



AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

Eighth Annual General Meeting of the AgriFood Charities Partnership

Wednesday 23rd November 2016 at 3pm following AFCP Forum

Scope, 6 Market Road, London, N7 9PW

AGM Agenda

1. To receive and confirm the minutes (attached) of the seventh AGM held on 12th October 2015.
2. To receive and adopt the Accounts (attached) for the year ending 31st March 2016.
3. To confirm composition of Board of Directors.
4. To set and confirm subscriptions for year to 31st March 2018 payable by all member organisations.
5. Any other relevant business

AgriFood Charities Partnership

Minutes of the Seventh Annual General Meeting of AFCP at the Farmers Club on 12th October 2015 at 12.00noon

Present: Mr John Reynolds (Acting Chairman)
Mrs Elizabeth Stephens (Secretary)
Dr Paul Biscoe (Chief Executive)
7 AFCP members/charity representatives/other attendees

		Action
48	Welcome The Chairman welcomed all those attending. The notable achievement of 2015 had been AFCP becoming registered as charity; especial thanks were recorded to Paul Biscoe and Elizabeth Stephens for their work towards this. All other AFCP directors were thanked for the time and effort on behalf of AFCP.	
49	Apologies Apologies were noted from the following members and supporters: Philip Richardson, Phil le Grice, Ian Bell, Trish Pickford, Geoffrey Gent, Stephen James, Allan Wilkinson, Jeremy Courtney, Geoff Dodgson, Greg Smith, Catherine Baxter, Mike Vacher, Susannah Bolton, Finn Christenson, Bruce Fitt, Louisa Devismes, Anthony Wilson, Steve Harris, Jim Robinson, Ray Clay, Nick Steed, Colin Smith, Helen Smith, John Beckett, Bill Clarke, Chris le Bourchier	
50	Minutes for the Sixth AFCP AGM held on 2nd October 2014 The minutes were approved.	
51	Accounts for the year to 31st March 2015 The accounts for the year to 31 st March 2015 were presented to the meeting and were approved and adopted.	
52	Appointment and resignation of Directors John Wibberley has been nominated as Director of AFCP and was duly appointed. There being no other nominations received, the Board will go forward for 2015/16 as John Reynolds (Chair), Graham Jellis (Vice Chair), Jeremy Courtney, Peter Redman, Philip Richardson, Stuart Burgess, Roger Trehwella, Chris Mood, Louisa Devismes and John Wibberley. John Reynolds noted that he will be prepared to act as Chair until AGM 2016. The Board will approach two other potential directors.	
53	Subscriptions It was unanimously agreed that subscriptions for the year to 31 st March 2017 payable by all member organisations would be set at £250 per organisation.	
54	2016 Annual General Meeting It is proposed that the AGM and CEO report be included in the programme for November 2016 Forum to achieve a greater attendance.	

Company Registration Number: 6510709
Charity Registration Number: 1162177

AGRIFOOD CHARITIES PARTNERSHIP
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FINANCIAL STATEMENTS

31 MARCH 2016

Annual Report and Accounts

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

CONTENTS	PAGE
Company Information	3
Trustees' report	4-7
Independent examiner's report to the trustees	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11-12

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

REFERENCE AND ADMINISTRATIVE DETAILS

The Agrifood Charities Partnership (AFCP) is a registered charity (No. 1162177) and a company (No. 6510709), incorporated on 20 February 2008. AFCP achieved registration as a Charity on 12 June 2015.

Directors/Trustees:

The Directors/Trustees during the period covered by the accounts are as follows:

Mr J K Reynolds (Chairman)
Mr P L Redman
Mr J Courtney
Mr P Richardson
Prof G Jellis
Mr S Burgess
Mr R Trewhella (resigned 21.04.2015)
Mr C Moody
Ms L Devismes
Mr J Wibberley (appointed 12.10.2015)

Dr P V Biscoe continues to act as AFCP Chief Executive Officer and attends Board Meetings in this capacity.

Company Secretary:

The Company Secretary during the period is as follows:

Mrs E Stephens

Patron:

Lord Curry of Kirkharle

Registered Office:

The Bullock Building
University Way
Cranfield
Bedford
MK43 OGH

Bankers:

HSBC plc
12 Allhallows
Bedford
MK40 1LJ

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

TRUSTEES' ANNUAL REPORT

The Trustees have pleasure in presenting their report and the unaudited financial statements of the company for the year to 31 March 2016.

OBJECTIVES AND ACTIVITIES

Objectives

The objects set out in the Memorandum of Association of the company are:
To promote education and science by supporting other charities working in areas relating to agriculture and food production to make better use of their funds.

AFCP believes that greater effectiveness can be achieved by appropriate collaborations and information exchange, either with charities or other organisations e.g colleges, research organisations. AFCP is a facilitator, primarily through the medium of its website, that brings together those looking for educational or research funding and charities providing appropriate grants that meet these needs, also arranging meetings for charities, funders and researchers to share information and ideas.

During the past year AFCP has delivered its charitable objectives by acting as an umbrella or resource organisation that freely provides information for the benefit of the public and those charities supporting the industry. In support of its objectives a range of activities have been undertaken. (See below.)

Aims

To identify, develop and communicate opportunities and synergies for collaboration between charities operating in the agrifood sector.

To provide information to individuals seeking to establish or develop their careers in the agrifood sector through support from charities and other not-for-profit organisations, primarily through the provision of an up-to-date and relevant website.

Activities:

The principal activity of the company during the period is the promotion of the activities and operation of the charities supporting the agricultural, food and land based industries, together with the coordination and provision of information to improve the efficiency and effectiveness of the said group of charities.

To further develop AFCP's effectiveness in relation to information and awareness of careers within the industry, a grant was awarded from the NFU Mutual Charitable Trust. This grant enables AFCP to provide appropriately structured and easily accessible information on careers. As part of this activity AFCP has been able to

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

support an initiative in East Anglia aimed at understanding how school children receive information about food, farming, and the countryside. This aims to deliver information to teachers about the importance of food and farming in a way that is easily accessible and is relevant to the curriculum.

Support for charities is a key role for AFCP and an important route is through the establishment of small groups of charities having similar aims and areas of interest. One group of East Anglia based charities meets regularly to discuss ways that greater cooperation can improve their effectiveness in providing support for individuals and the industry. Recently this has led to a proposal for a jointly funded project where charities will be required to provide just half of the funding for a strategically important project, the other half coming from a major industry funder.

An equally important role for AFCP in supporting charities is the Annual Forum. Last year the Forum entitled "Career development and retention in the agrifood sector: opportunities for charities" explored a number of different career opportunities and reviewed the ways that charities could help individuals seeking to obtain or develop their career in the industry.

The website continues to provide information on opportunities for individuals seeking charitable support for their specific activity. It is regularly reviewed to keep it up to date and has been improved to allow more space for the "Latest News" section.

Public Benefit

The charity meets its objective of enabling people who are seeking financial support for educational activities related to the science and practice of agriculture and food production to identify appropriate charities. This enables charities working in this field to be more effective and enables them to provide more public benefit.

Anyone can use the charity's services for the public benefit via an open access searchable website. The charity provides freely available access to opportunities for those seeking support for educational & research activities related to the science and practice of agriculture and food production. Public benefit results from quicker, more cost effective access to appropriate funding which facilitates education & research.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Agrifood Charities Partnership (AFCP) is a registered charity (No. 1162177) and a company (No. 6510709), incorporated on 20 February 2008. AFCP achieved registration as a Charity on 12 June 2015. A board of directors, who also act as Trustees, manages AFCP in accordance with the Articles of Association of the company.

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

Trustees are recruited through the network of agrifood charities and it is the intention that the Board represents the cross-section of activities in the sector. No Trustee receives any benefit from AFCP. The CEO and Financial Administrator are paid on a self-employed basis.

This report and the financial statements have been prepared in accordance with these documents, relevant statutory requirements and the Statement of Recommended Practice on Accounting and Reporting by Charities 2015.

ACHIEVEMENTS AND PERFORMANCE

The Trustees confirm that AFCP has participated in activities in pursuit of its charitable aims and objectives as explained in the Activities Section above.

FINANCIAL REVIEW AND RESERVES POLICY

The charity recorded a surplus of income over costs of £2,705, compared to a restated surplus of £13,294 in year to 31 March 2015.

The accounts for the year to 31 March 2015 have been restated, following AFCP's registration as a Charity and to comply with Charities Statement of Recommended Practice regarding the recognition of income from grants and donations when received rather than on a matching basis. The reserved grant and donation income received prior to 31 March 2015 but unallocated to income has been recognized as income for year to 31st March 2015.

Funds held on reserve at 1 April 2016 are £17,683, as represented by the bank current account; AFCP has no other assets. This, together with expected subscription income from member charities, represents an operating capacity for one year. The Trustees consider this level of reserve to be sufficient in the short-term. Going forward, it is vital that AFCP secures additional funding to support its activities beyond this time-scale, and the Trustees have a priority to seek additional source of funds.

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

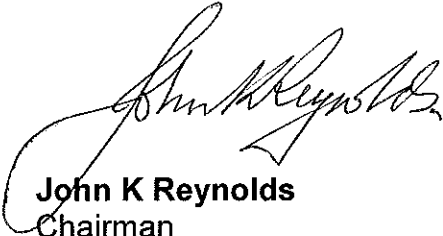
RESPONSIBILITIES OF THE DIRECTORS

The Charities Act requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity at the end of the period and of the surplus or deficiency for the period then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 11-12, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 12 July 2016 and signed on its behalf by:



John K Reynolds
Chairman
12 July 2016

Registered Office:
The Bullock Building
University Way
Cranfield
Bedford
MK43 0GH

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

REPORT OF THE INDEPENDENT EXAMINER
TO THE TRUSTEES OF THE AGRIFOOD CHARITIES PARTNERSHIP

I report on the accounts of the Agrifood Charities Partnership (charity no 1162177) for the year ended 31 March 2016 which are set out on pages 9 to 12.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with the 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 the 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 examiner's statement

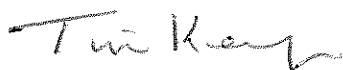
In connection with my examination, no matter has come to my attention:

(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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Name: Tim Kemp

Relevant professional qualification or body: FCA

Address: Top Barn, Rectory Road, Steppingley, Bedford MK45 5AT

Date: 15th June 2016

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Year to 31/03/2016	Restated Year to 31/03/2015
		£	£
Incoming Resources			
Subscriptions		6,500	5,750
NFU Mutual Grant	5	9,000	10,000
Reserved Grants recognised as income	4		13,298
BBSRC grant utilised		-	2,284
Total Incoming Resources		15,500	31,332
Resources Expended			
CEO and administrative costs		1,662	7,346
Web costs		1,080	1,033
Project 'Atlas'		2,125	750
Marketing & Communications		136	-
Seminars (net) outgoings		1,162	1,117
Regional and other projects		1,636	284
Cost of activities		7,801	10,530
Governance costs	6	4,994	7,508
Total resources expended		12,795	18,038
Net (outgoing)/incoming Resources	8	2,705	13,294
Total Funds brought forward		14,978	1,684
Total Funds carried forward		17,683	14,978

The notes on Page 11 to 12 form part of these financial statements.

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

BALANCE SHEET AS AT 31 MARCH 2016

	2016	Restated 2015
	£	£
Assets:		
Current account	17,683	14,978
Total Current Assets	<u>17,683</u>	<u>14,978</u>
Liabilities:		
Total current liabilities	<u>0</u>	<u>0</u>
Total Funds	<u>17,683</u>	<u>14,978</u>

Statements:

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 and that 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 provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

These financial statements on pages 9 to 12 were approved by the Board of Directors on 12th July 2016 and signed on its behalf by:



John K Reynolds
Chairman



Elizabeth Stephens
Company Secretary

The notes on Page 11 to 12 form part of these financial statements.

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

1. COMPANY STATUS

The company is limited by guarantee.

2. ACCOUNTING POLICIES

(i) Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective January 2007).

(ii) Incoming resources

All incoming resources are included in the statement of Income and expenditure when the company is entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of donations and is included as income in the period to which it is allocated.

Investment income is included when receivable.

Members' subscriptions and contributions towards specific projects which are received in advance are deferred to the period to which they relate.

(iii) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Costs of generating funds comprise the costs incurred in managing the fixed asset investments.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company and include costs linked to the strategic management of the company.

(iv) Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those below £100 are not capitalised.

Depreciation is provided using the straight line method at rates calculated to write off the cost of each asset over its expected useful life at the following rates:-

Furniture and Fittings	25%
Computer and Equipment	25%

(v) Stock

Stock is stated at the lower of cost and net realisable value.

Cost is the cost incurred in bringing each product to its present location and condition.

Net realisable value is based on estimated selling price less further costs to be

AGRIFOOD CHARITIES PARTNERSHIP
(A COMPANY LIMITED BY GUARANTEE)

ACCOUNTS
FOR THE YEAR TO 31 MARCH 2016

(vi) Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

(vii) Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the company to pay out resources.

3. CHARITABLE REGISTRATION

AFCP achieved registration with the Charities Commission in June 2015.

4. RESTATEMENT OF ACCOUNTS TO 31 MARCH 2015

Following registration as a Charity and to comply with Charities Statement of Recommended Practice regarding the recognition of income from grants and donations when received rather than on a matching basis, the accounts for year to 31st March 2015 have been restated. The reserved grant and donation income received prior to 31 March 2015 but unallocated to income has been recognized as income for year to 31st March 2015.

5. GRANT RECEIVED

A grant of £9,000 was received in year to 31st March 2016 from NFU Mutual.

6. ANALYSIS OF ADMINISTRATION COSTS

	<u>2016</u>	<u>2015</u>
	£	£
Company administration and governance	4,994	7,508
	<u>4,994</u>	<u>7,508</u>

7. STAFF COSTS AND EMOLUMENTS

No salaries or wages have been paid to employees during the year.

8. PROFIT AND LOSS ACCOUNT

	£
Restated reserves at start of period	14,978
Surplus/(deficit) for period	<u>2,705</u>
Retained reserves at end of period	<u>17,683</u>