

# SMALL FARM TRAINING GROUP

WELCOME TO SFTG.ORG.UK

## EMAIL CONTACTS

### CHAIR

[CHAIR@SFTG.ORG.UK](mailto:CHAIR@SFTG.ORG.UK)

### MEMBERSHIP

[MEMBERSHIP@SFTG.ORG.UK](mailto:MEMBERSHIP@SFTG.ORG.UK)

### COURSES

[GTO@SFTG.ORG.UK](mailto:GTO@SFTG.ORG.UK)

### NEWSLETTER

[EDITOR@SFTG.ORG.UK](mailto:EDITOR@SFTG.ORG.UK)

### WEBSITE/FORUM

[IT@SFTG.ORG.UK](mailto:IT@SFTG.ORG.UK)

### TREASURER

[TREASURER@SFTG.ORG.UK](mailto:TREASURER@SFTG.ORG.UK)

### SHOWS

[COMMITTEE@SFTG.ORG.UK](mailto:COMMITTEE@SFTG.ORG.UK)

### MARKETING

[GETSOCIAL@SFTG.ORG.UK](mailto:GETSOCIAL@SFTG.ORG.UK)



## About the Group

The Small Farm Training Group (SFTG) is a not-for-profit group run by its members for its members. Our courses are aimed at the smaller producer or hobby farmer or those with aspirations to get into smallholding. We have been running courses and social events in Sussex for almost forty years. The range of courses offered is extensive and extends way beyond the farm gate. In addition to livestock and land management courses a typical programme might include vegetable growing and country crafts.

The Group strives to promote smallholding and uses social media and attendance at agricultural shows to inform the public about our activities. We also try to support each other in practical ways for example by having a forum where members can ask questions and sell produce.



## Course Programme

Our Group Training Organiser (GTO) with assistance from the committee produces the course programme. We try to make the courses varied and appeal to members with different interests. Each summer when members renew their subscriptions, they are asked for course ideas and if enough people express interest a course can be arranged.

### How do I know what courses are being run?

The website has information about each course including dates, times, location and details about what the course includes. There may be different prices for non-members and members so always log on to the website as a member if you want the best price. Some courses or events are only available to our members. If you want to attend but cannot manage the date or if the course is full there may be an option to express your interest in this event. If you express an interest, we can inform you if someone is unable to attend or if we plan to repeat the course. We sometimes post information about courses on the forum, in newsletters or by e-mail. However, as events can be added or cancelled at short notice, we recommend you look at the website regularly

## Contacting People

The Committee Members and their contact details can be found on our website. E-mailing their job title is an excellent way of contacting them.

Some of our members have agreed to give advice to members, we have made a list of them and their contact details in a 'Directory of Experts'. They are to be found in the Members Only area of our website (you will have to be logged in to see them).

Most members are happy to field enquiries from other members and you can contact them using the forum. At the bottom of the forum home page click on the Member icon. We have tabulated our members by UserName which is a mixture of their first and last name. Click on the letter that corresponds to the first letter of their forename.

You should be able to identify the member you want to contact. You can send them an e-mail or a private message (PM). In a Private Message neither sender nor receiver gets to see the other person's e-mail address. It is best initially to send a short message with an outline of the information you want and then, if appropriate, you can communicate with them directly. If this does not work the Membership Secretary may be able to assist you.

# Course Programme cont.

## **How knowledgeable do I need to be to go on courses?**

Many of our courses are aimed at those with little or no previous knowledge. The training tends to be informal and instructors attempt to meet the varying needs of the participants.

Many of our courses are run on farms so please think about health and safety and follow any advice given by the tutor.

## **How many people are on each course?**

Usually 4-12, but this is dependent on the circumstances and type of course. We may have to cancel if we cannot fill the course or circumstances change - so always leave us contact details. If we have to cancel, we will refund your money in full.

## **How do I book a course?**

Please book and pay for your course by going on to the website. You can pay using debit or credit card or PayPal. The card payments are administered by PayPal. You will receive an automatic confirmation of booking if you pay this way. You can also pay by bank transfer, or by a card payment using Square or even by cheque but the disadvantage of these methods is that someone else might take the last ticket before we receive your money, and we operate a 'first paid gets the place' system. Please contact the GTO ([gto@sftg.org.uk](mailto:gto@sftg.org.uk)) if you want to come on the course but do not want to pay using card/PayPal or you are struggling with your booking.



## Information & Communication

### **Website and Forum**

To the outside world our first point of contact is our website [www.sftg.org.uk](http://www.sftg.org.uk). It contains all the general information about the Group plus details of events and courses as well as the new Blog. The Forum is a great way to ask for advice, buy and sell things and share information with other members. You will be registered automatically on our Forum when you join. A Digest of Forum posts can be sent to members by email and you can change its frequency as and when you wish - as with your other details - by altering your profile on the Forum.

### **Facebook and Instagram**

The Group has its own Facebook and Instagram pages - search for SFTG.Sussex. There is a 'private' chat section which you can join.

### **Newsletter**

This is published 6 times a year and sent by e-mail to you (or by post if you requested that it be sent as a hard copy). The Editor positively welcomes any contributions you may wish to send ([editor@sftg.org.uk](mailto:editor@sftg.org.uk)).

This may be an article, photograph, letter or whatever. It does not have to be finely polished, as it can be honed as necessary. You may remain anonymous or use a non de plume if you wish. Photographs and comments/ articles on courses are particularly welcome.



# Regular Events

## Monthly Meetings

We hold a meeting on the third Friday of most months (not August or December. The November meeting is our AGM). We meet from 7.30pm for an 8.00pm start usually with a guest speaker but sometimes we have a quiz or share a meal. This event is an ideal way to meet other members and get those niggling queries answered or have a general chinwag. We are currently testing out different venues so please see the website for details. This event is free for members, but we would ask you to book your places using the website so that we can contact you if the event has to be cancelled.

## Agricultural Shows

We usually attend the Heathfield Show in May, and sometimes we attend other agricultural shows. We aim to promote smallholding, interact with like-minded people and provide an opportunity for people to join the Group. If you would be able to help at a show it would be greatly appreciated. There may be an opportunity for members to display a small amount of produce and livestock - contact the Shows Organiser for details.

## Annual Picnic

We have a picnic at a member's farm in September. Each family is asked to bring a plate of food and then all food is shared - many members make a real effort to bring something delicious, so this event is one of the highlights of our year. After the lunchtime meal we normally have a guided tour of the member's farm.

## Open Farm Days

Sometimes members show us round their farms or their livestock, or something of interest. These can be meet-the member days but we also try every second year to make a special effort with an Open Farm Day(s) in June.

## Annual General Meeting

The AGM is held in November. We give our annual reports and elect officers to our committee. This is followed by a meal and a talk.



# Discounts

Your membership card will be posted to you.  
This card entitles you to:

- 5% discount on any animal feed purchased from outside the "shop" area at Windmill Feeds Cross in Hand and 1 Bell Lane, Uckfield
- 3% discount on various items from Mole Country stores
- Up to a 10% discount on shop goods at Haynes (formerly Sussex Tractors)
- 12½% discount on goods (bar a few at 10%) from Spaldings in Lincs.  
([www.spaldings.co.uk](http://www.spaldings.co.uk)) by declaring your membership to their Southern Telesales on 01522 507620
- 5% discount with AP Farm Supplies in Yorks., on saying that you are a Group member ([www.apfarmsupplies.co.uk](http://www.apfarmsupplies.co.uk))

The last two will probably make some sort of delivery charge, so there might be some point in checking whether fellow members might have something to order. Contact those fellow members through the Forum!

Please remember to take your card with you each time you ask for one of these discounts - no card, no discount!

## Membership

### Who is covered by your membership?

Your membership fee covers all the family or household and all are welcome to apply for courses at the published member rate. Non-members are also welcome to attend courses but the fee is up to 50% extra.

### How long does membership last?

Annual membership is renewable on 1st August each year.



# Privacy Policy

This privacy policy explains what data we collect as well as how and why we use your personal data.

## What personal data do we collect and how do we get it?

We will collect your personal data when you join the group, book on workshops or renew your membership. The personal data you give us is any information which identifies you, or which can be identified as relating to you personally, such as your name, address, phone number, email address, your interests or member number.

We may also automatically collect information when you use our website. This may include the pages you have visited, information about the device or browser you are using, any errors you encountered and data relating to any online transactions such as workshop bookings or membership renewals.

## How we use your personal data?

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing your personal data is that we have a legitimate interest.

We use:

- your postal address to send out membership cards, newsletters (if requested) and invitations e.g. to the Annual General Meeting
- your email address so that we can send you a digest of posts from our Forum, membership renewal notifications and information on workshops, meetings or events run by the group. We may also use your email address to let you know if a workshop/event that you have booked is cancelled at short notice
- your personal data, where you have given us your consent to do so, to seek your views about what we do.

It is not our policy to circulate information on our members unless required to do so by law. However, to enable a discount to be provided to you by some companies, we may be required to share your personal data with them.

## Financial Information

If you have paid for your membership subscription or workshop by PayPal or by Square or similar, the group will not see any financial details but will see your name and email/phone number and possibly your address. Each payment platform has its own terms and conditions. If you set up a Standing Order to pay for your membership subscription, we will have seen your details when we forward it to your bank, but we will not record your account details. If you pay for a workshop or subscription by bank transfer, we will not see details of your account. If we refund you for a workshop (or pay an invoice from you) via a bank transfer, we will need your sort code and account details, and these will remain securely held in our Lloyds account until they are removed by Lloyds.

## How we store your personal data

Your personal data is securely stored on our database. You can update or amend your personal data at any time by logging into the Forum on the 'membership' section of our website. We retain information on ex-members for one year after expiry, after which your personal data will be deleted from our database

# Data Protection

Under data protection law, you have rights including:

## Your right of access

You have the right to ask us for copies of your personal data.

## Your right to rectification

You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

## Your right to erasure

You have the right to ask us to erase your personal data in certain circumstances.

## Your right to restriction of processing

You have the right to ask us to restrict the processing of your personal data in certain circumstances.

## Your right to object to processing

You have the the right to object to the processing of your personal data in certain circumstances.

## Your right to data portability

You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you have any questions relating to this privacy policy or wish to make a request, please send them to [membership@sftg.org.uk](mailto:membership@sftg.org.uk) or post them to the Membership Secretary, Upper Old Mill Farm, Marklye Lane, Heathfield, East Sussex TN21 8QB.