



BATH CITY FARM ONLINE AGM VIA ZOOM – due to Covid 19 restrictions

Meeting date:		18.07.2020 on Zoom
Attendees:		Claire Newman, Helen Fisher, Jo Southwell, Mark Richardson, Chris Button, Amy Coulthard, Ros Bush, Deborah Steele, Malcolm Dodds, Clare Lewis, Rebecca Nicholls, Mike Foxcroft, Sue Townley, Gus Langley, Tamsin Egan.
Item	Subject	Discussion
1	Welcome from Chair of Trustees Jo Southwell (JS)	JS welcomed the attendees and explained the purpose of the meeting and the online etiquette of using Zoom. JS explained that following feedback from last year’s AGM, biographical information about each of the trustees who are up for election/ re-election has been provided prior to the meeting. Jo checked that all participants have received a copy of this.
2	Minutes Approval	JS asked if there were any comments or corrections about the minutes from 2019’s AGM – there were none. JS announced that since the last AGM Jeff Butler has stood down as a trustee. Malcolm Dodds confirmed that the action to update the Mem and Arts from the 2019 minutes has been completed. JS proposed that the Minutes be accepted/Malcolm Dodds seconded the approval of the Minutes The Minutes of the 2019 AGM were approved.
3	Report from Treasurer Mark Richardson (MR)	MR gave a brief summary of the annual report which as a charity we have a legal obligation to produce each year. Highlights: <ul style="list-style-type: none"> • 2019 was a successful year with financial income up 25% from previous year (£252,344 in 2018 to £315,257 in 2019) • An increase of over £18,000 in donations from individuals • Donations from local corporate organisations increased by over £13,000 • A 44% increase from room hire up £4,000 • A rise of over £12,000 (44% increase) from café sales • With higher levels of income and tighter controls on costs, the farm managed to turn a deficit of £33,726 in 2018 into a surplus of £29,420 ending the year financially healthy. <p>However, due to the lockdown and Covid-19 there are now concerns for 2019/ 2020 finances. The farm has lost all commercial income, from room hire, school visits, birthday parties, corporate away days, the café and events etc during what is normally the busiest time of the year.</p> <p>The farm launched a public appeal to raise £50,000 by 14th October 2020 (https://www.gofundme.com/f/BCF25). To date we have received over £31,000 in donations.</p> <p>Jo noted that the trustees had previously approved the accounts.</p>

4	Manager's Report on the highlights of the previous year – Helen Fisher (HF)	<p>HF shared the successes from last year, how we reacted to Covid -19 and looked forward to what is ahead.</p> <p>HF gave a PowerPoint presentation. Presentation can be found here - (insert link).</p> <ul style="list-style-type: none">• The first slide shows a picture of a collage which has been generously donated to the farm by a local artist, Jessica Palmer, to help with our fundraising appeal. It represents all the biodiversity of the farm and would cost over £2,000 to buy.• Farm went into lockdown on March 22nd 2020. The site was closed and all projects suspended. All staff we're furloughed except 5 to act as core team to care for animals, manage site and cover basic operations. The farm launched a public appeal to raise £50,000 at the end of May, Roper Rhodes a local family owned business in Bath gave £20,000 towards the appeal.• Farm set up an emergency response Meals on Wheels service and began live streaming animal feeds to connect people with nature. To date over 2,000 meals have been delivered. New partnerships have been developed with local organisations to support the community of Whiteway and Twerton and stronger relationships built with schools and businesses as a result.• From 22nd June 2020 the farm restarted some therapeutic project groups at reduced capacity to maintain social distance restrictions.• From Saturday 4th July 2020 the farm re-opened to local visitors who live within walking/cycling distance to the farm, and installed additional hand sanitising stations.• Visitor numbers have doubled in the last 3 years. 2017 – 20,000 visitors, 2019 – 40,000 visitors, due to new and improved café menu, word of mouth and improved communication and presence on social media.• The farm held its first ever Wassail event in January in partnership with Kilter Theatre. Over 300 people attended including the Bath Mayor.• Number of school visits fell compared to previous year – this was due to limited capacity and building space. There isn't indoor space to accommodate 60 children in one visit which most schools are moving to doing. Rather than taking a class they wish to bring entire school years due to cost of coach hire.• Volunteer attendance figures slightly down, however this is intentional. The farm wishes to reduce project group sizes to improve therapeutic benefits. Participants can then have access to more staff attention/support.• Farm impact on the community 2019– 7% of farm participants have found employment, 25% reengaged with training or education and 35% have reduced their clinical mental health support or medication.
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- Funding – Have received core funding from Wates Foundation, The Cobalt Trust and Roper Charitable Trust. Have received business support from Rotork (new car park lighting and surface), Royal London, Crossman Homes (supported new Site Manager job post and site materials), HPH (paid for new goat fencing). Now have majority of funding for the new café, thanks to Power to Change who gave £300,000.
- The farm has a new vision statement – *‘To build a healthy community, rooted in nature, food, farming and each other.’*
- And a new mission statement – *‘As a welcoming urban farm, we use our unique setting and targeted projects to educate, improve wellbeing and transform lives.’*
- New Café – did have plans to start building September 2020 but with the impact of Covid-19 this has been pushed back to next year.
- Site – have appointed a new Site and Maintenance Manager, with funding to improve the development and infrastructure of the site to keep up with increasing visitor numbers. Animal pens and play area are a priority.
- 25th birthday celebrations –planned to hold a big festival style event with music and food, and now have an alcohol license. However, due to social distance restrictions the event will be on a smaller scale or online, a celebration to mark the event will happen one way or another.
- Have re-established the volunteer committee, which is really important to ensure everyone’s voice is heard and can impact and influence the farm operational plans. Been doing a great job linking volunteers to management and trustees. New volunteer rep are Sue Townley and Russel South.

Questions:

Sue, volunteer: Helen you mentioned that Polly’s role is to focus on the operational management of the farm and to leave you time to focus on things such as funding. Does that mean volunteers should be going to Polly and not you if they have any concerns?

Helen: Yes, if it is an operational matter, specific to the site then yes please see Polly as your first port of call. However, I am still available to speak to volunteers should there be a wider issue or concerns.

Sue, volunteer: are there plans to improve the compost area at the farm?

Helen: Yes, before Covid -19 we did have a funding application in with Nationwide to build a new poly tunnel, new composting area and build a new outdoor horticulture classroom. This is now on hold. However, with the new Site Manger in post this will be included as part of the new site infrastructure plans.

Deborah, trustee: will your PowerPoint presentation be available on the website? HF – yes along with the minutes.

5.	Changes to the Memorandum & Articles – Mark Richardson (MR)	<p>MR explained that we are not currently registered for VAT. Following advice from Julian Borley, VAT Director, Milsted Langdon LLP that due to the proposed new café the farm may need to register for VAT. The amendment to the Memorandum and Articles means that we would not need to charge VAT on our training courses, e.g. Training at the Trough, and that any surpluses would be re-invested.</p> <p>Current clause 6(1): <i>6. (1) The income and property of the charity shall be applied solely towards the promotion of the objects.</i></p> <p>To be inserted at the end of clause 6(1): <i>“Where surpluses are generated from activities which fall within Group 6 of Article 9 of the VAT Act that these surpluses will only be applied towards the continuance or improvement of these activities.”</i></p> <p>Vote: everyone voted in favour (including 2 postal votes and four online votes) so changes to clause 6 (1) passed.</p> <p>Action: MD will notify Companies House.</p>
6	Election of Trustees/Directors Joe Southwell (JS)	<p>JS explained that anyone joining as a Trustee need to be formally elected at the AGM and that the term Trustees/Director is the same thing but we have to use the two terms as we’re registered as a company and a charity sometimes use one term, and sometimes the other.</p> <p>Jo Southwell proposes Mark Richardson’s election. Deborah Steele seconded Mark’s election Mark Richardson was duly elected</p> <p>Jo Southwell proposed Tamsin Egan’s election Deborah Steele seconded Tamsin election Tamsin Egan was duly elected</p> <p>Jo Southwell proposed Christina Button’s election Mark Richardson seconded Christina’s election Christina Button was duly elected</p> <p>Jo Southwell proposed Amy Coulthard’s election Malcolm Dodds seconded Amy’s election Amy Coulthard was duly elected</p> <p>MD is up for re-election, as trustees can serve for 3 years before needing to be re-elected. MD willing to stand again as a Trustee.</p> <p>Jo Southwell proposed Malcolm Dodds for re-election Mark Richardson seconded Malcolm’s re-election Malcolm Dodds was re-elected.</p>

7.	Any Other Business	None
8.	Thanks, Summing Up & Close	<p>JS thanked everyone for attending and is confident the farm will continue to thrive and impact the local community the way it always has. Jo gave thanks to all the staff, particularly those that kept the show on the road throughout lockdown, to all of the volunteers that come to the farm, to volunteer reps, trustees and the funders and donors of the farm who without them we wouldn't be able to do what we do.</p> <p>Deborah – expressed thanks and gratefulness to staff at the farm who have kept farm going over the last difficult months.</p> <p>Clare Lewis volunteer and local resident added –the farm has been fantastic for Whiteway residents. “The plants I was given at the start of lock down bring joy to many who pass my garden and have heard what it means to people to receive the meals that the farm has been delivering.”</p> <p>Deborah – gave thanks for Jo, Malcolm, Mark and Helen who have been working really hard and have done an amazing job to keep things going during the lockdown.</p>