

Orchard Link AGM Tuesday 14th November 2023, 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 AGM will be followed by an "Orchard Question Time" session with a panel of orchard experts on hand to answer your fruity queries!

The Zoom link for the meeting is:

<https://us06web.zoom.us/j/86502258576?pwd=SSQvz4wBntTbzjYfKwOc8ArwajnhCx.1>

Meeting ID: 865 0225 8576 Passcode: 688943

Agenda and supporting papers

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

Item 2. Minutes of last year's AGM 15th November 2022 (see page 2)

- *Recommendation: that the Minutes of the 2022 AGM are approved as a true record.*

Item 3. Review of the year (see page 4)

- 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 6 and the statement of accounts in Appendix 1)

Recommendations:

- *That the statement of accounts for the financial year 2022-2023 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 7)

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 2022 – 31st July 2023 (page 8)

Following the AGM, at 7.30, there will be an "Orchard' Question Time" with expert panel.

Agenda item 2.

MINUTES OF THE ORCHARD LINK ANNUAL GENERAL MEETING 2021

Held on Tuesday 15th November 2022 at 7pm by Zoom

Present:

Management Committee: Robin Toogood (chair), Chris Edwards, Peter Webb, Tattwa Gyani, Graeme Prowse, Charles Staniland, Sue Hallam, Mary Hosken, Andy Gorman

Members including: Charlotte Rathbone, Guy Beaufoy, John Vincent, Stuart Moulson, Tom Kingham, Alex Chown, Jude Bishop, Tristram Laurence-King

1. Welcome, introductions, and any apologies for absence

Apologies from Gill Gairdner, Tim Walker, Tess Wilmot

2. Minutes of last year's AGM 12th November 2021

Recommendation: • That the Minutes of the 2021 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 overview

b. Membership

c. Apple pressing equipment

d. Newsletter

e. Social media

f. Events and courses

g. Harvestline

4. Financial report for the year

The financial report had been circulated before the meeting and was made available via the Orchard Link website.

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.

All in favour, approved.

• That the annual subscription fees for the next year remain unchanged at £13 for individual members.

All in favour, approved.

5. Appointment of management committee members and directors

Recommendations:

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

Robin Toogood (Chair), Peter Webb (Finance), Chris Edwards (Events), Tattwa Gyani (Membership), Charles Staniland, Gill Gairdner, Tim Walker (Harvestline), Graeme Prowse, Sue Hallam (Social Media), Tess Wilmot (Community Orchards), Mary Hosken and Andy Gorman.

All in favour, approved.

- *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.

All in favour, approved.

The AGM closed at 7.30pm.

Following the AGM, Charlotte Rathbone generously gave an illustrated talk 'Reimagining the Orchard' which was much enjoyed by attenders.

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. I am as always hugely appreciative of the work put in by your committee members, doing the myriad of tasks that keep Orchard Link functioning. We are keen to have extra help, particularly in keeping our website content up to date, in promoting Orchard Link to a wider audience, and coordinating the hire of our apple pressing equipment.

Membership (Tattwa Gyani)

3. We have now 142 active members, rather fewer than this time last year. Some people inevitably don't renew their membership, but the majority do.
4. Autumn usually sees a rush of new members, but this year has not followed that trend; last year we had 39 new members in 2 months, this year only 13. I wonder if this is due to patchy or non-existent cropping this year?
5. There was a glitch earlier in the year where out-dated plugs-ins on our website meant that renewal reminders were not sent out for a while. This was remedied and most people then renewed their membership quickly.

Equipment report (Robin Toogood)

6. This autumn there has been slight decrease (approx. 15%) in equipment bookings compared with last year, reflecting the more uneven harvest. Our three apple pressing kits were hired by 50 Orchard Link members (8 of whom were new first-time hirers) and used for a total of 58 hire days between mid August and early November.
7. The equipment has performed well, and even though we had some minor breakdowns and losses, we had spares on hand so were able to maintain continuity of service. The on-line equipment booking process and administration worked smoothly. We are particularly thankful to George Arnison who continues to act as our storekeeper for all the equipment.

Newsletter (Tattwa Gyani and Gill Gairdner)

8. An annual newsletter was posted to all members in paper format after the last year's AGM. This was supplemented by e-mailed news items from the chairman and events coordinator.

Social media (Sue Hallam)

9. Our social media community has grown slightly since last year, with 263 members on Facebook and 288 followers on X/Twitter. We would like to encourage Orchard Link members to join in the discussions on these platforms. There is a great deal of expertise and experience out there and people are always happy to offer advice. Search for Orchard Link South Devon Group in Facebook groups, and @orchardlink on X.

Events and courses (Chris Edwards)

10. 2023 has seen another busy year of training courses and events. Our annual complement of pruning courses have all been well attended. In addition to these we ran courses on bud grafting and orchard planning.
11. Our programme of events included two thoroughly enjoyable and informative orchard biodiversity tours led by local naturalist and entomologist John Walters, a Spring blossom walk in a community orchard along with stands at both the Kingsbridge Show and September's Apple Weekend at Cotehele House. And to cap the season off, our Annual Summer Gathering featured an entertaining and informative talk from Tom Nancarrow, owner of Adam's Apple Trees, accompanied by an apple juice and cider tasting and a Devon cream tea.
12. Planning for the winter months and on into the Spring of 2024 is progressing well, with details being posted in our regular emails.

Harvestline (Tim Walker)

13. 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 2022 to 31st July 2023) 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 turnover of Orchard Link exempts us from the requirement to have a formal audit undertaken of our accounts.
3. The company is in a stable financial position. Net current assets have increased slightly to £9,788 from £9,651 the previous year.
4. Membership subscriptions, course fees and equipment hire were the principal sources of income. The major items of expenditure were the budgeted maintenance of our apple pressing equipment, the website, and insurance.
5. We own a significant amount of equipment - our apple mills, presses and pasteurisers, as well as display materials and a large gazebo. Because of the way accounting conventions deal with the depreciation of fixed assets, our accounts indicate that this "plant and equipment" has a residual book value of £1,015. A more realistic valuation would be to look at the replacement value of this equipment if we were to purchase it anew, which would be in the region of £12,000.

Recommendations for the AGM:

- *That the statement of accounts for the financial year 2022-2023 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)
 - Tim Walker (information and Harvestline secretary)
 - Peter Webb (treasurer)
 - Gill Gairdner (newsletter co-editor)
 - Susan Hallam (social media editor)
 - Tattwa Gyani (membership secretary and newsletter co-editor)
 - Chris Edwards (events and courses organiser)
 - Charles Staniland
 - Graeme Prowse
 - Tess Wilmot
 - Mary Hosken (equipment hire secretary)
 - Andy Gorman (equipment hire secretary)
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 office of website editor is vacant and requires 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.*
-

Appendix 1.

SUMMARISED STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR 1ST AUGUST 2022 – 31ST JULY 2023

Income and Expenditure

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2023

	2023		2022	
	£	£	£	£
Turnover				
Fees and expenses	5,736		2,287	
Other income	535		1,998	
	<u> </u>	6,271	<u> </u>	4,285
Cost of sales				
Direct costs		222		-
		<u> </u>		<u> </u>
GROSS SURPLUS		6,049		4,285
Expenditure				
Insurance	932		833	
Maintenance repairs renewals	1,365		420	
Printing, stationery and post	802		1,369	
Advertising and marketing cost	1,418		-	
Training and staff welfare	680		-	
Sundry expenses	66		118	
Accountancy	395		375	
	<u> </u>	5,658	<u> </u>	3,115
		391		1,170
Depreciation				
Plant and machinery		254		317
		<u> </u>		<u> </u>
NET SURPLUS		137		853
		<u> </u>		<u> </u>

Balance Sheet

ORCHARD LINK LTD (LIMITED BY GUARANTEE)

DETAILED BALANCE SHEET FOR THE YEAR ENDED 31 JULY 2023

	2023 £	2022 £
FIXED ASSETS		
Plant and equipment	1,015	1,269
CURRENT ASSETS		
Stocks	50	50
Other debtors	225	225
PayPal Account	1,221	309
Bank Current Account	7,672	8,173
	<u>9,168</u>	<u>8,757</u>
CREDITORS		
Amounts falling due within one year		
Sundry creditors	(395)	(375)
NET CURRENT ASSETS	<u>8,773</u>	<u>8,382</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>9,788</u>	<u>9,651</u>
NET ASSETS	<u><u>9,788</u></u>	<u><u>9,651</u></u>
RESERVES		
General Fund	6,974	6,974
Income and expenditure account	2,814	2,677
	<u><u>9,788</u></u>	<u><u>9,651</u></u>