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**EXECUTIVE COUNCIL MEETING  
Wednesday, 23<sup>rd</sup> November 2011 at 1.30pm**

Present

Chair:	Nick Shaw Peter Allan, Cargill Meats Europe Nigel Broadhurst, Iceland Foods Ltd. Ian Crawford, 3663 Vanessa Lewis, Summit Foods Ltd.	Chris Binge, Fairway Foodservice Plc Vince Craig C/o McEvoy Foods Int'l Ltd. Ali Hannaford, Paramount 21 Ltd. Ian Stone, apetito Ltd.
In Attendance:	Brian Young, BFFF Emma Cranidge, BFFF	Hazel Cranidge, BFFF
Apologies:	Peter Ashford, Honorary Life Member Paul Freeston, apetito Ltd. Bill Wadsworth, Greggs Plc	Peter Day, Honorary Life Member Alastair Salvesen, Dawnfresh Seafoods Ltd. Adrian Whitehead, Brakes

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
<b>1.</b>	<b>WELCOME</b> Nick Shaw welcomed Chris Binge of Fairway Foodservice to his first Executive Council meeting, following his election as WD Committee 3 <sup>rd</sup> Sector Representative.	
<b>2.</b>	<b>TO ADOPT THE MINUTES OF THE PREVIOUS MEETINGS</b> It was resolved to adopt the minutes of the September 2011 meeting and there were no matters arising not covered by the agenda.	
<b>4</b>	<b>VERBAL REPORTS FROM COMMITTEES</b>	
<b>4.1</b>	<b>PIB Committee</b> Peter Allan reported that the Committee had a very informative meeting and those present had been very impressed with the presentation from Jane Biss of Bernard Matthews and the possibility of a future presentation on GM had arisen from it.	
<b>4.2</b>	<b>WD Committee</b> Ian Crawford advised that the Committee were delighted to welcome Peter Clarke of KFF. The presentation from Frigoblock had been very useful and interesting and the committee were hoping to have future presentations from Elior and Daf trucks. After discussion, it had been agreed not to proceed with a pensions seminar and that the topic of accidents was fully covered by the Health & Safety seminars.	

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**AGREED ITEMS AND ANY ACTION**

		<b>ACTION BY:</b>
<b>4.3.1</b>	<b>H&amp;S Committee</b> Vince Craig reported that the H&S Seminar held on 2 <sup>nd</sup> November had been extremely successful and enjoyed excellent feedback.	
<b>4.3.2</b>	<b>T&amp;L Committee</b>	
<b>a</b>	Vince Craig advised that the Food Information Regulation commences from 12 December 2011 but has a transition period of three years, which may well cause complications.	
<b>b</b>	He added that there is now a change to the salmonella testing in poultry meat. Su to provide more details to the committee including the date the changes are effective from.	SD
<b>4.4.1</b>	<b>Audit Committee – Quarterly Accounts to 30<sup>th</sup> September 2011</b> The draft accounts for the quarter ended 30 <sup>th</sup> September had been circulated prior to the meeting. There were no queries arising and it was unanimously agreed to adopt the accounts.	Exec Council
<b>5.</b>	<b>INCORPORATION</b>	
<b>5.1</b>	<b>Register of Directors</b> Brian advised that as part of the Incorporation, we need to compile a register of Directors. Brian proposed that Emma compiles it from the information already received and then to circulate it to each council member to agree or amend as appropriate. This will be required to be updated on an annual basis. The Executive Council unanimously agreed to proceed on the basis proposed.	EC
<b>5.2</b>	<b>Update on Incorporation</b> Brian advised that the main two remaining issues are the bond and the mortgage on the premises on Long Bennington. When the bond matures in May 2012, the mortgage will be paid off.  Brian added that the Audit Committee will recommend each year if it is appropriate to put an amount into the Federation's reserves, bearing in mind that the majority of any profit that we make will be used to fund the promotional campaigns.	Audit Cttee
<b>6.</b>	<b>STRATEGY UPDATE</b> Following Brian's detailed presentation at the D/G Briefing meeting, it was agreed by Executive Council that the principles of the Federation's strategy were still valid and they were pleased with the progress being made.	
<b>7.</b>	<b>UPDATE ON PROJECTS</b> <b>Business Conference</b> Brian advised that we now have 57 delegates booked with 10 exhibitors. Dewberry Redpoint will increase their selling activities now that the Luncheon is finished.	

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**AGREED ITEMS AND ANY ACTION**

	<b>ITEM</b>	<b>ACTION BY:</b>
<p><b>7.</b> <b>7.2</b></p> <p><b>7.4</b></p>	<p><b>UPDATE ON PROJECTS</b></p> <p><b>Suppliers Seminar</b> Brian reported that we have 26 delegates attending the next suppliers' seminar on 7<sup>th</sup> December at Peterborough with three quarters of those being potential members.</p> <p><b>Lobbying Plan</b> The Food Information Regulation is a key priority for Su Dakin on the technical side especially in respect to shaping the guidance to the regulation that Defra will be issuing. The subject of additional lobbying expertise in particular for when lobbying in Europe was discussed. Vince agreed that he would discuss this topic at the next Technical Committee meeting.</p>	<p>VC</p>