

Orchard Link AGM Tuesday 15th November 2022, 7.00-7.30pm, By Zoom

Annual Report and Agenda Papers

Welcome to the Orchard Link annual meeting! We will keep the formal AGM business short (max 30 minutes), and so invite you to read through the reports below in advance.

The Zoom link for the meeting is:

<https://us06web.zoom.us/j/83881263335?pwd=cjlCcXVlVnR1S2VqK2d5aDJ0TIB6UT09>

Meeting ID: 838 8126 3335 Passcode: 435911

Agenda and supporting papers

Item 1. Welcome, introductions, and any apologies for absence

Item 2. Minutes of last year's AGM 12th November 2021 (see page 2)

- *Recommendation: that the Minutes of the 2021 AGM are approved as a true record.*

Item 3. Review of the year (see page 3)

- a. Chairman's overview
- b. Membership
- c. Apple pressing equipment
- d. Newsletter
- e. Social media
- f. Events and courses
- g. Harvestline

Item 4. Financial report for the year (see page 4 and the statement of accounts in Appendix 1)

Recommendations:

- *That the statement of accounts for the financial year 2021-2022 prepared by our accountants Elliott and Partners are approved for submission to Companies House.*
- *That the annual subscription fees for the next year remain unchanged at £13 for individual members.*

Item 5. Appointment of management committee members and directors (see page 5)

Recommendations:

- *That the management committee is elected for the coming year.*
- *That the directors of Orchard Link Ltd are elected for the coming year.*

Appendix 1. Summarised statement or accounts for the financial 1st August 2021 – 31st July 2022 (page 6)

Following the AGM, at 7.30, there will be an illustrated talk by Charlotte Rathbone: "Reimagining the Orchard".

Agenda item 2.

MINUTES OF THE ORCHARD LINK ANNUAL GENERAL MEETING 2021

Held on Friday 12th November 2021 at 7pm by Zoom

Present:

Management Committee: Robin Toogood (chair), Tattwa Gyani, Chris Edwards, Graeme Prowse, Gill Gairdner, Charles Staniland, Sue Hallam, Tim Walker, Tess Wilmot

Members including: Alice Thompson, Liz Copas, Kate Cameron, Dani Wootton, Andy Gorman, Mary Hosken, Audrey Ryder, Clare Hargreaves

1. Welcome, introductions, and any apologies for absence

Apologies from Henry Wainwright and Peter Webb

2. Minutes of last year's AGM dated 12th November 2020

The minutes of the 2020 AGM had been circulated before the meeting and were made available via the Orchard Link website.

- *Recommendation: that the Minutes of the 2020 AGM are approved as a true record.*

All in favour, approved

3. Review of the year

The following reports had been circulated before the meeting and were made available via the Orchard Link website.

- a. Chairman's report*
- b. Membership report*
- c. Equipment report*
- d. Publicity and communications report*
- e. Events and courses report*

4. Financial report for the year

The financial report and statement of accounts had been circulated before the meeting and were made available on the Orchard Link website.

Recommendations:

- *That the statement of accounts for the financial year 2020-2021 prepared by our accountants Elliott and Partners are approved for submission to Companies House.*

All in favour, approved

- *That the annual subscription fees for the next year are increased to £13 for individual members.*

All in favour, approved

5. Appointment of management committee members and directors

Audrey Ryder and Sara Hurley have resigned from the committee.

Recommendations:

- *That the management committee is elected for the coming year.*

The management committee for the year ahead was elected as follows:

Robin Toogood (Chair), Peter Webb (Finance), Chris Edwards (Events), Tattwa Gyani (Membership), Charles Staniland, Gill Gairdner, Tim Walker, Graeme Prowse, Sue Hallam, Tess Wilmot

- *That the directors of Orchard Link Ltd are elected for the coming year.*

Robin Toogood, Peter Webb and Gill Gairdner were elected as Directors of Orchard Link for the coming year.

The AGM closed at 7.30pm.

Agenda item 3.

REVIEW OF THE YEAR

Chairman's overview (Robin Toogood)

1. Orchard Link is in a good position with a strong financial and membership base, an effective website, a great stock of fruit processing equipment for use by members, connections with some 25 active community orchard projects, and a continuing enthusiasm for orchards and fruit growing in south Devon.
2. In addition to our immediate active membership, it has become more evident to me this year how the participation of the wider community in orchards and fruit growing is far greater than I had thought. In particular, your feedback has revealed how the involvement of your families, friends, visitors, neighbours, school groups and community groups in your apple picking, pressing and processing has brought many many hundreds of people to experience, hands-on, the delightfulness of fruit harvesting.

Membership (Tattwa Gyani)

3. We have now 172 active members, twenty more than this time last year. Some people inevitably don't renew their membership, but the majority do. Having ironed out the Paypal problem from earlier this autumn, registration and payments seem to be going through easily.
4. Autumn has seen a rush of new members, mostly fuelled by a good crop and subsequent desire to hire the equipment: September saw 23 new members, October 16.

Equipment report (Robin Toogood)

5. This autumn there has been a 50% increase in equipment bookings compared with last year, reflecting the better harvest. Our three apple pressing kits were hired by 54 Orchard Link members (16 of whom were new first-time hirers) and used for a total of 65 hire days between 3rd September and 19th November.
6. The equipment has performed well, and even though we had a breakdown of one of the electric pulping mills, we have spares on hand so were able to maintain continuity of service. The on-line equipment booking process and administration appears to have worked smoothly. We are particularly thankful to George Arnison who continues to act as our storekeeper for all the equipment.
7. We own a significant amount of equipment - our apple mills, presses and pasteurisers, and all the associated kit, as well as display materials and a large gazebo. Because of the way accounting conventions deal with the depreciation of fixed assets, our official accounts indicate that this "plant and equipment" has a book value of £1,269. A more realistic picture would be to look at the replacement value of this equipment, which would be in the region of £12,000.

Newsletter (Tattwa Gyani and Gill Gairdner)

8. In response to a number of changes, the decision was taken earlier this year to move to a single annual newsletter, to be posted to all members in paper format after the November AGM. This would be supplemented by occasional emailed news items from the chairman.

Social media (Sue Hallam)

9. We've gained more members of our social media channels, currently standing at 248 members on Facebook and 286 followers on Twitter. They are a great way of creating an Orchard Link community, as well as publicising our courses, events and encouraging full membership of Orchard Link. We also reach out to members of like-minded organisations such as cider-making and local smallholder groups.

Events and courses (Chris Edwards)

10. 2022 has seen a welcome return to running face-to-face courses and events. We've held a full range of training courses covering formative, mature tree, restorative and stone fruit pruning alongside grafting sessions, a return of the cider-making course and a session on apple variety identification. One course was oversubscribed to the extent it warranted a second session, also fully booked, to satisfy demand.
11. The annual Summer Gathering proved popular with a lively question and answer session followed by an informal cider and apple juice tasting complemented with a Devon cream tea. A fine range of year-old sapling trees was on display and for sale. Mick Godfrey also brought along and demonstrated a very simple and inexpensive method of creating durable tree labels.
12. September saw a well attended and much enjoyed early evening visit to Heron Valley Ciders with a tour around the orchards and production barn, followed by a very welcome tasting of Heron Valley's produce.
13. As for 2023, we are in the process of arranging the coming winter and spring programme of courses and events, news of which will be in our (relatively) regular emails as course and event details and venues are confirmed.

Harvestline (Tim Walker)

14. The Harvestline noticeboard on our website has seen a number of posts this autumn by people either wanting to source apples or with surplus apples on offer, though with the better harvest this autumn there appears to have been fewer people with a shortfall and so less demand for additional fruit.

Agenda item 4.

FINANCIAL REPORT FOR THE YEAR

1. Our summarised statement of accounts for our last financial year (1st August 2021 to 31st July 2022) is attached as an appendix at the end of this report. The financial statement has been prepared for us by our accountants Elliott and Partners.
2. Once these are approved by the AGM, they will be submitted to Companies House as required by the regulations governing limited companies. Note that the small size of Orchard Link Ltd exempts us from the requirement to have a formal audit undertaken of our accounts.
3. The company is in a stable financial position. Nett current assets have increased to £9,651 from £8,798 the previous year (2020-2021), an increase of £853.
4. Membership, course fees, and press hire all had additional income. The major increases in expenditure were due to insurance, course fees, and speaker costs.

Recommendations for the AGM:

- *That the statement of accounts for the financial year 2021-2022 prepared by our accountants Elliott and Partners are approved for submission to Companies House.*
- *That the annual subscription fees for the next year remain unchanged at £13 for individual members.*

Peter Webb, Treasurer & Finance Director

Agenda item 5.

APPOINTMENT OF MANAGEMENT COMMITTEE MEMBERS AND DIRECTORS

1. Orchard Link is run entirely by unpaid volunteers who are elected by the AGM each year. The members and office holders over the last year have been:
 - Robin Toogood (chairman, and equipment hire secretary)
 - Tim Walker (information and Harvestline secretary)
 - Peter Webb (treasurer)
 - Gill Gairdner (newsletter editor)
 - Susan Hallam (social media editor)
 - Tattwa Gyani (membership secretary and newsletter editor)
 - Chris Edwards (events and courses organiser)
 - Charles Staniland
 - Graeme Prowse
 - Tess Wilmot
 - Mary Hosken
 - Andy Gorman
2. The committee usually meets six times a year, sometimes via Zoom and sometimes in person.
3. Additional new committee members are both welcome and needed. The offices of equipment hire secretary, newsletter editor and website editor are now vacant and require filling.
4. The AGM is also required to appoint directors to serve for the year ahead. Orchard Link is constituted as a limited liability company and currently has three directors registered with Companies House: Robin Toogood, Gill Gairdner and Peter Webb.

Recommendations:

- *That the management committee is elected for the coming year.*
 - *That the directors of Orchard Link Ltd are elected for the coming year.*
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Appendix 1.

SUMMARISED STATEMENT OF ACCOUNTS
FOR THE FINANCIAL 1ST AUGUST 2021 – 31ST JULY 2022

Receipts	2021- 2022	2020- 2021
Membership subscriptions	£1,728	£1,512
Course fees	£1,135	£367
Press hire	£2,034	£1,310
Advertising & sponsorship	£225	£125
Book and event sales	£0	£0
Donations & fundraising	£0	£0
Juice sales	£0	£0
Grants received	£0	£0
Miscellaneous	£50	£0
PayPal transfer	£0	£0
Total receipts	£5,172	£3,314

Payments	2021- 2022	2020- 2021
Newsletter	£115	£182
Administration	£1,254	£683
Training courses	£881	£0
Publicity & shows	£6	£123
Insurance and legal	£1,183	£1,033
Maintenance of presses	£420	£537
Purchase of materials	£0	£0
Purchase of equipment	£0	£213
Transfer to community a/c	£0	£0
Press hire refunds	£0	£0
Other	£40	£40
Total payments	£3,897	£2,810

Surplus (deficit) for the year	£1,229	£504
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Balance Sheet

ORCHARD LINK LTD (LIMITED BY GUARANTEE)

DETAILED BALANCE SHEET FOR THE YEAR ENDED 31 JULY 2022

	2022 £	2021 £
FIXED ASSETS		
Plant and equipment	1,269	1,586
CURRENT ASSETS		
Stocks	50	50
Other debtors	225	225
PayPal Account	309	1,992
Bank Current Account	8,173	5,295
	8,757	7,562
CREDITORS		
Amounts falling due within one year		
Sundry creditors	(375)	(350)
NET CURRENT ASSETS	8,382	7,212
TOTAL ASSETS LESS CURRENT LIABILITIES	9,651	8,798
NET ASSETS	9,651	8,798
RESERVES		
General Fund	6,974	6,974
Income and expenditure account	2,677	1,824
	9,651	8,798