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**Minutes Of The Annual General Meeting Of The Federation  
Held at the Hilton on Park Lane, London  
On Tuesday, 25<sup>th</sup> November 2014**

**Present:** Peter Allan (The Chair)  
Together with representatives of member companies as per the Attendance Register

<b>In Attendance:</b>	Brian Young	Chief Executive
	Jenny Mulholland	Auditor to the Federation
	Hazel Cranidge	Admin Controller
	Emma Cranidge	Financial Controller

**1. APOLOGIES**

Apologies were received from Andy Weston-Webb of Birds Eye Ltd, Ali Hannaford of Paramount 21 Ltd, Vanessa Cooper of Sterling Supergroup Ltd, Vanessa Lewis of Summit Foods Ltd, Nick Shaw of Westbridge Foods Ltd and Stephen Waugh of Ardo UK Ltd.

**2. TO APPROVE THE MINUTES OF THE 2013 AGM AND THE MAY 2014 GENERAL MEETING**

The minutes were proposed as a true record of the proceedings by Chris Binge of Fairway Foodservice and seconded by Ian Stone of apetito Ltd. Brian advised that, including proxy votes received prior to the meeting, 29 votes were in favour and none against and the 2013 AGM and May 2014 General Meeting minutes were approved.

**3. TO APPROVE THE ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2014**

The Federation's Annual Accounts were handed out to those present at the meeting. Bill Wadsworth of Greggs proposed that the accounts be adopted and Geoffrey Druce of Three Oceans seconded the proposal. Brian advised that, including proxy votes received prior to the meeting, 29 votes were in favour and none against and the Year End Accounts to 30<sup>th</sup> June 2014 were duly approved.

**4. TO APPROVE THE CHAIRMAN'S REPORT**

Peter Allan advised that a Chairman's Report would now be made on an annual basis to keep members informed of strategic progress.

Peter reported that the Federation has made real and significant progress and is now at the end of a planned period of change which involved the restructuring of the commercial team. The substance and process of the governance of BFFF has also been modernised to meet members' ever changing needs. Expert Groups for Technical, Health & Safety and Promotion have been created and the sector committees have made way for more inclusive Industry Forums.

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The first Forum was extremely successful and we have a very good turnout expected for the second one on Wednesday 26<sup>th</sup> November. The other significant change to the Federation's governance is the formation of the Board of Directors which meets regularly to discuss strategic items. Peter took the opportunity, on behalf of the Federation, to formally thank and recognise all those who have served on BFFF's committees.

Peter also congratulated Brian and the BFFF team for an outstanding performance and thanked Brian for his great leadership in steering the Federation through a period of significant change.

Geoffrey Druce of Three Oceans proposed that the Chairman's Report be adopted and Ian Stone of apetito seconded the proposal. Brian advised that, including proxy votes received prior to the meeting, 29 votes were in favour and none against and the 2014 Chairman's Report was approved.

## **5. TO APPROVE THE CHIEF EXECUTIVE'S REPORT**

Brian advised that the purpose of the Chief Executive's report was to update members on the Federation's activity over the last year and provided a short overview at the meeting.

- **Promotion**

The Cool Cookery website is a key pillar of the campaign and is now attracting twice the number of visitors as the previous consumer website. The change took place when the Promotion Group decided to go to a recipe led website. The website has now won 3 PR awards and the digital progress of this campaign has been exceptional. We have also created lesson plans for food technology teachers to use with key stage 3 students and the packs have been sent directly to 3,000 teachers.

- **Protecting**

Joanna Hancock and Su Dakin received a reward from the BRDO for their work on our Primary Authority schemes which are already proving invaluable to members by offering assured advice and guidance.

Brian, along with Su and Jo continue to work very hard to lobby and influence government and civil servants wherever possible on issues that are key to our members.

- **Commercial Activities**

We made a decision to bring both the Business Conference and Bulletin in house which meant a change to our commercial team. Brian thanked all those members who had taken up sponsorship opportunities over the year, this additional support is crucial and enables us to put on very successful and prestigious events.

In summary, Brian thanked all our members to whom we are incredibly indebted for their continuing, terrific support. Peter Allan added his thanks to Brian for his exemplary leadership and dedication and foresight.

Geoffrey Druce of Three Oceans proposed that the Chief Executive's Report be adopted and Bill Wadsworth of Greggs seconded the proposal. Peter advised that, including proxy votes received prior to the meeting, 30 votes were in favour and none against and the 2014 Chief Executive's Report was approved.

**6. TO APPROVE THE APPOINTMENT OF THE BOARD OF DIRECTORS**

Peter informed the meeting that the following current members of the Board offered themselves for re-election by the meeting for the year 2014/2015:

- **Producer Representatives:**  
Peter Allan, Cargill Meats Europe  
Ian Stone, apetito Ltd  
Vanessa Lewis, Summit Foods Ltd
- **Wholesaler Representatives:**  
Adrian Whitehead, Brakes  
Chris Binge, Fairway Foodservice Plc
- **Chair of Audit Committee:** Ali Hannaford, Paramount 21 Ltd
- **Chair of T&L Expert Group:** Vince Craig, c/o McEvoy Foods International Ltd
- **Retail Representative:** Nigel Broadhurst, Iceland Foods Ltd
- **Chief Executive:** Brian Young

Brian advised that, including proxy votes received prior to the meeting, 31 votes were in favour and none against and the Board of Directors were duly elected for the year 2014/15.

**7. TO APPOINT SMETHURST & BUCKTON AS THE COMPANY'S AUDITORS FOR 2014/15**

Smethurst and Buckton offered themselves to be re-elected for the coming year. Brian reported that, including proxy votes received prior to the meeting, 31 votes were in favour and none against and Smethurst & Buckton were re-elected as the Federation's Auditors for the year 2014/15.

**8. TO APPROVE THE RE-ELECTION OF THE AUDIT COMMITTEE FOR 2014/15 AS FOLLOWS:-**

The current members of the Audit Committee offered themselves for re-election at the Annual General Meeting as below.

Ali Hannaford	Paramount 21 Ltd.
Alastair Salvesen	Dawnfresh Seafoods Ltd.
Peter Day	Honorary Life Member

Ali Hannaford offered herself as Chairman of the Audit Committee for the year 2014/2015.

Brian advised that, including proxy votes received prior to the meeting, 31 votes were in favour and none against and the Audit Committee were duly re-elected with Ali Hannaford as Chairman.

There being no further business, the meeting closed at 11.10 am