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**Minutes of the Annual General Meeting of the British Frozen Food Federation
held via Zoom on
Thursday 9th November 2023**

Present: Ian Stone (BFFF President and Chair)
Together with representatives of member companies as per the attendance register

In Attendance: Rupert Ashby, Chief Executive
Helen Spauls, Auditor to the Federation

1. To consider and if appropriate, approve the Minutes of the 2022 AGM

The minutes were proposed by Holly Smith of Paramount 21 Ltd as a true record of the proceedings and were seconded by Vince Craig c/o McEvoy Foods International Ltd. All present were in favour and the minutes were approved.

2. To consider and if appropriate, approve the Chief Executive & Chairman's Report

The Chief Executive and Chairman's Report had been circulated prior to the meeting. Richard Pike of Cook proposed the reports for approval and Grant Nairn of Copenrath & Wiese (UK) Ltd seconded. All present unanimously approved the reports.

3. To consider and if appropriate, approve the Accounts for the year ended 30th June 2023

The Federation's accounts had been made available to all members. Karen McQuade of The UK Foodhall Ltd proposed the accounts for approval and this was seconded by Vince Craig c/o McEvoy Foods International Ltd. All present unanimously approved the accounts.

4. To consider and if appropriate, approve the appointment of the Board of Directors as follows:

4.1 The following Directors automatically retain their position on the Board and will continue to serve for 2023/24:

- **Producer/Importer/Broker Representative:**
Ian Stone, apetito Ltd
- **Wholesaler Representatives:**
Ashley Hopwell, Hopwells Ltd
Stuart Smith, Brakes

2.

4.2 The following Directors are seeking re-election for 2023/24:

- **Producer/Importer/Broker Representatives:**
Vince Craig, c/o McEvoy Foods International Ltd
Karen McQuade, The UK Foodhall Ltd
Jose Neto, Cargill Protein Europe
- **Retailer Representative:**
Richard Pike, COOK!

It is proposed to elect the above 4 Directors en bloc.

Ashley Hopwell of Hopwells Ltd proposed that the 4 Directors should be re-elected en bloc and this was seconded by Holly Smith of Paramount 21 Ltd. All present were in favour.

4.3 The following candidates, having been formally proposed and seconded, are seeking election:

- **Producer/Importer/Broker Representatives:**
Martin McIlroy, Daregal Gourmet Ltd
Shaun Smith, Birds Eye Ltd (co-opted during the year)
Paul Weatherby, Crop's Foods Ltd

It is proposed to elect the above 3 candidates en bloc.

Grant Nairn of Copenrath & Wiese (UK) Ltd proposed that the 3 candidates be elected en bloc and Karen McQuade of The UK Foodhall Ltd seconded. All present were in favour.

5. To consider and if appropriate, approve the appointment of the Vice-President Karen McQuade of The UK Foodhall Ltd has been nominated for election as Vice-President working alongside Ian Stone as President.

Stuart Smith of Brakes proposed that Karen McQuade be elected as Vice-President and Richard Pike of Cook seconded the proposal. All present unanimously agreed.

6. To appoint Smethurst & Co as the Company's auditors from the conclusion of the meeting to the end of the next period as per section 485 of the Companies Act 2006, at a remuneration to be determined by the directors.

Holly Smith of Paramount 21 Ltd proposed that Smethurst & Co should be appointed and this was seconded by Martin McIlroy of Daregal Gourmet Ltd. All present were in favour.

3.

7. To consider and if appropriate, approve the appointment of the Audit Committee for 2023/24:

Christian Ardern, Nomad Foods

Ali Hannaford, Paramount 21 Ltd

Chloe Frankish, Croda (Independent Member)

Holly Smith of Paramount 21 Ltd proposed that the Audit Committee be re-elected for 2023/24 and Karen McQuade of The UK Foodhall Ltd seconded the proposal. All present were in favour.

8. Any Other Business

Holly Smith of Paramount 21 Ltd congratulated BFFF on the recent campaigns and surveys to members and complimented the work of the federation.

Martin McIlroy of Daregal Gourmet Ltd referenced some work being carried out from companies in France in relation to warming up the cold chain. Rupert Ashby confirmed that he had been briefed by Guillaume Le Duff of the equivalent French federation and outlined the work BFFF members were doing on this. He also summarised his involvement with the International Frozen Food Network who were looking at this work.

By order of the Board



Rupert Ashby
Chief Executive