

# Members' Handbook



<b>Contents January 2018</b>	<b>Page</b>
Welcome to GCF	3
What is GCF?	4
GCF structure, aims and values	5
GCF community and membership	6
Member involvement	7
How did GCF start?	8
Where is GCF?	9
Practical arrangements in walled garden	10
The field at Burnopfield	12
When to come and work?	13
How is the veg grown?	13
Crops planning for 2018	14
How does the veg get to me?	15
FAQs	16
Policies and Procedures	17
Selling our produce	18
Promoting what we do	19
Appendix A: Contact details of Directors	20



**Tree Planting February 2018 with Living Woods volunteers**

## Welcome to Gibside Community Farm!

Hello and welcome to Gibside Community Farm. You will be joining a friendly group of people from a range of backgrounds who benefit from membership in a variety of ways. Whether you want to have a share of the crop or come and help grow the produce or grow the organisation, we hope you will enjoy being a member of Gibside Community Farm. We grow produce in the walled garden at Gibside which provides a beautiful and calm environment to work in. We also grow in a field near Burnopfield which has the most fantastic views over the Derwent valley and beyond to the Cheviots. In both places we can see and hear Kites circling above us, the occasional woodpecker in the walled garden and larks, pheasant and deer in the field.



As a new member of Gibside Community farm you will no doubt have lots of questions – experience tells us it takes a while to ‘get to grips’ with how it works. Hence this handbook which we hope will answer your questions, provide guidance and help you get the most out of your membership.

A great way to discover more about us and what we do is to come along to our members meetings and field and social events which are run throughout the year or help out in the field or walled garden occasionally or as a workshare.

On a weekly basis we send out a GCF update, which is emailed to all members so that we all know what is happening.

**There’s also lots more information and news on our website:**

**[www.http://gibsidecommunityfarm.co.uk](http://gibsidecommunityfarm.co.uk)**

**For regular updates you can also follow us on Facebook**

**[www.facebook.com/GibsideCommunityFarm](http://www.facebook.com/GibsideCommunityFarm)**

**If you have any queries, please email us:**

**[gibsidecommunityfarm@gmail.com](mailto:gibsidecommunityfarm@gmail.com)**

## **What is GCF?**

GCF is a Community Supported Agriculture Scheme (CSA), run as a membership co-operative Community Interest Company. There are many different types of CSAs, but all help to reconnect local communities with the food they eat and the land on which it is grown. CSAs enable local communities to have control over what they eat and how it is produced and distributed. It is a shared commitment to creating a local, balanced system of cultivation.

## **We're all in it together!**

Members of a CSA form a community that comes together to commit time and money to invest in and share the risks of running a farm. In return they receive a share of the harvest. This is a very different approach from being customers (e.g. of a veg box delivery scheme) with no involvement other than purchasing specific products. The cost of the scheme and the amount that members contribute is negotiated and agreed together between Members and Directors.

## **Seasonal and Sensible**

We grow a wide variety of vegetables which are suited to the soil and climate in Northern England. Some vegetables do not generally appear in supermarkets as they don't have a long shelf life or need to be eaten shortly after picking, but if they can be grown on the field they will be included in your share of the crop. We hope to have polytunnels in the near future and therefore extend our growing season and allow us to grow a wider variety of crops and keep all of our produce local and seasonal. Our members have found that initially, they have needed to adapt and be open to receiving, cooking and eating what is grown on the field (or what is locally available) in season. At first it may be a bit daunting, but with hints and tips from other members it quickly becomes part of the appeal.



## **Gibside Community Farm structure, aims and values**

It is very important to the founding group that GCF is a co-operative which encourages all members to participate in decision making and views all members as equal. We are also a social enterprise or Community Interest Company which allows us to trade but all potential profits are ploughed back into the organisation to support its aims and purpose. Our constitution states that GCF's objects are

“to carry out activities which benefit the community and in particular to link local people with sustainable agriculture, to develop land and grow food collectively, providing mutual support within the company and to other neighbouring land users and to enable people living in the communities surrounding Gibside and visitors to Gibside to access locally grown food and voluntary activities.”

### **So it is important to GCF that:-**

- We provide benefit to the community, we do this by encouraging people to join us, by selling fresh, seasonal veg and by donating veg to a foodbank. We are starting to develop links with organisations that support people eg asylum seekers and refugees, homeless people so that they can have access to growing and fresh veg.
- We believe that sustainable agriculture is agriculture which nurtures the soil and the environment, so we formally started converting the field and walled garden to organic production in October 2017, but have been using organic methods since we started. We are planning to use agroforestry in the field, where trees can support the plants, and we can sell produce from the trees as well as benefiting from the shelter they provide to the crops.
- We are keen to encourage all members to grow, to learn to grow and to provide opportunities for the wider community to learn about growing sustainably.
- We want to produce locally grown veg, in an area which has little history of farm produced veg, so that local people can reduce their carbon footprints and reduce their reliance on high carbon, mass produced veg with little taste.
- In connection with our co-operative values, we are keen to network with other small sustainable food producers and projects to support each other to increase the availability of organic, tasty, seasonal, local veg.

As a Community Interest Company, we are registered at Company's House. This requires us to have **directors of the company**. Currently the directors are Garry Jenkins (Company Secretary and Treasurer), Paul Gertig and Rachel Putz. There is space for more directors and as we grow we want to encourage others to become directors. The directors meet every 2 months to keep an overview of the finances and the overall working of the company.

The main **decision making** body is the general meeting. These are held monthly and all members are welcome to come along and contribute to the development of the organisation. We consider the following areas of work: Management and Finance,

Growing, Publicity and Marketing, Funding, and Relationship with the National Trust. We have a separate monthly meeting to look at the detail of growing issues (including development of the field). All members are welcome to join the growers group. We are also looking for more members to be interested in making funding applications to support our development and to do more publicity and marketing.

### The GCF Community and membership

As a member, GCF belongs to you...and you belong to the GCF Community. This brings with it both rights and responsibilities.

Once you have paid your membership fee, you are a member of the co-op, whether you wish to receive a small share of the crop or become a workshare or volunteer member. This means that you have the right to a vote and a right to be kept informed.

#### There are 3 types of members:

Volunteer	Members who want to support us, take part in the co-op and come to events we are organising, do some work in exchange for a few veg when they are on site (but who do not wish to receive a consistent share of the harvest)
Cropshare	Receiving a weekly share of the crop for payment
Workshare	Weekly labour in return for weekly crops

#### Responsibilities

<b>Get involved</b>	As a member you have a responsibility to get involved. There are many opportunities to take part including social events and meetings to discuss the running of the co-operative. Whether you can help a little or a lot, co-operatives work best when members can contribute their time or talents. General Meetings take place monthly with one Annual General Meeting. We also have sub groups to look at some tasks in depth eg Growers group. Members are welcome to join these. We understand that not everybody can attend every meeting, but this is a chance to voice your opinion and contribute to the running of the co-operative.
<b>Be informed</b>	Our weekly bulletin is emailed out to all members to let you know about the work to do for that week, the veg that is ready for harvesting, and for upcoming events and other news. Minutes of all general meetings are also emailed to you. It is important to read these and keep yourself informed so that you know what needs to be done when you get to the field/walled garden and so that you can form your own opinions and contribute these in meetings.

<b>Spread the word</b>	Perhaps the most important member responsibility of all! We need to grow and become sustainable and we can only achieve this by attracting more members. Experience shows it's our existing members who recruit new members most effectively, so tell all your friends (or like us on Facebook!)
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## Member Involvement

Everyone brings their own skills and interests to GCF. Some people have more time to offer than others, but it is entirely flexible. People can get involved practically as much or as little as they want.

### Some of the events we organise for all members (and their families) include:-

- **June: BBQ on the field**
- **September: Harvest food gathering and Quiz**
- **Christmas meal at a restaurant**

### Other events for members will be:-

- **AGM (usually March/April), held once a year for all members**
- **Discussion forums, as they arise**
- **Learning exercises as they arise (weaving willow structures, tree planting, module planting, for example**
- **Group work efforts, e.g. potato lifting**

You don't have to wait for an organised event to get involved. If you would like to come to the field at any time to help out with some of the more practical growing tasks please email [gibsidecommunityfarm@gmail.com](mailto:gibsidecommunityfarm@gmail.com). Workshare members usually work on Fridays and in the spring/summer on Mondays as well.

Harvesting takes lots of time and help is always welcomed. We will call out for additional help for some harvests eg potato lifting, look out for the GCF update for details.

There are many other roles and tasks you can get involved with; organising and running events, marketing and telling people all about our co-op and assisting with Cropshare collection points and distribution. If you are interested in helping out in any of these areas please email [gibsidecommunityfarm@gmail.com](mailto:gibsidecommunityfarm@gmail.com)

If you don't have a lot of time to spare, why not join in a discussion, send a recipe, share our page on or follow our account [www.facebook.com/GibsideCommunityFarm](http://www.facebook.com/GibsideCommunityFarm)



Tree Planting at Gibside, Feb 10th

## **How did Gibside Community Farm start?**

Gibside Community Farm was formally established in November 2013 as a Co-operative Community Interest Company. Prior to 2013 a small group of people living close to Gibside had been meeting and talking to the National Trust for about 3 years. Gibside NT bought a farm next to the Gibside estate and Burnopfield to stop a proposed opencast mine from being created. Gibside NT were allocated the funding from the national organisation on the condition that they involved the local community in some form of community project on a field and they rented out the rest of the farm to a tenant farmer. The Gibside Estate Manager, Mick Wilks, contacted a number of organisations and some people who were interested in establishing a Community Supported Agriculture (CSA) project. These founder members of Gibside Community Farm (GCF) visited other CSA projects and started to develop the model and the structure of the organisation.

Originally 3 organisations were going to share the field and GCF was allocated 6 acres of the 14 acre (5.8ha) field. Over the past 4 years, the other 2 organisations did not commit to working the field, so eventually the lease of the whole field was given to GCF and signed in May 2017.

In 2013/2014 Gibside NT moved the car park from the walled garden to the entrance and GCF was offered 3 plots to grow veg in the walled garden. We were told that this was likely to be a temporary measure as they did not know what the future of the walled garden would be. So, we started growing in the walled garden in 2014 turning the grass and buttercup laden area into productive growing area. We started in plot A and moved into plot B and C as we had the capacity to develop them. We created the strip bed system, to minimise any walking on the beds and put woodchip on the paths between the beds to reduce the weed burden. We used soil improver (made from Gateshead Council green waste) to put some nutrients back into the soil. We have always used organic methods of producing crops.

We also have experimented with growing veg in the field since 2014. We put most of the land down to clover, as this is a nitrogen fixing plant, so will help the fertility of the soil. We then grew small strips of veg and experimented with larger areas of broad beans (also a nitrogen fixing plant). One year we grew a small patch of wheat, which we tried to harvest by hand, but recognised that we needed a combine harvester to succeed! In 2016, Newcastle University conducted a research project by planting different types of rye and spelt. This was harvested in 2017.

2017 saw the creation of the "market garden" plots based on the overall design of the field and we grew veg in most of 9 plots. With the help of a grant we were able to employ 2 growers for one day a week each which helped our learning and increased our productivity.

## Where is GFC?

Some of our growing takes place in the walled garden in Gibside National Trust Estate, Rowlands Gill, where we have 3 corner plots.



If you are coming to the **walled garden** in a **car**, it is free to park in the main Gibside car park and tell the people at the reception that you are a member of the Gibside Community Farm. You don't have to be a member of the NT but if you are, show your card as Gibside gets money for every visitor.

To get to the **walled garden by bus** get 45, 46, 47 to Rowlands Gill. Get off at shops near Chemist or Italian restaurant on other side. Walk down past Happiest Sandwich shop or Tesco's. Turn right at bottom over bridge, then left. The R5 (little bus) runs from Happiest sandwich or opposite War memorial – it's a hail and ride. It should drop you at end of Gibside drive or on Saturdays it takes you up to the ticket booth.

## Practical arrangements in Walled Garden

**Green houses:** Near the greenhouse there are **wheelbarrows** which we can use.

**Watering cans** tend to be in the greenhouse. If you take them out with water in, please return them with water in too.

**Hub:** The hub is open during opening times. There is a code for entry which you will be told when you are shown round. If you can't get in go into the yard at the back and find a ranger. You can store your valuables in our locker (the furthest one on the right). The key is in the green folder in the trailer (see below). Good place for lunch when its cold.

In the **outer area of the hub** we can use any of the **tools** (please clean them at the tap after use). Spades and forks are hanging up and trowels etc. are the in cabinet on left hand side. The **trugs** are on the floor and the big metal cabinet contains **gloves**.

**Trailer (white):** this is round the back of the walled garden in the yard. We store produce and some items necessary for the farmers' market stall here.

We can use the **kitchen and the toilets** in the courtyard where the trailer is. There are also toilets opposite the cafe in the market square.

**Food** – there is the NT café and the bakers in the market place. There is a kettle in the kitchen in NT yard –please wash and return cups. There is a Bar in the café on Friday and Sat nights. Opening times vary but it is usually a good time for end of gardening. It closes at 9 p.m. You can get pizza from the bakery.

**Disposing of weeds etc.** See map for location of composting bins. Separate pernicious weeds, these are mainly, dock couch grass, buttercup and dandelion. These go in the skip in the Estate yard (where the trailer is.) Other weeds/large plants, stems etc need to be cut up into 6" lengths and then left in heaps near the compost area. The NT volunteers will then mix and heap the compost. Some new bins have been made, so we are awaiting instruction on when these can be used.

**Dogs.** You can bring dogs with you –they need to be kept on a lead in walled garden.

## Record Keeping

We are converting to Organic Status and therefore we have to follow all the organic standards as set by the Soil Association, our certification body, who inspect us once a year. These require that we record everything that is brought onto the land and everything that is taken away. So, we need to record all the soil improver that is put on the land, all the seeds and modules that are planted and what is the weight of the harvest. For our records we want to record the amount of time it takes to do things and how many volunteer hours are being devoted to the GCF work. You will find a plastic box on the plots in the walled garden with a yellow file. This has the record keeping forms that need to be completed every time you do something on the plots! The file also has the planting plan and the activity timetable so that you will be able to know what veg is going where and how many, and how far apart they need to be planted. There is also a diary for passing on information to the next member who comes to do some work.



## The Field at Burnopfield



Our main growing area is the field on Fellside Rd. **By Car**, from the A692 turn onto Fellside Rd, (sign directs to Whickham), past the Pack Horse pub, pass the lane to the Holly Riding Stables on left and just after you will see a layby and some bollards beside the road. You can park between the bollards or a few cars can drive onto the field. Alternatively you can park in a little road on the right, just after you have turned into Fellside Rd from the A692. (You will have to stop to open the fence). **By Bus** get the X70 or X71 from Gateshead/Consett to Burnopfield and get off near the Pack Horse pub or the Sacred Heart school on the A692, or the 6 Stanley to Newcastle, get off at Crookgate Byermoor. Walk along Fellside Rd to the field, but take care as there is no pavement and the road is busy.

We have just got some hard core put down on the field to create a track and some hard standing for some future buildings. The plan is to have a shipping container for the tractor and tools and a portacabin as a shelter for members/office and veg storage. We also have a plan for a composting toilet. But for now, we have no toilet and the seating for lunch are tyres with a few wooden planks. Plus bring your own refreshments. We keep some very old tools on the field under some black plastic by the left hedge, near the holly riding stables. Once we get some security we will get a much wider range of tools. We do have a 60 year old Ferguson tractor, which is kept at the Crookgate Stables (opposite the field). With some borrowed implements we have managed to turn over the soil and plant and dig up potatoes with the Fergie.

### **Record keeping on the field**

We are converting to Organic Status and therefore we have to follow all the organic standards as set by the Soil Association, our certification body, who inspect us once a year. These require that we record everything that is brought onto the land and everything that is taken away. So, we need to record all the soil improver that is put on the land, all the seeds and modules that are planted and the weight of the harvest. For our records we want to record the amount of time it takes to do things and how many volunteer hours are being devoted to the GCF work. The yellow file is in the red box under the black plastic on the side of the field. This has the record keeping forms that need to be completed every time you do something on the plots! The file also has the planting plan and the activity timetable so that you will be able to know what veg is going where and how many, and how far apart they need to be planted. There is also a diary for passing on information to the next member who comes to do some work.

### **When to come and work? – Workshare and Volunteer members**

Once you have been fully inducted into where everything is and you feel confident to work on your own, you will be very welcome to come to the walled garden or the field whenever you want. You will also be welcome to come and join in on Fridays (and Mondays in the summer) when other members are there. You will get an email to say what needs doing each week, you will need to check in the diaries what has been done last and then you can carry on. Always remember to write down what you have done so that the next person knows what to do next! If you can't come on Fridays or Mondays and want some company, then use the telephone list of other members to text people to say when you want to go and see if anyone else can come at that time. See Appendix A.

### **How is the veg grown?**

From October 2017 we started to convert the land in the walled garden and the field to organic production. We have chosen the Soil Association as our certification body, which means we need to follow their standards for organic production and they will inspect us once a year. We have always aimed to follow organic principles in our growing and have not used artificial fertilisers, pesticides or herbicides. Now we need to ensure that all seeds and modules have been raised organically as well. We aim to provide an average of 7 varieties of vegetables in your weekly share of the crop, (the range is between 4 and 12 veg varying on the season) over 36 weeks from 20<sup>th</sup> July to 30<sup>th</sup> March. The share will be small but should be enough for a 2 person household. You will be able to buy additional veg, if you wish, and to swop veg in the swop box. To do this the field and the crops are carefully planned and managed by our Growers group.

The walled garden follows a 4 year rotation and we use soil improver and green manures to add to the fertility of the soil. The field has 2 main areas for growing: the field plots which have a 7 year rotation which includes 2 years of green manure and the market garden area with a 10 year rotation which includes 2 years of green manure.

As we don't have any polytunnels at the moment, we buy modules of plug plants from Stakeford Nursery (Blyth Star) who raise the modules using organic standards. Blyth Star supports people with learning difficulties through horticulture.

As we are committed to local and seasonal veg, we do not buy any veg in. This means that some times of the year we have no veg or little veg.



### **And the crops we are planning for 2018...**

Radish, Lettuce (leaf), Shallots, Turnips, Lettuce (heads)

Chard, Onions, Beetroot, Kale, Potatoes

Strawberries, Calabrese, Cauliflower, Runner Bean, French beans

Beans (broad), Peas, Mangetout peas, Garlic, Cucumber, Tomatoes, Cabbage,

Carrots, Mixed leaf, Courgettes,

Florence Fennel (bulbs), Leeks, Broccoli, Parsnips, Swede, Brussel Sprouts, Squash



This Photo by Unknown Author is licensed

### How does the veg get to me?

We harvest the veg on Fridays. The veg will be put in bread trays in the portacabin (?) and there will be a sign to say what the weight of each share of crop is for that week. Each member will need to bring a bag, weigh out each veg crop according to the weight for that week and sign to say that you have taken your share. You will be able to swap a veg (something you don't like for more of what you do like) from the swap box. Or you can buy additional veg if there is some available, put a donation in the box for the additional veg.

Workshare members will be able to collate your veg bags when you are working on site. Cropshare members will need to come to the field and collate your veg bags from Friday afternoon (3.30 onwards) until 12 noon on Saturday.

We know not everyone will be able to get to the field so we need to know if that is the case so we can try and link you to someone who can who lives near you and can collate your bag for you, or we will see if we can bring down some veg bags to the trailer in Gibside, from where you will need to collect the veg. This will need some discussion with each member to ensure that they are able to get their cropshare.



## **FAQs**

### **How do I pay?**

Workshare and Volunteer members need to pay their annual membership fee by cheque or BACs transfer to the GCF Treasurer (Garry Jenkins)

Cropshare members need to set up a standing order of £32 a month from (about) 16<sup>th</sup> July, up to and including the 16<sup>th</sup> March. This is 9 monthly payments, which includes your annual membership fee as well as the price of the veg. If you join after the start of the cropshare season then the rate will be the annual membership fee plus £6.55 for the number of weeks remaining of the cropshare season. You will be given the information required to set up the standing order when you join.

### **What if I can't pick up one week or I go on holiday?**

You pay by monthly standing order so the best thing to do if you know you will be away is to ask someone else to pick up your share of the crop. The amount of veg grown and harvested is carefully calculated, so if you know in advance that you won't be able to collect your share please let us know as soon as possible and before Thursday lunchtime to avoid the veg going to waste. Please contact us at [gibsidecommunityfarm@gmail.com](mailto:gibsidecommunityfarm@gmail.com)

### **What if I want more (or less) than what is in the cropshare?**

As this is our first year of doing a cropshare we are starting with small cropshares, we hope they will be big enough for a 2 person household. If you would like more veg then for some crops there will be plenty more as we are planning to sell them in Gibside or at markets. So, you will be able to buy more when you collect your cropshare. Just put a donation in the box. If you want less then put the veg you don't want into the swap box. We will be very interested in your feedback and if you consistently want less then we will need to re-consider the price of the cropshare for you. Please email [gibsidecommunityfarm@gmail.com](mailto:gibsidecommunityfarm@gmail.com) to discuss this.

### **What if I only like some veg and not others?**

When collecting your veg from the field there is a Swap Box available. If there is a vegetable that you really don't like just swap it for a different option from the Swap Box. Sometimes the veg on the field tastes quite different from what you might have tasted in the past from a supermarket so it might be worth giving it a try first!

### **I sometimes have a glut of apples/fruit/other veg – can I share them through Gibside Community Farm?**

This can be done between members, but we would not be able to sell them at Gibside or at markets as they will not have been grown to organic standards. Bring the glut to the field and promote them.

### **What if I'm moving out of the area, how long am I tied into membership for?**

Your contract is for the 36 weeks of the cropshare season, but we recognise personal circumstances change. We would be grateful if you could give us as much notice of any change as possible so that we can fill your space.

### **What if I have a complaint?**

We hope that you love being part of the co-op and nothing will go wrong, but if you feel that anything isn't quite right or could be done better we need to know about it.

Please email [gibsidecommunityfarm@gmail.com](mailto:gibsidecommunityfarm@gmail.com).

### **I want to be a workshare, what might I be doing?**

There are many ways of helping GCF in its day to day operations and to help it grow and develop. If you are a workshare then you commit to providing 180 hours of work over the course of a year. This is about 4 hours a week over 45 weeks.

- Growing – preparing the ground, sowing seeds or modules, weeding
- Harvesting – for the cropshares, farmers markets, display stands
- Trees – planting, pruning, coppicing
- Delivering wholesale produce to Abundant Earth or The Paddock
- Collecting modules from Stakeford Nursery (Star) near Blyth
- Making food to be the enticer at a market
- Being on the stalls at the markets
- Stocking the display stand
- Overseeing the cropshare process
- Being Treasurer
- Supporting and communicating with members
- Managing Facebook and the website
- Uploading pictures and posts to Facebook and the website
- Making equipment, eg display stands, compost bins, cladding around buildings
- Make funding applications
- Building relationships with other organisations
- Planning what to grow and where
- Ordering seeds and equipment
- Come to the general or growers meetings to discuss what we are doing



## **Policies and Procedures**

### **Health and Safety**

Please look after yourself and others when working as part of Gibside Community Farm. All members have a responsibility for the safety of themselves and others. Generally don't lift anything too heavy and use tools properly to support what you are doing. Always get some training from an experienced member to show you how to use the tools.

**Walled garden** – the most dangerous tools are leaving rakes the wrong way up so you step on the handle and bash yourself, or the loppers or secateurs. Please remember that visitors (especially children) can be wondering about and can pick things up, so please keep tools under your supervision!

**The Field** – The **tractor** is very dangerous. Do not use unless you have been properly trained by Paul Gertig or a paid grower! The power drive at the back of the tractor keeps turning when the tractor engine is on, so you need to keep well away from it. You also need to be fully trained and equipped to be able to use the **strimmers** as they are also very dangerous.

### **Safeguarding**

We have a Children's Safeguarding Policy and a Vulnerable Adult Safeguarding Policy. If you see something that you think is abusive towards a child or a vulnerable adult it must be reported to the appropriate authorities. If you bring a child or a vulnerable adult to Gibside Community Farm activities, you are responsible for their supervision and safety. **(Need to put the policies on the website for members to access).**

### **Bio Security**

It is really important that we think about bio security and not bring any vegetable diseases onto our plots. For example, white onion rot can be in the ground for 20 years once the ground is infected! So, if you go anywhere that has it, make sure you wash your boots thoroughly and don't bring any soil onto the plots. We know that Abundant Earth has onion rot, because they have asked us to grow their garlic, so if you go there it is really important to clean your shoes/boots.

The following policies are yet to be written!

### **Data Protection**

### **Equality and Diversity**

### **Procurement**

## **Selling Our Produce**

We have the following priorities for distributing our produce.

1. Members
2. Food Bank
3. Retail sales
4. Wholesale

## **Members**

All cropshare and workshare members will receive a small cropshare for 36 weeks.

Volunteer members can harvest some veg when they are on site.

## **Foodbank**

We have agreed to donate 5% of our cropshares to foodbanks each week. We have a relationship with the foodbank in Blaydon who are keen to take our veg. A weekly task over the 36 weeks of the cropshare, will be to take the veg to the foodbank. If we have 20 members then 1 cropshare will be taken. If we have 30 members then 1.5 cropshare will be taken.

## **Retail Sales**

### **Farmers Markets**

We sell our produce at **Staiths food market**, on the Dunstan Staiths (second Sat of summer months) and at **Kells Lane food market** (First Sat of the month). We ask for donations rather than price and weigh the veg. This is a good way of promoting GCF as well as selling the produce. We are investigating whether we can set up a stall somewhere in **Rowlands Gill**, so that we have a regular outlet in the village.

Members can help by running stalls. Running a stall outside of Gibside means collecting the veg, gazebo and market equipment, before the market (the previous day or early in morning) and taking it to the venue. Depending on the length of the market and how many members are available then there might be just the one shift or two. 9 – 12.30 or 12.30 to 4pm. The equipment would then need to be returned to the trailer when convenient for the member. It is often a good idea to make something from the produce on offer to entice customers to the stall. These have been beetroot cake, parsnip cake, broad bean hummus and leek and potato cake. But other ideas are very welcome! It is good to print off some recipes of what is on offer, so that customers can taste and take the recipe home, preferably having bought the key ingredient. If you can get talking to customers, explain what we do and try to encourage them to join or become a supporter. (getting their email address and postcode is needed!) A supporter will get an email every now and then to let them know what we are doing, which markets we are selling at and any events that we are organising.

It is useful to have a small float of change so that customers with £20 notes can still buy something from us! At the end of the market email Garry to let him know how much was taken and arrange with him how to hand over the money.

## Display Stands

We have 2 display stands outside the bakers in the market place in Gibside. This is where visitors can help themselves to produce in exchange for a donation. So, when we have spare produce we need to keep them stocked up on a regular basis. Members can join the stocking the display stand rota. This means tidying up the display and taking out the veg that has gone limp. Bringing fresh veg from the trailer or digging/picking from the walled garden. As Gibside is busiest at the weekends, we try and make sure they are fully stocked on Thursday, Friday, Saturday and Sundays.



## Wholesale

We don't get as much money selling wholesale as we do from the retail outlets, however it is less effort to sell large amounts in one go. We have agreed that we will sell to other projects that have similar aims to ourselves. At the moment these are Abundant Earth, near Durham, Go Local in Ovington, and The Paddock in High Spen. We have negotiated with Abundant Earth that we will grow all their garlic for next year (2018) and are growing overwinter onions for Go Local in exchange for labour and use of equipment from their grower. Members can help with taking veg to Abundant Earth or The Paddock.

## Promoting what we do

Facebook and the website are useful tools to promote what we do but need to be updated on a regular basis, to show that we are an active and vibrant group! So please take photos and upload them to both Facebook and the website (or send them to the email address so they can be uploaded) and put comments on. Tell your friends and contacts about us, encourage them to join. Distribute our leaflets and use our jute bags which say Gibside Community Farm. If friends don't want to join, they might be prepared to join the supporter list. Send their email address and postcode to the email address and they will be added to the supporter list. They will get an email every now and then to say what we are doing.

## Contact Details

Website: <http://gibsidecommunityfarm.co.uk>

General and membership enquiries: [gibsidecommunityfarm@gmail.com](mailto:gibsidecommunityfarm@gmail.com)

Facebook: [www.facebook.com/GibsideCommunityFarm](http://www.facebook.com/GibsideCommunityFarm)

## Appendix A

### Director's contact details 2017/2018

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Garry Jenkins 07581480406

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