

AGM Minutes - Chagfarm



Present **Davon Friend, Business Manager, Chagfarm CIC**
Sylvan Friend, Farm Manager, Chagfarm CIC

Member attendance:

Pamela and Colin Gibbs, Sarah Edwards-Tooke, Sarah Vine-Tester, Mara Green, Astrid Arnold, Ed Hamer, Katherine Grimshaw, Richard Gomme, Nicky Scott. Non member attendance: Rod Friend and Catherine Relf

Minutes of AGM held at Endecott House, Chagford on 17th October 2013 commencing at 7.45pm

#		Time/ Actions
1.	Welcome and meeting start (Davon)	7.45pm

Welcome to Chagford Community Farm's first annual general meeting!

I'll start by saying a little about Chagfarm then we'll have a farm update, financial summary and cover some discussion points with time for questions.

2.	Chagfarm - What we are doing	8.00pm
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Chagfarm is a community interest company which means our assets are locked in the community for the long term. Our main aim is to help make our community to be one of the most resilient for local food production in the UK. We also want to demonstrate the viability of small scale organic food production systems and create high quality local produce.

For our full list of aims and objectives – [please see our website by clicking here](#).

We started Chagfarm to build on Chagfood's success in production and sale of vegetables through community supported agriculture. By producing organic goat dairy, meat and honey we have complimented what Chagfood offer and have also benefited through local awareness of this model of agriculture. This model of farming enables us to get up front commitment from our customers, who become members by committing to buy our produce for a year, either paying up front or monthly by direct debit.

We differ to Chagfood in that our produce is most often not shared equally amongst members due to the level of choice needed in providing meat, dairy and honey.

Chagfarm produces raw goat's milk, hard and soft goats cheese and goat's yoghurt. Chicken, pork, goat's meat and honey. Some of this we have had to buy in until we produce it ourselves. Hopefully you've now sampled some lovely Devon produce. We can also buy in local produce like Venison, Lamb and Beef to support other local farms.

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Farm membership. Members have the choice of produce shares, subscription shares and work shares.

Produce shares allow you to order a set amount on an agreed frequency. Our meat shares enable us to share the risks and rewards of farming associated with Community Supported Agriculture in a similar way to Chagfood's veg shares. If our animals put on good weight, are healthy etc you get more meat as you order a share of an animal and not a certain quantity or weight of meat.

Subscription shares allow more flexibility, this is where you pay a set fee for certain produce each month but can decide to let credit build up or instead arrange a regular order against that credit.

Work shares allow members to volunteer on the farm in exchange for produce. They commit to work a certain number of hours a week and cover dairy and animal welfare tasks in exchange for some food. Two of our work share members are here tonight (Astrid and Sarah).

5 year shares - On top of this we encourage members to invest in 5 years of produce paid up front to help us with the capital start up costs. These members benefit from fixed food prices for five years and get interest in produce each year depending on the performance of the enterprise.

3. Farm update

8.15pm

Here's a quick summary of our first 7 months of farming:

Farm infrastructure: fenced 5 fields for organic stocking densities, repaired small goat sheds, installed water connection to spring 500 metres away, installed drainage system and septic tank, built milk bottling and cheese making dairy and 2 weeks from completing it. Next up is building a toilet, re-roofing the old piggery, fitting out milking parlour and building a cheese cave.

Goats: We have 5 female goats for milking, they are approximately 8 months old and we hope we can get them in kid by February so we can have our own milk by August next year. If not, we will have to wait till February 2015 to have our own milk. We have collaborated with Jane Ross, Whiddon Down by doing up her milking parlour so we can buy her milk and start bottling/ making soft cheese in our dairy over the next few months. We also have 7 male goats that we are rearing for meat. The first of which will go to slaughter in early December. The goats have been eating lots of mixed forage in the woods which should make for full flavoured milk and cheese next year.

Pigs: We have 5 large pigs which are a Durac/ Landrace/ Oxford Sandy Black cross and 6 smaller Kune Kune pigs. The large pigs root and dig up the ground to forage and the smaller pigs graze on grass. This way we can rotate them whilst one clears the brambles and the other eats the grass. The work well together. Two of the larger pigs will go to slaughter in early December; the Kune Kunes are much slower growing and won't be ready till the end of next year.

Chickens: Our first batch of chickens went to slaughter last month and the feedback so far is very good. They led a great life in the woods, some free ranging a little too much and were lost to the fox. We've now improved the fencing and hope we can get continuity of supply over the coming months with our next batch hopefully available in December.

Bees: The weather this summer enabled our six hives to produce approximately 140lbs of honey. We hope you enjoyed our honey. We don't have enough of our own to provide over winter so will continue to supply Peter Hunts honey until our next harvest next summer. That concludes the farm update.

Member communications: We will continue to send out monthly communications and addhoc emails using mailchimp. We are building another release of our website which will include the ability for members to check their balance/ statement and potentially amend their orders. This will be released in April.

4. Financial summary

8.30pm

Last year's accounts (October 2012 to March 2013)

Income and expenditure for the period October to 31st March 2013

	2013	
	£	£
Receipts		
Sales goods		1,548
Sales membership		1,362
Bank interest		1
Total		2,911
Expenses		
Purchases		
Livestock	1,125	
Goods for resale	42	
Dairy costs	53	
Feed hay & straw	117	
Closing stock difference	<u>0</u>	
		<u>1,337</u>
Gross profit		<u>1,574</u>

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Las year accounts continued

Administration		
rent	338	
insurance	85	
Motor and Travel	308	
Machinery costs including fuel	71	
Tools and repairs	26	
Set up costs - New build	7,979	
Office costs	644	
Training	25	
Subscriptions	527	
Bank charges	4	
Miscellaneous	<u>5</u>	
		10,012
Net receipts less payments		<u><u>(8,438)</u></u>

Three year targets and estimates (starting this year April 2013 to March 2014)

Costs	Year 1 (2013/14)	Year 2 (2014/15)	Year 3 (2015/16)
Capital setup costs	£25,000.00	£10,000.00	£5,000.00
Revenue costs (feed, packaging etc)	£9,600.00	£11,000.00	£15,000.00
Overheads (rent, salary, insurance)	£13,000.00 (£3k salary)	£25,000.00 (£7k salary)	£30,000.00 (£15k salary)
Membership income	£12,000.00 (32 members)	£30,000.00 (60 members)	£50,000.00 (90 members)
Directors investment/ loans	£33,600.00	£14,000.00	£0.00
Subsidy	£2,000.00	£2,000.00	£0.00
Profit/ Loss	£0.00	£0.00	£0.00

5. Discussion points and questions

8.45pm

- Collection point and times – proposing to deliver on Thursday afternoons – any comments on that or the current collection point in pound barn and AL martins and sons. Any suggestions on better locations for collection points.
 - No suggestions other than a reminder for members not park directly outside pound barn and instead park further down the road when collecting produce.
 - Recruiting new members/ business members – in order for us to be viable we need to get to 80 to 100 members (depending on order volumes of course).
 - Davon suggested the farm will open a bulk purchase discount option (open to all members) which will enable us to sell to businesses by reducing the cost, allowing for a local retail margin and ensuring the products are sold at a higher price than farm members received it for.
 - Astrid Arnold suggested we hold a stall at the Moretonhampstead food festival next year.
 - Pamela Gibbs suggested we ask to be added to Chagford's welcome pack.
 - Nicky Scott suggested we put a poster in Drewsteignton shop window.
 - Ed Hamer suggested that we talk to Stuart Baker about retail of meat to restaurants.
 - Nicky Scott suggested we attend the Chagford flea market on Friday mornings to promote the farm
 - Price changes – there are 6 price increases proposed for next season. These are based on the cost of actual production (now we understand them better) and market rates where we cannot supply it from anyone else at the price we were advertising previously. Please ask any questions or provide your feedback on the attached form.
 - The proposed price changes and cost comparison is attached with these minutes.
 - Recruiting two new Directors – we were thinking it would be good for the farm to have two non executive directors, potentially one working in local retail and another experienced local farmer in case you can recommend anyone or put the word out.
 - Nicky Scott suggested we ask Alastair Wimberley if he is interested in a Director role.
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6. Any other business

9.05pm

General comments

- It was suggested that we provide recipes for cooking unusual cuts of meat
- Nicky Scott suggested that we speak to the rusty pig in Ottery St Mary about use of the whole animal
- Nicky Scott suggested we look at the spring water bottling plant on Hurston Farm (currently not in use).
- Colin Gibbs suggested he could supply some game when we have cold storage facilities ready
- Mara Green said we could have/ use her chest freezer

Chagfarm Thanks

Thanks to everybody that paid up front and helped us with our start up costs (we received 40% of our membership income up front this year).

Thanks to everybody that has supported us in our first year of farming; we hope to continue creating great local produce for you and with you for years to come.
