

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

Venue: The Soroptomists, No.63 Bayswater Road, London, W2 3PH

Date: Monday 30th September 2019

Time: 2:30 pm

1. Apologies for Absence
2. Minutes of RSN Executive and the Board of Directors of RSP Ltd
(24.09.2018 – Attachment 1 - see page 2)
3. Minutes of RSP AGM
(12.11.2018 - Attachment 2 - see page 7)
4. To consider the accounts for the year ended 31st March 2019
(RSP Full Accounts 31.03.19 – Attachment 3 - see page 9)
5. To recommend to the Members the re-appointment of Tax Assist of Ludlow as the
Company's Tax Accountants
6. Report to the RSP Ltd Directors
(The Rural Services Partner Group and the National Centre for Rural Health & Care
suggested combined Meeting – Attachment 4 - see page 17)

Providing a voice for rural communities and service providers

MINUTES OF THE SPARSE RURAL AND RURAL SERVICES NETWORK EXECUTIVE AND BOARD OF DIRECTORS OF THE RURAL SERVICES PARTNERSHIP LTD MEETING, MONDAY 24TH SEPTEMBER 2018 HELD AT THE SOROPTOMISTS, NO 63 BAYSWATER ROAD, LONDON

Present: - Cllr Cecilia Motley (Chairman) Cllr Philip Sanders, Cllr Robert Heseltine, Cllr Peter Thornton, Cllr Sue Sanderson, Cllr Peter Stevens, Revd Richard Kirlew

Officers: - Graham Biggs MBE (Chief Executive), David Inman (Director), Kerry Booth, Jon Turner

Apologies: - John Birtwistle – Head of Policy, UK Bus; Cllr Kevin Beaty – Eden District Council; Cllr Rob Waltham – North Lincolnshire Council; Cllr Roger Phillips – Herefordshire Council

1. Notes of Previous Executive Meeting – 22nd May 2018.

Agreed as a correct record.

2. Notes of the Main Meeting – 25th of June 2018

Agreed as a correct record.

Matters arising:-

- A. Rural Services APPG:- the one that was the second part of the enquiry into Social Care had been inquorate. This was discussed. Some members said they would be writing to their MPs about the situation. For the next meeting it was agreed MPs would be specifically targeted.
- B. People and Places Board arrangements - a verbal report was received. There were a significant number of the Board's membership from RSN member authorities. It had been agreed with the LGA that in future the RSN's Chief Executive would be sent the Board's meeting papers in advance of meetings. This would enable the RSN to brief members from RSN member authorities on any issues and submit comment direct to the LGA

3. Composition of the Executive: -

- (1) The new Vice Chair for the NE Region, Cllr Trevor Thorne - Northumberland County Council would be contacted.
- (2) Anna Price from the Rural Small Business Awards to be offered a place as a Director of the Rural Services Partnership (agreed unanimously by RSP Directors present) and to be on the RSN's Executive representing small business.
- (3) To facilitate involvement it was agreed that the September meeting would be arranged around the Conference and the May meeting would be a core membership present at a meeting and a phone conferenced one for others
- (4) The new Policy Director John Turner was formally introduced. He was added to the Executive listings.

4. Joint RSN/CCN commission from Pixel re Additional Evidence Required MHCLG

A verbal report was given by Graham Biggs on this matter.

PIXEL had concluded the first phase of the joint commission from the RSN & CCN aimed at demonstrating the rural premium cost penalty. The study had concentrated on Refuse Collection but as a "Proof of Concept" for other services. Dan Bates had presented a summary at 2 workshop sessions at the conference. This first phase report had been discussed with MHCLG Officials and those discussions went well.

It is intended to finish the work on waste collection in North Yorkshire. This could lead to working with them to look at Waste Disposal which would provide a traversal proxy for both upper and lower tier. MHCLG were interested in us being able to demonstrate where we think that dispersal, traversal and remoteness applied to other services but seem to accept that this might have to include more anecdotal work - the intention here then would be to look to build upon the more statistically sound work (which establishes a proxy for traversal) but to supplement this with case studies in other areas - we could build upon the NY domiciliary work quoted by CCN for example.

Developing some case study work on non - provision and unmet need will be considered.

Once the report is finalised a meeting of the Rural Fair Share Group of MPs will be convened to ensure they remain fully briefed

5. Partnership between RSN and the National Centre for Rural Health and Care: Rural Health and Care Alliance.

Graham Biggs detailed the initiative and members also received a written report. The National Centre was happy with the Heads of Terms which RSN had suggested and matters would proceed as detailed in that document.

Membership of the Alliance would normally be at a subscription of £500 a year. Membership would run from 1st of January to 1st of January.

The Centre and the intended accompanying Alliance would be formally launched in the House of Commons on the 16th of October. Jon Turner and Bethan Aldridge would be working to seek a significant number of members of the Alliance over the coming months.

6. Time for a Rural Strategy

The latest draft of this was presented. The draft would be amended to accord with a wide range of representations which had been received.

It was agreed

- (A) to include paragraphs on the position relating to rural schools where Cumbria would assist with the drafting.
- (B) the rural proofing section would be beefed up And based on the recent legislation in Northern Ireland upon which a presentation had been made to the Conference

7. Communication Strategy Update.

Kerry Booth presented a full report.

Members noted the communication strategy review and the recent changes that have taken place with the revised rsnonline website and Rural Bulletin. The changes were warmly welcomed and congratulations given to all involved

It was agreed that RSN would develop its social media with a regular campaign of awareness raising on rural issues and statistics.

Members approved the RSN Meeting Schedule for 2019 and the proposed subjects for consideration for the seminar and meetings.

It was noted that for the Executive in 2019 there would be 3 meetings plus one more based upon by teleconference. One of the meeting dates may be moved to be held at the end of the conference to save Members travelling and additional time.

At a further item in the meeting it was agreed to include an additional seminar in the SE of the country on the subject of Vulnerability.

8. RSP Recruitment

The Policy Director Jon Turner presented a full report as well as the Papers (F) and (FF) in the report.

Members congratulated Jon on the progress that has been made in the past 5 months with some twenty five new RSP members having been gained.

The meeting was supportive of the 'sector groupings' and the engagement of potential private sector organisations who deliver services in rural England. An "ethical framework" had been prepared for commercial organisations would be circulated to Executive members for comment.

Members endorsed Jon's recommendation that the financial threshold should be introduced, including an Individual Membership of c£90+VAT.

Members were supportive of the idea that RSP members should be encouraged to participate in both the National Rural Conference and Regional Seminars.

They were also supportive of Richard Kirlew's suggestion that faith groups should be encouraged to join the Partnership.

9. Rural Vulnerability

(A) Suggested Revised Priorities Document.

The new document including Rural Vulnerability as a cross-cutting issue was formally agreed subject to tidying around the wording in the current - document to avoid any duplication.

(B) Report on the topic of 'Rural Vulnerability'.

The Corporate Director presented his report.

A full discussion took place on the way people in rural areas were increasingly coming under more and more pressure from the situation relating to rural services. This together with a rural population that was statistically getting older was creating considerable difficulties for many people. Discussion took place about terminology and approach but it was concluded that the approach suggested was the correct one as the situation was in danger of affecting the continued sustainability of rural areas was in need of being described and detailed.

It was decided that:-

- (A) Rural Vulnerability should be accepted as a cross cutting issue in respect of the RSN priorities.
- (B) A specific section relating to Rural Vulnerability should be included in the RSN website as time permitted.
- (C) A regional seminar and meeting should in future be held in the South East and the schedule would be altered accordingly. The first of these meetings would seek to cover the issues around the topic. Consideration would also be given to the topic being considered in next year's North West event due to be held in October 2019.
- (D) A new Vulnerability Grouping within the RSP of the most appropriate RSP members would be established. Meetings held would be grouped with other London meetings to avoid additional expense.

10. Separate RSP Meetings

The meeting received a joint report from the Corporate and the Policy Directors. It was agreed to hold two separate RSP meetings from 2019. It was hoped the meetings to be held in April and November every year could be held on the days following the RSN meetings to allow any necessary dovetailing of Agendas and to avoid further travelling expenses.

11. RSN Budget 2018-19, 2019-20

Graham Biggs updated members on the position. Although this was currently satisfactory there were a list of members who had not paid and they all would have to be chased.

A separate report regarding the charging structure for 2019-20 and following years was discussed.

RECOMMENDED:

- (1) The previously agreed policy of increasing contributions to reflect reductions in membership income be rescinded forthwith. There was
- (2) In lieu of the policy referred to in (1) above an annual inflationary increase of 2% be included across all charges with effect from 1st April, 2019.

12. Rural Conference 2018

A verbal report was given on the event held over two days in early September. Attendance had been up on 2017 and it was felt the Conference had been a very successful one which had been generally well received by those who had attended.

The event would be staged in 2019 and in future the event would be titled the National Rural Conference.

13. House of Lords Select Committee on the Rural Economy

An update report for information was given. Graham Biggs had been invited to give evidence on 16th October.

Regional Meetings Update

These continued to be well received and attendances had been encouraging. The last two in the North West and Yorkshire would be held on the 8th of October and the 10th of December respectively.

Any Other Business

A. Draft Agriculture Bill

There no provision relating to funding Rural Development and Rural Community issues (including LEADER type activity) in the current drafting. This could be an omission if these matters were not be empowered elsewhere. In Wales a different pattern had emerged. The Chief Executive would make enquiries, and if necessary make representations – including in response to the EFRA Select Committee's Call for Evidence closing on 6th October and report back at the November AGM.

NB It was subsequently determined that the Government had the power referred to in other legislation affecting England

B. Request to have a Special Offer in the RSN Bulletin

The Chief Executive reported on a request that had been made but which was not likely to go further because of failure to agree terms. The meeting agreed with the stance that had been taken by officers. The officers were asked to present a report on the position and the principles involved to the next meeting.



Minutes of AGM of RURAL SERVICES PARTNERSHIP

Monday November 12th 2018

Westminster Archives, London

Attendance: Rev Richard Kirlew, Graham Biggs, David Inman, Cecilia Motley, John Birtwistle, Malcolm Leeding (Oxfordshire Parish Councils Assoc), Kerry Booth (Minute Taker)

Apologies: Stuart Horne

1. Minutes of AGM of 20th November, 2017

Agreed as a correct record.

2. Accounts for year ending 31st March 2018

Agreed as presented.

3. Tax Accountants

Tax Assist of Ludlow were re-appointed.

4. Appointment of Directors

Those Directors present agreed to remain as Directors. There had been no resignations and therefore all Directors were re-appointed:

Rev Kirlew, Cllr Cecilia Motley, John Birtwistle, Stuart Horne, Anna Price, David Inman, Graham Biggs (ex officio Director as Chief Executive - see Article 36(b)).
VACANCIES FOR Fire & Rescue, Housing and Health

The Reverend Richard Kirlew was re-appointed as Chairman.

5. AOB.

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There was a brief summary provided by David Inman of the Rural Health and Care Alliance and its launch, a joint initiative between the RSN and the National Centre for Rural Health and Care.

There was a very brief discussion on Local Government Reorganisation and its potential impact on rural Local Authorities.

Providing a voice for rural communities and service providers

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Company Registration No. 6960646 VAT Registration No. 900 3612 76

**THE RURAL SERVICES PARTNERSHIP LIMITED
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

The Rural Services Partnership Limited
Unaudited Financial Statements
For The Year Ended 31 March 2019

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The Rural Services Partnership Limited
Company Information
For The Year Ended 31 March 2019

Directors

Mr John Birtwistle
Mr David Inman
Mr Graham Biggs
Mr David Horne
Reverend Richard Kirlew
Mrs Cecilia Motley
Mrs Anna Price

Secretary

Mr Graham Biggs

Company Number

06960646

Registered Office

1 Aldon View
Craven Arms
Shropshire
SY7 9EQ

Business

1 Aldon View
Craven Arms
Shropshire
SY7 9EQ

Accountants

TaxAssist Accountants
114b Corve Street
Ludlow
SY8 1DJ

The Rural Services Partnership Limited
Accountant's Report
For The Year Ended 31 March 2019

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Rural Services Partnership Limited for the year ended year which comprise the Income and Expenditure Account, the Balance Sheet, and the related notes from the company's accounting records and from information and explanations you have given us.

This report is made solely to the directors of The Rural Services Partnership Limited in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of The Rural Services Partnership Limited and state those matters that we have agreed to state to the directors of The Rural Services Partnership Limited in this report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its director for our work or for this report.

It is your duty to ensure that The Rural Services Partnership Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of The Rural Services Partnership Limited. You consider that The Rural Services Partnership Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of The Rural Services Partnership Limited. 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 statutory financial statements.

Date
TaxAssist Accountants
114b Corve Street
Ludlow
SY8 1DJ

The Rural Services Partnership Limited
Statement of Income and Expenditure
For The Year Ended 31 March 2019

	2019	2018
	£	£
TURNOVER	409,584	344,695
Staff costs	(183,097)	(20,778)
Depreciation and other amounts written off assets	(1,708)	(1,985)
Other charges	(232,695)	(323,552)
NET TRADING DEFICIT	(7,916)	(1,620)

The Rural Services Partnership Limited
Balance Sheet
As at 31 March 2019

	2019	2018
	£	£
Fixed assets	5,121	5,953
Current assets	38,799	36,034
Prepayments and accrued income	250	-
Creditors: Amounts Falling Due Within One Year	(46,825)	(36,762)
NET CURRENT LIABILITIES	(7,776)	(728)
TOTAL ASSETS LESS CURRENT LIABILITIES	(2,655)	5,225
Accruals and deferred income	(567)	(531)
NET ASSETS	(3,222)	4,694
CAPITAL AND RESERVES	(3,222)	4,694

Notes

1. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 15 (2018 - 6)

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.

For the year ending 31 March 2019 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 in the Companies Act 2006, Pt. 15 and FRS 105 the Financial Reporting Standard applicable to the Micro-entities Regime.

On behalf of the board

Date

The Rural Services Partnership Limited
Detailed Income and Expenditure Report
For The Year Ended 31 March 2019

	2019		2018	
	£	£	£	£
TURNOVER				
Membership subscriptions		14,195		10,669
SPARSE - Rural general grant		299,396		276,992
Coastal communities contract income		4,358		4,150
Strategic partnering arrangements		10,000		10,000
Rural housing group website		-		4,680
Rural crime network		-		5,959
Rural housing group subscriptions		7,912		6,400
Rural fire and rescue		4,260		1,985
Rural England re-charges		1,400		1,200
Business rates reserve research		41,350		8,500
National rural conference		14,918		9,285
Rural England project support		2,100		4,875
Rural HCA subscriptions		7,274		-
Rural England website maintenance		2,040		-
Brexit project		381		-
		409,584		344,695
STAFF COSTS				
Wages and salaries	148,484		-	
Employers NI	9,455		-	
Employers pensions - defined contributions scheme	1,946		-	
Travel and subsistence	23,212		20,778	
		(183,097)		(20,778)
DEPRECIATION AND OTHER AMOUNTS WRITTEN OFF ASSETS				
Depreciation	817		797	
Amortisation	891		1,188	
		(1,708)		(1,985)
OTHER CHARGES				
Premises expenses:				
Rent and service charge	7,365		15,291	
Business rates proposals work	10,662		9,951	
Rural conference	8,172		10,629	
	26,199		35,871	
General administration costs:				
Finance and performance monitoring	8,878		29,456	

...CONTINUED

The Rural Services Partnership Limited
Detailed Income and Expenditure Report (continued)
For The Year Ended 31 March 2019

Corporate management	87,345	75,571
Admin and tech support	2,854	57,907
RSN online - website	-	18,092
Coastal communities contract	3,696	3,650
Rural health conference	-	474
Databases	4,948	4,381
Rural England service	7,000	7,000
Rural vulnerability service	7,000	3,000
Rural crime network costs	-	1,425
Rural transport group	-	2,040
Rural communities housing group	7,544	8,487
Rural housing group website costs	300	1,137
Business rates lobbying consultancy fees	275	21,500
Insurance	744	597
RHCA set up costs	4,530	-
Rural strategy costs	775	-
Rural fire costs	562	-
Printing, postage and stationery	3,198	5,572
Research and communications	55,099	27,006
Service group networking	-	8,432
IT support	280	75
APPG & Seminar fees	4,903	5,681
Accountancy fees	756	708
Professional fees	265	63
Economic development service	5,202	5,100
Subscriptions	250	250
Bank charges	92	77
	206,496	287,681
	(232,695)	(323,552)
NET TRADING DEFICIT	(7,916)	(1,620)

Report to the Rural Services Partnership Ltd Directors

Monday 30th September 2019

The Rural Services Partner Group and the National Centre for Rural Health & Care suggested combined Meeting.

1. Introduction

To provide the RSP Ltd Directors with an option to consider a recommendation from the RSN's Policy Director, Jon Turner, for a Rural Services Partner Group (RSPG) and National Centre for Rural Health & Care, (NCRHC), combined meeting for the 3rd December 2019.

2. Background

The Rural Health & Care Alliance (RHCA), launched in October 2018, has been established through a partnership between the NCRHC and the Rural Services Network (RSN). Since November 2018 the membership has grown to over 65 health and social care organisations. The majority of whom have also joined the Rural Services Partnership and therefore the Rural Services Partner Group (RSPG) – the RSPG is the name given to the informal group (that is not dictated by the Company Law requirements of a Company's members' meeting). This has resulted in a combined membership exceeding 180 members. For details please review the following link: <https://www.rsnonline.org.uk/category/rural-services-partnership-members>

The NCRHC has approached both RSN and the RSPG, with a request for a combined meeting planned for the 3rd December, the same day currently scheduled for the RSPG meeting and the RSP formal AGM.

Now that we have a vibrant and pro-active combined membership, it would seem to present a really useful opportunity to bring both the RSPG's and the RHCA's meetings together to provides a useful platform to highlight the work achieved by of both organisations over the past 12 months and to discuss the issues of Rural Health & Care and Rural Vulnerability.

The meeting could include two formal procedural agenda items with the RSP holding a short formal meeting first thing, with a more informal networking opportunity in-between, which could include a lunch. The NCRHC would hold a short AGM at the end of the meeting.

3. Finance

The NCRHC has agreed to share of the cost of the event.

4. Recommendation

To approve the RSN's Policy Director's recommendation for a joint meeting for both the RSPG and the NCRHC which is currently scheduled for the 3rd December 2019, in London.