

The Green Gram Steering Group Meeting

on Thursday 4th May 2023

Location: Via Zoom

Time: 8pm

Agenda

1. Apologies for absence
2. Approval of minutes
3. Vote on Louise becoming vice-chair
4. Grants update
5. Accounts & business plan update
6. AMM documents and format for meeting
7. Trademark of logo
8. Budget for shop management sub-committee
9. AOB
10. Date of next meeting

The Green Gram Community Shop - Minutes of Meeting

Date: 4th May 2023

Venue: Via Zoom

Present: Jo Anderson, Jo Cheesman, Phil Cheesman, Helen Harding, Wendy Reid, Louise Tonkin

11. Apologies for absence
 - a. None
12. Approval of minutes (previous meeting was 'extra' one talking about employing JA)
 - a. Update: not employing Jo, just contracting on an ad hoc basis
 - b. Otherwise approved
13. Vote on Louise becoming vice-chair
 - a. Lottery grant needs an official 'title' vice-chair to answer financially on applications
 - b. Unanimously approved, no abstentions
14. Grants update (Helen)

- a. Finished business plan, just need to update with final set of accounts. Judith has put together a draft application for lottery for 2 days of JA's time, to go through with Suzy Simmons and pre-apply. Should go ahead fairly quickly

15. Accounts & business plan update

- a. Louise is doing accounts, working through them. Need a few things for us and AGM
 - i. Reserves policy – we as a committee decide we will hold back a certain amount of money in the bank as reserves for contingency/emergency. E.g. 3-6 months of overheads. Should have as a policy. **LT** to draft
 - ii. On AGM agenda we need a resolution to vote for 2023-2024 an audit will not be required. If no resolution and it's not voted on, then we need to have an audit, which will cost about £5000. Need to include every year – could be requested by members, but would be way better not to have. Very detailed scrutiny. **LT** to draft a resolution. **JA** to need to check how far in advance we need to send out the agenda / details for the AGM.
 - iii. Alternative to the audit is an independent examination. **LT** has another client which is a mutual society – colleague conducts independent examination. Would this be good to do for us? Or would a review by **HH** be enough – or better to ask e.g. Suzy's husband if he would review accounts (or friend of **PC** if needed). **FCA** rules will want an annual report and accounts and an audit report / independent report / accounts signoff. **PC** to approach friend in first instance.
 - iv. Any costs or expenses still outstanding to end of March? No
 - v. Corporation tax – **LT** did Plunkett webinar about corporation tax. We are subject on profits – Peterhead principle – offset volunteer costs at market rate, with certain provisos, which will reduce corporation tax to nil, at least for this year. **HH** asked what rate is tax = 19% - 2023/24 > 25% but small profits rate £50,000 still 19%, then sliding scale between £50k-200k. Will we ever pay tax? Volunteers will offset quite a lot. Proviso - if valuing volunteers, but **HMRC** says business should be viable if we *were* paying. **HMRC** will also challenge if costs more than a 'normal' business. If taxed on surplus, should be able to offset what we get for 'free'. **LT** to keep a reasonable percentage, based on reasonable volunteer times – **LT/HH** to decide/discuss with - should be similar going forward

- vi. Do we want a report in the accounts themselves, or keep for FCA return – many companies/charities do that. For us report probably separate with return. **LT** to ask again with draft accounts
- vii. Accounts have to be signed by three people – **PC, JA, HH** to sign
- b. Business plan
 - i. **HH** updated – will put a copy in Dropbox and update with final accounts

16. AMM documents and format for meeting

- a. Notification document
 - i. **HH** to check what level we need to be quorate – could vote by email
 - ii. Nominations and deadlines to be clarified in documents – as well as membership voting responsibilities / expectations in terms of support/voting – part of the introduction etc. – **PC** to adjust and recirculate
- b. Projects for consideration document
 - i. for support as per document £250 max 3 projects – asking for proposals
- c. **LT** said it's reasonable in the first year need to keep back some reserves – could decide percentage of profits for following years
- d. Documents to be sent this weekend, suggestions for projects etc by 31/5
- e. **PC / LT** to review documents and provide updates by Fri 5th May to enable sending in good time for the meeting

17. Trademark of logo

- a. Discussion deferred to next meeting

18. Budget for shop management sub-committee

- a. **JA** talked to **HH** and **Paul** to reuse shelving, rearrange fridge/bin etc.
- b. Involves having some cash to spend etc.
- c. Discussion/decisions to be deferred to next meeting

19. AOB

- a. **JA** went to Burgate School
 - i. Spoke to Head of Catering to source ingredients from us. Very keen on various fronts – trying to reduce food waste – packages of herbs/spices too big, inspected regularly, so have to make sure it's all in date – inc basil and

seasonings. Some bulk – flour/pasta/sugar. Writing menus for September by end of this term, to contact JA for ordering details. May need an account / invoice monthly basis – LT confirmed this is fine.

- ii. Also Burgate food tech dept to liaise and recommend students buy cooking ingredients for us
 - iii. New teacher responsible for eco-team, with possibility of mini-refill project etc. HH also had a contact and has emailed (Kerstin Bate)
- b. JA would have to have a system for deliveries to keep school stuff separate
 - c. Also TBC if we give the school a discount from normal prices?

20. Date of next meeting

- a. Tuesday 23rd May 8pm
- b. In person @ Phil / Jo's house - Charing Cottage, Station Road, Alderholt SP6 3RB