

SURREY COUNTY FEDERATION OF YOUNG FARMERS' CLUBS

Minutes of the **County Executive Meeting** held on
Tuesday 2nd Oct 2018 at Tanyard Hall, Gomshall, Surrey at 8.40p.m.

Present: Luke Smith, Peter Knight, Barbara Naldrett, Lauren Dawes, Stuart Watson, Neil & Stella Fuller, Mandy Knapp, Anne Halliday, Richard Chittenden, Mark Francis, Will Francis, Mel Caddle, Latisha Kusay, Bill Westnedge, Patrick Cox & Sandra Reid.

1. Apologies for absence: Lord Wakeham, Mrs Westnedge, John Faulkner, Jane-Ann Paul, Sarah Atfield, Peter Bound, Louise Davidson, Jackie Kidd-England, Wendy Oz, Julian Bennet, Colin Smith, Sue Wood, Jean Corbett, Roger Colebrook, Peter Stovold, Graham Golledge, Chris French, Simon Farrant, Richard Green, Sue Clipperton, Debbie Wilson, Oliver Wilson, Lucy Vincent, David Atfield and David
2. Minutes of the last Executive Meeting: Minutes were signed as a true and correct record.
3. Matters Arising - none
4. Head of Management report – Luke Smith

The year had started with the Indoor Rally in December and Luke explained that due to the success of the day and the increased number of entries, we now need to move to a larger venue at the Priory school in Dorking.

Luke welcomed Patrick who had started at the Indoor Rally and had now met everyone, visiting the clubs and helping at the interclub events and activity weekend. Luke thanked Patrick for all his support and work.

Luke also welcomed our new club Merstham, which had already seen good membership and was being led by Jackie Kidd-England.

This year had seen some significant growth in numbers at clubs and Luke congratulated Cranleigh and Beare Green for their huge increase in numbers. Luke also thanked Neil and the Cowpie team for all their hard work.

Luke said that there had been some very successful club nights with great team spirit and he thanked Sandra for preparing the food and Patrick for organising the games. The members had also just had an afternoon of dragon boat racing.

Luke thanked everyone involved in making the activity weekend such a success. He thanked the leaders for continuing to do an amazing job and also the members for

coming along and participating each week. He thanked the advisory and committee members who all contributed to Surrey Young Farmers. Luke also thanked Sandra for her support and keeping everything organised at the office.

5. a) Cowpie Country Show Report

Neil Fuller, the show chairman reported that it had been a great show, which had resulted from a great team. The monster trucks had been a great draw. The Young Farmers had taken part in 450 competitions with 200 entering stock judging events. Neil thanked everyone who had contributed.

Next year will be the 40th show and the theme is already being incorporated into competitions.

Neil said the show had a great committee of volunteers and this year we also have people who have been involved in the past returning to help. Stella is already looking at Squibb Freestyle bike act and the Sussex Yeomanry as main ring events.

Neil said the show entrance had been co-ordinated by Bill for the last 40 years and they need to have someone to take over this area. They also help needed guiding the cadets in the car part and the committee could do with some additional admin help. Neil asked for anyone who could help in these areas to contact him.

b) Development Officer Report

Patrick reported that he had started in early December 2017 and was involved in running the Indoor Rally. He had then worked alongside Sandra, organising the Leaders' dinner and the Health and Safety Training which covered safeguarding procedures. He continued building a close relationship between club leaders, members and County Office.

Patrick attended the Staff Conference at National in Rugby and The Train the Trainer weekend in Kent, and successfully completed the Train the Trainer Programme course.

In early January he ran Dodgeball selection days and a practise session and then took the Surrey team onto the South East Competitions where they finished 2nd.

Patrick has focused on Chobham club and worked alongside the leaders to develop ideas and activities for the club, Chobham have attracted three new members over the past year.

In March he organised a Western Theme Night Inter-club evening at Waterland's farm, the event involved turning the farm into an Old Western village and the members completing several missions including building a horse from cardboard boxes. In July we had a second Inter-club also at Waterland's farm, as it was on July 4th, the theme was a July 4th American Independence Day Picnic and Baseball game.

Added to the Development Officer's role this year was Cowpie Program Coordinator. Patrick took over contacting advertisers, designing and coordinating the publication

of the Cowpie booklet. Patrick also spent a large amount of time supporting the Cowpie show.

Patrick assisted Dorking with their fundraising at Abinger Medieval Fair car parking day. Patrick said he had enjoyed his first year as Youth Development Officer at Surrey Young Farmers and has created a good bond with members, leaders and clubs. Patrick thanked all the clubs for always welcoming him to their events.

6. Appointment of Tellers – Sandra and Patrick if required

7. Election of Officers:

Co-opted Members of Executive committee 8 (Clubs have 2 votes)

Lauren Dawes, Neil and Stella Fuller, Stuart Watson, Luke Smith, Peter Bound, Barbara Naldrett and Louise Davidson agreed to stand again. Anne nominated and Peter seconded

County Chairman – Mel Caddle proposed by Anne and seconded by Lauren

Vice Chairman – not filled

Management Committee including Head of Management

Barbara Naldrett, Lauren Dawes, Stuart Watson, Sarah Atfield, Luke Smith (Head), Louise Davidson, Peter Bound and Neil Fuller were happy to stand again. Mel proposed and Anne seconded. Mandy and Richard will consider the position next year.

F & GP/Social & Development Chairman, Competitions Chairman – not filled

SE Area Delegates, South of England Show Reps – not filled

NFYFC Council Delegate, Deputy NFYFC Council Delegate & Agriculture Links Person – not filled

8. Any other business:

There was a brief discussion on the unacceptable behaviour of Surrey Young Farmers at the National convention and the future of the convention being under threat. Mel agreed to attend the SE area meeting.

Neil said that the Cowpie committee had agreed to pay £300 to each club for an event and asked for clubs to submit their application to Sandra.

Peter thanked everyone for attending and for their continued support of Surrey Young Farmers.

Meeting closed at 9.05pm

Date and place of next meeting: Tuesday 1st October 2019 – Venue TBC

SURREY FEDERATION OF YOUNG FARMERS CLUBS

FINANCIAL ACCOUNTS
Year Ended 31st July 2018

SURREY FEDERATION OF YOUNG FARMERS CLUBS

INCOME & EXPENDITURE ACCOUNT

Year Ended 31st July 2018

	<u>2018</u>		<u>2017</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income				
County Ball		-		-
Office Hire		278.00		352.00
Donations and Grants		138.13		349.35
Social Event Income		80.00		
Cowpie Income		585.80		658.40
Sports Competitions / SEA Awards		-		2,244.61
Indoor Rally Competitions		237.00		386.40
County Council Grant		-		-
Junior Training Weekend - Members Income		1,870.00		1,950.00
Senior Training Weekend - Members Income		-		-
Surrey county Show		-		101.00
Interest Received		511.00		322.43
Levys / Insurance Received		3,280.09		4,857.04
Competition Prize Money		350.00		60.60
Club Loan Repaid		303.00		-
Cowpie Funds Transfer		42,398.71		50,175.72
		<u>50,031.73</u>		<u>61,457.55</u>
Event Expenses				
County Events Expenses	6.84		2.70	
Surrey County Show Expenses	-		55.16	
Social Expenses	693.07		267.73	
Promotion / Advertising	325.00		-	
Cowpie Show Expenditure	7,794.77		511.28	
Grants & Clubs	2,100.00		1,200.00	
Indoor Rally - Venue / Sports	58.09		77.46	
First Aid and Food Hygiene	427.00		330.00	
Int / Snr Training w/end - Venue / SEA	-		1,041.62	
Junior Training w/end Expenses	3,388.09		3,155.61	
Competition Costs	632.36		90.00	
Ardingly Competitions Costs	-		112.50	
Training Courses	100.00		-	
		<u>15,525.22</u>		<u>6,844.06</u>
		34,506.51		54,613.49
Direct Expenses				
NFYFC Levy	2,514.26		3,056.80	
National County Meetings	-		-	
NFYFC Expenses	289.52		210.30	
SEA Development Project	-		6.96	
		<u>2,803.78</u>		<u>3,274.06</u>
Gross Profit / (Loss)		<u>31,702.73</u>		<u>51,339.43</u>

SURREY FEDERATION OF YOUNG FARMERS CLUBS

PROFIT & LOSS ACCOUNT
Year Ended 31st July 2018

	<u>2018</u>		<u>2017</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
General Expenses				
Subscriptions	-		60.00	
Photocopying	-		-	
Engraving	233.00		307.50	
Postage	82.63		135.23	
Stationery	366.27		313.19	
Telephone	1,042.85		753.91	
Rent & Rates	6,950.26		6,800.78	
Meeting Hall Hire	342.70		491.00	
Salary Costs	26,674.59		23,586.91	
Staff Travel Expenses	2,061.04		1,280.91	
Staff Training	345.00		-	
Recruitment and Retention	840.00		1,438.00	
Office Equipment Expenditure	293.96		630.76	
County AGM Expenses	126.98		14.00	
Accounts Fees	200.00		200.00	
Sundry Expenses	162.56		107.51	
Safeguarding and CRB's	93.00		62.00	
Club Leaders Thank you	475.00		203.25	
Bank Charges	-		-	
Club Loan	283.00		-	
Property Maintenance	-		-	
	<u>40,572.84</u>		<u>36,384.95</u>	
<u>Net Profit / (Loss)</u>	<u><u>(8,870.11)</u></u>		<u><u>14,954.48</u></u>	

SURREY FEDERATION OF YOUNG FARMERS CLUBS

**BALANCE SHEET
as at 31st July 2018**

	<u>2018</u>		<u>2017</u>	
	£	£	£	£
Fixed Assets				
Office Equipment		1,033.27		1,033.27
Current Assets				
Cowpie Savings Account	37,712.78		16,757.31	
Savings Account	10,098.15		25,081.08	
Nat West Account	11,381.17		64,944.99	
Holmesdale B S	54,876.14		54,466.87	
Barclays Current Account	1.15		1.15	
Epsom Hut Account	910.64		909.45	
Guildford YFC	24.97		24.97	
Cowpie Cash Account	0.00		0.00	
Petty Cash Account	6.79		6.79	
Cowpie CH Account	50,400.35		12,089.64	
	<u>165,412.14</u>		<u>174,282.25</u>	
Current Liabilities				
Trade Creditors	-		-	
Accrued Expenses	-		-	
	<u>0.00</u>		<u>0.00</u>	
Net Current Assets and Liabilities		<u>165,412.14</u>		<u>174,282.25</u>
		<u>166,445.41</u>		<u>175,315.52</u>
Capital and Reserves				
Accumulated Account		141,262.09		126,307.61
County Staff Salary Fund		9,000.00		9,000.00
Young Farmers Leaders Training Fund		3,496.55		3,496.55
County Office / HQ Fund		5,000.00		5,000.00
YFC Overseas Travel Fund		5,000.00		5,000.00
Epsom YFC Reserve Account		10,226.88		10,226.88
Cobham TFC Reserve		1,330.00		1,330.00
P&L Account		(8,870.11)		14,954.48
		<u>166,445.41</u>		<u>175,315.52</u>

SURREY FEDERATION OF YOUNG FARMERS CLUBS

**STATEMENT OF FINANCIAL ACTIVITIES
as at 31st July 2018**

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total this year	Total last year 2017
Incoming Resources					
Voluntary income	43,414.51	0.00	0.00	43,414.51	53,240.33
Activities for generating funds	145.13	0.00	0.00	145.13	1,485.75
Investment	3,744.09	0.00	0.00	3,744.09	5,531.47
Incoming resources from charitable activities	0.00	0.00	0.00	0.00	0.00
Other incoming resources	0.00	0.00	0.00	0.00	0.00
Total Incoming Resources	47,303.73	0.00	0.00	47,303.73	60,257.55
Resources Expended					
Cost of generating voluntary income	8,720.68	0.00	0.00	8,720.68	1,878.49
Fundraising trading costs	5,292.54	0.00	0.00	5,292.54	5,265.57
Investment management costs	0.00	0.00	0.00	0.00	60.00
Charitable activities	42,160.62	0.00	0.00	42,160.62	38,099.01
Governance costs	0.00	0.00	0.00	0.00	0.00
Other resources expended	0.00	0.00	0.00	0.00	0.00
Total Resources Expended	56,173.84	0.00	0.00	56,173.84	45,303.07
Net Incoming/Outgoing Resources Before Transfers	-8,870.11	0.00	0.00	-8,870.11	14,954.48
Transfers					
Gross transfers between funds	0.00	0.00	0.00	0.00	0.00
Net incoming resources before other recognised gains/losses	-8,870.11	0.00	0.00	-8,870.11	14,954.48
Other recognised gains/losses					
Gains and losses on revaluation of fixed assets for the charity's own use	0.00	0.00	0.00	0.00	0.00
Gains and losses on investment assets	0.00	0.00	0.00	0.00	0.00
Net Movement in Funds	-8,870.11	0.00	0.00	-8,870.11	14,954.48
Reconciliation of Funds					
Total funds brought forward from previous year	141,262.09	0.00	0.00	141,262.09	126307.61
Total funds carried forward	132,391.98	0.00	0.00	132,391.98	141,262.09

Independent Examiner's report to the Surrey Federation of Young Farmers Clubs

This report on the accounts of the Surrey Federation of Young Farmers for the year ended 31st July 2018, which are set out on pages 2 to 4.

Respective responsibilities of the SFYFC and the examiner

The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- . examine the accounts (under section 145 of the Act),
- . to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- . to state whether particular matters may have come to my attention.

Basis of this report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiners statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - . to keep accounting records in accordance with section 130 of the act;
 - and
 - . to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Susan Viles
Debonair Management Services Limited
14 St Mary's
Gamlingay
Sandy
Bedfordshire
SG19 3ET

Dated: 24th October 2018

SURREY FEDERATION OF YOUNG FARMERS CLUBS

FINANCIAL ACCOUNTS
Year Ended 31st July 2018

SURREY FEDERATION OF YOUNG FARMERS CLUBS

INCOME & EXPENDITURE ACCOUNT

Year Ended 31st July 2018

	<u>2018</u>		<u>2017</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income				
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Interest Received		511.00		322.43
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Accrued Expenses	-		-	
	<u>0.00</u>		<u>0.00</u>	
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		<u>166,445.41</u>		<u>175,315.52</u>
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Other incoming resources	0.00	0.00	0.00	0.00	0.00
Total Incoming Resources	47,303.73	0.00	0.00	47,303.73	60,257.55
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Investment management costs	0.00	0.00	0.00	0.00	60.00
Charitable activities	42,160.62	0.00	0.00	42,160.62	38,099.01
Governance costs	0.00	0.00	0.00	0.00	0.00
Other resources expended	0.00	0.00	0.00	0.00	0.00
Total Resources Expended	56,173.84	0.00	0.00	56,173.84	45,303.07
Net Incoming/Outgoing Resources Before Transfers	-8,870.11	0.00	0.00	-8,870.11	14,954.48
Transfers					
Gross transfers between funds	0.00	0.00	0.00	0.00	0.00
Net incoming resources before other recognised gains/losses	-8,870.11	0.00	0.00	-8,870.11	14,954.48
Other recognised gains/losses					
Gains and losses on revaluation of fixed assets for the charity's own use	0.00	0.00	0.00	0.00	0.00
Gains and losses on investment assets	0.00	0.00	0.00	0.00	0.00
Net Movement in Funds	-8,870.11	0.00	0.00	-8,870.11	14,954.48
Reconciliation of Funds					
Total funds brought forward from previous year	141,262.09	0.00	0.00	141,262.09	126307.61
Total funds carried forward	132,391.98	0.00	0.00	132,391.98	141,262.09

Independent Examiner's report to the Surrey Federation of Young Farmers Clubs

This report on the accounts of the Surrey Federation of Young Farmers for the year ended 31st July 2018, which are set out on pages 2 to 4.

Respective responsibilities of the SFYFC and the examiner

The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- . examine the accounts (under section 145 of the Act),
- . to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- . to state whether particular matters may have come to my attention.

Basis of this report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiners statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - . to keep accounting records in accordance with section 130 of the act;
 - and
 - . to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Susan Viles
Debonair Management Services Limited
14 St Mary's
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Bedfordshire
SG19 3ET

Dated: 24th October 2018