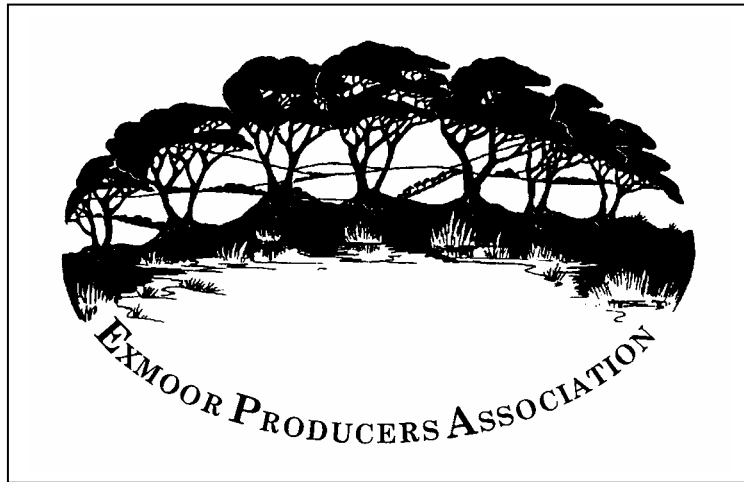


# *Membership Pack*



**The Exmoor Producers Association** was set up in 1995 to actively promote the wide range of businesses that are producing goods in the Greater Exmoor area. It has around 60 members. A number of retail events are organised throughout the year. The EPA shop opened in 2000 and is run as a co-operative by around 20 members.

*Could your business benefit from being a member of  
The Exmoor Producers Association?*

*Membership includes :*

Access to the EPA shop in Friday Street, Minehead,  
Participation in events organised by the EPA (including free Public Liability Insurance at these events),  
Free web page, listing on the EPA website & link to your own website,  
Inclusion in publicity material,  
The privilege of using the EPA logo.



## **Benefits of Producer Membership**

1. Entry in the publicity leaflet, which is widely available and distributed through local tourist information centres etc. and at all EPA events.
2. Participation on a group basis in the EPA programme of events, including shows, rural craft events, trade fairs etc.
3. Access to the EPA's own retail outlet at Friday Street, Minehead.
4. Access to links with retail outlets, sales venues and retailing opportunities.
5. Inclusion on the established EPA website - FREE web page and link to your own site.
6. The privilege of using the EPA logo.
7. Participation in advertisement features, press coverage and public relations events
8. Regular newsletter containing topical news, marketing opportunities, diary dates and relevant business opportunities.
9. Insurance. Members can take advantage of insurance discounts negotiated by the association including business insurance and public liability insurance for shows.

### ***Producer Membership Fees***

**Annual Subscription £48**  
(paid £12 quarterly by bank standing order)

#### **Exmoor Producers Association Limited**

11 Friday Street, Minehead, TA24 5UB.

Tel/fax (01643) 702597

e-mail: [office@exmoor-producers.co.uk](mailto:office@exmoor-producers.co.uk)

<http://www.exmoor-producers.co.uk>



# Exmoor Producers Association Limited Membership Rules

1. The Exmoor Producers Association is a Company Limited by Guarantee (Exmoor Producers Association Limited). The Liability of Members is limited.
2. Every Member undertakes to contribute to the assets of the Company, in the event of the same being wound up during the time that he is a Member, or within one year afterwards, for payment of debts and liabilities of the Company contracted before the time at which he ceases to be a Member, and of the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributors amongst themselves, such amount as may be required, but not exceeding £10.
3. All applications for Membership are subject to approval by the Management Committee. Every Producer Member of the Association will have an equal right to influence both the objectives and management of the Association. All Members in good standing are entitled to put themselves forward for election to the Management Committee as vacancies occur.
4. Producer Membership will be restricted to individuals or businesses whose residence or main business premises are within the designated area of Greater Exmoor. For acceptance to PRODUCER MEMBERSHIP, products must actually be produced in the defined area, or the last treatment, process or skill applied resulting in a substantial change to the product shall take place in the Greater Exmoor area defined. Membership is only open to individuals producing goods on a commercial basis, i.e. earning part or all of their income from this activity.
5. For acceptance to AFFILIATE MEMBERSHIP, services must be relevant to the Producer Members, in the course of their business.
6. For acceptance to ASSOCIATE MEMBERSHIP, businesses must be committed to selling and/or using as many goods as possible which are made by Producer Members in the course of their business.
7. There will be an Annual General Meeting in every calendar year, with no more than 15 months to lapse between such meetings
8. A Management Committee will be elected annually, at the Annual General Meeting, including a Chairman and Responsible Financial Officer. Members of the Management Committee may be the directors of the Company. The number of Management Committee Members shall be not less than 4 or more than 10 of whom no more than 2 may be non-Producer Members and the remainder of whom are to be Producer Members in good standing. The Management Committee will deal with all executive matters.
9. Members may also be co-opted to the Management Committee at any time, provided there is a majority vote of the Management Committee in favour.
10. A set of accounts will be made available to all Members annually.

11. Extraordinary general meetings may be called by the Management Committee, or by the Management Committee within eight weeks on requisition of not less than six Members, always giving fourteen days notice to Members.
12. The Quorum at all general meetings will be six Members in good standing of whom at least four will be Producer Members.
13. No Member other than a Producer Member who is also a Member in good standing shall be entitled to vote at any general meeting of the Company. A Member shall be entitled to one vote whether in person or by proxy at general meetings of the Company.
14. As the Association is not specifically endorsing products and services, it accepts no liability for individual's products, services or actions.
15. All Members must be familiar with, and abide by all Statutory Trading Laws. All consumer goods must satisfy current consumer legislation, including approved safety standards and regulations.
16. Members must have their own Public Liability Insurance. This can be arranged through the Exmoor Producers Association, if required.
17. Members may form specialist focus groups within the Association. Such groups are required to work within the rules of the Exmoor Producers Association Limited, but may devise their own benefits, provided they are visible and available to the rest of the Membership. All financial matters must be through the Management Committee, although specialist group funds may be accumulated in the interests of the specialist group, with the possibility of funding from the Association. Such funding must not be to the detriment of the Association as a whole and generally will only be available to such groups provided the Association aims are being furthered.
18. Members' business details will be held in accordance with the Data Protection Act. This information may be released from time to time to individuals and other companies.
19. Should there be any variance between these Membership Rules and the Memorandum and Articles of Association of the Company, the Memorandum and Articles of Association will prevail.



# Application for Producer Membership

**BUSINESS NAME**.....

**ADDRESS**.....

**POSTCODE**..... **CONTACT**.....

**TEL.NO.**..... **FAX. NO.**.....

**WEBSITE** ..... **E-MAIL**.....

**PRODUCT DESCRIPTION (up to 20 words)**

**SYMBOLS (please tick)**

☺	(visitors welcome)	.....	☎	(appointment necessary)	.....
C	(commissions undertaken)	.....	T	(suppliers to retail trade)	.....
D	(access for people with disabilities)	.....	W	(Web based)	.....

**I enclose a copy of my brochure/ publicity material/ photographs (if possible).**

I hereby make unconditional application to be admitted as a Member of the Exmoor Producers Association Ltd. and accept and acknowledge that if so admitted I am, from the date of admittance, bound by its Memorandum and Articles of Association and undertake to comply with the rules of membership.

I understand that each application will be subject to approval by the Management Committee of the Association.

DATA PROTECTION ACT: Your data will be entered in the Directory of Members, which is in the public domain. If you do not wish your data to be publicly available please tick.

**The annual subscription fee is £48.00. Payments are made quarterly by standing order.  
Annual renewal date is January 1<sup>st</sup>.**

**I enclose the completed Standing Order Mandate.**

**SIGNED**..... **DATE**.....

**NAME**..... **POSITION**.....

**Please send this form, with your payment to:**

**Exmoor Producers Association Limited, 11 Friday Street, Minehead, TA24 5UB**

**Tel: (01643) 702597 E-mail: [office@exmoor-producers.co.uk](mailto:office@exmoor-producers.co.uk)**

**[www.exmoor-producers.co.uk](http://www.exmoor-producers.co.uk)**

## BANKERS STANDING ORDER FORM

From: Name  
Address

To: The Manager, Bank plc,  
Address

Post Code

BANK SORT CODE:

ACCOUNT NUMBER:

Please pay to the National Westminster Bank, Bank Square, Dulverton, Somerset TA22 9BT ( Bank Sort Code 52 – 30 – 42) for the credit of Exmoor Producers Association Ltd, Dulverton Account No. 43737382 on the 1<sup>st</sup> day of .....l 200..., and on the 1<sup>st</sup> day of the following THIRD month thereafter, (e.g. Jan, April, July & October) until further notice, the sum of twelve pounds (£12:00 ).

Please cancel any existing standing order in favour of the Exmoor Producers Association.

Signed:

Office Ref:  
Bank please quote.

Please return this form to the Exmoor Producers Association,  
11 Friday Street, Minehead, TA24 5UB.



## EPA MEMBERSHIP 2007/8

### Membership benefits include:

- The ability to sell under the banner of the EPA logo
- Inclusion in publicity material & advertising.
- Access to our own retail outlet at Friday Street, Minehead.
- Access to Associated retail outlets at:
  - The Heritage Centre, Dulverton
  - Pulhams Mill, Brompton Regis
  - Castle Crafts, Bampton
- Space at our own art, craft and retail shows including
  - Guildhall Heritage Centre Exhibitions
  - at local shows including Dunster Show
  - Taunton Library Show
- Participation in EPA group stands at venues outside Exmoor
- FREE production of an A4 printable web page. These can be printed out as colour flyers etc. at modest cost.
- FREE listing on the established EPA website.
  - PLUS - Free link to your own website
  - Your own website page produced and listed FREE
- Discounted business insurance package

**REMEMBER** - the **Exmoor Producers Association** is run by members, for members, helping **us** to sell **our** goods. It is the first point of call for potential customers seeking local products. Our logo is a recognisable symbol of regional identity and quality.