Minutes of the Annual General Meeting of the
Farriers Registration Council held at
British Veterinary Association, 7 Mansfield Street, London,
W1G 9NQ - Thursday 29 March 2012, commencing at 10.30hrs

Present

Professor R S Jones OBE, JP, DVSc, FRCA, FRCVS (Chairman)

Mr C Barnes DipWCF

Mr J F Chilman AFCL

Mr C S Craig AFCL

Mr H Dyer AWCF

Mr A Fox OBE

Mr R Gulliver Esq LLB FCA

Mr C Nixon NDA Cert

Brigadier A H Roache BVSc MRCVS

Regional Superintendent P Stilgoe

Mr D C D’Arcy BSc (Hons) AWCF

Mr M Weston

In attendance

Mrs F B Heather (Registrar)

Miss S Mills (Assistant Registrar)

Mrs N Finck (Finance & Central Services Manager)

Appointed By

The Worshipful Company of Farriers

The British Farrier and Blacksmith Association (formally known as the National Association of Farriers, Blacksmiths & Agricultural Engineers)

The Worshipful Company of Farriers

Elected Member – Southern Area – Self Employed Farrier

The British Farrier and Blacksmith Association (formally known as the National Association of Farriers, Blacksmiths & Agricultural Engineers)

Rural Development Commission

The Worshipful Company of Farriers

Scottish Enterprise

Royal College of Veterinary Surgeons

Royal Society for the Prevention of Cruelty to Animals

Elected Member – Northern Area – Employee Farrier

British Equestrian Federation

Mr N Higgins (Operations Manager)

Mr A Middleton (Chairman of NFTAMB)

There were 3 members of the public present.
Chairman’s Introduction

The Chairman welcomed Mr A Middleton to his first official meeting as Chairman of the NFTAMB and Mr D C D’Arcy BSc (Hons) AWCF as the newly elected Northern Area - Employee Farrier Member of Council.

Mr N Higgins, Operations Manager and Mrs N Finck, Finance and Central Services Manager were also welcomed to the meeting.

1. Apologies for Absence

Apologies were received in advance from Mr C J House BVetMed MRCVS, Mr P T Gordon DipWCF and Mr G B Balding. Apologies had also been received from Mr M S Spriggs RSS whom had been unable to attend due to a longstanding commitment made prior to the Council Election.

The Chairman also notified Members that Mr Balding would be standing down from Council as his three year tenure was due to come to an end in May. The Chairman recorded his thanks to Mr Balding for his support and contribution to Council during his tenure and this was endorsed by all present.

2. Minutes of the Annual General Meeting 23 March 2011

The minutes of the last Annual General Meeting dated 23 March 2011, as ratified by Council at the meeting held on 30 June 2011, were noted.

3. Matters arising from the Annual General Meeting which are not Agenda Items and which have not been progressed at ordinary Council Meetings

There were no matters identified.

4. Council Election Results

The results of the 2011 Election were declared as:

Northern Area – Self-Employed

Mr P T Gordon DipWCF received 103 votes

Mr S N Hewitt AWCF received 89 votes

Members noted that the total number of voting papers received was 195 of which 2 were disallowed as they had neither the signature nor the printed name of the Farrier completed. Additionally, another 1 was classed as void as no vote had been indicated on the form.

The positions for Northern Area Employee, Southern Area Employee and Southern Area Self Employed were all uncontested and the results were as follows:

Northern Area –Employee - Mr D C D’Arcy BSc (Hons) AWCF
Southern Area – Employee - Mr M S Spriggs RSS

Southern Area – Self Employed - Mr C S Craig AFCL

Messrs D’Arcy, Gordon, Spriggs and Craig had therefore been duly elected to serve on Council for the next three years. The results would be formally published in the next issue of the Bulletin.

The Chairman also thanked Mr D Symons FWCF (Hons) and Mr P N Baker AWCF for their commitments to Council during their tenures.

To Note

5.1 Annual Declarations

The Chairman reported that in line with Paragraph 140 of the Rules and Procedures of the Farriers Registration Council (Date: 7 December 2011) all Members of Council were required to annually sign:

a. a declaration of interests which may conflict with the Council’s business
b. an undertaking to comply with the “Rules and Procedures of the Farriers Registration Council” and
c. confirmation that the Member has read and accepts the main principles established by the Nolan Committee on the conduct of public business.

Council noted that all Members had signed the Annual Declaration for 2012.

The Chairman reminded Members that following the advice of our Auditors, given the requirements of the new International Standards and Auditing (550) provisions, Members were specifically asked to declare any conflicts of interest relating not only to themselves but also to any of their family members or business relations. The Chairman also reiterated that if any Member had any concerns about potential conflicts, should any arise during the year, they should speak with the FRC office.

10:35am The Chairman welcomed three members of the public to the meeting as observers.

6. To Approve

6.1 2011 Audited Accounts

Mr R Gulliver, Chairman of the Finance Committee, presented the annual accounts for the FRC and NFTA and in doing so reported that his three year tenure on Council was due to end this year. He congratulated staff on implementing the wishes of the Council by ending the accounting year within the agreed relevant budgetary restraints.

Regarding the Attendance Fees and Expenses Records, it was confirmed that Mr C Barnes had attended three out of three meetings and the notes had now been amended.

Members further noted that as an organisation, the Council brought in a total income in the region of £2.4 million. Of this total income, the FRC’s income was approximately £400,000 which was largely based on farriers fees. Members noted that, as was expected of a regulatory body, the FRC’s income was spent largely on staffing, office administration, meetings and legal costs. It was also reported that the FRC had returned a
Mr Gulliver reported that 90% of the National Farrier Training Agency’s (NFTA) income was generated from the Skills Funding Agency, with the rest from ATF fees and private apprenticeships.

Members noted that a report from Independent Auditors MacIntyre Hudson LLP to the Members of Council stated that the Auditors were satisfied that the accounts gave a true and accurate view of the state of the Council’s affairs and that they had been prepared in accordance with the necessary requirements. It was also noted that the new auditors had experience in dealing with other non profit organisations and that they had raised virtually nothing in their audit, a copy of their management letter being tabled for Council Members’ information.

Mr Gulliver also reported that the FRC Operating Statement showed a small surplus of approximately £69,000 and an additional £50,000 had therefore been transferred into the Disciplinary Reserve in line with the stated policy.

With regards to the NFTA Operating Statement, Mr Gulliver summarised that the NFTA had had another consistent year, albeit with a slightly reduced income. It was also noted that a surplus of approximately £79,000 had been produced.

Members were advised that the Council reserves were held in cash and distributed in different banks, which was considered to be the best way to obtain a good interest rate. Mr Gulliver also advised Members that The Charity Commission had indicated that “not for profit” organisations should maintain adequate reserves to ensure that the work of the organisation could be continued (for up to one year) in the event of any adverse, especially sudden, change in financial circumstances. Mr Gulliver reported that the FRC had a target of having the equivalent of at least six months expenditure held in reserves and that currently the organisation had reserves equal to 4.5 months of expenditure.

One Member, Mr Craig, queried if there was a valuation of Sefton House. Mr Gulliver confirmed that there was no requirement to obtain or account the value of Sefton House other than the balance sheet value shown in the reserves policy and confirmed that it was not normal to take into account a valuation in the accounts as the building was not due to be sold.

One Member also questioned the reference to note 14 on the Operating Statements as it did not appear to be the correct reference. Mrs Finck advised that this was an error and that note 14 on pages A4 and A5 should read note 16 and that this had now been amended.

Members unanimously approved the 2011 Audited Accounts.

6.2 2011 Annual Report

Council considered the content of the 2011 Annual Report. The Annual Report would be issued to all Registered Farriers who had requested a copy, to newly qualified farriers who had registered during 2011 and be published on the FRC website for farriers and the public to view at no cost.

Mr A Middleton, Chairman of NFTAMB, queried whether hard copies of the Annual Report would be distributed to other organisations. The Registrar confirmed that the FRC had a list of organisations and individuals who were supplied with a copy of the Annual Report e.g. The Colleges and The Agency for Legal Deposit Libraries. The Registrar confirmed that a review of the distribution list would be undertaken prior to issue this year.
Council unanimously approved the 2011 Annual Report for publication.

7. **To Receive and Consider**

7.1 Committee Membership and Chairmanship

Council were asked to consider Committee membership and Chairmanship of its Committees for the forthcoming year. The Registrar had consulted with all Members about proposed Membership.

**Investigating Committee**

Members considered membership of the Investigating Committee. The Chairman of this Committee by statute was the Chairman of Council. Members noted that as Mr Symons FWCF (Hons) was no longer serving on Council, there was currently a vacancy on this Committee. Mr D’Arcy BSc (Hons) AWCF had been listed to serve on this Committee in order to fill that vacancy. All other current Members had indicated that they were content to serve on this Committee.

**Council endorsed the existing membership of the Investigating Committee and the proposal that Mr D’Arcy be appointed to serve on the Investigating Committee.**

**Disciplinary Committee**

Members were reminded that at the Closed Council Meeting on 7 December 2011, Mr M Spriggs was invited to join Council with immediate effect and it was endorsed by Council that he would be appointed to sit on the Disciplinary Committee to fill the vacancy arising from Mr Baker’s resignation.

Members also noted that Mr C Barnes had indicated that he would like to transfer to the Visitation Panel due to pressure of commitments. Mr Craig AFCL was listed to sit on the Disciplinary Committee in order to fill the vacancy but Mr Barnes had already agreed to serve on the Panel for the hearing due to take place near the end of April. It was therefore proposed that the change of membership would not take place until the end of April.

All other Members had indicated that they were content to serve and Mr A Fox OBE had indicated he was content to remain as Chairman.

**Council endorsed the existing membership and Chairmanship, and the proposal that Mr Craig be appointed to serve on the Disciplinary Committee from 1 May 2012.**

**Registration Committee**

The current members and Chairman, Brigadier A Roache, had indicated their willingness to continue to serve.

**Council endorsed the existing membership and Chairmanship of the Registration Committee and the proposal that Mr D’Arcy be appointed to serve on the Registration Committee.**
Finance Committee

The Chairman, Mr R Gulliver had indicated his willingness to continue to serve in that capacity. The other members had also indicated their willingness to serve. Members also noted that the newly appointed Chairman of the National Farrier Training Agency, Mr A Middleton, would serve on this Committee, in the place of Mr H Cooper OBE FWCF (Hons).

**Council endorsed the existing membership and Chairmanship of the Finance Committee.**

Visitation Panel

Mr Nixon had indicated his willingness to continue to serve as Chairman.

Mr C Barnes had indicated that he wished to be appointed to fill the Registered Farrier vacancy and Mr G Hood FWCF was to continue to serve to fill the examiner vacancy

**Council endorsed the current membership and the proposed appointment of Mr C Barnes DipWCF to the Panel.**

The National Farrier Training Board

Members noted that the maximum period of time any Member could serve on the Board is six years.

Mr P T Gordon and Mr C Nixon had indicated that they were willing to continue to serve as the FRC representatives on the NFTA Management Board. This would be Mr Gordon and Mr Nixon’s third year on the Board.

Mr Gordon’s first term of office was for two years but given his re-election to Council, he would now be eligible to serve a further three year term of office, subject to Council’s endorsement, in the capacity of Registered Farrier nominated by the Farriers Registration Council.

As per the endorsement at the Council Meeting on 7 December 2011, Mr Middleton was appointed as Chairman of the Board for a period of three years with effect from 1 January 2012 and Mr J Swift was appointed as the Business and Finance Member for a period of three years with effect from 1 January 2012.

Mr Willard FWCF, who was originally appointed to the Board in his capacity as Chairman of TAC, would now stay on the Board in the capacity of BFBA appointee. His first term as BFBA appointee would be for a period of three years until March 2015.

**Council endorsed these appointments.**

Council endorsed the Membership and Chairmanship of the Council Committees for 2012 as attached in Appendix 1.

*At 10.55 hrs the Chairman declared the Annual General Meeting closed.*