



## **RING THE RING FOR ANYTHING**

### CONTACTS:

#### **Office**

Fax

e-mail

Website

**01463 811603**

01463 811084

[hbs@hbsring.co.uk](mailto:hbs@hbsring.co.uk)

[www.hbsring.co.uk](http://www.hbsring.co.uk)

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Managing Director

07768 356435

Donald Douglas

Richard Jones

07929 206352

07921 569731

Roz Watson

Recruitment- 07515 991727

Isla Christie

Louise Dodd

Training & Admin

Sales & Admin

Christine Campbell

Jean Gray

Accounts

Accounts

Beth Davren

Carol McKay

Sandra Rea

Mary McLean

Admin

Admin

Admin

Admin

Our office is open from 8.00am - 5.00pm Monday - Friday. Should you telephone outwith office hours, you will receive a message giving the name and number to contact should you urgently require to speak with us. Or you can leave a message and we will telephone you as soon as our office reopens.

(ISLAND)



Highland Business Services Ring Ltd (HBS Ring Ltd) originated from the amalgamation of three companies each trading in their own right. These consisted of Highland Farmers, which began in 1994, Highland Agricultural Labour Services set up in 1996 and Highland Machinery Ring, which was the first to be set up in 1989. The customer/member base was similar across all three companies and it was therefore believed it would be more beneficial to all members if the full range of services were offered through one business. The three companies amalgamated in April 2001 and HBS Ring Ltd was formed. A decision was taken in 2006 to resurrect HALS to meet the rules and regulations set out by SAOS whereby a machinery ring acts as an agent only. As a result commodities, training courses and non Member to Member labour will now be invoiced through HALS.

The name "Machinery Ring" is in itself somewhat restrictive and although the core business will always be centred around the improved utilisation of farm machinery, there is no end to the possibilities open to the newly formed and innovative organisation. Armed with a committed membership base and a forward thinking Board of Directors the company will continue to grow, hopefully towards better times. As the agriculture industry contracts, so does the ability of each individual business to generate increased business, without seeking new and diverse avenues of income. HBS Ring Ltd is no different in this respect and it too must seek alternative income streams not only for its own wellbeing but also for its individual members.

A list of the range of the services available through HBS Ring Ltd is also enclosed with this introduction, which demonstrates the diversity already displayed by our growing membership. Almost every aspect of rural business is on offer from organising the sowing and supplies of seeding, to the combining at harvest time with all the technical and product related information in between. The labour, which we can provide at a time when your business workload reaches its peak, can also be provided including any specific training requirements you or your staff request. It is our aim to provide all your business needs efficiently and cost effectively.

The idea of a Machinery Ring was first brought over to Scotland in the late Seventies, but did not gain favour until 1987 when Scotland's first ring was set up in the Borders. Like all good ideas, the ring concept is simple. Work required out for a demander is organised by the Ring, which contacts the most appropriate and nearest supplier and charges a modest commission to cover its overheads. The price charged is between demander and supplier and is open to negotiation, however most rings produce an annual price guide for member's information.

The organisation promotes co-operation and by combining all the resources at our disposal will see us all fitter and stronger to survive the tougher times we now face. The first step to improving your financial future is only a phone call away, so make the commitment, join the organisation and reap the rewards.

Glaikmore, North Kessock, INVERNESS. IV1 3UD  
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### **ADVANTAGES OFFERED THROUGH MEMBERSHIP**

- ◆ Members make only one telephone call to arrange a supplier for anything from a fill of fuel to combining 1000 acres
- ◆ All invoicing, payments and credit transfers taken care of, no more trips to the bank.
- ◆ Suppliers are normally paid within 28 days of date of invoice unless a specific arrangement has been made in advance of the job.
- ◆ Competitive prices for agri inputs.
- ◆ Members continue to be free to request a specific supplier
- ◆ HBS Ring Ltd can help identify new machinery requirements.
- ◆ A price list is produced annually as a guide to help members when pricing work.
- ◆ A high quality newsletter, which contains helpful information and advice.

### **MEMBER RESPONSIBILITIES**

- ◆ A significant part of the service is the invoicing of work between members. The modest commission charged merely covers our costs, but it does assist members' cash flow through prompt accurate payment/collection system. Work schedules once completed should be faxed or posted to the office for processing.
- ◆ Demander members are always free to specify which supplier should be given first chance to supply the requested service. They are also free to say whom they don't want. No supplier is duty bound to quote, to do work for or to sell goods to a demander.
- ◆ The member is obliged to call us first for any service required. Please inform us if a supplier/source has been approached prior to contacting HBS Ring Ltd thus avoiding duplication.
- ◆ HBS Ring Ltd cannot guarantee work to any member but will offer any work received from demander members to the nearest suitable supplier.
- ◆ The contract for any work arranged by us is between the demander and supplier, HBS Ring Ltd act purely as agent. Although we cannot be held responsible in any circumstance, a full complaint procedure is in place. Members are free to approach any staff member or a Director at any time.
- ◆ Members must make sure they have the appropriate insurance cover for any contract work.
- ◆ Although HBS Ring Ltd does handle emergency calls, to ensure the best service and your preferred supplier we ask you to plan well ahead with the office staff.
- ◆ Due to high membership numbers, HBS Ring Ltd has significant purchasing power. This power can be used to the individual member's advantage when purchasing agri inputs, such as Fuels, Seeds, Fertilisers, Agrichemicals and Insurances etc

## AGRICULTURAL SERVICES

Tractor & Man (50-150 Hp)  
Tractor & Grain Trailer  
Tractor & Silage Trailer  
Tractor & Bale Trailer  
Tractor & Dump Trailer  
Forklift (masted & telescopic)  
Ploughing  
Ploughing & Pressing  
Subsoiling  
Power Harrowing  
Bladed Rotovating  
Discing  
Multi Harrowing  
Lime Delivered & Spread  
Grubbing  
Heavy Rolling  
Cambridge Rolling  
Drilling  
Combine Drilling  
One-pass Combination Drilling  
Grass Seed Drilling  
Precision Drilling  
Fertiliser Spreading  
Spraying  
Mowing  
Forage Harvesting  
Grass/Set Aside Topping  
Baling - Round  
          Small Square  
          Large Square  
          Chopped  
Bale Wrapping  
Swathing  
Combining  
Grain Drying

Potato Planting  
Deep Ridge Opening  
Rotary Bed Forming  
Destoning  
Potato Harvesting  
Potato Dressing  
Potato Roguing

Dung Spreading  
Slurry Spreading  
Irrigation  
Turnip Harvesting

## LABOUR & PROFESSIONAL

Tractor Driver  
HGV Driver  
Labourer  
Stockman  
Milker  
Rabbit Gasser  
Mole Trapper  
Fencer  
Dry stone waller  
Engineer  
Shearer  
Scanning  
Grass Cutting/Landscaping  
Joiner  
Builder  
Slater  
Painter  
Crop Walking  
Farm Management  
Machinery Costings  
Accountants  
Secretary/Book Keeper

## FORESTRY

Timber Winch  
Consultant  
Planting  
Mobile Sawmill

Tree Felling  
Tree Surgeon  
Tree Thinning

## COMMODITIES

Straw in the Bout  
Straw Bales  
          Hay Bales  
          Silage

## MACHINE HIRE

Tractor  
Trailer  
Forklift  
Telescopic 4WD  
Dung Spreader  
Bobcat  
Digger  
Cattle Crush  
Plant  
Skip  
Hydraulic Platform  
Topper  
Sheep Handling Equip  
Plough  
Cultivators  
Fertiliser Spreader  
Roller - Cambridge  
          - Heavy  
          Harrow  
Tedder  
Tractor Mounted  
Wood Chipper  
Log Splitting Machine  
Miscellaneous

## FUEL & LUBS

Red Diesel  
(not for road fuel)  
White Diesel  
Kerosene  
Petrol  
Universal Oil  
Engine Oil  
Hydraulic Oil  
Gear Oil  
Grease

## **TRAINING**

Pesticides  
Knapsack Spraying  
Field Crop Spraying  
First Aid  
Chainsaws  
Pest Control  
All Terrain Vehicles  
Combine  
Digger  
Forklift  
Drystone Walling  
Sheep Shearing  
Abrasive Wheels  
Manual Handling  
Etc etc

## **SEEDS**

Grass  
Cereal  
Roots  
Oil Seed Rape  
Forage Rape

## **FERTILISERS**

Blends  
Compounds  
Straights  
Liquids

## **FEED**

Blends  
Compounds  
Straights  
Feed barley / wheat / oats  
Fodder crops turnip / kale

## **AGRICHEMICALS:**

Herbicide  
Fungicide  
Growth Regulators  
Trace Elements

## **LESSER KNOWN SERVICES**

ATV & Sprayer  
Fertiliser Spreader  
Weed Wiper  
Slug Pellet App.  
JCB Type Digger  
360° Digger  
Drainage  
Soil Chemical Analysis  
Horticultural Equipment  
Hedge Cutting  
Road Haulage  
Seed Dressing  
Bull Hire  
Sheep Dog

## **FENCING MATERIAL**

Rylock C8/80/15  
Posts/Strainers  
Plain/Barb Wire  
Gates

## **MISC**

Troughs  
Feeders  
MDPE Pike  
Corrugated Sheeting  
Concrete Mixer

## **CROP PACKAGING**

Cut Sheets  
Stretch Wrap  
Net Wrap  
Twine  
Overwinter Poly  
Silage Bags

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**MEMBER QUESTIONNAIRE**

<b>NAME:</b>
<b>FARM/ADDRESS:</b>
<b>ORDNANCE GRID REFERENCE:</b>

<b>Cropping</b>	<b>Total hectares owned:</b> .....	<b>Total hectares farmed:</b> .....
<b>Cereals</b> .....(hectares)	<b>Potatoes</b> .....(hectares)	<b>Other Arable</b> .....(hectares)
<b>Oil Seed Rape</b> .....(hectares)	<b>Grass</b> .....(hectares)	<b>For Maize</b> .....(hectares)
<b>Set Aside</b> .....(hectares)	<b>Other</b> ..... (hectares)	
<b>Details</b> .....	<b>Details</b> .....	
<b>Livestock Numbers:</b>		
<b>Dairy Cattle</b> .....	<b>Pigs</b> .....	<b>Horses</b> ..... <b>Livery</b> Yes/No
<b>Beef Cattle</b> .....	<b>Poultry</b> .....	<b>Other</b> .....
<b>Sheep</b> .....	<b>Game</b> .....	<b>Details</b> .....
	<b>Type</b> .....	.....

<b>Annual Fuel Usage:</b>		<b>Do you currently:</b>		
<b>Gas Oil</b>	..... litres	<b>Buy Hay?</b>	..... bales	..... Bout
<b>Derv</b>	..... litres	<b>Sell Hay?</b>	..... bales	..... Bout
<b>Kero</b>	..... litres	<b>Buy Straw?</b>	..... bales	..... Bout
<b>Other (specify)</b>	..... litres	<b>Sell Straw?</b>	..... bales	..... Bout

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**COULD YOU OFFER ANY OF THE FOLLOWING SERVICES?**

**LABOUR:**

Tractor Driver, Stock, Fencing, Mole catching, General, Any other Combine/OSR swather etc.


**TRACTORS:**

Number available, make & model, horsepower, drive, any features, self drive hire (yes/no)


**CULTIVATORS/FLEXICOIL:**

Make & model, width etc, horsepower, self drive hire (yes/no)


**HARROWS:**

Make & model, width etc, horsepower, self drive hire (yes/no)


**ROLLERS:**

Make & model, width etc, horsepower, self drive hire (yes/no)


**DRILLS:**

Make & model, width etc, coulter, spacing, tramlines, crop range, self drive hire (yes/no)


**FERTILISER SPREADER;**

Make & model, width, capacity, mounted or trailed, self drive hire (yes/no)


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**SPRAYER:**

Make & model, width, capacity, mounted or trailed or self-propelled

Name of Qualified Operator:	
Serial No:	If more than one certified operator please attach details on a continuation sheet

**PLOUGHS/SUBSOILERS:**

Make & model, No of furrows, rev or conv, no of legs, self drive hire (yes/no)


**POTATO EQUIPMENT:**

De-stoner, planter, ridger, harvester, make & model etc, self drive hire (yes/no)


**TURNIP EQUIPMENT:**

Planter, ridger, harvester, make & model etc, self drive hire (yes/no)


**COMBINE/SWATHERS:**

Make & model, cutter width, capacity, attachments i.e. OSR knife, straw chopper etc, self drive hire (yes/no)


**BALER/WRAPPER:**

Make & model, size, self drive hire (yes/no)


**MOWER/FORAGE HARVESTER:**

Make & model, size, type, self drive hire (yes/no)


**FORKLIFT/DIGGER:**

Make & model, capacity, attachments i.e. bucket, forks etc, self drive hire (yes/no)


**MUCK/SLURRY SPREADING:**

Make & model, size, capacity, type, rear/side unload, self drive hire (yes/no)


**TRAILERS:**

Make & model, Number of, size, type, side opening etc, self drive hire (yes/no)


**ANY OTHER ACTIVITY, MACHINES AVAILABLE FOR HIRE ETC:**

Please supply as much detail as possible


**REPLACEMENT POLICY:**

Do you intend to replace all the above machines once their current life span is over?


**WHAT ACTIVITIES, IF ANY, DO YOU CURRENTLY USE CONTRACTORS FOR?**


Thank you for taking the time to complete this form, it is very much appreciated. If you have any comments please use the space below:




## MEMBERSHIP APPLICATION FORM

**PLEASE COMPLETE IN BLOCK CAPITALS**

CONTACT NAME:		DESIGNATION:			
COMPANY NAME:					
ADDRESS:					
POSTCODE:					
HOME TEL:	FAX NO:				
MOBILE:	E-mail Address:				
ARE YOU VAT REGISTERED?	YES/NO IF YES, PLEASE STATE NO.:	HOLDING NO:			
		HERD NO.:	UK		
ORDNANCE SURVEY GRID REFERENCE:		SOLE TRADER PARTNERSHIP LIMITED COMPANY Please tick as appropriate			
HOW DID YOU FIND OUT ABOUT HBS? (please circle and specify where appropriate)	Yellow Pages	Magazine:	HBS Representative:	Recommended to me by:	Other:
	Newspaper:	Show Stand:			

I/We hereby make application to be admitted as a member of HBS Ring Ltd. I/We agree to pay the sum of £50.00 (Fifty Pounds) plus VAT at current rate plus my share certificate ( £1.00). This amount will be the annual subscription to HBS Ring Ltd. I/We understand that should my turnover through HBS Ring Ltd exceed £1000.00 (One Thousand Pounds) in any one year, I will have to pay the full annual subscription. I/We agree that if and when my application has been approved, that my bank account will be debited with the above amount and that I will be sent an invoice for my records and to fulfil VAT regulations. I/We agree that all payments due to HBS Ring Ltd will be made by Direct Debit.

I/We accept that any arrangement made between me and another member for the use of equipment, or the sale or purchase of any goods or services, will constitute as a contract between that member and me. HBS Ring Ltd is not a party and carries no liability in the event of non-payment or default of any kind.

I/We agree that HBS Ring Ltd is contracted solely as an agent to arrange inter-member contracts, to maintain a membership database of services available from members and to operate a system of payment in respect of inter-member contracts. I accept that HBS Ring Ltd will deduct commission fees from inter-member transaction in payment for the provision of these services. It is further agreed that HBS Ring Ltd will carry out other core activities to expand and develop the business about which I will be informed from time to time.

I/We acknowledge that HBS Ring Ltd constitution and regulations will be deemed to be incorporated in any such contract.

SIGNATURE(S) .....DATE .....



## **SELF EMPLOYED STATUS**

**We, as a machinery ring, have to supply Inland Revenue with details of all Members who supply labour only to Demander Members and specify those who are registered as self employed and those who are not. This arrangement safeguards both yourself, as a self employed labour supplier and the farmer/business for whom you work.**

**Proof is required that you are self employed and that registration for Tax and National Insurance has been approved by the Inland Revenue and DSS. A letter from your accountant quoting your Self Employed reference and Tax Office should suffice. If you have any queries please do not hesitate to contact me.**

**We look forward to hearing from you or your accountant as soon as possible.**

**Yours faithfully,**

*Alan McLean*

**Alan McLean  
General Manager**



# Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and send it to: HBS Ring Ltd, Glaikmore, North Kessock Inverness, IV1 3UD.

### Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

### Originator's Identification Number

9	0	2	7	5	8
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### Name(s) of Account Holder(s)


### Instruction to your Bank or Building Society

Please pay Highland Business Services Ring Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with HBS Ring Ltd and, if so, details will be passed electronically to my Bank/Building Society.

### Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

### Branch Sort Code

--	--	--	--	--	--

### Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This is not part of the Instruction to your Bank or Building Society and must be detached by HBS Ring Ltd before submission to the Paying Bank.

DD14

**This guarantee should be detached and retained by the Payer.**

### The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank and Building Society.
- If the amounts to be paid or the payment dates change HBS Ring Ltd will notify you seven working days in advance of your account being debited or as otherwise agreed.
- If an error is made by HBS Ring Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

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[www.hbsring.co.uk](http://www.hbsring.co.uk)



# Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Highland Agricultural Labour Services, Ltd  
Glaikmore  
North Kessock  
Inverness  
IV1 3UD

Originator's Identification Number

7 0 6 6 5 6

Name(s) of Account Holder(s)

Reference Number

Bank/Building Society account number

Instruction to your Bank or Building Society

Please pay **Highland Agricultural Labour Services Ltd** Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with **Highland Agricultural Labour Services Ltd** and, if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  
Address  
  
Postcode

Signature(s)  
  
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This guarantee should be detached and retained by the Payer.

DD12

## The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change **Highland Agricultural Labour Services Ltd** will notify you **seven** working days in advance of your account being debited or as otherwise agreed.
- If an error is made by **Highland Agricultural Labour Services Ltd** or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.