



Promoting Professional Excellence  
in Rural Business Administration

# Bulletin July 2011

**Patron:** Mr J Paice MP, Minister of State  
for Agriculture & Food

**Editor:** Mrs A. Davies. E: [bulletin@iagsa.co.uk](mailto:bulletin@iagsa.co.uk)

## Chairman's News

**The IAGSA Training Course** - By the time you read our July edition of the Bulletin, the IAGSA training modules 001 Farming Knowledge & 002 Farm Record Keeping for Livestock & Crops, will have taken place for the first time, as part of the IAGSA Farm Accounting and Administration training programme. The next stage for the IAGSA training programme alongside the strategic development is the practical element of looking at how to roll out the full training course across the country. To do this we need to find suitable venues and trainers - so please if you have any ideas or suggestions for venues do contact the national office or if you would be interested in learning more about how to become an IAGSA trainer or perhaps you already hold a teaching qualification, please do contact the national office or myself.

**Shows 2011** – The IAGSA stand at the Royal Cornwall show attracted several enquiries for membership and provided a base from which to go out onto the showground and meet with accountants and colleges etc which are invaluable when it comes to helping the Institute to increase our industry profile as well as bringing to the fore more collaborative work. We have also had a small stand at the Three Counties Show. Activity was a little less here but nevertheless provided us with a platform from which to work from. At our forthcoming Council meeting we will be looking to discuss our 'show profile' and looking at the effectiveness of the work carried out. We would also very much value your input, especially if you have already developed collaborative industry partnerships within your region and would value support from IAGSA in the form of marketing literature or if you think IAGSA National should be at a particular event we would like to hear.

**Your input valued for the next Council Meeting** - The next IAGSA Council meeting is on 14<sup>th</sup> July 2011 – if you have any issues that you wish to be discussed, please let me or the national office know by 13<sup>th</sup>. If you have any queries that you wish to raise direct with me please email [chairman@iagsa.co.uk](mailto:chairman@iagsa.co.uk)

**Chairman, Tim Cartwright**

## National Office

The IAGSA Farm Business Administration Training programme, CPD and IAGSA marketing literature have been the main focus of national office activities this month.

A brief update on the outcome of the IAGSA Business Administration training course that took place just recently at the NFU Mutual head offices in Stratford upon Avon, Warwickshire can be found in our training news along with a really comprehensive update on how to complete your CPD records for 2010 – 2011.

**IAGSA now has a range of marketing literature** that be used by IAGSA branches. We are just putting together a small pack for each branch, along with some helpful templates, which can be used by each branch to help promote your training events and workshops through to a 'branch point of contact' card for a new member.

**The IAGSA Members Business Directory - we need your input.** The online IAGSA member's business directory was originally developed to replace the annually produced IAGSA Directory/Journal. The long-term aim of the online Members Business Directory is to help members connect with other members, effectively enable members to promote their business services and to aid industry, farm businesses and rural businesses to locate the most suitable farm administrator for their business within their area. For the directory to work for everyone we do need you to update your membership details and your profile. If you are having problems or do not have internet access, please do not worry about contacting us at the office as we would be more than happy to update your membership details and / or your business profile on your behalf.

**Emma & Jane, National Office**

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**NFU Mutual**  
INSURANCE PENSIONS INVESTMENTS

is proud to support IAGSA  
[www.nfumutual.co.uk/iagsa](http://www.nfumutual.co.uk/iagsa)

## Council of Management 2011-2012 - Contact Details

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Sue Gillbard	Farming Charities Representative	<a href="mailto:suefarmsec@btconnect.com">suefarmsec@btconnect.com</a>
Sally Lemonius	Money Laundering Representative	<a href="mailto:sally.lemonius@sky.com">sally.lemonius@sky.com</a>



## CURRENT NEWS



## Membership News

### Membership Structure Update from Marty Handley, IAgSA Council members and Membership Panel

**IAgSA Membership Grading Structure** has been updated and is now available on the website. [www.iagsa.co.uk/how-to-join](http://www.iagsa.co.uk/how-to-join) It has been adjusted to reflect queries received from both prospective members and branch secretaries and now gives clearer guidance to membership.



Council believes it is time for IAgSA to recognise the skills, knowledge and professionalism of prospective members who would not have previously qualified for membership, because they practice farm records only with no bookkeeping, and therefore sometimes have no formal qualification.

The membership panel will assess each new application and with the help of references will make them either Associates/Members with Records Only Status. This will be recognised in the online IAgSA members' directory as Records Only after their names, and as the terms of their membership state, they must not practice Farm Accounts as an IAgSA member without further training or qualification. With the new IAgSA Farm Business Administration training course, where modules focus on Farm record for crop and livestock keeping and farming knowledge and through active local branches, some of these members may be encouraged to upgrade to full status membership in the future. If you have any queries or concerns about membership, then please contact myself or the IAgSA national office on 01926 485543.



## Corporate Membership

**CORPORATE MEMBERSHIP** - IAgSA welcome corporate member enquiries from companies or industry bodies who are involved within the agricultural or rural business administration sectors. Just some of the benefits include the monthly technical bulletin, editorial opportunities, and a listing on the IAgSA online business directory. Corporate membership may also work well for companies who employ one or more IAgSA members. For more information about the opportunities and benefits of corporate membership please do contact the Emma or Jane at the National Office on T: 01926 485543.

**Leading the way for rural business administration** - The IAgSA Farming knowledge and Farm Records for crop and livestock training modules took place for the first time at the head offices of the NFU Mutual in Stratford Upon Avon. A big thank you to Blanche Surman, Marketing Executive of NFU Mutual who organised and provided IAgSA with the fantastic venue and excellent hospitality for the weekend.

Twelve course delegates came from across the UK and from various business backgrounds, from professional accountants, to newly employed farm estate secretaries and agricultural degree students. The weekend of studying was intense and challenging but extremely valuable, with delegates really feeling that training course had given them an extremely strong base from which to continue their professional learning. For more information about the training weekend visit the news page on our website.

The IAgSA Training panel will now be meeting on 10<sup>th</sup> July to discuss the strategic implementation and rolling out of all four modules of IAgSA Farm Business Administration programme. Ideally IAgSA would like to see a regionally run programme, but for this we need to develop a cohesive list of venues and potential trainers, so please do contact the office if you think you would have a venue in your area that could host training course for up to 12 persons with IT & WiFi facilities, and / or if you would like to be put forward to become an IAgSA trainer then please do contact Emma at the national office on t. 01926 485543

If as an IAgSA member or a non-member you would like to reserve a place/s on one of the below course modules, please do call and let us know, so we that we can begin to map the demand levels from the various areas of the country.

<b>Unit 1 - Farming Knowledge (1 day)</b>
This course will enable the participant to gain an understanding of the farming terminology and an awareness of agricultural practices and issues.
<b>Unit 2 - Farm Record Keeping for Crop and Livestock (1 day)</b>
This course will enable the participant to gain knowledge of the physical and legislative record keeping requirements of a farm business, in particular the requirements for cross compliance and farm assurance.
<b>Unit 3 - Financial Recording for the farm business ( 2 days)</b>
This unit will enable learners to create, maintain and complete farm financial records as required by the accountant in order to produce the year end accounts.
<b>Unit 4 - Farm Office Organisation / Administration (1 Day)</b>
This course will enable participants to implement effective systems and procedures in the farm office and to meet the requirements of legislation, including the maintenance of employment and health and safety records.

**Cathy Meredith, Council Member & IAgSA Training Representative**

**Continual Professional Development (CPD) Update:** Andrea Gardner, IAgSA Council members and CPD representative has been working to bring together a simplified and clear way to carry out your Continual Professional development. CPD is an intrinsic part of your everyday work, especially for our members who carry out farm record keeping and administration as the legislation and methods on submission of these legal records are constantly changing. For our book keeping members keeping abreast of industry changes is not always to varied, either way this 'on the job' training forms a vital part of your CPD programme.

This year we suggest that you complete you Annual CPD Record on paper format whilst we continue to work to develop a coherent online CPD Annual Recording system ready for the 2011 - 2012 CPD year.

The details you see on the following page can also be found on the IAgSA website under the Training and CPD section.

## Welcome to your CPD

1<sup>st</sup> October 2010 – 30<sup>th</sup> September 2011

**What is CPD?** Continual professional development (CPD) is all about keeping skills and knowledge completely up to date. It should deliver both professional advantages and also be rewarding on a personal level. It may help to deepen your interest in your field and further develop useful skills.

CPD is simply the process of maintaining and developing your professional skills throughout your career. It covers any learning activity that is relevant to your current role or future aspirations. As for how it is delivered is up to you! It is designed to be flexible enough to fit around your priorities and preferences.

### There are 4 steps to completing your CPD record.

1. **Assess** – Consider what training you require for the next 12 months to complement and achieve your career aspirations and keep up to date with current developments.
2. **Plan** – Complete your training plan and steps to complete your required training for the forthcoming year.
3. **Action** – Attend relevant training and record on your CPD online record and add your evidence (attendance record) to your portfolio.
4. **Evaluate** – At regular intervals appraise the training that you have undertaken.

### Completing your Annual CPD Record for this year

Once you have completed your annual CPD record this should be sent to IAgSA National Office; The Studio @ The Mill, Mill Lane, Little Shrewley, Warwickshire CV35 7HN by **14<sup>th</sup> October 2011**. This year we suggest that you complete your Annual CPD Record on paper format whilst we continue to work to develop a coherent online CPD Annual Recording system ready for the 2011 - 2012 CPD year.

**Any Questions:** Please do contact our IAgSA CPD Representative Andrea Gardner.

Postal Address: 2 Wellington View, Five Lane Ends, Bay Horse, NR Lancaster LA2 0JF T: 01524 752075

E: [andrea.gardner@yahoo.co.uk](mailto:andrea.gardner@yahoo.co.uk)

**Please read below to find out how to complete your Annual CPD Record and how to allocate points to your CPD activities!**

### CPD Points System for 2010 - 2011

**Quality:** - Please note that for the purposes of quality control individual portfolios may be called for by the External Verifier for assessment.

**Structured Training - Definition:** Points can be claimed through structured training by attendance at conferences, seminars and workshops etc involving active contribution. Preparation for relevant articles or presentations. Choose from the following drop down boxes and points available and don't forget to add a description of your training.

Structured Training	Points
Development Plan	5
All training courses – seminars, workshops, distance learning, certified courses etc Max 5 points added per day.	1/ hr (Max 5)
IAgSA Conference – Friday Branch Workshop	1
IAgSA Conference – Full Conf Saturday and Sunday	4
IAgSA Conference – Saturday Only	2
IAgSA Conference – Sunday Only	1
IAgSA Branch Meeting Attendance	1
Technical Presentation/ Published work in press	3
Successful completion of another relevant Institute, Association or Professional Body CPD Scheme e.g. AAT	12
Providing work experience in liaison with Agricultural College (at Least 6 hours)	2

**Unstructured Training – Definition:** Any form of learning where there is no interaction with other individuals. To include media based training, technical research, reading journal/ agricultural press.

Unstructured Training	Points
Reading Agricultural Journals (Max 3/ annum)	1
Reading money laundering guidance (Max 3 / annum)	3
Any other unstructured training, where a time log and evidence of work undertaken can be provided. (1 pt for each period of 3 hours work) Maximum 5 annual points.	1

**Additional Activities: Definition:** Chance to pick up a few more points as an active IAgSA member supporting your branch either at regional / national level.

Additional Activities	Points
IAgSA Branch – Starting a New Branch	4
IAgSA Branch – Committee Member	3
IAgSA Conference Committee Member	3
Manning Stand for IAgSA (Max 2 pt/annum)	1

**Additional Notes:**

1. Minimum points requirements for CPD 1 – 15 points; for CPDm = 12 points.
2. Evidence supporting your CPD activities should be cross referenced and filed in your CPD.
3. Points cannot be carried over from one year to another
4. Any **relevant** activity not listed below can be considered
5. A **Training Record** should be completed for all structured and unstructured training, but is not required for Additional Activities. Points should be allocated to each Training Record and summarised in your Development record.

**Useful Documents:**

**Stage 1**

**The Development Plan** – Use this plan to identify your skills needs, goals and targets and how you mean to achieve it. The developmental plan asked for timescales for you to achieve. **Skills Check List** (For completion by all CPD members at the beginning of the year)

**Stage 2**

**Training Record** – this is completed for each course undertaken. For long term courses complete for every term completed.  
**CPD Summary Development Record** – All details of training are transferred onto this sheet or otherwise recorded online.

**Helpful Documents**

**Continual Professional Development 2010/11 – What to do** – (Helpful Information)

**Frequently asked Questions** (More information for those unanswered questions)

For a complete set of the above 'Useful Documents' please call the National IAgSA Office on T: 01926 485543 or E: [IAgSA@IAgSA.co.uk](mailto:IAgSA@IAgSA.co.uk) and we will get these posted out to you ASAP!



## Money Laundering

**Money Laundering Update specifically for IAgSA Members from Sally Lemonius, Council Member  
 & IAgSA Money Laundering Representative**



Just to remind all those supervised by ICB, if you do not renew your licence or you have let your licence lapse you must tell ICB in writing giving your reason. There have been a number of licences over the years that have not been renewed and if you have not written to ICB to cancel, please let me know and I can update their records on your behalf.

**If you need additional help with your money laundering administration please do contact [sally.lemonius@sky.com](mailto:sally.lemonius@sky.com) m: 07881 923696.**



## RPA SPS Technical Customer Stakeholder Notes

### RPA SPS Update from Billie Johnson, Vice Chairman & IAgSA Government Liaison Representative

**Outstanding 2010 value** - There are under 1,300 claims left to pay although a large number may not be valid or not due a payment because of an outstanding debt. 99.36% of the £1.7m target has been paid. RPA are still trying hard to get those due a payment paid by the end of June, otherwise those unpaid will receive another telephone call or letter to explain. Interest will be due after 1st July.

**2011 Update** - Circa 105,000 applications have been received this year, the majority have been entered on the IT system. RPA called a number of claimants post deadline who had claimed online in 2010 but hadn't submitted in 2011 to check whether they were making a claim. **Acknowledgement cards appear** to be delayed in some instances and especially acknowledgements RLE1 transfers – RPA are aware of the issue but say partly down to the number received in March. You should receive notification in early July.

**Cross Compliance - GAEC 19** – By the time this goes to press; a new GAEC should have been released which covers water pollution protection in line with NVZ regulations from 1st January 2012. Make sure you are compliant and have read the new rules. **Please contact Billie Johnson on [Brook1963@aol.com](mailto:Brook1963@aol.com) with your comments/queries marking the email 'SPS'**



## Farming Supporting Update

**RABI / IAgSA project** – In August, Paul Burrows and Sue Gillbard, along with two of members of RABI staff will be meeting to discuss how the project needs to progress. **To All Members** – Many work with your farmers... is there anything you could convey to me that would be of use to discuss with Paul on how we take the RABI/IAgSA project forward? Are there problems arising that we might not be aware of? Remember RABI cover domestic bills and get welfare benefits. Farm Crisis Network goes onto farms and listens to the problems. Relationship, death, illness, debt, and generation issues etc... Addington help when they can with housing, be it farmers who can't make a go of it or wanting to retire. Please contact Sue Gillbard either by E: [suefarmsec@btconnect.com](mailto:suefarmsec@btconnect.com) or T:01566 772951



## Out and About

### Royal Cornwall Show report, from Sue Gillbard, IAgSA Council Member

127,000 + visitors (the second highest ever) came through the gates during the three days of the Royal Cornwall Show. The IAgSA stand and the new IAgSA promotional and membership material on display looked very good. Tim Cartwright, our Chairman attended on the Thursday of the show, meeting a number of professional and industry contacts.; whilst on the Friday and Saturday, Sally Lemonius, IAgSA Council member and I met a variety of visitors, some potential new members, some existing members, with many showing interest in the new IAgSA training programme. Quite a few of local farmers came to see us but it might have been the saffron cake, biscuits and bottle of water that enticed them!! All in all a good three days and thank you to the members from inside and outside Cornwall that came and said a quick "hello".

*Open to all IAgSA members and industry*

### WIGHT FARM BUSINESS 2011

to be held at Cowes Yacht Haven Conference Centre, Isle of Wight  
on Tuesday 11<sup>th</sup> October 2011, 9.00 a.m. - 4.00 p.m.

There will be stands and presentations representing all aspects of agriculture & rural business:

TRADE STANDS	ADVICE & INFORMATION
Arable Livestock Machinery Horticulture	Renewables
HMRC – VAT– PAYE	Planning
DEFRA – RPA – CROSS COMPLIANCE	Grants and funding
NVZs, Soil Protection Review	Health & Safety
Cattle & sheep identification and records	Holiday and other letting regulations

There will be a 20 minute presentation every hour on various subjects

Entry is free but it is essential to book in advance as numbers are limited, refreshments will be available all day.

Easy access from Southampton, conference centre adjacent to West Cowes Red Jet passenger ferry terminal.

For further information – stand or presentation booking form or entry ticket please contact:

Sally Lemonius - E: [sally.lemonius@sky.com](mailto:sally.lemonius@sky.com) T: 01983 740926, M: 07881 923696

### Branch Training & Meetings

**North Yorkshire Training Event** – HM Revenue & Customs on Thursday 7th July, 9.30 for 10 am start, finishing 1 pm, at the Village Hall, Thornton Le Street, Thirsk, YO7 4DS. Covering various topics, including, self-assessment for the self-employed, completing tax returns online, P11d expenses, overview of the new PAYE online tools and updates of any changes from HMRC. New faces and non-members are very welcome as always, refreshments served from 9.30 am. Queries to Sue Densley at [sue@densley.me.uk](mailto:sue@densley.me.uk) or T: 01845 526682.

**Cambs, Herts & Essex Branch** meet informally on the 1st, Tuesday of every month at The Coach & Horses, Cambridge Road, Newport, Essex. CB11 3TR. Plus an Animal Health Trust Visit in September, date to be confirmed.

**Cumbria Branch** meeting will be a talk on Farm Efficiency and Savings on Tuesday 26th July 2011 7.00pm until 9.30-10.00pm at Sewborwens Farm, Newton Rigg, Penrith, Cumbria CA11 0AH Please call Kate Waller on T: 01524 276496

**East Sussex Branch** holds informal meetings - Contact Jo Costa on T: 01273 891346 with a meeting topic or find out when and where the next meeting is.

**Norfolk Branch** summer social meeting is on 12th July when we will join the Norwich Ghost Walk. Meet at Adam & Eve pub at 7.30pm. Cost £6 adults/£4 Children. Those wishing to attend, please email Sallyanne Brock at [simon-brock@btconnect.com](mailto:simon-brock@btconnect.com)

**Staffordshire Branch** will meet on Thursday 21st July 2011 at 7.00 pm for a Guided Walk at Loynton Moss Nature Reserve with Staffordshire Wildlife Trust Warden Dan Saberton, followed by supper at Shirley Hiddersly's.

**Surrey & West Sussex Branch** : Evening meeting and training early September, to be advised

**Thames and Test Branch** will meet on Thursday 7th July for a Farm walk on the Isle of Wight covering Stewardship/ELS, conservation work and a falconry display contact Emma Powell T: 01722 712381 or Sally Lemonius T: 01983 740926

**Warwickshire Branch** meetings will commence again in September. For more details of the calendar of events planned please contact Emma Horn on m: 07971020817

**Wiltshire Branch** Farm Walk at Sandridge Bacon Farm, Bromham, Chippenham will be held on Tuesday 5th July at 6.30 pm. Followed by food/drinks at The Oliver Cromwell, Bromham.

## BRANCH CONTACT DETAILS



Region	Contact Name	Telephone	Region	Contact Name	Telephone
<b>BEDFORDSHIRE</b>	Miss Pam Simms	01234 741783	<b>NORTHUMBERLAND</b>	Mrs Emma Brown	07966902866
<b>CAMBS, HERTS, ESSEX</b>	Marianne Venn-Loveday	07974 427838	<b>NORTH YORKSHIRE</b>	Mrs Sue Densley	01845 526682
<b>CHESHIRE</b>	Mrs Jane Gerrard	01606 891376	<b>RYEDALE</b>	Miss Andrea Strickland	01439 770305
<b>CHILTERN</b>	Miss Joanne Jakeman	01608 683369	<b>SCOTTISH BORDERS</b>	Mrs Alex Walgate	01875 835203
<b>CORNWALL</b>	Mrs Karen Kendall	01208 831218	<b>SCOTTISH CENTRAL</b>	Miss Elizabeth Miller	01821650236
<b>CUMBRIA</b>	Mrs Joyce Crackles	01524 274239	<b>SHROPSHIRE</b>	Alex Whittall	01694731236
<b>DERBYSHIRE</b>	Mrs Sally Wood	01246 220112	<b>SOMERSET</b>	Mrs Jacky Hardman	01984 633703
<b>DEVON</b>	Mrs Carolyn Wright	01822 610903	<b>STAFFORDSHIRE</b>	Ms Jill Mansell	01952 550320
<b>EAST RIDING</b>	Ms Lisa Cardy	01759 369657	<b>SUFFOLK</b>	Mrs Barbara Jones	01473 827920
<b>EAST SUSSEX</b>	Mrs Jo Crosta	01273 891346	<b>SURREY &amp; W SUSSEX</b>	Mrs Jill Grigor	01798 875436
<b>GLOUCESTERSHIRE</b>	Mrs Helen Walthew	07765 473317	<b>THAMES &amp; TEST</b>	Miss Emma Powell	01722 712381
<b>HEREFORDSHIRE</b>	Mrs Rachel Probert	01432 840603	<b>WALES</b>	Mrs Mary Jones	01792 371351
<b>KENT</b>	Mrs Sandra Side Reeves	01959 523756	<b>WARWICKSHIRE</b>	Miss Brenda Coley	01455 239466
<b>LANCASHIRE</b>	Mrs Louise Moore	01254 822828	<b>WESSEX</b>	Mrs Jennifer Day	01747 853384
<b>LINCOLNSHIRE</b>	Miss Sarah Green	01652 651208	<b>WILTSHIRE</b>	Mrs Rebecca Hill	01793 740537
<b>MIDLANDS</b>	Mrs Moira Wells	01162 362514			
<b>NORFOLK</b>	Mrs Sallyanne Brock	01362 699737			

## INDUSTRY NEWS

### Accounts, Book-keeping & Payroll Update:-

#### PAYE

**2010-11 P11Ds** - 2010-2011 forms P11D, P11D(b) and P9D are due by 6th July 2011. If the deadline is missed, you may receive a penalty.

HMRC has set up a dedicated post room for receipt of paper forms P11D & P11D (b) for 2010-11. Please address your envelope as follows: HMRC NIC&EO, P11D Support Team, Tynemouth House, Room BP8019, Benton Park View, Longbenton, Newcastle Upon Tyne NE98 1ZZ

#### HMRC

**VAT Notes No 2 2011** – The quarterly notes contain a summary of all recent changes to the VAT rules and announce future changes [http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal? nfpb=true& pageLabel=pageLibrary\\_ShowContent&propertyType=document&id=HMCE\\_PROD1\\_031335](http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal? nfpb=true& pageLabel=pageLibrary_ShowContent&propertyType=document&id=HMCE_PROD1_031335)

### Printing submitted VAT Returns

If you have had problems with printing online submitted VAT returns off the HMRC website, the following may be the solution if you are using Windows Internet Explorer 9 and the latest updated free version of Adobe Reader X (10.1.0)

- Open Windows Internet Explorer 9
- Tools
- Internet Options
- Advanced tab
- Scroll down to Security
- Un-tick - do not save encrypted pages to disk.
- Then
- Open Adobe Reader
- Edit
- Preferences
- Internet
- Un-tick - Display PDF in browser.

## DEFRA, RPA SPS, Environment Agency, Natural England & HSE Legislative & Industry News

### Bluetongue Restrictions Lifted

Restrictions on exporting sheep and cattle from Great Britain in place because of bluetongue disease will be lifted from 5th July 2011 giving Great Britain Bluetongue Free status. N B Farmers will be able to vaccinate their livestock until 5th July 2011

### AHDB cereals and oilseeds levy from 1st July 2011

The following are obliged to collect and pay to the Agriculture and Horticulture Development Board (AHDB) levies on cereals and oilseeds grown and cereals processed in the UK. For the purposes of levy collection “principals” can include agents and financial intermediaries who can therefore be considered to be “buyers”.

- Any person or organisation who buys cereals or oilseeds grown in the UK from the grower
- Any person or organisation who processes cereals grown in the UK
- Any UK grower who sells cereals or oilseeds directly to a person or organisation outside the UK or into intervention

It is an offence to provide false or misleading information relating to levy obligation to AHDB. Any person obliged to pay levy must keep sufficient records to enable AHDB to establish how much levy is due and must produce them to an officer of AHDB or a subsidiary company on demand. Failure to comply is an offence. **If you would like to register as a levy payer, please contact the cereals and oilseeds levy team on [levy@ahdb.org.uk](mailto:levy@ahdb.org.uk) or T: 024 7647 8607.**

**AHDB Levy Rates** - The following rates are in pence per tonne exclusive of VAT and apply to all transactions that take place on or after 1st July 2011.

- Cereal grower 46p
- Cereal buyer (dealer) 3.8p
- Oilseeds grower 75p
- Cereal processor – animal feedingstuffs 4.6p
- Cereal processor – non feedingstuffs (human and industrial / other) 9.5p

The cereals levy is in two parts: the grower levy and the buyer levy. When cereals are bought, the buyer must deduct the grower levy from the price paid and hold it on trust for AHDB. The buyer may then take 5% of the combined grower levy and buyer levy as commission and pay the remainder to AHDB.

**AHDB levy rate cont.** The oilseeds levy is recoverable in full by the buyer from the grower. Buyers must deduct all the levy from the price they pay the grower and hold it on trust for AHDB until payment is due.

**For all cereal and oilseeds levy enquiries please contact E: [levy@ahdb.org.uk](mailto:levy@ahdb.org.uk) or T: 024 7647 8607 - Full details:-**

<http://www.hgca.com/content.output/5057/5057/About%20HGCA/About%20HGCA/An%20introductory%20guide%20to%20AHDB%20cereals%20and%20oilseeds%20levy%20from%201%20July%202011.msp>

### **June 2011 Survey of Agriculture and Horticulture - Reminder**

The survey is compulsory, and can be completed online through Defra Farm Surveys & Assessments on Business Link (formerly Whole Farm Approach) at: <http://www.businesslink.gov.uk/agricultural-surveys>

**Mycotoxin Risk Assessment 2011** - [www.hgca.com/mycotoxins](http://www.hgca.com/mycotoxins) or T: 0247 647 8730

### **New Motor Insurance Law**

The new law gives DVLA more power to combat keepers of vehicles that are not insured. DVLA will compare its records with details of vehicles on the MID (Motor Insurance Database). If a vehicle does not have insurance and a SORN has not been made the registered keeper could face:

- A fixed penalty of £100
- Their vehicle being clamped, seized and disposed of
- A court prosecution with a maximum fine of £1000

To check your vehicle is recorded as 'insured' [www.askMID.com](http://www.askMID.com)

For more information [www.direct.gov.uk/stayinsured](http://www.direct.gov.uk/stayinsured)

### **DEFRA - Non-formal consultation on proposals to reform the animal welfare inspection regime**

Defra, the Welsh Government and the Scottish Government are seeking comments on proposals to refine the animal welfare inspection regime in Great Britain in order to better target inspections to farms with an increased risk of non-compliance with animal welfare legislation. Possible new criteria are identified for the Animal Health & Veterinary Laboratories Agency's (AHVLA) risk model for allocating inspections to claimants under cross compliance regulations. In particular, it is proposed that membership of a farm assurance scheme or a certified organic scheme, be included in the risk model for 2012 and beyond. Views are also sought for ways in which further efficiencies in animal welfare inspections can be achieved.

**Consultation ends on 27th July 2011.** Forward comments to Alison Maydom E-mail: [animalwelfareconsultations@defra.gsi.gov.uk](mailto:animalwelfareconsultations@defra.gsi.gov.uk) or Defra, Animal Welfare Team, Area 8B, 9 Millbank c/o 17 Smith Square, London, W1P 3JR.

### **HSE Update**

Health and safety made simple - Manage the risks in your business <http://www.hse.gov.uk/simple-health-safety/manage.htm?ebul=hsegen&cr=2/13-jun-11>

Frequently asked questions When am I at risk of exposure to asbestos?

<http://www.hse.gov.uk/asbestos/risk.htm?ebul=hsegen&cr=13/6-jun-11>

Safety notice - Risks to users from firewood processing machines - Recent investigations indicate some guards provided are too short

<http://www.hse.gov.uk/safetybulletins/firewoodprocessors.htm?ebul=hsegen&cr=2/31-may-11>

Hearing loss - what's it like? - Audio/visual demonstration of noise induced hearing loss

<http://www.hse.gov.uk/noise/demonstration.htm?ebul=hsegen&cr=20/31-may-11>

Health and safety made simple - Manage the risks in your business

<http://www.hse.gov.uk/simple-health-safety/manage.htm?ebul=hsegen&cr=6/23-may-11>

HSE Books catalogue - List of publications and products

<http://www.hse.gov.uk/pubns/books/hsecat.htm?ebul=hsegen&cr=16/23-may-11>

### **CLA Guidance Note - Angling and overhead power lines: reducing exclusion zones to increase fishing availability**

[http://www.cla.org.uk/Professional\\_Advice/Guidance\\_note\\_archive/Wayleaves\\_and\\_Easements/Angling/1006765.htm/](http://www.cla.org.uk/Professional_Advice/Guidance_note_archive/Wayleaves_and_Easements/Angling/1006765.htm/)

# National Legislative Farming News



## Action to eradicate cattle disease

Mandatory screening is being introduced in Scotland as the next step in eradicating the highly infectious cattle disease BVD.

It has been announced that, from 1st December, farmers with breeding cattle herds will be required to screen their herd each year for Bovine Viral Diarrhoea (BVD). All herds must have had their first test by the end of November 2012.

Key features of the mandatory screening scheme include:

- Keepers of breeding cattle herds must ensure their herds are screened for BVD each year, with a first test carried out and recorded by the end of November 2012
- All calves born to any other type of herd must be tested shortly after birth
- A range of testing methods will be available and samples can be taken by vets, milk recorder or farmers themselves, using official ear tags, which take tissue samples when applied

<http://www.scotland.gov.uk/News/Releases/2011/06/15143921>

**The Scottish Agricultural Wages Board** has agreed proposed wage rates from October 2011 following their annual meeting. The basic rate of pay for agricultural workers with more than 26 weeks continuous employment will increase by 16p per hour to £6.67, bringing the minimum wage for a 39 hour week to £260.13.

The proposed hourly rates are:

- £6.11 (an increase of 15p per hour) for those in the first 26 weeks of employment
- £6.67 for those employed for more than 26 weeks by the same employer
- £3.70 for workers who undertake a Level 2 Modern Apprenticeship in Agriculture

Workers with appropriate qualifications should also be paid an additional £1.01 per hour. Those working with dogs should receive an allowance of £5.06 per week for each dog, up to a maximum of four.

<http://www.scotland.gov.uk/News/Releases/2011/06/10155657>



## Injurious weeds

Common Ragwort      Curled Dock      Broad-Leaved Dock      Spear Thistle      Creeping Thistle

Primary responsibility for weed control rests with the occupier of the land on which the weeds are growing. It is important to be alert to potential weed problems and take action quickly.

Further information on injurious weeds can be found in the Control of Injurious Weeds leaflet available from Plant Health and Biotechnology Branch on telephone number 0300 062 2306 or email [PlantHealthandBiotech@Wales.gsi.gov.uk](mailto:PlantHealthandBiotech@Wales.gsi.gov.uk)

Specific complaints about the presence of Ragwort may be addressed to the Welsh Assembly Government Divisional Offices.

Other useful sites

- British Horse Society - <http://www.bhs.org.uk/Content/Wfr-home.asp>
- DEFRA - <http://www.defra.gov.uk/farm/wildlife/weeds/index.htm>

<http://www.gwladonline.org> is the essential website to visit to ensure you stay well-informed about agriculture and rural Wales.



**Forestry Grant Schemes Information Leaflet** Summary: Forest Service can provide grant aid and advice to help you create new woodland and manage your existing woodland. Woodland provides habitat for plants and animals, improves the amenity value of your land and can eventually provide wood for processing or other uses such as energy production. The two schemes available are the Woodland Grant Scheme and the Farm Woodland Premium Scheme. Woodland Grant Scheme (WGS) provides financial assistance for the creation of new woodlands and replanting existing woodlands. <http://www.dardni.gov.uk/forestservice/grants-leaflet-2011.pdf>

**Payments for** the new Countryside Management Scheme (NICMS) and Organic Farming Scheme (OFS) for 2010 will start in early July 2011. <http://www.northernireland.gov.uk/index/media-centre/news-departments/news-dard/news-dard-100611-countryside-management-scheme.htm>

## NEWS & UPDATES FROM IA<sub>g</sub>SA SUPPORTERS & SPONSORS



### NFU Safety Focus - Ben Coates, NFU Technically Speaking

**Safe harvest transport** - Harvest is a busy time of year, but it is important to take a few minutes to ensure you are operating safely on the road. Check all lights are working properly and are clear, brakes are working efficiently on trailers and that hitches are properly functioning and not excessively worn. It is illegal to travel on the road with unguarded spikes, cutting blades or other protruding sharp objects on a vehicle, so consider how you can make any transport arrangements safely. Contact Call First for legal advice on harvest machinery movements on 0870 845 8458.

**“Children on the Farm”** - School holidays usually mean more young people on farm. Unfortunately, it can also coincide with one of the busiest times on the farming calendar; harvest.

With increasing work pressure and a decreasing workforce, it is becoming more and more likely that an accident will involve yourself or a member of your family. Over the last 10 years, 31 children and young people, under the age of 16, have died in work-related incidents on farm, as well as a further 12 fatalities between the ages of 16 and 18.

One of the best ways to ensure children are kept safe on farm is to keep them away from the potential dangers. Where possible, you should try and keep pedestrians (child or adult) separate from moving machinery. For young children, a secure fenced area to play in means they can enjoy playing outside, while being kept away from unsafe areas. If this is not practicably possible, consider stopping access to dangerous areas with fences, gates, locked doors and blanking panels on ladders.

Children are naturally inquisitive and want to learn and explore. When they are old enough to be allowed around the farm without constant supervision, communication becomes extremely important. Take a few moments to consider your own farm and make sure children are told, warned and constantly reminded about the potential dangers; for example the risks associated with haystacks, slurry pits, workshops and chemical stores. Farm workers should also be made aware that children are around and that they should take extra care.

Of course farming is a very hands-on industry and we all want to increase the knowledge and understanding of today's youth about agriculture and where their food comes from. The Regulations do not prevent learning from experience, but there are a few principles to consider:

- A child should be directly supervised;
- A child should not be involved in a task that can be considered dangerous;
- A child should not be put in a dangerous place;
- The person doing the task should not be expected to supervise the child at the same time, therefore requiring another adult to supervise.

The law makes some decisions easier to make. If the child is under 13, the Prevention of Accidents to Children in Agriculture Regulations 1998 (PACAR) makes it illegal to allow a child under 13 to ride on or drive agricultural self-propelled machines (such as tractors and quad bikes) and certain other farm machinery. Therefore, no child under 13 should be riding in farm machinery and certainly not operating it, even if supervised.

If the child is over 13, they can ride a quad bike and drive a low-powered tractor with a simple implement (e.g. roller or harrow), but it is your responsibility to ensure the young person has been trained and is competent, safe and strong enough to use the controls properly. For quad bikes, make sure their weight in ratio to the ATV is appropriate, as weight transfer is key to safe and controlled handling.

With regard to insurance, it is best to speak to your own provider as to whether they will insure a young person (13-16) who is allowed to drive some machinery off road, as per above, and may be competent and experienced in doing so. However, due to their age they will not have taken the necessary test to allow them to drive on road under normal insurance. It is likely that your insurance will be adversely affected if anything were to happen with a child (under 13) operating a piece of machinery because it is illegal and would breach PACAR, which is outlined above.

Children and young people should be encouraged on farm; it can be a fantastic opportunity to learn about farming, the countryside and the natural environment. But as an employer and/or family member, it is your responsibility to ensure that visitors to your farm, whether they are young or old, are safe and where practicably possible, you have taken steps to minimise the potential risks.

Further information and guidance is available from the Farm Safety section of the NFU website ([www.nfuonline.com/safety](http://www.nfuonline.com/safety)) and the Health and Safety Executive have produced specific guidance on child safety in agriculture ([www.hse.gov.uk/pubns/as10.pdf](http://www.hse.gov.uk/pubns/as10.pdf)).

Do you use your Farmplan software to print, email or export reports especially those within **Batch Printing** i.e. Invoices, Statements or Remittance Advices. If so are you aware that it is a simple process to customise our standard reports to include your own graphics and logos or even to change the layout to meet your business requirements. Within the Report Publisher screen click on the **EDIT** button and the document publisher screen will be displayed. Full operating instructions are available to view or print by clicking on the HELP button. Once you have saved your changes the customised report is available alongside our standard layout and will be backed up with your data. These customised reports may be copied to use with different datasets.

**Farmplan have also produced a leaflet with some really good Hints and Tips for IAgSA members who use Farmplan's Business Manager and Cash Manager**, if you would like a copy of the hints and tips listed below please email [IAgSA@iAgSA.co.uk](mailto:IAgSA@iAgSA.co.uk) and we will email you back a pdf.

The Hints and Tips booklet includes:-

1. Formatting of your software
2. Customising your software
3. Closing Homepage Permanently
4. Dataset colour
5. Setting up of Customer Groups
6. Searching Code Groups
7. Finishing Heading Codes, Enterprises and Customers/Suppliers
8. Setting up Customers/Suppliers
9. Setting up Enterprises
10. Setting up of Heading Code Reordering and Regrouping
11. setting up Standing Orders
12. Customer/Supplier – Mail Merge
13. Data Entry
14. Quantity 2 Box
15. Normal/Refund Button (Cash Analysis & Ledger Payments/receipts)
16. On Items / Separate Button (Cash Analysis & Invoices)
17. Data Entry Templates
18. Data Analyser

Farmplan regularly help their customers to produce all sorts of customised reports so please contact the Advice line if you would like help with personalising your own documents. Telephone: 01594 545022 or email [support@farmplan.co.uk](mailto:support@farmplan.co.uk)

## EMPLOYMENT OPPORTUNITIES / CLASSIFIEDS

**Sandon Estate Office is the administrative centre for Harrowby Estates owned by the Ryder Family**

An opportunity has arisen in our small, friendly, rural office for a full time

### **Accounts Assistant/Payroll Officer**

Applicants must be proficient with Sage Line 50/Payroll, be self-motivated and work well as part of a small team.  
Attractive salary with benefits for the right candidate.

**For an information pack and further details please telephone Deborah Hulse on**

**T: 01889 508347 or**

**E: [estate.office@harrowbyestates.co.uk](mailto:estate.office@harrowbyestates.co.uk)**

Closing date for return of applications is

Friday, 8<sup>th</sup> July 2011

## **A Norfolk Based Arable Family Farm is looking for an Experienced Farm Secretary**

The company farms approx 3000 acres in total including some contractual work.

Part Time for 2 - 3 days per week for up to 25 hrs per week.

- Fully experienced in accounting skills, being responsible for VAT records and completion up to company accountant preparing year end trial balance and balance sheet reports on Key Accounts for 2 companies.
- Responsible for all farm payments, mostly using BACS and to fully reconcile the Bank Accounts.
- Maintaining sales records for Cereals and Potatoes, OSR and Beans.
- Capable of inputting crop data on Gatekeeper Software.
- To manage seed, spray and fertiliser inter company transactions.
- Responsible for PAYE for Company and Pension Payments including Online Year End Information.
- Inputting Labour Hours into a Time Management Software to analyse Cropping and Contractual Costs.
- To Generate Monthly Cash Flows and Budgets and produce Crop Contracting figures for one further Contracted Acreage.
- There is a small amount of work dealing with property rentals.

The applicant should be willing to work under own initiative on most occasions. The office is located in a pleasant environment approx 4 miles from King's Lynn.

**Please email your CV to [symingtonfarms@farming.co.uk](mailto:symingtonfarms@farming.co.uk) in the first instance.**

## **A Bedfordshire based Arable Family Farm is looking for an Experienced Farm Administrator**

L E Barnes and Sons Ltd are a family farming business that specialise in arable farming and offer services from drilling to harvesting and whole farm contracting. We farm approx 5000 acres in Bedfordshire for a number of clients. Our aim is to improve arable yields and gross margins through the use of zero till and RTK. We also run a bulk haulage operation with eight lorries.

### **Full Time/Flexible working for up to 30 - 40hrs per week**

- Maintaining sales records for arable crops
- Capable of completing Single Farm Payment forms online for a number of clients
- Capable of inputting crop data on Gatekeeper Software
- Being able to operate Landmark Computer System would be an advantage
- To manage the ordering of seed, spray and fertiliser and sales transactions
- To set up systems to analyse Cropping and Contractual Costs
- To generate Monthly Cash Flows and Budgets and produce Crop Contracting figures
- Ensure that H&S Regulations and Company's Safe Working practices are adhered to
- Maintain the COSHH file
- Responsible for the day to day running of the office, including the day to day liaison with customers
- Input data relating to our Road Haulage business on a weekly basis
- Maintaining compliance for Road Haulage business

The applicant should be willing to work under own initiative on most occasions. The office is located in a pleasant environment 7 miles equidistant between Bedford and Milton Keynes.

**Please email your CV to [robert@barnesfarming.com](mailto:robert@barnesfarming.com) in the first instance.**

***Do remember to keep an eye on the IAgSA 'positions vacant' webpage (under member services) if you are looking for additional work or new challenges!***

## USEFUL LINKS & GUIDANCE

**Word Document** –Full details: <http://word.tips.net/>

### Page Break in Word

If, after inserting a page break, you discover that you need to move the break to a new location, follow these steps:

For Microsoft Word versions: 97, 2000, 2002, 2003

1. Make sure you are in Normal view. (This process is much easier if you are working in Normal view.)
2. Select the break, just as you would select any other text.
3. Press Ctrl+X. The break is cut from your document.
4. Position the insertion point where you want to insert the break.
5. Press Ctrl+V. The break is inserted in your document.

For MS Word versions: 2007, 2010

1. Make sure you are in Draft view. (This process is much easier if you are working in Draft view.)
2. Select the break, just as you would select any other text.
3. Press Ctrl+X. The break is cut from your document.
4. Position the insertion point where you want to insert the break.
5. Press Ctrl+V. The break is inserted in your document.

### Linking to Slides in PowerPoint –

Microsoft Word versions: 97, 2000, 2002 & 2003

[http://word.tips.net/T000915\\_Linking\\_to\\_Slides\\_in\\_PowerPoint.html?awt\\_l=PQWoR&awt\\_m=1h5cCLSCDgPx4X](http://word.tips.net/T000915_Linking_to_Slides_in_PowerPoint.html?awt_l=PQWoR&awt_m=1h5cCLSCDgPx4X)

Word 2007 & 2010

[http://wordribbon.tips.net/T010439\\_Linking\\_to\\_Slides\\_in\\_PowerPoint.html](http://wordribbon.tips.net/T010439_Linking_to_Slides_in_PowerPoint.html)

### Useful websites from NeatTricks <http://www.NeatNetTricks.com>

QUICK CLEAN will clean all the junk files on your Windows 7 or Vista PC. Download free at

<http://www.thewindowsclub.com/clean-junk-files-in-windows-7-vista-with-quick-clean>

ENSO WORDS spell checks just about any application and works with Windows 2000, XP, and Vista. Download free at

<http://www.humanized.com/enso/words>

BROWSER CLEANER securely deletes all traces of your online and offline activity and free up space on your hard drive by removing unnecessary files. It erases history of visited Web sites, clears browser temporary files and eliminates all other records of your Internet activity. Download free at

<http://tcpmonitor.altervista.org/browser-cleaner-browser-cleaner-erase-history-of-visited-websites/>

DVD FLICK takes just about any video files and turns them into a DVD that will play on your DVD player, media centre, or home cinema set. Audio, subtitles, and menus can be added as well. Download free at <http://www.dvdflick.net/>

## EDITORIAL COPY FOR THE AUGUST BULLETIN TO EDITOR BY 23<sup>rd</sup> JULY 2011

**Advertisement rates as of 1<sup>st</sup> July 2011: Half Page £68.00 - Quarter Page £35.00 - Classified £25.00**

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Institute, the editor nor any other contributor is liable for any inaccuracy arising from any cause whatever.

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