment: Tendring DC	INV-0030	288.00
03 Mar 2022	Receivable Payment	Payment: Mid and East Antrim Borough Council	INV-0008	470.45
03 Mar 2022	Receivable Payment	Payment: Stroud District Council	INV-0002	470.45
03 Mar 2022	Receivable Payment	Payment: Derry City and Strabane District Council	INV-0015	1,414.80
04 Mar 2022	Receive Money	Aldermore		14.70
08 Mar 2022	Receivable Payment	Payment: Suffolk Coastal Port Health Authority	INV-0026	96.00
08 Mar 2022	Receivable Payment	Payment: Colchester BC	INV-0025	470.45
08 Mar 2022	Receivable Payment	Payment: Boston Borough Council	INV-0005	470.45
09 Mar 2022	Receivable Payment	Payment: North Tyneside Council	INV-0023	1,414.80
11 Mar 2022	Receivable Payment	Payment: Adur District Council	INV-0041	470.45
11 Mar 2022	Receivable Payment	Payment: North West Leicestershire District Council	INV-0024	1,414.80
17 Mar 2022	Receivable Payment	Payment: Plymouth CC	INV-0027	144.00
17 Mar 2022	Receivable Payment	Payment: Portsmouth City Council	INV-0029	288.00
17 Mar 2022	Receivable Payment	Payment: Aberdeenshire Council	INV-0006	470.45
17 Mar 2022	Receivable Payment	Payment: Tendring District Council	INV-0040	522.72
18 Mar 2022	Receivable Payment	Payment: Isle of Man	INV-0046	324.00
18 Mar 2022	Receivable Payment	Payment: Dundee City Council	INV-0003	1,414.80
22 Mar 2022	Receivable Payment	Payment: Medway Council	INV-0042	470.45
23 Mar 2022	Receive Money	HSBC		150.00
23 Mar 2022	Receivable Payment	Payment: Falkirk Council	INV-0009	1,414.80
24 Mar 2022	Receivable Payment	Payment: Tendring District Council	INV-0051	108.00
25 Mar 2022	Receivable Payment	Payment: Southampton CC	INV-0028	72.00
25 Mar 2022	Receivable Payment	Payment: Swansea Bay Port Health Authority	INV-0013	216.00
25 Mar 2022	Receivable Payment	Payment: Seafish Industry Authority	INV-0054	1,143.46
25 Mar 2022	Receivable Payment	Payment: Isle of Man	INV-0043	1,414.80
28 Mar 2022	Receivable Payment	Payment: Isle of Anglesey County Council	INV-0061	1,414.80
29 Mar 2022	Receivable Payment	Payment: The Burden Group Ltd	INV-0014	216.00
29 Mar 2022	Receivable Payment	Payment: The City of Edinburgh Council	INV-0056	1,414.80
29 Mar 2022	Receivable Payment	Payment: Great Yarmouth BC	INV-0045	1,414.80
30 Mar 2022	Receivable Payment	Payment: Rufus Redsell	INV-0062	7.00
30 Mar 2022	Receivable Payment	Payment: Orkney Island Council	INV-0047	470.45
31 Mar 2022	Receivable Payment	Payment: City of London	INV-0057	54.00
31 Mar 2022	Receivable Payment	Payment: Portsmouth City Council	INV-0038	162.00
31 Mar 2022	Receivable Payment	Payment: Borough Council of King's Lynn and West Norfolk	INV-0021	470.45
04 Apr 2022	Receive Money	Aldermore		18.89
04 Apr 2022	Receivable Payment	Payment: Bristol City Council	INV-0032	470.45
04 Apr 2022	Receivable Payment	Payment: State of Jersey	INV-0036	1,179.00
04 Apr 2022	Receivable Payment	Payment: Lewes District Council	INV-0048	1,414.80
06 Apr 2022	Receivable Payment	Payment: States of Guernsey	INV-0007	392.04
06 Apr 2022	Receivable Payment	Payment: Swansea Bay Port Health Authority	INV-0012	1,414.80
06 Apr 2022	Receivable Payment	Payment: Dumfries and Galloway Council	INV-0063	1,414.80
07 Apr 2022	Receivable Payment	Payment: RAF Medical Services	INV-0001	1,143.46
07 Apr 2022	Receivable Payment	Payment: Manchester PHA	INV-0037	1,414.80
08 Apr 2022	Receivable Payment	Payment: Antrim and Newtownabbey Borough Council	INV-0066	470.45
08 Apr 2022	Receivable Payment	Payment: Dorset Council	INV-0055	1,414.80
12 Apr 2022	Receivable Payment	Payment: Ashford Borough Council	INV-0050	1,414.80
13 Apr 2022	Receivable Payment	Payment: Shetland Council	INV-0071	108.00
14 Apr 2022	Receivable Payment	Payment: Luton Borough Council	INV-0049	470.45
14 Apr 2022	Receivable Payment	Payment: Comhairle nan Eilean Siar	INV-0034	470.45
14 Apr 2022	Receivable Payment	Payment: Southampton City Council	INV-0044	1,414.80
19 Apr 2022	Receivable Payment	Payment: Cornwall Port Health Authority	INV-0072	324.00
19 Apr 2022	Receivable Payment	Payment: Belfast City Council	INV-0052	1,414.80
20 Apr 2022	Receivable Payment	Payment: Fife Council	INV-0010	1,414.80
21 Apr 2022	Receivable Payment	Payment: Uttlesford District Council	INV-0070	1,414.80
22 Apr 2022	Receivable Payment	Payment: Portsmouth City Council	INV-0082	288.00
22 Apr 2022	Receivable Payment	Payment: North Ayrshire Council	INV-0076	470.45
26 Apr 2022	Receivable Payment	Payment: Doncaster Council	INV-0004	470.45
26 Apr 2022	Receivable Payment	Payment: City of London	INV-0074	1,414.80
27 Apr 2022	Receivable Payment	Payment: Bournemouth, Christchurch and Poole Council	INV-0064	470.45
27 Apr 2022	Receivable Payment	Payment: Shetland Council	INV-0078	470.45
28 Apr 2022	Receivable Payment	Payment: Royal Navy	INV-0077	540.00
28 Apr 2022	Receivable Payment	Payment: Plymouth CC	INV-0068	1,414.80
28 Apr 2022	Receivable Payment	Payment: RHE Global	INV-0089	600.00
29 Apr 2022	Receivable Payment	Payment: Newry, Mourne and Down BC	INV-0059	1,414.80

54,953.51

HSBC Payments

30 Jan 2022	Spend Money	HSBC		8.00
31 Jan 2022	Spend Money	G Gould		15,200.00
02 Mar 2022	Spend Money	HSBC		83.00
28 Mar 2022	Payable Payment	Payment: John Ambrose	1002	270.70
28 Mar 2022	Payable Payment	Payment: David Jones	1003	119.80
28 Mar 2022	Payable Payment	Payment: Lansdowne Publishing	1001	660.00
30 Mar 2022	Spend Money	HSBC		8.00
06 Apr 2022	Payable Payment	Payment: Gary Gould	1005	2,400.00
06 Apr 2022	Payable Payment	Payment: Jane Peatey	1006	27.92
06 Apr 2022	Payable Payment	Payment: Gary Gould	1004	3,200.00
19 Apr 2022	Payable Payment	Payment: Gary Gould	1015	2,400.00
19 Apr 2022	Payable Payment	Payment: John Ambrose	1011	250.00
19 Apr 2022	Payable Payment	Payment: Gary Gould	1016	1,600.00
19 Apr 2022	Payable Payment	Payment: Gillian Morgan	1014	553.87
29 Apr 2022	Spend Money	HMRC		910.00
30 Apr 2022	Spend Money	HSBC		8.00
				<u>27,699.29</u>

Aged Receivables Summary

Association of Port Health Authorities

As at 6 May 2022

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Subscription							
Aberdeen City Council	470.45	-	-	-	-	-	470.45
Copeland BC	-	470.45	-	-	-	-	470.45
Dover District Council	-	1,414.80	-	-	-	-	1,414.80
Dublin Port Health	-	571.73	-	-	-	-	571.73
Portsmouth City Council	1,414.80	-	-	-	-	-	1,414.80
Royal Navy	-	1,143.46	-	-	-	-	1,143.46
Vale of Glamorgan	-	1,414.80	-	-	-	-	1,414.80
Total Subscription	1,885.25	5,015.24	-	-	-	-	6,900.49
Training							
Arun District Council	540.00	-	-	-	-	-	540.00
Bournemouth, Christchurch and Poole Council	720.00	-	-	-	-	-	720.00
City of London	54.00	-	-	-	-	-	54.00
Colchester BC	216.00	-	-	-	-	-	216.00
Dorset Council	384.00	-	-	-	-	-	384.00
Dumfries and Galloway Council	54.00	-	-	-	-	-	54.00
Falklands Government	90.00	-	-	-	-	-	90.00
Fife Council	108.00	-	-	-	-	-	108.00
Flintshire County Council	108.00	-	-	-	-	-	108.00
Newport City Council	432.00	-	-	-	-	-	432.00
North Ayrshire Council	108.00	-	-	-	-	-	108.00
Orkney Island Council	-	54.00	-	-	-	-	54.00
River Tees Port Health Authority	1,414.80	-	-	-	-	-	1,414.80
Rufus Redsell	54.00	-	-	-	-	-	54.00
Southampton City Council	96.00	-	-	-	-	-	96.00
State of Jersey	54.00	-	-	-	-	-	54.00
Stroud District Council	108.00	-	-	-	-	-	108.00
Teignbridge District Council	162.00	-	-	-	-	-	162.00
The City of Edinburgh Council	108.00	-	-	-	-	-	108.00
Total Training	4,810.80	54.00	-	-	-	-	4,864.80
Total	6,696.05	5,069.24	-	-	-	-	11,765.29
Percentage of total	56.91%	43.09%	-	-	-	-	100.00%