

# AGM Minutes – Chagfarm 2014



**Present** Davon Friend, Chagfarm CIC

Sylvan Friend, Chagfarm CIC

**Member attendance:**

Pamela and Colin Gibbs, Susan Harley and Neil Tappenden, Graham and Sheila Mead, Linda Lemieux, Jasmin Othman. **Non member attendance:** Eric and Jo Hodges.

**Minutes of AGM held at Endecott House, Chagford on 20th November 2014 commencing at 7pm**

#	Time
<b>1. Welcome and meeting start (Davon)</b>	7pm

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

Our purpose is to enable our rural community to thrive by becoming more resilient in its production of food. Offering people an alternative to supermarket produce will play a key role in strengthening the local economy and creating new jobs over time.

<b>2. Apologies</b>	7.00pm
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Catherine Relf, Gordon Murrell, Ysanne Friend and Peter Montanez sent their apologies for not attending.

<b>3. Minutes of the last AGM and matters arising</b>	7.15pm
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The minutes of last year's AGM were proposed by Jo Hodges and Seconded by Eric Hodges with no matters arising.

## 4. Farm Annual Report

7.30pm

Here's a quick summary of the last year of farming:

Aims	Results 2013/14	Results 2014/15
Significant reduction in food production miles	Saved over 219,924 food miles	Saved over 219,924 food miles
Bring people together with food/ Workshops and courses	12 open days and AGM	12 open days, AGM and seven workshops and training courses
Shift people's shopping habits away from out of town supermarkets and lower welfare to local and high welfare food	30 members spent £10k	57 members with forecast spend of £14k so far
Projects completed	Spring water supply (500 metre pipe and trench), septic tank, land drain, dairy built, animal housing and two miles of fencing constructed.	Milking parlour, roofed 140m2 goat shed, excavated cheese cave and erected one mile of fencing.

**Farm infrastructure:** fenced 2 fields, repaired 4 roofs, completed milk bottling and cheese dairy, installed milking parlour, electrical distribution network, built and connected a toilet, excavated cheese and meat cave area, purchased and crained two shipping containers in situ. Next up works on diverting the main farm track which currently runs through the north yard, completing the cheese and meat caves, testing the milking parlour and equipment, off grid power and butchery facilities. Here is a summary of our current and future projects:

### Current projects

- Operation of our milking parlour and dairy (funded - 80% complete)
- Passively cooled cheese and salami maturing facilities (funded – 60% complete)
- Roof repairs (funded - 60% complete)
- Main goat shed (funded - 50% complete)
- Outdoor kitchen (funded - 40 % complete)
- Orchard and pond (funded - 10% complete)

### Future projects

- Butchery (sought funding through Princes Countryside Fund)
- Solar panels, small scale wind and battery bank (sought funding through Prince's Countryside Fund)
- Chick rearing and dispatching facilities (No funding yet sought – will talk to Awards for All and other farming funds).
- Micro-brewery and water bottling later on (no funding yet sought – plans not detailed)

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**Goats:** We have 6 female goats for milking, they are mostly 20 months old and we hope they will kid in February so we can have our own milk by May/ June next year. We also have 6 male goats that we are rearing for meat.

**Pigs:** We have 4 large black pigs and 2 smaller Kune Kune pigs. The large black pigs root and dig up the ground to forage and the smaller pigs graze on grass. The large blacks are enjoying the nut fall in the woods. We won't be continuing to keep Kune Kunes as we don't have the access to the acres of pasture that they need.

**Chickens:** We've had great feedback on our chickens and have now produced 6 batches since we started farming. Each batch is improving as we learn more about their diet and health. We've experimented with having two batches in the same field at the same time and it worked well without the chicks being bullied. This is how we hope to get continuity as we have had some poor feedback when we've bought other organic chickens in.

**Bees:** It's been a mixed year for our bees, we lost a few hives over winter – then gained a swarm and purchased three hives in the summer. We only harvested 10 honeycomb frames and 45lbs of 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.

**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 as soon as possible.

**Workshare roles:** We currently have Laura and Algis and are looking for others. We now have permission from the landlord to have woofers on the farm.

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## 5. Financial Report

7.45pm

### Detailed Trading account for the period October 2012 to 31st March 2014

	<u>2014</u>	
	£	£
<b>Sales</b>		
Sales goods		2,038
Sales membership		11,504
Grants		1,750
Donations		15,484
Bank interest		3
<b>Total</b>		<u>30,779</u>
<b>Expenses</b>		
Purchases		
Livestock	2,775	
Goods for resale	8,451	
Dairy costs	495	
Vet & AI	561	
Feed hay & straw	2,308	
Sundry & haulage	957	
Closing stock difference	<u>(2,525)</u>	
		<u>13,022</u>
<b>Gross profit</b>		<u>17,757</u>
Administration		
Wages&salaries	2750	
Rent	675	
Insurance	686	
Heat & Light	85	
Vehicle & Travel	4249	
Diesel	399	
Machinery repairs	202	
Farm repairs	2454	
Set up costs new build	11410	
Office costs	915	
Advertising	407	
Training	315	
Professional fees	1249	
Bank charges& interest	911	
Depreciation	1453	
Sundries & subscriptions	893	
Donation	20	
		<u>29,071</u>
<b>Net Profit (loss)</b>		<u>(11,314)</u>

The accounts were Proposed by Neil Tappenden and Seconded by Colin Gibbs.



## Historic and forecast financials

Financial summary	Historic Mar-13	Actual Mar-14	Forecast Mar-15	Forecast Mar-16	Notes
Income	£2,911	£30,779	£39,000	£45,000	Membership and grants/ donations
Expenditure	£11,349	£42,093	£45,000	£45,000	Expenses and overheads
P/L		(£11,314)	(£6,000)	£0.00	
Reserves	£4,651	£15,685*	£1,000	£1,000	*Crowdfunding donations
Indicative members		32	57	80	

## 6. Discussion points and questions

8pm

**1, 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). We have a plan for the period to April. Suggestions for how we do this are welcome.

Ideas discussed were:

- Promote the health benefits of our organic produce (Susan Harley)
- Supply to local restaurants/ pubs like the Chagford Inn (Sheila Mead)
- Ensure Chagford residents know exactly when our milk is available as many are waiting for your own produce to be ready to sign up (Linda)

**2, Planning application and letters of support** – If you want to show your support for our farm and new facilities please complete a template letter by adding your name and address at the top right, sign at the bottom and put a line through the final paragraph if you don't want to attend or speak at the committee meeting.

- Neil Tappenden requested that we email this round to members to complete and send to the planners directly.

**3, Organic certification** – it costs us nearly £600 a year to be certified organic. We would farm organically if weren't certified and would like your feedback on whether you would continue to support us if we weren't certified as organic. Our members are auditors in a way.

- Sheila Mead and Susan Harley suggested we incorporate an optional contribution to our organic costs on our membership form next season. 60 members paying £10 each would cover our costs.
- It was agreed that we would keep our organic certification and to discuss it again at next years AGM.

**4, Recruiting two new Directors** – The farm needs to have two more non executive directors for applying for grants like "Awards for All". We have decided that we would like to make these two people Directors and would like your approval by proposing and seconding them.

- Davon and Sylvan requested appointment of two new non executive Directors: Gordon Murrell and Jasmin Othman. Gordon was proposed by Susan Harley and Seconded by Linda Lemieux. Jasmin was proposed by Linda Lemieux and Seconded by Neil Tappenden.

## 7. Any other business

8.25pm

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### Neil Tappenden

- loved chickens and the fact that we produce them slowly with a life of at least 3 months.

### Susan Harley

- Wanted to know if we could coordinate deliveries with Chagfood so that they are ready at the same time.
  - Chagfood say that they deliver to the collection point by 5pm every Thursday. Our delivery is by 6pm every Thursday (on weekly deliveries we can deliver before 5pm but on monthly deliveries we are not back from collecting the chickens before this so have to say before 6pm.
- Wondered if we could send a pre-notification within a week of delivery to members.
  - This reminder currently costs the farm £157 a year to send on a weekly basis with extra texts going out each month. We will investigate our options. we could text members all the same message saying monthly produce will be ready in seven days.

### Linda Lemieux

- When we introduced our new hessian sacks for use instead of the plastic bags for holding difference packages of meat in our freezers Linda suggested we investigate the use of hemp bags as they are produced in North Devon. We will investigate the cost of these bags.

### Chagfarm Thanks

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

Date of Next Meeting – Thursday 19 November 2015

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