



# Chagfarm AGM Minutes

**Date:** 21 October 2017

**Location:** Threshing Barn, Chagfarm

**Directors:** Sylvan Friend, Katherine Grimshaw, Ysanne Friend, Gordon Murrell, Isla D'Aubigny, Freya Meredith and Jasmin Othman

**Accountant:** Jane Bowes, Willingstone Business Services

**Members in Attendance\*:** Rachel Sheppard, Ruth Knowles, Mara Green, Belinda Hayter-Hames, Ed Hamer, Amy Ford, Daniel Burston, Eric and Jo Hodges, Isabel Knowles, Rob Mason Tim Hemming and Victoria Loram.

**Non-Members\*:** Jane Bowes, Alice Knowles, Lisa Rowe, Daniel Steward-Wood, Amy and Tom Waterfall, Manus and Kitty Home and Perran Newman from CASE. *\*Not exhaustive*

## Agenda

- Meeting Welcome
- New Directors / Volunteers / Staff
- Farm Update
- Financial report - Adoption of Accounts 2016/17 (propose and second)
- Discussion points and feedback
- A.O.B

# 1 Meeting Welcome

Welcome to Chagford Community Farm's fifth annual general meeting! Our purpose is to enable our rural community to thrive by becoming more resilient in its production of food. We believe that by offering people an alternative to supermarket produce, we can play a key role in strengthening the local economy and create new jobs over time.

The 2016/17 season has been a challenging one, as we tragically and suddenly lost Chagfarm's Co-Founder and Director, Davon Friend. However, we stand here today to celebrate all that Chagfarm has achieved since April 2013 with Davon Friend, as well as acknowledging all that we've accomplished in the 10 months without him, including the biomass boiler, the timber frame for the outdoor kitchen and the fact that we've got more members – who are not only enjoying our produce, but also spending more with us whilst they do.

It's also very important to thank all the volunteers who helped with the farm feeds in the initial few weeks after Davon died. Their daily support as well as the work-focused open days was invaluable. Similarly, the generous donations of over £13k that we've received via Davon's Legacy have helped us to keep the farm stable since Davon's passing and have allowed us to start investing in the projects which will make the farm viable in the long-term.

# 2 New Directors / Volunteers / Staff

**Katherine Grimshaw:** Appointed January 2017. Primarily responsible for new and potential members, as well as making the delicious halloumi cheese on a weekly basis.

**Freya Meredith:** Appointed June 2017. Manages Chagfarm's Facebook profile, helps with the farm feeds and milking, as well as makes cheese with Katherine.

**Isla D'Aubigny:** – Appointed June 2017. A successful entrepreneur who brings a wealth of small business knowledge and is passionate about local food.

**Ysanne Friend:** Appointed June 2017. An inspiring local entrepreneur who deeply believes in the Chagfarm vision.

**Seb Powell:** Volunteer from Feb 2017 and the Co-Farm Manager from October 2017. Seb is key to running the farm alongside Sylvan on a daily basis.

# 3 Apologies

Chagfarm Directors Gordon Murrell and Isla D'Aubigny, as well as members Susan and Neil Harley, Charlie and Ellen McCallum, Nicky Scott, Linda Lemieux and Pete Montanez could not make the AGM.

## 4 Farm Update

### Projects:

**Kitchen** - 70% complete, approx. 2k to finish. Will be used for workshops, events, cheesemaking courses and office space

**Butchery** – 90% complete, approx. £250 to finish. This will enable us to do our own meat processing and butchery of our goats and pigs. It will give us greater control of our products and cut down on our expenses.

**Cheese Cave** - Further development of space is on hold until secured funding.

**Solar thermal panels and salt-water battery banks** - have meant that we've relied less on the generator but we often experience power outages due to our increased milk and cheese-making needs.

**Biomass Boiler** - Being installed next week with funding from the Big Lottery's Power to Change. One wheelbarrow full of logs from our woodland and hedges in the boiler will give us three days' worth of hot water. Hot water is essential for cleaning the equipment after milking and bottling the milk in the reusable glass bottles.

**Wind Turbine** – Received a local grant from CASE to put towards renewable energy on the farm and we hope to be able to install a wind turbine pending the green light from the relevant authorities. As an off-grid enterprise, this will massively help with our energy needs as we process more products onsite and will ensure the farm's sustainability in the long-term.

### Livestock:

**Goats** – Currently have 13 nannies, 1 billy and 15 female kids - who will join the milking herd come September 2018. At its peak, our nannies were giving us around 21 litres a day in the summer, with the yield currently at 11 litres a day as we head into autumn.

**Chickens** – Currently have around 65-70 birds a month on the farm. With some grants from Chagford Show and the Elm Grant Trust, we converted a container into a chick rearing area. 2017 also saw us improve their sheds by building a moveable timber trailer, so that they can always have access to fresh grass.

**Pigs** – The pigs are doing really well on Chagfarm. We currently have 2 sows - Cassandra and Sally. We have a new litter every four months with a sow farrowing every 8 months.

**Bees** – Last year was a very difficult year for our bees. Out of the 3 we had, 1 didn't make it through last winter, and the other 2 might not make it through this winter despite the introduction of a new volunteer bee team in June. We hope to have some honey for the 2017/18 season, as in July we welcomed a local swarm to the farm and a local bee-keeper, Eric Hodges, is planning on donating 3 healthy hives to us over the winter.

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

<b>Aims</b>	<b>Results 2013/14</b>	<b>Results 2014/15</b>	<b>Results 2015/16</b>	<b>Results 2016/17</b>
<b>Significant reduction in food production miles</b>	Saved over 219,924 food miles	Saved over 312,638 food miles	Saved over 423,912 food miles	Saved over 478,415 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	11 open days, 2 cheese courses, 1 cider making demo and a joint open day with Chagfood.	8 open days, 1 dry stone walling workshop, 1 joint summer open day with Chagfood
Shift people's shopping habits away from out of town supermarkets and lower welfare to local and high welfare food	30 members spent £10k	64 members spent £12k	70 members spent £16k	79 members spent 22k
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.	Milking parlour fitted out and signed off, toilet fit out, fenced 4 acres of woodland, diverted farm track, temporary farm kitchen and table and haybarn roof repairs	Launched dairy with sale of raw milk in September 2015. Forestry project in South Hams bringing in income for solar panels and timber for construction on the farm. Chicken and goat fields fenced and developed the farm tracks.	Solar panels installed and work on the butchery and outdoor kitchen began. Continued on haybarn roof repairs, goat and chicken field fencing and improved on goat sheds.

## 5 Financial Report and Summary

Proposed by Jasmin Othman and Seconded by Ed Hamer. Signed by Sylvan Friend.

### Chagford Community Farm CIC Detailed Income and Expenditure Account For The Year Ended 31 March 2017

	2017		2016	
	£	£	£	£
<b>TURNOVER</b>				
Sales Markets & events		1,001		137
Sales Membership		22,941		16,530
Training Income		291		288
Timber sales (merchant)		3,877		4,580
Grants		750		24,919
Donations		13,855		-
		<u>42,715</u>		<u>46,454</u>
<b>COST OF SALES</b>				
Opening stock Livestock	8,724		2,200	
Opening stock deadstock	1,012		714	
Purchases Livestock	2,216		2,333	
Goods for resale	8,191		6,034	
Dairy costs	907		867	
Vet & AI	803		398	
Feed Hay & Straw	6,097		4,038	
Sundry & Haulage	2,860		1,776	
Woodland costs	4,190		1,289	
Closing stock Livestock	(8,586)		(8,724)	
Closing stock - dead stock	(522)		(1,012)	
		<u>(25,892)</u>		<u>(9,913)</u>
<b>GROSS SURPLUS</b>		16,823		36,541
<b>Distribution Costs</b>				
Stalls and events	136		608	
		<u>(136)</u>		<u>(608)</u>

**Administrative Expenses**

Salaries	3,000	3,000
Rent	500	800
Light and heat	-	19
Vehicle & Travel	5,104	6,337
Farm fuel & oil	259	263
Machinery repairs	107	295
Set up costs and new build	-	235
Farm repairs	8,260	3,854
Insurance	1,061	820
Office costs	170	423
Advertising and marketing costs	246	842
Training	131	13

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Accountancy fees	469	471
Professional fees	67	15,369
Subscriptions & sundries	486	654
Bank charges & Interest	348	30
Depreciation of plant and machinery	4,586	1,445
Depreciation of motor vehicles	1,014	1,267
Sundry expenses	188	-
	<u>(25,996)</u>	<u>(36,137)</u>
<b>OPERATING DEFICIT</b>	<u>(9,309)</u>	<u>(204)</u>
<b>Other interest receivable and similar income</b>		
Bank interest	<u>7</u>	<u>3</u>
	<u>7</u>	<u>3</u>
<b>DEFICIT FOR THE FINANCIAL YEAR</b>	<u><u>(9,302)</u></u>	<u><u>(201)</u></u>

## 6 Discussion points

The following changes were proposed to help make the farm more viable:

- Switching the payment method to **Go Cardless**, which is an easier way to collect direct debit payments. This will help to cut down on financial admin and make it easier for new and current members to sign up / amend their orders.
- **Discontinuing the availability other local products** – Primarily Vulscombe soft cheese, Quicke's Hard Goats Cheese and Woodland's Goat Yoghurt. This will help us to better focus on developing our own products and cut down on order management.
- **Low-income discount** – We plan to reduce it from 20% to 10% discount. This is to ensure the sustainability of our products, as we don't currently make a profit at 20%.
- Increase our organic **raw goats milk price** to £2.20 a litre to help with the sustainability of the dairy.
- Increase the **price of our halloumi cheese** to £4.45 for 180g – this will also greatly help with the sustainability of Chagfarm's dairy operations.

**Further to our recent product survey, we asked for member feedback on the following:**

- **Fresh Meat Over Frozen** – members preferred frozen meat as it meant there was no rush to collect the produce. Really like the chicken fresh as it enables members to chop up the chicken and freeze it themselves. Members would like more cuts – perhaps chicken breasts.
- **Frequency of Delivery** – Current members happy but think that this may appeal to new members.
- **Home Delivery** – Interest in the idea as more regular deliveries would mean the milk would be less strong smelling.
- **Kefir** – Really interested in this as a new product. It was suggested that tasters and more information on the health benefits of goats milk kefir would make people order it. The Courtyard Café in Chagford would sell it if we made it.
- **More Cheeses** – Members would all love to have feta and soft goats cheese available to order.
- **New Members** – A new leaflet, and a trial period of 3-6 months as well as a taster box were suggested as ways to attract new members. It was highlighted that we need to be clearer about the membership time frame – a full season ideally but a trial period should be possible and promoted.

## 7 AOB

Perran Newman from CASE (Chagford Action for Sustainable Energy) officially awarded us with £3,500 to go towards renewable energy on Chagfarm.

## 8 Your feedback

If you've got any questions or would like to give us some feedback, please email us on [membership@chagfarm.org](mailto:membership@chagfarm.org) and if you haven't already done so, please do complete our product survey online here: <http://www.surveymonkey.co.uk/r/KHZ8Z2W>.