

The Institute of Agricultural Secretaries & Administrators



EDITOR: Mrs A Davies, 5 Bridge Street,
Bretforton, Evesham, Worcester WR11 7JD.
Tel: 01386 833865

www.IAgSA.co.uk

E-mail: iagsabulletin@tiscali.co.uk

FEBRUARY 2008

SPS 2007

Closing date for the submission of completed IACS9 forms is **9th February, 2008.**

Single Payment Scheme – Reform of the EU fruit and vegetable regime

The arrangements that will apply under the Single Payment Scheme following the reform of the EU fruit and vegetable regime, in order to safeguard the SPS 2008 payment timetable will be:

- land under orchards and nursery crops will now become eligible under the Single Payment Scheme (SPS) from the 2009 scheme year, and;
- a consultation exercise will take place early 2008 on the criteria under which any new entitlements will be allocated in respect of this land in 2009 or 2010.

For more information - Abolition of Fruit Vegetable & Potato (FVP) Authorisations – Frequently Asked Questions:

<http://www.rpa.gov.uk/rpa/index.nsf/7801c6143933bb248025713f003702eb/b76d3da9d8697bbc802573b80033648f!OpenDocument>

IDENTIFICATION AND TRACING – Sheep & Goats

New rules for sheep and goat identification were introduced on **11th January 2008.** All registered keepers have been sent full guidance. More details on page 2.

FOOD CHAIN INFORMATION FORM – Pig Producers

From 1st January 2008 Pig producers are required to complete a Food Chain Information form when

pigs are sent to slaughter. Pig producers must also ensure that a compliance statement relating to the Feed Hygiene Regulation is lodged with local Trading Standards. There are three options for sending FCI:

- Obtain a form from your abattoir – paper or electronic
- Design your own form subject to approval from your abattoir
- Use the BPEX online service www.bpex-fci.org.uk

BPEX has also set up a Helpline: 01908 844 331 for levy payers who require further information on the new requirements. Q & A at <http://www.bpex.org/technical/general/pdf/FCi-QA.pdf>

BLUETOUGE - Scotland

From 17th January, 2008 it is a requirement that livestock keepers in Scotland who receive animals from a UK bluetongue restricted zone must complete a post movement notification document.

This document should be returned to the Scottish Government's Veterinary Division in Pentland House, Edinburgh by email at: Veterinarydivision@scotland.gsi.gov.uk (or alternatively by fax to 0131 244 6475) within three working days of receipt of livestock. This document is in addition to the identification, herd records and movement notifications in the Sheep & Goat (Identification and Traceability) (Scotland) Regulations 2006 and the Cattle Identification (Scotland) Regulations 2007.

TRANSPORT REGULATIONS – Certificate of competence - reminder

Under EU Welfare in Transport Regulations those transporting cattle, sheep, goats, pigs, horses and poultry by road, on a journey more than 65 km in connection with an economic activity must be assessed in their competence by the end of April 2008.

Full details:

<http://www.nptc.org.uk/qualification/s/default.asp?area=187>

NPTC, Stoneleigh Park, Stoneleigh, Warwickshire CV8 2LG Tel: 024 7685 7300 Fax: 024 7669 6128 Email: information@nptc.org.uk

Contents	Page
SPS 2007/Fruit & Veg regime	- 1
Sheep & goat ID	- 1
Food chain forms - pigs	- 1
Bluetongue - Scotland	- 1
Transport: Cert of competence	- 1
Money Laundering	- 2
Sheep Double tagging	- 2
Passports -Horses	- 3
Red Diesel	- 3
Migrant Workers	- 3
EU Wine Reform	- 4
Royal Mail	- 4
NetRegs	- 4
HSE updates	- 5
Useful Publications/Websites	- 5
Voluntary Initiative	- 5
Situations Vacant	- 6
Conference	- 6
Council Nominations	- 6
Notes from the Chair	- 7
C P D Report	- 7
IT Hints & Tips	- 8
RIDDOR	- 8
UK200Group	- 9
Insurance Reminder	- 10
Branch Notices	- 10

IMPORTANT - Money Laundering and YOU

The New Money Laundering legislation affects all persons or businesses providing bookkeeping, accountancy or payroll services to clients, even if this is voluntary or is for members of their direct family. Under the regulations, all persons or businesses must be registered with a Supervisory Body. If you are fully employed and have no self-employment at all then MLR does not apply.

The Institute of Certified Bookkeepers (ICB) is registered with the Treasury as a Supervisory Body and is willing to allow IAgSA members to be supervised by them. Details are still being negotiated but IAgSA recommend that it will be more beneficial (and cheaper) to join their scheme rather than registering with the Inland Revenue. More information will be available in due course, hopefully in the March Bulletin.

To assist members in complying with the new legislation, the ICB is running a series seminars in city centre locations around the country to inform their members of their new legal obligations. They are inviting IAgSA members to participate in these and are charging their member rate of £75.

Their venues are:

Tuesday	5 February	Brighton	Monday	3 March	Bristol
Thursday	7	Oxford	Tuesday	4	Exeter
Monday	11	Cambridge	Monday	10 March	Wrexham
Monday	25	Belfast	Tuesday	11	Manchester
Tuesday	26	Southampton	Monday	17 March	Cardiff

For further information please contact ICB on 0845 060 2345, www.book-keepers.org.

IAgSA Warwickshire Branch is also organising a seminar, in association with ICB, on Wednesday 2nd April at Stoneleigh between 2.00 p.m. and 8.00 p.m. at a cost to IAgSA members of £30. Details have been emailed to members or are in the post with the bulletin. Everyone is welcome.

SHEEP DOUBLE TAGGING

Summary of 2008 sheep double tagging requirements:

1. Animals, born on or after 11th January 2008, which are intended for slaughter in the UK before they are 12 months of age can continue to be single tagged
2. Animals, born on or after 11th January 2008, which will live to be older than 12 months of age or are to be exported must have two identifiers. One identifier must be an ear tag and the other can be an ear tag or a tattoo (animals bearing a tattoo cannot be exported);
3. Animals, which have already been officially tagged with an individual animal number before 11th January 2008, do not require any further tags.
4. Animals, born before January 11 2008, which have not yet been identified should be identified using the new requirements as listed in points 1 and 2
5. If an animal born on or after 11 January 2008 and has been single tagged and it reaches 12 months of age, it must then be double tagged. With either a match-up identical tag or by applying two new UK tags.
6. S tags, S baseline tags and F tags will no longer be used;
7. Animals for export will no longer require two identical holding of birth tags. The exporter may instead apply two new identical UK tags, provided he cross-references the new number to the number on the holding of birth tag.
8. The flock or herd register and movement documents have been revised to make them easier to complete.

For more information - Livestock movements, identification and tracing: Q&A for the Introduction of Double-Tagging for Sheep and Goats on 11 January 2008 <http://www.defra.gov.uk/animalh/id-move/sheep-goats/doubletag-qanda.htm>

Source: www.defra.gov.uk/animalh/id-move/sheep-goats/index.htm

ELECTRONIC IDENTIFICATION (EID) – Sheep & Goats

The EU Council of Ministers have agreed 31st December 2009 as the obligatory implementation date for the introduction of electronic identification (EID) of sheep and goats. The Regulation was adopted on 17th December 2003 and

introduces, amongst other measures, a system of individual animal recording and electronic identification (EID) for sheep and goats, which will now be required from 31st December 2009

PASSPORT REQUIREMENTS WHEN TRANSPORTING HORSES

It is not a legal requirement to carry a passport for every journey, but there are a number of very important exceptions. There are:

- When a horse is moved into or out of Great Britain
- When a horse is used for the purpose of competition
- When a horse is moved to the premises of a new keeper

- When a horse is presented at a slaughterhouse for slaughter
- When a horse is sold
- When a horse is used for breeding purposes

If a horse is travelled without a passport in any of the above circumstances an offence is being committed and prosecution is a possibility.

N B The British Horse Society suggests that passports are carried on every journey. If the vehicle is subjected to a spot check en route, it will be more quickly and easily completed if all the horses in the vehicle are accompanied by their passports.

A full list of approved passport issuing organisations may be found on the DEFRA website www.defra.gov.uk

Source British Horse Society

MEMORANDUM OF AGREEMENT – Red Diesel

Following agreement with HMRC and DVLA, the NFU and NAAC are pleased to finally announce the release of a new Memorandum of Agreement giving guidance on the use of red diesel in agricultural, horticultural and forestry vehicles on the road.

The aim of the new Memorandum is to clarify how rebated fuel can

be used by farmers and agricultural contractors. One of the main difficulties of recent years has been interpreting the definition of 'agriculture.' This Memorandum seeks to clarify what activities and journeys fall within the definition, and what vehicles are covered.

The Agreement is not a change to legislation, but a shared

understanding of the legislation and how the law will be interpreted and applied. This will ensure both the industry and enforcement officers have a clear and common understanding of what is permitted use.

To view the Memorandum of Agreement visit www.naac.co.uk or www.nfuonline.com.

Source NFU/The Grower Bulletin

NEW MIGRANT WORKERS LEGISLATION - The Border and Immigration Agency

New measures to help tackle illegal migrant working will come into force on 29th February 2008. These measures, contained in the Immigration, Asylum and Nationality Act 2006, include:

- a system of civil penalties for employers who employ illegal migrant workers - it is proposed that the maximum civil penalty per illegal worker will be £10,000.
- a new criminal offence for employers who knowingly employ illegal migrant workers - this offence will carry a maximum two year

prison sentence and/or an unlimited fine; and,

- a continuing responsibility for employers of migrant workers with a time-limited immigration status to check their ongoing entitlement to work in the United Kingdom.

The new measures do not significantly alter employers' responsibilities. Employers are already required to check their prospective employees' right to work in the United Kingdom, to establish a defence against conviction for employing illegal migrant workers.

The current law provides employers with a statutory defence from conviction if they check and record certain specified documents belonging to potential employees. Under the new measures, employers will similarly be able to obtain a statutory excuse from payment of a civil penalty by checking their prospective employees' documents. In addition, employers will be required to undertake repeat document checks at least once a year for those employees who have limited leave to enter or remain in the United Kingdom, if they wish to retain the statutory excuse.

For more information:

<http://www.bia.homeoffice.gov.uk/employers/preventingillegalworking/complyingwiththelaw/post280208/>

Employers' Helpline: 0845 010 6677

- Answers any general enquiries on preventing illegal working and carrying out the document checks necessary to attain the defence against conviction;

- Provides free of charge printed copies of the comprehensive guidance for employers on the prevention of illegal working;
- Is the first point of contact if there are concerns with any immigration documents.

Seasonal Agricultural Workers Scheme - single operators information available at <http://www.bia.homeoffice.gov.uk/contact/contactpage/sawssingleoperators/>

EU WINE REFORM – UK exempt

The EU Council, as part of the current EU wine reform, has agreed to keep UK producers out of the potentially restrictive planting ban scheme — which aims to stop the over-production of cheap subsidised wines in countries such as France and Germany. The European Commission (EC) hoped to introduce a planting ban until 2015 on vineyards producing more than 3.3 million bottles (25,000 hectolitres) of wine a year — a limit that many UK wineries are approaching.

Royal Mail – Postal charges from April 2008

The 1st Class Letter price will increase to 36p for stamp and 34p for meter.

The 2nd Class Letter price will increase to 27p for stamp and 24p for meter.

Royal Mail Special Delivery® Next Day will increase by 30p to £4.60 for mail up to 100g.

Full details:

ftp://ftp.royalmail.com/Downloads/public/ctf/rm/2008_2009_Prices_document_for_publication_final.pdf

NetRegs – Guiding Small Businesses through environmental regulations

Vehicle repair and maintenance This guidance is for businesses that repair and maintain motor vehicles. Find out how your business affects the environment and what you need to do to comply with the law.

http://www.netregs.gov.uk/netregs/sectors/1916087/?lang=_e

Guidance for catteries, stables, kennels and veterinary surgeries

http://www.netregs.gov.uk/netregs/sectors/1894906/?lang=_e

Landscaping Find out about the impact your landscaping business has on the environment.

http://www.netregs.gov.uk/netregs/sectors/1896127/?lang=_e

Revised guidance on pest control http://www.netregs.gov.uk/netregs/sectors/1896983/?lang=_e

New guidance for anyone who works in education. This is particularly relevant for janitors, head teachers, facilities managers and grounds managers. There is also guidance for laboratories and workshops used for practical courses.

http://www.netregs.gov.uk/netregs/sectors/1844747/?lang=_e

Revised guidance on energy labelling and energy efficient design

http://www.netregs.gov.uk/netregs/275207/275435/?lang=_e

Updated NetRegs guidance on hazardous and special waste

http://www.netregs.gov.uk/netregs/275207/276386/?lang=_e

Have your say on the Environment Agency's draft protocols for waste vegetable oil, non-packaging plastics and flat glass. The protocols, for England and Wales, will define when these wastes may become a non-waste that can be reused or supplied into other markets. http://qpyr1.dialoguebydesign.net/?lang=_e

If you work in the construction industry in England, it is likely that you will need to produce a site waste management plan (SWMP) by April 2008. Read our guidance to find out how a SWMP could save you money and protect the environment. Our practical guide will help you build your own SWMP. You can also check if your business complies with environmental law by completing our short quiz. http://www.netregs-swmp.co.uk/?lang=_e

In England, Northern Ireland and Wales, all wastes must be treated before they are landfilled and all liquid wastes are banned from landfill. Read the guidance to find out how to comply with the requirements

http://www.netregs.gov.uk/netregs/275207/663559/?lang=_e

Online registration for waste exemptions in Scotland. SEPA has introduced online registration for non-fee paying exemptions. SEPA encourages customers to use this accessible service whenever possible

http://www.sepa.org.uk/wmxreg/pages/welcome.aspx?lang=_e

Assess your environmental compliance Use the self-assessment tool, delivered in partnership with Business Link, to find out what else you might need to do to comply with the law and avoid prosecution. Answer the questions on your environmental performance and then follow the links to read the relevant practical guidance on NetRegs.

http://www.businesslink.gov.uk/bdotg/action/layer?r.l1=1079068363&topicId=1079438165&r.l2=1079363464&r.s=t1?referrer=/netregs/&lang=_e

To receive regular e mail alerts from NetRegs: http://www.netregs.gov.uk/netregs/1226009/?lang=_e

HSE Updates and reminders

'Working in the UK from overseas?' relaunched INDG410 - Guidance for employers on their responsibilities for temporary and migrant workers. <http://www.hse.gov.uk/pubns/indg410.pdf?ebul=hsegen/14-jan-2008&cr=12>

'Working in the UK from overseas?' - translated Versions in - Bulgarian, Latvian, Lithuanian, Polish, Romanian, Russian and Ukrainian. <http://www.hse.gov.uk/languages/index.htm?ebul=hsegen/14-jan-2008&cr=13>

'Workplace health, safety and welfare: a short guide for managers'. Free revised leaflet - advice for managers <http://www.hse.gov.uk/pubns/indg244.pdf?ebul=hsegen/17-dec-2007&cr=3>

Welsh version 'Workplace health, safety and welfare: a short guide for managers'. <http://www.hse.gov.uk/pubns/welsh/indg244w.pdf?ebul=hsegen/17-dec-2007&cr=4>

Freedom of Information website redesigned. Contains updated information on HSE procedures, includes frequently asked questions. <http://www.hse.gov.uk/foi/index.htm?ebul=hsegen/17-dec-2007&cr=8>

Construction safety alert Issued to users of excavators fitted with quick hitch devices. <http://www.hse.gov.uk/construction/quickhitch.htm?ebul=hsegen/10-dec-2008&cr=3>

Workplace fire safety Changes to HSE's role - fire regulations. <http://www.hse.gov.uk/fireandexplosion/workplace.htm?ebul=hsegen/10-dec-2007&cr=5>

Guidance on domestic gas safety www.hse.gov.uk/gas/domestic/index.htm

Infoline - Health and safety information and advice: Call 0845 345 0055 or visit: <http://www.hse.gov.uk/contact/index.htm?ebul=hsegen/10-dec-2007&cr=19>

Report an accident: Call 0845 300 9923 or report online at: <http://www.hse.gov.uk/riddor/index.htm?ebul=hsegen/10-dec-2007&cr=20>

Useful websites

<http://www.rpa.gov.uk/rpa/index.nsf/0/B64BB4246B98643E80257364002832C6> *0% set aside rate for 2008 scheme year* These FAQs represents RPA's current understanding of the position and could be subject to change pending further clarification from the European Commission.

<http://nvz.adasis.co.uk/maps/> This website provides access to detailed maps of the existing Nitrate Vulnerable Zones (NVZs) in England (designated in 1996 and 2002) which show:

- The NVZ boundary matched to individual field boundaries (Interactive Mapping).
- The reason for designating an area of land as an NVZ (Summary Maps).

Full details of the Action Programme measures, with which farmers located in these NVZs need to comply, are available on the DEFRA NVZ web pages

<http://www.wasterecycling.org.uk/pdfs/DutyofCareWasteTransferNote.pdf> Duty of care: waste transfer note

<http://www.drinkaware.co.uk/> For most adults, it's fine to enjoy a drink. At the same time, we all need to look after our health and well-being. This is where you can find out more about how to do both. You'll find all kinds of useful information about alcohol and drinking, from fascinating facts to practical tips, to suit all kinds of people and occasions. Find the answers to your questions - become more drink aware here.

<http://www.drinkawaretrust.org.uk/what-we-do.html> Campaigning and Educating to reduce alcohol harm

<http://www.aa-uk.org.uk/> Alcoholics Anonymous - National Helpline 0845 76 97 555

<http://www.foodaware.org.uk/index.htm> Foodaware: the Consumers' Food Group, has been set up to coordinate the broad UK consumer movement's work on food safety, nutrition and standards. Their mission is to give UK consumers a strong voice on food policy by bringing together the organisations that represent them. They also consult and support the UK consumer representatives on food related committees, and further the public understanding of science.

www.hse.gov.uk/gas/domestic/index.htm Guidance on domestic gas safety

Publications

Guide to Cross Compliance in England and Management of Habitats and Landscape Features: Guidance for Cross Compliance in England. The Guides have been made available on the Defra Whole Farm Approach www.defra.gov.uk/farm/wholefarm/index.htm and RPA websites and sent out to farmers who receive payments under the Common Agricultural Policy (CAP). They are also available at: www.rpa.gov.uk/crosscompliance

http://www.voluntaryinitiative.org.uk/_Attachments/CPMP%20Landscape.pdf This Crop Protection Management Plan (CPMP) was devised by the UK's farming unions (i.e. the National Farmers' Union of England and Wales, the National Farmers' Union of Scotland, the Ulster Farmers' Union and the Country Landowners' and Business Association). It is part of their continued contribution to the 'Voluntary Initiative' (VI), a programme of measures, agreed by Government, to minimise the environmental impacts of pesticides. Crop Protection Management Plans have now been included in the Entry Level Scheme in England and Wales and worth 2 points per ha. It is estimated that the combined contribution of farmers completing a CPMP (including the LEAF audit) will give coverage of at least 60% of the UK arable area in 2007.

To register that you have completed your CPMP either

- fill in the online return (www.voluntaryinitiative.org.uk),

- fax your summary sheet to the NFU on 0247 685 8501

- post to: CPMP returns, Policy Services Dept, NFU, Agriculture House, Stoneleigh Park, Stoneleigh, Warks CV2 8TZ

Environment Sensitive Farming- practical advice for land managers

The Environment Sensitive Farming team has put together a series of events to help farmers, advisers and contractors prepare for the new NVZ Regulations, improve their nutrient and manure management and explore ways of protecting sensitive river catchments. All the advice is FREE and it comes from some of the country's most respected technical experts. For an up-to-the-minute events listing:

www.environmentalsensitivefarming.co.uk/events/index.html?podlet_id=15&view_all=true To reserve your place book online at www.environmentalsensitivefarming.co.uk or ring the Events Line on 0845 602 38

Situations Vacant

PART-TIME FARM SECRETARY

Required for 700 acre farm near Doncaster

Mainly arable with field vegetable, sheep and pig enterprises

One day per week, with the opportunity for more during peak times

Must be competent in farm accounts, crop recording and livestock records
(a knowledge of Farmplan Crop Manager would be an advantage)

For further details, please contact our current secretary
Louise Martinson on 07970 312737 or email CV to methamltd@aol.com

IAGSA CONFERENCE 7th – 9th MARCH

Victoria Hotel, Torquay, Devon

Hurry! Hurry!

Not too late to book

- some accommodation still available

Please contact Gill Bale on 01392 461254 or gb@mpprops.co.uk

If this is your first attendance at Conference, your name will be entered into a draw to win back the full delegate rate of £170, kindly donated by last years' winner and Warwickshire Branch.

A.G.M, The Victoria Hotel, Torquay on Sunday 9th March 2008 at 11.30 a.m.

Agenda Item No 8 - Council Nominations

To **ELECT MEMBERS TO THE COUNCIL OF MANAGEMENT** (Rule 41)

Mr Tim Cartwright retires from office and, being eligible, offers himself for re-election.

Nominations, endorsed by candidates, have been invited for seats on Council. The following have offered themselves for election:

- | | |
|------------------|---|
| Jacky Hardman | Proposed by Fiona Ives
Seconded by Jane Bishop |
| Jerilynn Kinnett | Proposed by Joyce Crackles
Seconded by Megan Pugsley |
| Gill Lawrie | Proposed by Sue Simpson
Seconded by Anne Soutar |

Notes from the Chair

Conference 2008 will soon be here and I know you will all be looking forward to your weekend in Torquay experiencing 'The Best of The West!' You will have noticed in your booking form that there is no Branch Forum this year, instead members of Council are holding a Speed 'Council-ing'

session. This is simply an opportunity for you to have an informal chat with Council members to discuss any aspects of IAgSA, any branch issues, in fact anything at all, on a one to one basis. We are here to support you and are happy to hear your views and ideas so come along and say hello. We look forward to seeing you there!

Joyce Crackles IAgSA
National Chairman

Are you a 'Young Farmer'? We are looking for an IAgSA member who is also a member of NFYFC to feature in their publication Ten26. If you fit that criteria and would like to take part in this excellent opportunity to publicise IAgSA, please contact Joyce Crackles at joyce_crackles@btconnect.com

CPD ASSESSORS REPORT – 2007

Another good year for all those undertaking CPD with everyone retaining their status including another eight successfully completing CPD1.

Three members needed to send further information, all related to “Branch Meetings Attended”, with no detail of what the topic was or the relevance to the individual.

Points claims for activities do seem to vary and I would urge members to carefully check the points that they claim against the IAgSA Points Allocation list. If you believe you have a case for claiming a different points allocation then you should add a statement to that effect giving logical reasons for this.

The claims by the following were particularly noteworthy for their excellent presentation with good information on individual topics:-

Joyce Crackles, Jennifer Day, Elizabeth Elliott, Margaret Flood, Marty Handley and Jerilynn Kinnett.

The competition results are as follows:-

1st Mandy Harris

She lists the seven areas of CPD that she undertook, outlining what she got out of each activity in a sensible, straightforward manner.

2nd Fiona Ives

3rd Rebecca Hill

Once again, congratulations to all who have taken part in CPD and enhanced their standing in the rural business community.

CPD Corner

The Development Plan is an excellent way to guide your training needs and focus your ideas on how to achieve your aims for improvement. Importantly it can earn you 5 points. If you did not kick off your CPD year with a Development Plan, perhaps now is the time to put some thought into what you need to do to keep yourselves abreast of current legislation, stretch yourself in a new direction or plan to gain further qualifications?

Rebecca Hill
IAgSA Council Member responsible for CPD

Elizabeth Roe Competition - IAgSA Member of the Year The Elizabeth Roe Committee would like to invite members to nominate from their branch their IAgSA Member of the Year. Nomination forms are available from Charlotte at Head Office and completed forms must be returned by **16th February 2008**. The IAgSA Member of the Year will be chosen by the Elizabeth Roe committee and announced at Conference 2008. The competition not only provides a fitting memorial to Elizabeth and the work she put into IAgSA, but also gives us an opportunity to recognise the contributions members across the country make to IAgSA.

East Riding of Yorkshire Branch is re-launching! Bishop Burton College has very kindly agreed to act as the meeting point for future gatherings, and this is where our first "get together" for many years will be held on **Wednesday 13th February 2008** at 7.00 p.m. If anyone is interested in coming along please contact Linda Bratley on 07710 014747 or email Linda@lovelyhats.karoo.co.uk for further details. The first meeting will be a general networking event, and ideas will be gathered from those attending to see what format the group should take to best serve its members. Looking forward to seeing you there!

Norfolk Branch Day Course at Easton College Computer room on **Tuesday 5th February 9.30 a.m.** *Advanced Word – Mail Merge* covering Mail merge from an Excel address list (no need for Access), Creating and Use of Tables, Drawings Toolbar, Text frames, Borders, Clip Art, Word Art, Toolbars Please contact Louise Martin on 01953 717711 for details.

Welsh Branch On Friday, 8th February 2008 we have invited Rita Jones and Robert Owen, Liaison officers with Rural Payments Wales, Welsh Assembly Government to speak to the meeting regarding this year's SFP forms. They will also be able to cover other topics including all current record keeping requirements and updates including double sheep tagging. The meeting will be held at NFU Building on the RWAS showground at 11.00 am meet at 10.30am for coffee and we have also booked a working buffet lunch. It is hoped that a meeting of the branch may be held after the talk.

Staffordshire Branch IAgsA are holding a DIGITAL CAMERA WORKSHOP at Gayton Village Hall, Gayton, Stafford on **Thursday 7th February 2008** Start 9.30/10 a.m. £40 per head (including full lunch and refreshments) Contact: Lynn Briggs (Chair) 07778 673483 or Gill Bayley (Secretary) 07834 364802

Money Laundering Seminar in association with Institute of Certified Bookkeepers **Wednesday 2nd April 2008** 2.00 p.m. – 8.00 p.m. to be held at The National Association of Farriers, Blacksmiths and Agricultural Engineers, NAC, Stoneleigh, Warwickshire.

IT Hints & Tips

Putting Headers and Footers on Multiple Worksheets

One of the typical last touches to a worksheet before printing is to place headers or footers. This is very easy to do if you have only a worksheet or two in which to place the headers and footers. What if you have quite a few worksheets in the same workbook, and you want them all to have the same header and footer.

Actually this isn't too hard to do, either. All you need to do is work with a group of worksheets as a single unit. Just follow these general steps:

1. Decide which worksheets you want to have the same headers or footers.
2. Select the first worksheet in the series (click the tab for that worksheet).
3. Hold down the Shift key as you click on the tab for the last worksheet in the series. A range of worksheets should now be selected. Excel also adds the word [Group] to the title bar to indicate you have a group of worksheets selected.
4. Set your header or footer as you normally would (as outlined in other issues of ExcelTips). Your changes are automatically made on all the sheet in the selected range.
5. When done, select a single worksheet by clicking on its tab. (Click on the tab of a worksheet other than the first in the range.)

That's it; you've now set the headers or footers of all the sheets to be identical.

Source: Allen Wyatt's Excel Tips www.VitalNews.com

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible.

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;
- CORGI registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it just call the Incident Contact Centre (ICC) on 0845 300 99 23.

Information supplied to HSE in a RIDDOR report is not passed on to your insurance company. If you think your insurer needs to know about a work related accident, injury, or case of ill health please remember to contact them separately - insurers have told us that reporting injuries and illnesses at work to them quickly could save you time and money.

Ways to report an incident at work

- **Telephone:** The quickest and easiest way to do this is to call the Incident Contact Centre with no need to fill in a report form. Just call **0845**

300 99 23 (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

- **Online:** Complete the appropriate online report form. The form will then be submitted directly to the Incident Contact Centre. You will be sent a copy for your records
- **E-mail:** Download the appropriate form and email it to riddor@natbrit.com.
- **Post:** Print out the appropriate form, complete it and post it to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG.

What records do I need to keep?

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

You can keep the record in any form you wish. You could, for example, choose to keep your records by: keeping copies of report forms in a file; recording the details on a computer; using your Accident Book entry; maintaining a written log.

If you choose to report the incident by telephone or through this web site, the ICC will send you a copy of the record held within the database. You will be able to request amendments to the record if you feel the report is not fully accurate.

Full details: <http://www.hse.gov.uk/riddor/guidance.htm>



BUDGETING AND FORECASTING

What does a budget mean to you? Is it a task you have to do and then put away until the next time? Is it a useful exercise that sets out your plan for the coming year? Is it a nightmare that you follow slavishly, every shortfall a disaster? Is it a necessary exercise for the bank, to get that overdraft? Or is it an exercise to look at your business, setting benchmarks, standards and targets for everyone, individually and collectively?

A budget can be, and is all these things and more. It is a time to look at your business and examine what is profitable (or not), who is profitable and where you, as a firm, are going. Whole libraries of books have been written on the subject so a short article such as this can only scratch the surface.

In every business there is a cash cycle. That is the time it takes from paying wages, buying seeds/crops etc and other expenses to the time the cheque arrives in your bank. Many firms use a very simple spreadsheet to forecast what is going to happen to the bank balance over the coming months. Combine this with your knowledge of expense patterns and you will know which parts of your business to pay particular attention to at any time.

At this stage we enter the whole world of management information

that is available to your business. It is the way that you collect this information and use it that dictates how you make your business decisions. Whether you make your decisions from instinct, from information about the past; from projections you have formulated from your information base (your accounting and management systems) or sheer guesswork, those decisions can be right or wrong.

Instinct (or common sense) can be very powerful but even this requires basic information. It is clear that you cannot set the proprietor's wages higher than your total income, but there are those who are in tune with their business whilst it remains relatively small and with low complexity, who can judge what can and cannot be done. They will always tell you, "It's obvious" and are unable to explain exactly how they have come to that decision. Perhaps they work harder than they are prepared to admit to get information to make their decisions.

Guesswork does work sometimes but in the same way that you can win the Lottery, sometimes. So for most of us mere mortals our decisions have to be based on a combination of what happened in the past and the information

generated from our information base.

Agricultural members of the UK200Group have always been active in helping clients to understand their business and forecast their cash requirements. As a starting point having up to date accounting records is most important. Many clients engage us one or two days each month or quarter to maintain their records. Initially, many have done this solely for their VAT Returns but have found that the information generated gives interim results. By coding income and expenditure simple budgeting and forecasting becomes relatively straightforward. Thus many clients are now benefiting from a regular flow of crucial management information. This gives you control, essential to ensure you are running your business, not it running you.

To have control you have to understand your business and its environment. You must have information (preferably accurate and timely) to answer key questions. What do you do well? What is the most profitable work? Where is that work coming from? What is it costing you? Knowledge is the key. Have that knowledge and you will have a tool to fashion success from the most unlikely of materials.

David Ingall - UK200Group President, Partner at UK200Group Agricultural Group member firm JWPCreers, Accountants and Business Advisors in Yorkshire. dai@jwpcreeers.co.uk

UK200 Agricultural Group members have an up to date knowledge of the issues affecting farmers and rural businesses, for your nearest member email: admin@uk200group.co.uk or visit www.uk200group.co.uk/agriculture

INSURANCE REMINDER - Homeowners warned to protect property against unwanted 'guests'

Pest infestations are on the increase due to an abundance of food and

shelter. Yet whilst precautions against burglary are standard practice among

homeowners, measures to prevent the

arrival of these other unwanted visitors are less common.

Problems caused by nesting rodents, wasps or cockroaches could potentially affect all homeowners in the UK, irrespective of the property's location. And the problem is getting worse.

Rodents are a particular nuisance not only because of the damage they cause chewing on wires, flooring and personal possessions, but because they carry Weil's disease, a potentially fatal bacterial infection. They can

navigate around a house using pipes and wiring like motorways and such a system can take them from cellar to loft and all the places in between.

And rodents are not the only troublesome pests. In the spring, nesting wasps can reach numbers of more than 25,000 – a daunting prospect for even the bravest among us – and squirrels and nesting birds in the eaves of a house can also cause untold damage and depreciate the value of your home.

It goes without saying that prevention is better than cure, but when things go wrong, having the right cover in place will save financial headaches.

NFU Mutual provides cover for the removal of pests such as bees, rats, mice, cockroaches and wasps nests. In some cases the cost of resolving an infestation can be as high as £2,000, so it pays to check your policy carefully to see whether it covers problems of this nature.

Useful website – British Pest Control Association – www.bpca.org.uk

Call 0800 975 0600* or visit www.nfumutual.co.uk to find your local NFU Mutual agent who will be able to offer help and advice.

NFU Mutual is The National Farmers Union Mutual Insurance Company Limited (No.111982). Registered Office: Tiddington Road, Stratford upon Avon, Warwickshire CV37 7BJ. Authorised and regulated by the Financial Services Authority. A member of the Association of British Insurers.

*For security and training purposes, telephone calls may be recorded and monitored.

Taylor Vinter helpline for IAgSA members: Adrian Horwood-Smart 01223 225209 or Jeanette Dennis 0797 167 1193

Farming Help Calls for help should be directed to:

FCN Helpline - 0845 367 9990

RABI - 01865 727888

ARC-Addington Fund - 024 7669 0587

Other Helplines

Alcoholics Anonymous - National Helpline 0845 76 97 555 e mail: aanewcomer@runbox.com

The Samaritans - 08457 90 90 90

Citizens Advice - <http://www.nacab.org.uk/>

BRANCH NOTICES

	Contact Name	Telephone		Contact Name	Telephone
BEDFORDSHIRE	Miss Pam Simms	01234 741783	RYEDALE	Miss Andrea Strickland	01439 770305
CAMBRIDGESHIRE	Mrs Tracey Nicholls	01223 521706	SCOTTISH BORDERS	Ms Justine Lindsay	01573 440247
CHESHIRE	Mrs Jane Gerrard	01606 891376	SCOTTISH CENTRAL	Mrs Gill Lawrie	01241 873391
CHILTERNES	Mrs Jo Jakeman-Snell	01608 677149	SHROPSHIRE	Mrs Lynne Morris	01588 660264
CORNWALL	Miss Karen Hoskin	01579 320563	19 th Feb 7.30 p.m. Longnor Village Hall Fire Safety Regulations and the Fire Risk Assessment with Dave Bartlett, Shropshire Fire Service		
CUMBRIA	Miss Siobham Stainton	01539 620665	SOMERSET	Ms Jacky Hardman	01984 633703
DERBYSHIRE	Mrs Sally Wood	01246 220112	STAFFORDSHIRE	Mrs Gil Bayley	01260 277057
DEVON	Mrs Marilyn Brook	01647 24419	Thurs 7 th Feb 9.30 a.m. Gayton Village Hall Digital Camera Workshop		
EAST RIDING	Ms Linda Bratley	01430 801211	Thurs 21 st Feb 7.30 p.m. Haling Dene Centre Penkridge Environment Agency NVZ Regulations		
Re-launch Wed 13 th Feb 7.00 p.m. Bishop Burton College 'Get-together'			SUFFOLK	Mrs Barbara Jones	01473 827920
EAST SUSSEX	Mrs Jo Crosta	01273 891346	SURREY & W SUSSEX	Ms Jean Farmer	01798 877404
GLOUCESTERSHIRE	Megan Pugsley	07894 306 391	THAMES & TEST	Mrs Fiona Ives	01256 381218
HEREFORDSHIRE	Rachel Probert	01432 840603	WALES	Mrs Maureen Lloyd	01947 851609
KENT	Sandra Side Reeves	01959 523756	Fri 8 th Feb 10.30 a.m. NFU Building RWAS SFP form etc with Liaison officers with Rural Payments Wales, Welsh Assembly Government		
LANCASHIRE	Mrs Marty Handley	01200 446279	WARWICKSHIRE	Miss Brenda Coley	01455 239466
LINCOLNSHIRE	Miss Sarah Green	01652 651208	Wed 27 th Feb 8.00 p.m. Stoneleigh Office 'Limited Companies & Partnerships v Sole Trader' - Helen Tustin of Ellacotts Accountants		
MIDLANDS	Moir Wells	01162 362514	WESSEX	Mrs Jennifer Day	01747 853384
NORFOLK	Miss Louise Martin	01953 717711	WILTSHIRE	Mrs Rebecca Hill	01793 740537
Tues 5 th Feb 9.30 a.m. Easton College Day Course - Advanced Word/Mail Merge			Sat 2 nd Feb Lackham College 'Word Up-date'		
NORTHUMBERLAND	Mrs Alison Cutter	01668 215316	19 th Feb 7.30 p.m. The Greyhound Bromham Accountant Mike Butler		
Sat 2 nd Feb Visit Woodhorn Centre, Ashington					
NORTH YORKSHIRE	Mrs Sue Densley	01845 526682			

COPY FOR THE MARCH BULLETIN TO EDITOR BY 20TH February

Advertisement rates from 1st July 2006: Half page £68.00, ¼ page £35.00, Classified £25.00

The information in this Bulletin is for the general guidance of members. It is not practicable for the accuracy of every statement to be checked before publication. Where important, readers should check the details for themselves. Neither the Institute, the editor nor any contributor is liable for any inaccuracy arising from any cause whatever.

'c' – Institute of Agricultural Secretaries & Administrators, NAC Stoneleigh, Kenilworth CV8 2LG Tel: 024 7669 6592, Fax 024 7641 7937 email IAGSA@IAGSA.co.uk