

MEETING OF THE RSP AGM & PARTNER GROUP
Monday 23rd November 2020, 2pm-3:30pm
On-line via Zoom

RSP AGM AGENDA

NB. ATTACHED IS THE REQUIRED FORM OF PROXY NOTICE – BOTH GENERAL AND SPECIFIC - (TO BE SENT TO THE COMPANY SECRETARY TO ARRIVE AT LEAST 24 HOURS BEFORE THE TIME OF THE MEETING) FOR THE APPOINTMENT OF A PROXY (WHICH MAY BE THE CHAIRMAN OF THE COMPANY)

1. **To receive and consider** the Minutes of Previous Meeting held on 28th September 2020 (Attachment 1)
2. **To receive and consider** the Minutes of the AGM held on 3rd December 2019 (Attachment 2)
3. **To approve the Company Accounts for the year ended 31st March 2020** (See Separate Attachment 3)
4. **To consider** re-appointing TaxAssist of Ludlow as the Company's Tax Accountants
5. **Appointment of Directors:**
The Articles of Association provide that the Maximum number of Directors shall be 12 and the minimum 2. The appointment of directors is to be broadly representative of the major service sectors comprising the Company (Article 5(b) (1) and 31(a))

Nominations for the appointment of directors may be made in writing to the Company secretary prior to the AGM or may be proposed at the AGM by voting members present.

If no such nominations are received existing Directors (if willing) remain as Directors for a further year until the next AGM.

Existing directors are:

Graham Biggs (ex officio Director as Chief Executive - see Article 36(b))
David Inman
Cllr Cecilia Motley
John Birtwistle (Transport)
Stewart Horne (Economy)
Martin Collett (Housing)
Nik Harwood (Youth)
Anna Price (Small Businesses)
VACANCIES FOR Fire & Rescue and Health

6. **Any Other Business**



**Following directly on from the RSP AGM meeting will be
the Partner Group meeting**

PARTNER GROUP AGENDA

- 1. Welcome**
Chair of RSP
- 2. Apologies for Absence**
- 3. RSP Achievements for the year to date**
Nadine Trout, Member Development and Support Manager (RSN)
- 4. Revitalising Rural – Revitalising the Vision (including Q&A)**
Graham Biggs, Company Secretary (RSP) & Chief Executive (RSN)
- 5. Any Other Business**



FORM OF GENERAL PROXY

The Rural Services Partnership Limited”

I/Weof

in the County of

being a member/members of the above named Company, hereby appoint:

.....of

or failing him of

as my/our proxy to vote for me/us on my/our behalf at the Annual Meeting of the Company to be held on the 23rd day of November 2020 and at any adjournment thereof.

Signed this day of2020



FORM OF SPECIFIC PROXY

“The Rural Services Partnership Limited”

I/We of

in the County of

being a member/members of the above named Company, hereby appoint:

.....of

or failing him.....of

as my/our proxy to vote for me/us on my/our behalf at the Annual Meeting of the Company to be held on the 3rd day of December 2019 and at any adjournment thereof.

Signed this day of2020

This form is to be used *in favour of/ *against the resolution reflected in addenda item number []

Unless otherwise instructed, the proxy will vote as he thinks fit.

* Strike out whichever is not desired”.

**MINUTES FOR BOARD OF DIRECTORS OF THE
RURAL SERVICES PARTNERSHIP LTD MEETING**

Hosted: Online via Zoom
Date: Monday 28th September 2020
Time: 2pm

Attendance & Apologies for Absence

Attending:

Nik Harwood - Chair
Graham Biggs – Company Secretary
Cllr Cecilia Motley
David Inman
John Birtwistle
Anna Price
Martin Collett

Apologies:

Stewart Horne

- 1. Minutes of RSN Executive and the Board of Directors of RSP Ltd (02.07.20).**
Were agreed as an accurate minute.
- 2. RSP Accounts for the year ending on 31st March 2020.**
The Statutory Accounts were approved.
- 3. To recommend to the Members the re-appointment of Tax Assist of Ludlow as the Company's Tax Accountants for 2020/21.**
Tax Assist of Ludlow were reappointed as Company's tax accountants.
- 4. RSP Chair for 20/21**
Nick Harwood was proposed by Cllr Cecilia Motley, seconded by Graham Biggs as the recommended RSP Chair for 20/21. Motion carried.

Annual General Meeting of the Rural Services Partnership Ltd.

Tuesday 3rd December 2019 1:30pm

Venue – The Soroptomists, 63 Bayswater Rad, London

Present:

RSN Officers Graham Biggs (GB) (Chief Executive RSN); David Inman (DI) (Corporate Director RSN); Jon Tuner (JT) (Policy Director RSN); Reverend Richard Kirlaw (RK) (Chair of RSP); Andrea Ashman (Executive Director HR – East Kent Hospitals University NHS FT); Digby Chacksfield (Director Rural Enterprise East, Easton & Otley College); Gavin Jones (Head of Communications & External Affairs, Hastoe Group); Hazel Graham (Chief Executive, Cumbria Action for Sustainability); Ian Cass (Managing Director, Forum for Private Business); Martin Collett (Chief Executive, English Rural Housing Association); Nik Harwood (Chief Executive, Young Somerset); Patrick Ford (Campaigns & Policy Assistant, CPRE)

Rev Richard Kirlaw the Chair of the Rural Services Partnership Ltd for 2018-19 chaired this meeting.

1. Apologies for Absence

Cllr Cecilia Motley (Chair of RSN); Tim Boylin (HR Director, Oxford Health NHS FT); Dr Fiona Marshall (Alzheimer's Society Senior Research Fellow); James McLean (Head of Delivery (Nursing), Health Education England); Brian Norris (Executive Director, Living Memories); Kate Robbins (Head of Customer Policy, Wessex Water); Rev'd Claire Maxim (Chief Executive, Germinate); Rita Lawson (Chief Executive, Tees Valley Rural Action); Trevor Beattie (Chief Executive, South Downs NPA); Tony Price (Programme and New Initiatives Manager, Trent & Dove Housing); John Birtwistle (Head of Policy – UK Bus, First Group); John Longden OBE (Pub is the Hub); Stewart Horne (BIP)

2. To receive and consider the Minutes of the Previous AGM held on 12th November 2018.

Agreed as a correct record

3. To receive and consider the Minutes of the RSP Directors of the 30th of September 2019.

Approved and agreed as a correct record.

4. Resignation of the Current Chair.

Reverend Kirlaw announced that due to new work commitments at his Diocese he would have to step down as a Director as of 5th December. The meeting was unanimous in their thanks to him for his very hard work for the Group both as Chair and as a Director over many years.



5. **Appointment of Directors**

The remaining Directors were re-appointed together with Nik Harwood and Martin Collett.

6. **Accounts for the Year Ended 31st March 2019**

These were approved and adopted

7. **Appointment of Tax Accountants**

TaxAssist Ludlow were re-appointed as the Company's Tax Accountants

8. **AOB**

There was no other business and the meeting was closed.

DIRECTORS OF THE COMPANY THEN MET

Election of a Chair of the Rural Services Partnership

Nik Harwood was by unanimous vote elected the Chair.



Attachment 3

Registered number: 06960646

THE RURAL SERVICES PARTNERSHIP LIMITED
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

TaxAssist Accountants

Unaudited Financial Statements for the Year Ended 31 March 2020

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Directors

Mr David Inman
Mr John Birtwhistle
Mrs Cecilia Motley
Mrs Anna Price
Mr Martin Collett
Mr Nicholas Harwood
Mr David Horne
Mr Graham Biggs

Secretary

Mr Graham Biggs

Company Number

06960646

Registered Office

1 Aldon View
Craven Arms
Shropshire
SY7 9EQ

Accountants

TaxAssist Accountants
114b Corve Street
Ludlow
SY8 1DJ



In accordance with the engagement letter dated 27 September 2018, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 March 2020 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Date
TaxAssist Accountants

114b Corve Street
Ludlow
SY8 1DJ

| | 2020 | 2019 |
|---|---------------|----------------|
| | £ | £ |
| TURNOVER | 432,343 | 409,584 |
| Other income | 276 | - |
| Staff costs | (182,170) | (183,097) |
| Depreciation and other amounts written off assets | (1,361) | (1,708) |
| Other charges | (237,721) | (232,695) |
| | <hr/> | <hr/> |
| NET PROFIT/(LOSS) | <u>11,367</u> | <u>(7,916)</u> |

| | 2020 | 2019 |
|--|---------------|----------------|
| | £ | £ |
| Fixed assets | 4,084 | 5,121 |
| Current assets | 29,590 | 38,799 |
| Prepayments and accrued income | - | 250 |
| Creditors: Amounts Falling Due Within One Year | (23,073) | (46,825) |
| | <hr/> | <hr/> |
| NET CURRENT ASSETS (LIABILITIES) | 6,517 | (7,776) |
| | <hr/> | <hr/> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | 10,601 | (2,655) |
| Accruals and deferred income | (2,456) | (567) |
| | <hr/> | <hr/> |
| NET ASSETS/(LIABILITIES) | 8,145 | (3,222) |
| | <hr/> | <hr/> |
| CAPITAL AND RESERVES | 8,145 | (3,222) |
| | <hr/> | <hr/> |

Notes

1. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 14 (2019: 15)

2. General Information

The Rural Services Partnership Limited is a private company, limited by shares, incorporated in England & Wales, registered number 06960646. The registered office is 1 Aldon View, Craven Arms, Shropshire, SY7 9EQ.

Balance Sheet as at 31 March 2020 continued

For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the micro-entity provisions.

On behalf of the board

Mr Graham Biggs

Director

Date

Trading Profit and Loss Account for the Year Ended 31 March 2020

| | 2020 | | 2019 | |
|--|---------------|------------------|---------------|------------------|
| | £ | £ | £ | £ |
| TURNOVER | | | | |
| Membership subscriptions | | 19,418 | | 14,195 |
| SPARSE - Rural general grant | | 308,690 | | 299,396 |
| Coastal communities contract income | | 3,333 | | 4,358 |
| Strategic partnering arrangements | | 10,000 | | 10,000 |
| Rural housing group website | | 1,777 | | - |
| Rural housing group subscriptions | | 7,540 | | 7,912 |
| Rural fire and rescue | | 3,839 | | 4,260 |
| Rural England re-charges | | 13,494 | | 1,400 |
| Business rates reserve research | | 7,000 | | 41,350 |
| National rural conference | | 20,071 | | 14,918 |
| Rural England project support | | 1,500 | | 2,100 |
| Rural HCA subscriptions | | 25,509 | | 7,274 |
| Advertising income | | 5,000 | | - |
| Rural England website maintenance | | - | | 2,040 |
| Brexit project | | - | | 381 |
| Rural strategy | | 5,172 | | - |
| | | <u>432,343</u> | | <u>409,584</u> |
| OTHER INCOME | | | | |
| Other operating income | | 276 | | - |
| STAFF COSTS | | | | |
| Wages and salaries | 148,587 | | 148,484 | |
| Employers NI | 10,093 | | 9,455 | |
| Employers pensions - defined contributions scheme | 4,174 | | 1,946 | |
| Travel and subsistence | 19,316 | | 23,212 | |
| | | <u>(182,170)</u> | | <u>(183,097)</u> |
| DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS | | | | |
| Depreciation | 693 | | 817 | |
| Amortisation | 668 | | 891 | |
| | | <u>(1,361)</u> | | <u>(1,708)</u> |
| OTHER CHARGES | | | | |
| <i>Premises expenses:</i> | | | | |
| Rent and service charge | 6,395 | | 7,365 | |
| Business rates proposals work | - | | 10,662 | |
| Rural conference | 8,002 | | 8,172 | |
| | <u>14,397</u> | | <u>26,199</u> | |

...CONTINUED

Trading Profit and Loss Account for the Year Ended 31 March 2020 continued

| | | |
|--|----------------|----------------|
| <i>General administration costs:</i> | | |
| Finance and performance monitoring | 8,000 | 8,878 |
| Corporate management | 91,733 | 87,345 |
| Admin and tech support | 1,382 | 2,854 |
| Coastal communities contract | 3,741 | 3,696 |
| Databases | 5,062 | 4,948 |
| Rural England service | 9,169 | 7,000 |
| Rural vulnerability service | - | 7,000 |
| Rural communities housing group | 6,896 | 7,544 |
| Rural housing group website costs | 300 | 300 |
| Business rates lobbying consultancy fees | 6,230 | 275 |
| Insurance | 440 | 744 |
| RHCA set up costs | - | 4,530 |
| Rural strategy costs | 14,707 | 775 |
| Rural fire costs | - | 562 |
| Printing, postage and stationery | 5,027 | 3,198 |
| Fairer funding costs | 20,310 | - |
| Research and communications | 37,227 | 55,099 |
| IT support | 409 | 280 |
| APPG & Seminar fees | 4,800 | 4,903 |
| Accountancy fees | 780 | 756 |
| Professional fees | 1,039 | 265 |
| Economic development service | 5,224 | 5,202 |
| Subscriptions | 753 | 250 |
| Bank charges | 92 | 92 |
| Sundry expenses | 3 | - |
| | <u>223,324</u> | <u>206,496</u> |
| | (237,721) | (232,695) |
| NET PROFIT/(LOSS) | <u>11,367</u> | <u>(7,916)</u> |