

APHA EXECUTIVE BOARD - AGENDA 15th September 2022

Meeting held online via Microsoft Teams commencing 13.00 hrs.

[Click here to join the meeting](#)

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| EB 22/31 | Welcome | Chair |
| EB 22/32 | List of Attendees | Chair |
| EB 22/33 | Apologies for Absence: | Chair |
| EB 22/34 | Declarations of Interest | Chair |
| EB 22/35 | Lansdowne APHA Website Proposal | Chair |
| EB 22/36 | Minutes of the previous EB meeting – 12 th May 2022: a. Accuracy b. Matters arising that are not on the agenda. | Chair |
| EB 22/37 | APHA Financial Report and Accounts. a. Income and Expenditure since the previous meeting. b. Budget 2022/23 c. Updating Account Details d. Lansdowne Accounts Service Level Agreement e. Executive Officer Remuneration f. Situations Vacant Advertising | GG |
| EB 22/38 | Membership and Renewals. | GG |
| EB 22/39 | APHA Administration a. Succession Planning including EO replacement/recruitment | Chair |
| EB 22/40 | Training | GG |
| EB 22/41 | AGM/CPD Event 2022 Fellowships | Chair |
| EB22/42 | CIEH Review of POAO Authorised Officers (BRRG) Outstanding Action: GG to ask the BRRG if the draft report could be shared with Board members. | GG |

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| EB22/43 | Brexit – further delay to the introduction of import controls | Chair/GG |
| EB 22/44 | <p>Proposed Meeting Schedule:</p> <p>a. APHA Executive Board next meeting schedule:16th November 2022 – Union Jack Club</p> <p>b. APHA AGM 2022 - 17th November 2022 - Gascoigne Suite, Union Jack Club</p> <p>c. Offer of the use of Walbrook Wharf Conference Rooms as a meeting space.</p> | GG |
| EB 22/45 | <p>AOB</p> <p>a. UKHSA</p> <p>(1) The future of the local health protection system</p> <p>(2) Policy development and representing the membership’s interests.</p> <p>b. Proactive ships boarding visits</p> <p>c. Associate member request – Diana Turmova</p> | <p>Chair</p> <p>Stacey Dallas-Thompson</p> <p>GG</p> |



Minutes of the APHA Executive Board Meeting Held by Video Conference on 12th May 2022

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| 22/16 | Welcome | Person Responsible |
| With all attendees present, Jon Averns opened the meeting at 13.04 by welcoming everyone. | | |
| EB 22/17 | List of Attendees | Abbreviation |
| List of Attendees: Jon Averns Andrea Smith John Laird Carol Archibald Stacey Dallas-Thompson Jane Peatey Steve Bell Gary Gould | Authority Hon Associate & Chair MPHA & Vice Chair Falkirk Tendring District Council Belfast PHA SRS Portsmouth PHA Hon Associate, Executive Officer | Representing North PLaN Scottish PLaN East PLaN Northern Ireland PLaN Welsh PLaN South PLaN |
| Minutes taken by: GG | | JA AS JL CA SD JP SB GG |
| EB 22/18 | Apologies for Absence | Person Responsible |
| As all Board members were present there were no apologies | | |
| EB 22/19 | Declaration of Interests | Person Responsible |
| There were none. | | |
| EB 22/20 | Minutes of the previous meeting held on the 17th November 2020 | |
| a. Accuracy: JA asked whether those members present at the last meeting could confirm the accuracy of the minutes. Proposed: AS Seconded: SD Agreed all. | | |
| b. Matters Arising: GG said that he had gone through the actions from the previous meeting and incorporated them into the agenda. If the Board were in agreement, they should proceed to the next item. | | |
| EB 22/21 | APHA Financial Report and Accounts. | Person Responsible |
| a. Financial Statement 2021/2022 GG referred to the Financial Statement that was included with the meeting papers. He explained that it was normal practise for the Board to agree it but not to file the document until it had been presented to the AGM. It showed a "profit" of £3532 for the year; however, it should be noted that it was decided the cost of handbook publication would be included in this year's accounts. | | |

One of the costs was “rent” at £200. This was for the flat that was booked as a meeting room and accommodation for the 2021 AGM at the Union Jack Club. As the 2021 AGM was held on line, the booking had been carried forward to this year. He asked if there were any questions. There were none so the Statement was agreed.

Agreed all.

Action: The Financial Statement should be presented to the membership at the AGM. The Finance Team (FT) to ensure that a signed copy is uploaded to Companies House by the 31 Dec 22 deadline.

GG/FT

b. Profit and Loss 2021/22

GG referred to the Management Accounts spreadsheet that had been distributed. It details all financial transaction for 2021/22 and provides the detail on which the Financial Statement was generated. Whilst the financial position of APHA remains secure, it is clear that the subscriptions have not covered the cost of running APHA. However, the deficit has been made up from training income. GG said that he believed that it would be better not to rely on the training income which was not guaranteed.

c. Income and Expenditure since the previous meeting

GG referred to the Cash Flow report 1 Jan to 30 Apr 22. The summary indicates the current financial situation which can be described as healthy. GG said that a substantial sum has now been transferred to the Aldermore Instant Access savings account in order to benefit from interest. He continued that page 2 lists the payments into the current account during the reporting period. As expected, it was mainly subscriptions, training and interest. Page 3 listed the expenditure. He stressed that it is part of the financial governance of APHA that the Board reviews and confirms that the expenditure is both valid and justified. There were not that many transactions recorded for the period and they all related to the day to day running of the Association. GG invited questions, there were none.

It was agreed that the expenditure was both valid and justified.

Agreed all.

GG said that he had also included the Aged Debtors report and it as reassuring to note that only one was more than a month outstanding and that was a training invoice. He continued that it demonstrated the benefits on using the online accounting software that assists the FT in managing the debtors.

d. Budget 2022/23

GG said that the budget spreadsheet had only been received the night before which was why he had not distributed it prior to the meeting. He shared the document on screen. It indicated that there was a projected loss of £3507 for the financial year. However, £5,000 had been allocated to the PLaN Groups to fund meetings. It was unlikely that this would be fully utilised, furthermore, the budget did not include training income. GG explained that whilst APHA aimed to run the training at cost, the income reflected the increased charge to Non-members and PLaN members. This income could be seen as substitute for paying a membership subscription.

JA said that training Income should be included into the budget so that the Board could monitor.

Agreed all.

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| <p>Action: GG to ask the FT to include Training in the Budget spreadsheet.</p> <p>e. Updating Account Details.</p> <p>GG said that the Board will be aware that the transfer of responsibility for finances to Lansdowne with HSBC has been tortuous. He was pleased to report that despite a lot of frustration and the errors on the part of HSBC, the transfer is complete. HSBC paid APHA £150 for the inconvenience but we incurred approximately £80 in extra charges in order to make manual payments to creditors instead of online. The money paid was no real compensation for the amount of effort required to secure the transfer. !</p> <p>He continued that the transfer of the Aldermore account has also been a bit problematic. There is only a limited time for the new users to use the PIN number provided to confirm a new log in. The advice from Aldermore was to co-ordinate the instruction to appoint the Lansdowne colleagues as signatories with them logging on using the PIN. As this requires the previous Chair, Gill Morgan (GM) to action and she is about to undergo an operation, it will have to wait until she has been discharged from hospital.</p> <p>GG then said that the transfer of the UTB notice account is somewhat long winded because it is done through the post. A transfer form was originally signed and sent in March, as a result, AS should now be receiving any correspondence from them. A further letter has been sent requesting the Lansdowne colleagues be included as the “contact” persons so that they can make transfers. GG asked AS whether she had received anything from UTB. She had not. GG said that he would continue to monitor to ensure that the transfer is completed.</p> | GG/FT |
| <p>EB 22/22 Membership & Renewals</p> | |
| <p>GG reported that outstanding invoices for membership renewals were as follows:</p> <ul style="list-style-type: none"> Aberdeen City Copeland Dover Dublin Portsmouth City Royal Navy Vale of Glamorgan (SRS) <p>As Purchase Order numbers had been received from these member Authorities, it is expected that they will be paid in due course.</p> <p>Outstanding membership renewals where no Purchase Order number had been received:</p> <ul style="list-style-type: none"> LB Hillingdon Manchester City Causeway Coast & Glens <p>GG confirmed that he had been in touch with Manchester City and LB Hillingdon and they will be submitting PO numbers. Unfortunately he had not had a response from Causeway Coast & Glens and asked if SD could follow up. SD confirmed that she would.</p> <p>Action: SD to follow up on membership with Causeway Coast & Glens</p> <p>Previous Action: JA and GG to discuss the future of the membership structure</p> | SD |

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| <p>JA said that he did have an action to contact some old member authorities and encourage them to re-join which he will undertake. There was an action to have a conversation with GG regarding the review of the membership structure. This took place and it was agreed that it would be a substantial piece of work but owing to the further delay in import controls, it should be delayed until there was some clarity on what the controls would look like.</p> | |
| <p>EB 22/23 APHA Administration</p> | <p>Person Responsible</p> |
| <p>a. Website - Metrics report from Webmaster</p> <p>JA referred to the report from the Webmaster (WM) that had been distributed prior to the meeting and commented that his reading was that it was business as usual. GG confirmed that webmaster had confirmed that the “hits” from “simplesite” website were probably from a “bot” used to increase google rankings and should be discounted.</p> <p>GG said that it was of concern that the website was out of date. He continued that he just did not have the capacity to undertake routine reviews of content so it was only amended when he came across obvious items that require updating. An example was the “our team” page that required amending to reflect the recent changes to the Board. GG said that photos of the team members would be appreciated and asked that the following could forward a photo of themselves to him for uploading to the website.</p> <p style="padding-left: 40px;">Jon Avern Jane Peatey Carol Archibald Stacey-Dallas Thompson</p> <p>Action: The listed Board members to forward photos to GG as requested.</p> <p>GG then said that at the recent finance meeting with Lansdowne Publishing, the suggestion was made that the website should be re-built and modernised. This would be extra to the work that they are contracted for and would therefore be done at a cost. The Board were quite receptive to the offer and it was agreed that a Teams meeting should be set up between JA, GG and Lansdowne to discuss.</p> <p>Agreed All.</p> <p>Action: GG to organise a Teams meeting between JA, GG and Lansdowne Publishing.</p> <p>b. Succession Planning</p> <p>JA confirmed that there was a meeting between JA, GG and SB to discuss the proposal for Portsmouth CC to take on the Admin and Executive Officer roles and said that this should now be taken forward. SB said that it was still their intent but they need agreement from their locally elected politicians on the council. There have been delays in securing this agreement because of work at the port and the purdah period prior to the recent elections. SB continued that he will complete drafting a report that would be presented to the council at the earliest opportunity in order to get a decision. He stressed that Portsmouth would not be able to provide the 5 star service that GG delivers and there may be gaps that would need consideration.</p> <p>It was agreed that JA, GG and SB would remain in contact to drive the proposal forward.</p> <p>Action: JA/GG/SB to maintain contact to forward the proposal that Portsmouth CC take on the Executive Officer and Admin roles.</p> | <p>JA/JP/C A/SD/ GG</p> <p>GG</p> |

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| <p>GG said that Lansdowne had offered to increase their role in providing a service for APHA that could include Administration tasks including the provision of a telephone number that could be answered. This was because the APHA website no longer included a phone number contact since Swansea Bay PHA ceased to have a presence at their port. The Board agreed that the Lansdowne proposal should be retained as an option for consideration.</p> <p>GG asked if SB could confirm that it was acceptable to relocate the APHA archive to Portsmouth on 20 May when he was delivering training. Gill Morgan (GM) would also like to send the residual copies of the APHA Handbooks to Portsmouth as well.</p> <p>SB agreed that Portsmouth CC would be able to store these APHA documents.</p> <p>Action: GG to transport APHA Archive and request GM send remaining handbooks to Portsmouth CC.</p> | GG | | |
| <table border="1"> <tr> <td data-bbox="98 672 263 728">EB 22/24</td> <td data-bbox="263 672 1348 728">Training</td> </tr> </table> | EB 22/24 | Training | Person Responsible |
| EB 22/24 | Training | | |
| <p>GG said that the courses delivered since the last meeting were as follows:</p> <ol style="list-style-type: none"> a. Ships Inspection Workshop in London on 4 Mar 22 b. Introduction to Ships Inspection, webinar, 13 Apr 22 c. Introduction to Ships Inspection, webinar, 12 May 22. <p>Planned courses:</p> <ol style="list-style-type: none"> a. Ships inspection workshop in Portsmouth, 20 May 22 b. Ships inspection workshop in Newport, Wales, 8 Jul 22 c. Introduction to ships inspection – tbc. <p>Previous Action: Ships water training Belfast.</p> <p>GG reported that he and SD did have a discussion on the possibility of delivering Ships water Training to colleagues in Northern Ireland and sketched out what was required. GG continued that he had had problems making contact with Tim McKillen. He finally managed to speak to him on 7 May and Tim has agreed to take this forward. Further discussion will be had between Tim and SD.</p> <p>SD asked whether there was a possibility of running a Ships Inspection workshop in Northern Ireland. GG said that the team are able to deliver it around the UK subject to sufficient delegates to make it viable.</p> <p>Action: SD and GG to investigate the possibility of running a Ships Inspection Workshop in Northern Ireland.</p> <p>AS mentioned that she had been doing some work with BASF who manufacture pesticides. They had worked with APHA in the past and have offered a training day. The Board agreed that this would be useful and the comment was made that it should include the disinsection of containers. GG asked whether there would be the possibility of BASF being a sponsor of the AGM. AS agreed to take this forward.</p> | <p>SD/GG</p> <p>AS</p> | | |

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| Action: AS to further discussions with BASF for a training day on pest control and the possibility of them providing some sponsorship to the AGM. | | |
| EB 22/26 | AGM CPD Event 2021 | Person Responsible |
| <p>JA said that, provided no one had any objections, he would like to cover the AGM as the next agenda item as it follows on from the last item. It is APHA's intent to hold a live event this year and asked about sponsors for the event, GG said that APHA normally has one or 2 but with BASF this could be extended to 3. We would normally provide them with the option to present as part of the offer so he suggested that 3 should be the maximum. He continued that RHE has sponsored the event in the past, he was going to also approach STAR who supply Endosan water treatment chemicals. JA agreed that there should be not more than 3 sponsors.</p> <p>JA then asked GG whether he had any thoughts on the AGM and the programme. GG replied that although a legal requirement, the AGM was normally a very short affair that would last at most 10 minutes so the main thrust is the Training Event element. By holding it in November it would have been an ideal time to review the Introduction of import controls but, now that these have been delayed, this was no longer viable. That said, it should be around the time that the new Target Operating Model would be published so it would be useful to have speakers on this from Defra and the FSA. It would also be good to have someone speak on the Border 2025 project as well as the digitisation programmes. JA asked GG to start approaching speakers for the event.</p> <p>Action: GG to start approaching speakers for the event.</p> <p>GG informed the Board that APHA Fellowships were normally awarded at the AGM. He was currently aware of only one Fellow, Andrew McClenaghan in Northern Ireland. He said that there were probably others from before his time (2016) but he has not been able to locate a record of them. The award of a Fellowship is within the gift of the Board following nomination. It was agreed that JA and GG would meet to discuss the award of fellowships.</p> <p>Action: JA and GG to discuss the award of APHA Fellowships.</p> | | GG JA/GG |
| EB 22/25 | APHA Handbook | Person Responsible |
| <p>GG said that the distribution of the Handbook was now complete. This was undertaken by the previous Chair, Gill Morgan. One or 2 PHAs have had problems in locating their copies but this was as a result of distribution issues at their authority. One Council refused delivery. JP asked whether Gill sent all the copies and GG confirmed that she had, SRS copies were sent to: Shared Regulatory Services (SRS), Civic Offices, Holton Road, Barry. GG confirmed that they would have received a box of 70 copies.</p> <p>GG continued that, owing to the recent announcement of a delay and potential changes to the way import controls on high risk food and feed from the EU will be introduced, the imported food section was already out of date. He suggested that the Board may wish to consider another review of the handbook next year when, hopefully, the new controls would be known.</p> | | |
| EB 22/27 | CIEH Review of POAO Authorised Officers (BRRG) | Person Responsible |
| <p>GG said that although the Group had settled on the name Brexit Regulatory Research Group (BRRG), there was that the use of the word "Brexit" would discourage engagement from some politicians etc. In order to retain the same acronym, the current favourite was to replace the word "Brexit" with "Border". GG confirmed that he favoured the word "Border" as it provided scope to extend the work of the group should it be required.</p> | | |

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| <p>Diana Tumova from the Group is drafting a report based on the responses to the survey of PHAs that was discussed at the last meeting. JA suggested that GG ask if a copy of the draft could be shared with the Board for comment together with timelines. This is with a view to assist with its production.</p> | |
| <p>Action: GG to ask the BRRG if the draft report could be shared with Board members.</p> | GG |
| <p>EB 22/28 Brexit – further delay to the introduction of import controls</p> | Person Responsible |
| <p>JA said that he had discussed the implications of the Government’s decision to delay the introduction of import controls on high risk food and feed from the EU. It was clear that there was no prospect of the decision changing. The new Target Operating Model had the potential to become a “multitude of sins” and perhaps APHA could comment constructively or otherwise over the next few months. It was understood that individual authorities are to be consulted but perhaps APHA could represent the general view of the impact of the decision.</p> <p>GG suggested that the PHA BCP group would be the best place for the issues to be tackled.</p> <p>SB said that his authority needed clarity and answers and something had to be done.</p> <p>JA commented that If members were adversely affected, the Board should be making representation. There were implications for public and animal health.</p> <p>AS said that her authority was not touched by the decision but as an Association, we should put something forward.</p> <p>SB suggested that it should be direct to ministers and outline the bigger picture. It seems that they want to undo all the preparation work then bring it back in 18 months. PHAs will still need and therefore pay staff.</p> <p>CA said that she agreed with JA. Suggested getting the views of the membership then drafting something that could be added to.</p> <p>JA said that he would discuss this issue with GG. The big issues were the management of staff, public and animal health legislation. CA added that a huge amount of work had gone on in the background that had incurred substantial costs, the construction of the new BCPs and getting staff trained. JA recalled then when the decision had been taken a lot of work was undertaken by industry to show how it could work but this fell on “deaf ears”. JL offered the example of a Port Operator that had been hit hard because their BCP had been ready for over a year.</p> <p>JA agreed to make contact with Trade and port organisations on this issue.</p> <p>Action: JA to make contact with Trade and Port Associations on the impact of the decision to delay.</p> | JA |
| <p>EB 22/29 Proposed Meeting Schedule</p> | Person Responsible |
| <p>a. APHA Executive Board 2022.</p> <p> (1) 15th September 2022 - online</p> <p> (2) 16th November 2022 – Union Jack Club</p> <p>b. APHA AGM 2022</p> <p>To be held on 17th November 2022 - Gascoigne Suite, Union Jack Club</p> | |

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| EB 22/30 | AOB | |
| <p>GG said that Diana Turnova who works at Ashford and is a member of the BRRG had approached him regarding individual membership. She would like to contribute to the work of APHA. As well as a Chartered EHP she has some additional skills that could be useful for example, she created the survey of PHAs and is drafting the subsequent report that looks and is more professional than he could produce. Whilst this was for information at this stage, the Board may wish to consider to award her Hon Associate membership should she stop working for a member authority.</p> | | |
| <p>There being no further business the Chair closed the meeting at 14.27</p> | | |

G Gould
Hon Associate
APHA Executive Officer

DRAFT

Profit and Loss

Association of Port Health Authorities
For the 5 months ended 31 August 2022

| Account | Apr 2022 | May 2022 | Jun 2022 | Jul 2022 | Aug 2022 | Year to date |
|-----------------------------------|------------------|-----------------|-------------------|-------------------|-------------------|------------------|
| Turnover | | | | | | |
| Handbook | 0.00 | 2,802.50 | 15.00 | 0.00 | 0.00 | 2,817.50 |
| Handbook income | 0.00 | 0.00 | 0.00 | 5.00 | 7.00 | 12.00 |
| Interest Income | 18.89 | 23.62 | 38.06 | 59.51 | 61.91 | 201.99 |
| Other Revenue | 0.00 | 5.00 | 5.00 | 2.00 | 0.00 | 12.00 |
| Subscriptions income | 49,823.93 | 2,358.00 | 392.04 | 0.00 | 705.83 | 53,279.80 |
| Training income | 3,610.00 | 1,395.00 | 1,495.00 | 45.00 | 0.00 | 6,545.00 |
| Total Turnover | 53,452.82 | 6,584.12 | 1,945.10 | 111.51 | 774.74 | 62,868.29 |
| Cost of Sales | | | | | | |
| Direct Expenses | 4,602.24 | 114.75 | 0.00 | 392.96 | 0.00 | 5,109.95 |
| Refreshments for training events | 79.23 | 0.00 | 0.00 | 76.42 | 0.00 | 155.65 |
| Speaker Fees | 250.00 | 550.00 | 250.00 | 0.00 | 0.00 | 1,050.00 |
| Total Cost of Sales | 4,931.47 | 664.75 | 250.00 | 469.38 | 0.00 | 6,315.60 |
| Gross Profit | 48,521.35 | 5,919.37 | 1,695.10 | (357.87) | 774.74 | 56,552.69 |
| Administrative Costs | | | | | | |
| Audit & Accountancy fees | 0.00 | 0.00 | 0.00 | 0.00 | 1,464.00 | 1,464.00 |
| Bank Fees | 8.00 | 14.00 | 8.00 | 8.00 | 8.00 | 46.00 |
| Executive officer fees | 0.00 | 1,600.00 | 4,000.00 | 1,600.00 | 4,000.00 | 11,200.00 |
| General Expenses | 23.27 | 0.00 | 0.00 | 0.00 | 0.00 | 23.27 |
| IT Software and Consumables | 0.00 | 550.00 | 550.00 | 550.00 | 550.00 | 1,650.00 |
| Travel - National | 226.60 | 0.00 | 0.00 | 0.00 | 0.00 | 226.60 |
| Total Administrative Costs | 257.87 | 2,164.00 | 4,558.00 | 2,158.00 | 6,022.00 | 14,609.87 |
| Operating Profit | 48,263.48 | 3,755.37 | (2,862.90) | (2,515.87) | (5,247.26) | 41,942.82 |

Balance Sheet

Association of Port Health Authorities
As at 31 August 2022

Account **31 Aug 2022**

Current Assets

| | |
|---------------------------------------|-------------------|
| Cash at bank and in hand | |
| Aldermore Deposit account | 58,313.67 |
| HSBC Current account | 29,682.02 |
| UTB 100 day Deposit | 121,230.97 |
| Total Cash at bank and in hand | 209,226.66 |
| Accounts Receivable | 847.00 |
| Total Current Assets | 210,073.66 |

Creditors: amounts falling due within one year

| | |
|--|-----------------|
| Rounding | 0.01 |
| VAT | 6,610.41 |
| Total Creditors: amounts falling due within one y | 6,610.42 |

Net Current Assets (Liabilities) **203,463.24**

Total Assets less Current Liabilities **203,463.24**

Net Assets **203,463.24**

Capital and Reserves

| | |
|-----------------------------------|-------------------|
| Current Year Earnings | 41,392.82 |
| Retained Earnings | 162,070.42 |
| Total Capital and Reserves | 203,463.24 |

Aged Receivables Summary

| Contact | Current | < 1 Month | 1 Month | Total |
|--------------|---------------|-------------|-------------|---------------|
| Fera Science | 847.00 | 0.00 | 0.00 | 847.00 |
| Total | 847.00 | 0.00 | 0.00 | 847.00 |

Account Transactions

Association of Port Health Authorities

For the period 1 May 2022 to 31 August 2022

| Date | Source | Description | Reference | Debit | Credit | Income stream |
|-----------------------------------|--------------------|--|------------|-------------|-----------------|---------------|
| Income | | | | | | |
| Handbook | | | | | | |
| 10 May 2022 | Receivable Invoice | Bristol City Council - APHA Handbooks 2022/23 | 60358565 | 0.00 | 15.00 | Handbook |
| 11 May 2022 | Receivable Invoice | Lansdowne Publishing - 50% of the advertising revenue for the APHA Handbook 2022/23 | INV-0105 | 0.00 | 2,787.50 | Handbook |
| 14 Jun 2022 | Receivable Invoice | Bristol City Council - APHA Handbook 2022/23 | 60360161 | 0.00 | 15.00 | Handbook |
| Total Handbook | | | | 0.00 | 2,817.50 | |
| Handbook income | | | | | | |
| 11 Jul 2022 | Receivable Invoice | South Bank Marine Limited - APHA Handbook 2022/23 | Lorna Kaye | 0.00 | 5.00 | Handbook |
| 25 Aug 2022 | Receivable Invoice | South Bank Marine Limited - APHA Handbook | PO 9240 | 0.00 | 5.00 | Handbook |
| 25 Aug 2022 | Receivable Invoice | South Bank Marine Limited - Delivery | PO 9240 | 0.00 | 2.00 | |
| Total Handbook income | | | | 0.00 | 12.00 | |
| Interest Income | | | | | | |
| 04 May 2022 | Receive Money | Aldermore | | 0.00 | 23.62 | |
| 01 Jun 2022 | Receive Money | Aldermore | | 0.00 | 38.06 | |
| 04 Jul 2022 | Receive Money | Aldermore | | 0.00 | 59.51 | |
| 04 Aug 2022 | Receive Money | Aldermore | | 0.00 | 61.91 | |
| Total Interest Income | | | | 0.00 | 183.10 | |
| Other Revenue | | | | | | |
| 10 May 2022 | Receivable Invoice | Bristol City Council - Postage and packing | 60358565 | 0.00 | 5.00 | |
| 14 Jun 2022 | Receivable Invoice | Bristol City Council - Delivery | 60360161 | 0.00 | 5.00 | |
| 11 Jul 2022 | Receivable Invoice | South Bank Marine Limited - Delivery | Lorna Kaye | 0.00 | 2.00 | |
| Total Other Revenue | | | | 0.00 | 12.00 | |
| Subscriptions income | | | | | | |
| 12 May 2022 | Receivable Invoice | London Borough of Hillingdon - Corporate Membership of the Association of Port Health Au 344072 | | 0.00 | 1,179.00 | |
| 30 May 2022 | Receivable Invoice | Manchester City Council - Corporate Membership of the Association of Port Health Authorit 4101045680 | | 0.00 | 1,179.00 | Subscription |
| 01 Jun 2022 | Receivable Invoice | Causeway Coast & Glens Borough Council - PPlan Membership of the Association of Port H 24130512 | | 0.00 | 392.04 | Subscription |
| 08 Aug 2022 | Receivable Invoice | Fera Science Ltd - Associate Membership of the Association of Port Health Authorities for 1 Barry Hilton | | 0.00 | 705.83 | Subscription |
| Total Subscriptions income | | | | 0.00 | 3,455.87 | |

Training income

| | | | | | |
|------------------------------|--------------------|--|-------------|-----------------|----------|
| 03 May 2022 | Receivable Invoice | Dumfries and Galloway Council - Webinar - Introduction to Ship Sanitation Certificates and 000010/770C | 0.00 | 45.00 | Training |
| 03 May 2022 | Receivable Invoice | City of London - Webinar - Introduction to Ship Sanitation Certificates and the International P/O 968581 | 0.00 | 45.00 | Training |
| 03 May 2022 | Receivable Invoice | Rufus Redsell - Webinar - Introduction to Ship Sanitation Certificates and the International INV-0095 | 0.00 | 45.00 | Training |
| 03 May 2022 | Receivable Invoice | The City of Edinburgh Council - Webinar - Introduction to Ship Sanitation Certificates and th 2565188 | 0.00 | 90.00 | Training |
| 03 May 2022 | Receivable Invoice | Newport City Council - Webinar - Introduction to Ship Sanitation Certificates and the Internæ 700179572 | 0.00 | 270.00 | Training |
| 03 May 2022 | Receivable Invoice | Fife Council - Webinar - Introduction to Ship Sanitation Certificates and the International He PO1020378E | 0.00 | 90.00 | Training |
| 03 May 2022 | Receivable Invoice | Stroud District Council - Webinar - Introduction to Ship Sanitation Certificates and the Interr 5057163 | 0.00 | 90.00 | Training |
| 03 May 2022 | Receivable Invoice | Flintshire County Council - Webinar - Introduction to Ship Sanitation Certificates and the Int PO1319604 | 0.00 | 90.00 | Training |
| 03 May 2022 | Receivable Invoice | Colchester BC - Webinar - Introduction to Ship Sanitation Certificates and the International 2748 | 0.00 | 180.00 | Training |
| 03 May 2022 | Receivable Invoice | Teignbridge District Council - Webinar - Introduction to Ship Sanitation Certificates and the WF100879 | 0.00 | 135.00 | Training |
| 03 May 2022 | Receivable Invoice | State of Jersey - Webinar - Introduction to Ship Sanitation Certificates and the International PO00374911 | 0.00 | 45.00 | Training |
| 04 May 2022 | Receivable Invoice | North Ayrshire Council - Webinar - Introduction to Ship Sanitation Certificates and the Interr 000139643 | 0.00 | 90.00 | Training |
| 12 May 2022 | Receivable Invoice | Comhairle nan Eilean Siar - Webinar - Introduction to Ship Sanitation Certificates and the Ir 3004 1242 | 0.00 | 180.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Lewes District Council - Webinar - Introduction to Ship Sanitation Certificates and the Inte LCSP0948 | 0.00 | 180.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Aberdeen City Council - Webinar - Introduction to Ship Sanitation Certificates and the Inte A663633 | 0.00 | 180.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Moray Council - Webinar - Introduction to Ship Sanitation Certificates and the International INV-0111 | 0.00 | 270.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Allerdale Borough Council - Webinar - Introduction to Ship Sanitation Certificates and the PO1000046E | 0.00 | 135.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Bournemouth, Christchurch and Poole Council - Webinar - Introduction to Ship Sanitation BCP200692 | 0.00 | 90.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Aberdeenshire Council - Webinar - Introduction to Ship Sanitation Certificates and the Intæ OP1538143 | 0.00 | 90.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Allerdale Borough Council - Webinar - Introduction to Ship Sanitation Certificates and the PO1000055E | 0.00 | 135.00 | Training |
| 14 Jun 2022 | Receivable Invoice | Dorset Council - Webinar - Introduction to Ship Sanitation Certificates and the Internation: 4500434652 | 0.00 | 45.00 | Training |
| 15 Jun 2022 | Receivable Invoice | Isle of Anglesey County Council - Webinar - Introduction to Ship Sanitation Certificates and PRD020836 | 0.00 | 45.00 | Training |
| 15 Jun 2022 | Receivable Invoice | Isle of Anglesey County Council - Theory and Legislation Ship Sanitation Inspections in Nev PRD020836 | 0.00 | 100.00 | Training |
| 20 Jun 2022 | Receivable Invoice | Vale of Glamorgan - Webinar - Introduction to Ship Sanitation Certificates and the Internati 5102184 | 0.00 | 45.00 | Training |
| 27 Jun 2022 | Receivable Invoice | Belfast City Council - Webinar - Introduction to Ship Sanitation Certificates and the Internati 20347 | 0.00 | 180.00 | Training |
| 04 Jul 2022 | Receivable Invoice | City of London - Webinar - Introduction to Ship Sanitation Certificates and the International 976010 | 0.00 | 45.00 | Training |
| Total Training income | | | 0.00 | 2,935.00 | |

EXPENDITURE

Audit & Accountancy fees

| | | | | | |
|---|-----------------|--|------|-----------------|-------------|
| 01 Aug 2022 | Payable Invoice | Lansdowne Publishing - Accounts services April, May, June and July | 1029 | 1,344.00 | 0.00 |
| 01 Aug 2022 | Payable Invoice | Lansdowne Publishing - Xero licence April, May, June and July | 1029 | 120.00 | 0.00 |
| Total Audit & Accountancy fees | | | | 1,464.00 | 0.00 |

Bank Fees

| | | | | | |
|-------------|-------------|------|--|------|------|
| 23 May 2022 | Spend Money | HSBC | | 6.00 | 0.00 |
| 30 May 2022 | Spend Money | HSBC | | 8.00 | 0.00 |

| | | | | | |
|------------------------|-------------|------|--|--------------|-------------|
| 30 Jun 2022 | Spend Money | HSBC | | 8.00 | 0.00 |
| 30 Jul 2022 | Spend Money | HSBC | | 8.00 | 0.00 |
| 30 Aug 2022 | Spend Money | HSBC | | 8.00 | 0.00 |
| Total Bank Fees | | | | 38.00 | 0.00 |

Direct Expenses

| | | | | | | |
|------------------------------|-----------------|---|------|---------------|-------------|----------|
| 20 May 2022 | Payable Invoice | David Jones - Mileage | 1025 | 5.40 | 0.00 | Training |
| 27 May 2022 | Payable Invoice | John Ambrose - Expenses for training course at Portsmouth 202/05/2022 | 1022 | 109.35 | 0.00 | Training |
| 13 Jul 2022 | Payable Invoice | Gary Gould - Expenses incurred delivering ships inspection workshop in portsmouth 20/05/2022 -Hotel accommodation | 1028 | 130.00 | 0.00 | |
| 13 Jul 2022 | Payable Invoice | Gary Gould - Return milelage to Portsmouth | 1028 | 112.50 | 0.00 | |
| 13 Jul 2022 | Payable Invoice | Gary Gould - Companies house confirmation statement | 1028 | 13.00 | 0.00 | |
| 13 Jul 2022 | Payable Invoice | Gary Gould - Expenses incurred attending finance team meeting with Lansdowne Publishin | 1027 | 130.50 | 0.00 | |
| 13 Jul 2022 | Payable Invoice | Gary Gould - Lunch | 1027 | 6.96 | 0.00 | |
| Total Direct Expenses | | | | 507.71 | 0.00 | |

Executive officer fees

| | | | | | | |
|-------------------------------------|-----------------|---|------|------------------|-------------|--|
| 12 May 2022 | Payable Invoice | Gary Gould - APHA work 01/04/22 - 28/04/22 | 1018 | 1,600.00 | 0.00 | |
| 16 Jun 2022 | Payable Invoice | Gary Gould - APHA 25/03/2022 - 26/05/2022 (84 hours) | 1024 | 2,400.00 | 0.00 | |
| 16 Jun 2022 | Payable Invoice | Gary Gould - APHA 29/04/2022 - 26/05/2022 | 1023 | 1,600.00 | 0.00 | |
| 13 Jul 2022 | Payable Invoice | Gary Gould - APHA executive officer 27/05/2022 - 24/06/2022 | 1026 | 1,600.00 | 0.00 | |
| 16 Aug 2022 | Payable Invoice | Gary Gould - APHA executive officer - 24/06/2022 - 21/07/2022 | 1032 | 1,600.00 | 0.00 | |
| 16 Aug 2022 | Payable Invoice | Gary Gould - APHA executive officer - hours worked in addition to that contracted - 27/05/2 | 1033 | 2,400.00 | 0.00 | |
| Total Executive officer fees | | | | 11,200.00 | 0.00 | |

IT Software and Consumables

| | | | | | | |
|--|-----------------|---|------|-----------------|-------------|--|
| 04 May 2022 | Payable Invoice | Lansdowne Publishing - Adminstration and maintenance of APHA website for April 2022 | 1017 | 550.00 | 0.00 | |
| 03 Jun 2022 | Payable Invoice | Lansdowne Publishing - Administration and maintenance of APHA website for May 2022 | 1020 | 550.00 | 0.00 | |
| 03 Jul 2022 | Payable Invoice | Lansdowne Publishing - Administration and maintenance of APHA website for June 2022 | 1030 | 550.00 | 0.00 | |
| 01 Aug 2022 | Payable Invoice | Lansdowne Publishing - Administration and maintenance of APHA website for July 2022 | 1031 | 550.00 | 0.00 | |
| Total IT Software and Consumables | | | | 2,200.00 | 0.00 | |

Refreshments for training events

| | | | | | | |
|---|-----------------|--|------|--------------|-------------|--|
| 13 Jul 2022 | Payable Invoice | Gary Gould - Refreshments for facilitators | 1028 | 18.67 | 0.00 | |
| 13 Jul 2022 | Payable Invoice | Gary Gould - Refreshments for facilitators | 1028 | 57.75 | 0.00 | |
| Total Refreshments for training events | | | | 76.42 | 0.00 | |

Speaker Fees

| | | | | | | |
|---------------------------|-----------------|---|------|---------------|-------------|----------|
| 12 May 2022 | Payable Invoice | John Ambrose - Facilitators fee - SSC Training 12/05/222 | 1019 | 250.00 | 0.00 | Training |
| 20 May 2022 | Payable Invoice | David Jones - APHA facilitator expenses for training course | 1025 | 100.00 | 0.00 | Training |
| 27 May 2022 | Payable Invoice | John Ambrose - Trainers fee - virtual ship course Portsmouth 20/05/2022 | 1021 | 200.00 | 0.00 | Training |
| 30 Jun 2022 | Payable Invoice | John Ambrose - Facilitator's Fee SSC Training 30 June 2022 | 1025 | 250.00 | 0.00 | Training |
| Total Speaker Fees | | | | 800.00 | 0.00 | |

**APHA
Budget for 2022/23**

| Notes | 5 months to 31/8/2022 | Sep-22 | Oct-22 | Projected | | | | | Total to 31/3/2023 |
|---|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------------|
| | | | | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | |
| Income | | | | | | | | | |
| Subscription Income for 2022/23 | 53,280 | 53,280 | | | | | | | 53,280 |
| Handbook advertising | | 2,818 | | | | | | | 2,818 |
| Handbook income | | 24 | | | | | | | 24 |
| Newsletter Sponsorship | | | | | | | | | 0 |
| Training income | | 6,545 | 945 | | | | | | 7,490 |
| Interest income | | 201.99 | 50 | 50 | 50 | 50 | 50 | 50 | 552 |
| | | <u>62,868</u> | <u>995</u> | <u>50</u> | <u>50</u> | <u>50</u> | <u>50</u> | <u>50</u> | <u>64,163</u> |
| Executive officer fees - G Gould | £600 pw | 11200 | 2600 | 2600 | 2600 | 2600 | 2600 | 2600 | 29400 |
| Travel Expenses | | 227 | 400 | 400 | 400 | 400 | 400 | 400 | 3027 |
| Website maintenance - per month | £550 per month | 2200 | 550 | 550 | 550 | 550 | 550 | 550 | 6050 |
| Plan Groups | | | | | | | | | 0 |
| Executive Board Meeting | | | | | | | | | 0 |
| Executive Board Expenses | | | | | | | | | 0 |
| Stationery, postage, Companies House fees | | 23 | | | | | | | 23 |
| Training costs | | 1206 | 250 | | | | | | 1456 |
| Costs for printing handbook | | 5110 | | | | | | | 5110 |
| Bank charges | | 46 | 8 | 8 | 8 | 8 | 8 | 8 | 102 |
| Accountancy fees | | 1464 | | | | | | | 1464 |
| Financial support - Lansdowne | £366 per month | | 366 | 366 | 366 | 366 | 366 | 366 | 2562 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| | | <u>21,475</u> | <u>4,174</u> | <u>3,924</u> | <u>3,924</u> | <u>3,924</u> | <u>3,924</u> | <u>3,924</u> | <u>49,193</u> |
| Net Income (Expenditure) | | <u>41,393</u> | <u>-3,179</u> | <u>-3,874</u> | <u>-3,874</u> | <u>-3,874</u> | <u>-3,874</u> | <u>-3,874</u> | <u>14,970</u> |

AGM - Expected to be costs neutral so not included

Lansdowne Publishing Partnership Limited

Association of Port Health Authorities New Website Proposal 8/9/2022

Project Management £1,500.00

Set up and design£945.00

We will design the home page based on an existing WordPress template customized to fit the Association of Port Health Authorities brand and relate to your target audience. This design will give good indication of how the rest of the site will look. Text and images to be supplied. When the team are agreed with the look and functionality of the site, we will proceed to populate the pages.

Functionality.....£945.00

- Post Directory
- Events calendar
- Members area

Population.....£1260.00

To repopulate the site with all the text and images from the existing site.

Animated Graphics.....£360.00

To include 4 new animated graphics to replace the existing sliders on the Home page.

The Slider Revolution will be used to create these graphics.

Social media integration.....£90.00

This includes following a system to allow users to share content from the site.

Usability Testing £350.00

Testing the functionality of the website, links and forms

Total £5,450.00

All prices quoted are subject to VAT.

Search Engine Optimisation (SEO) Plugin

We will use the Yost plugin to manage the SEO aspect of the site. This is a good alternative than paying for an SEO campaign.

Security:

We would install the WordFence plugin to make sure your site is secure and free from hacking.

Other inclusions:

- The site will be responsive, optimised and adaptable across all platforms (desktop, laptop, and mobile screens).
- Succinct, simplistic layout
- User friendly layout
- Easy to read font
- Visible menu options
- All URLs will be simple, descriptive and optimised
- An XML Sitemap will be included
- All images will be named and optimised for search engine use

All proofs, after any initial creative presentation stage, will be supplied as PDF files. There is no charge for PDF file generation. The colour in the PDF should largely be ignored as this will vary dramatically from computer-to-computer and is not representative of any print production. Cost is based on all images and text supplied by client. Costs do not include, mock-ups, image use, illustration work or photography. These can be quoted later if required. Quotation is valid for three months. If there is a change or updated information to the brief this could possibly incur extra charges.

End...

