

Annual General Meeting

26th September 2020

5:00pm – 6:30pm by Zoom

People, Place and Participation Ltd.

Community Benefit Society Number: 7713

info@floxford.org.uk

www.floxford.org.uk

Documents circulated prior

Attached to the invitation to the meeting were the following papers in preparation:

1. Accounts April 2019- April 2020
2. Agenda for the AGM
3. Impact report from our 2nd year
4. Resolutions to be passed at the AGM.

People were also invited to come and speak to a member of staff or trustee and have a look at a hardcopy of our impact report between 12pm-4pm, at Flo's, Rymers Lane, OX4 3JZ.

Minutes of the meeting, held on Zoom

Welcome / arrivals

We started with 25 participants and were declared quorate. From our rules, a quorum shall be 3 Members or 1% of the membership, whichever is the greater. As we have 140 members in total, 14 members is quorate.

Apologies were sent by Kirsten Dennis

The meeting was chaired by Richard Hadfield, our Chair and minutes taken by Candy March

We celebrated the fact that this meeting marks our 2nd birthday – 2 years on from first opening the doors to the public. We were led through a familiarisation with Zoom by Makena Lohr and invited to ask questions throughout the meeting through the Zoom chat function. Existing and potential trustees all introduced themselves.

Flo's mission and values

Richard introduced Flo's mission:

- **We are a community hub welcoming all and particularly supporting families and vulnerable people across OX4, responding to needs as they arise.**
- The diversity of services, all in one place, is our greatest asset.
- The combination of the traded services and services we host provides multiple entry points for support and sparks connection and possibilities with others.

Our values - the shared beliefs that underpin our work – have recently been updated – taking the values created at the beginning of Flo's and being clearer how we intend to manifest them through Flo's.

Hope and Opportunity - leadership and learning that harness the energy of the community and inspires hope; resourcing and resourced by local enterprise, creating alternatives for working, eating, shopping, childcare, healthcare

One Team, Many Voices - staff, managers, trustees, volunteers, members, consultants, tenants, community all contribute and shape what we do, how we do it and where we go next

Wellbeing and Nature - slowing down; enjoying the outdoors and all that the park has to offer; caring for planet, environment and other living things in all that we do; fostering a sense of belonging, and rootedness to where we live and work

Community Engagement - welcoming all members of the community, regardless of age, culture, race, sexual orientation, health, social background or experience; strengthening community through embracing difference; generating new ways of working and organising

Strategy

We are updating strategy over the next two months. As Flo's has begun to find our feet we are starting to do things in new ways and starting helping other social enterprises.

Impact Report

The impact report was distributed with the invite to the AGM and is on the [website here](#).

Presentation from the managers about the last year to September 2020.

Nature Nursery – presented by Tanja Fletcher

- We opened the Nature Nursery in Jan 2019 and stayed open during lock-down for vulnerable families and key workers. Nursery staff worked online with other children from the nursery to keep the connection going with for them, reading stories etc.
- Over the last year our nursery has had:

- 56 children to the nursery aged 2-5
- we currently support 6 funded 2-year olds
- 22 funded 3- and 4-year olds (30 hours offer)
- 13 funded 3- and 4-year olds (15 hour offer)
- 20 children with English as additional language
-
- We have implemented a safe return for the children with staggered return dates and bubbles. We are also pleased to be working with Elder Stubbs, looking at developing forest school sessions for the children.
- With very great thanks to all the staff over the year. Special thanks to our deputy Lucy who left to move to another part of the country. We are very pleased to welcome Frances in her place. We have also got a new assistant Lucy (temporary), a new SEND worker Sarah, and a new administrator Lucy.

Flo's Café – presented by Helen Mets Tooma

- The cafe was run by Fresh Connections from Sep 2018-March 2019. We took it in-house in April 2020 so that it can be more integrated into the community activities at Flo's
- April was a challenging time to take over a cafe, but the team has managed really well and we managed the café transition. and moved to takeaway food with much reduced staff numbers cooking healthy home-made food. - We set up a take-away from April with reduced staff, and from July were able to invite people back to the cafe. We were able to retain almost all the staff who we'd planned to hire. In Jun & Jul we started recruiting again. We now have 9 members of the team.
- The menu is created by our Italian chef Davide and changes with the seasons. We cook homemade, healthy, fresh meals, and as well as making food for the café, Davide has provided food for the nursery and cooked free meals.
- OX4 Free Food Crew (a collaboration between Flo's, Oxford Hub, Waste2Taste and Ark-T which started during lockdown) together cooked/delivered 4,000 free meals, of which 1,400 were cooked at Flo's.
- We are looking forward to a new community initiative in October when the local Syrian Sisters will cook for Flo's café on Sundays. We will also be implementing a trial pay-forward scheme, as well as looking to move OX4 Free Food Crew to becoming a permanent project. We also hope to involvement more local community groups to develop the menu, and look for recipe exchange. Thanks to everyone for the support, especially to those who contributed to the crowdfunding of the free meals.

Flo's Refill Shop – presented by Makena Lohr

- The Refill Shop was set up in June 2019, as a community resource and to reduce packaging, especially plastic. The shop came into its own during COVID through our incredible volunteers. People said that they felt safe to shop here.

Events and courses

- Although this part of Flo's work is paused during the pandemic, 470 people attended various events and courses before lockdown occurred.

Hosting

- Many community groups have been hosted at Flo's (14 regular groups including statutory provision, healthcare groups, charities, community groups and peer groups). We've had excellent feedback as to the difference it makes to host groups at Flo's

ISIS Community Midwives...

- During lockdown, when doctors' surgeries were closed, we expanded the space for midwives, allowing them to run approx 250 appointments at Flo's per month between April and August 2020. The arrangement worked very well.

Our response to COVID-19

- Flo's stayed open and was place for people to feel connected to community and a place in the park where a smile was guaranteed
- Some staff were furloughed
- Cafe was initially turned into take away
- Nursery stayed open for key worker/ children only
- We received some COVID-19 relief funds
- Midwives saw an increased number of patients at Flo's due to closures (increase 5 fold to 500 patients)
- OX4 Free Food Crew was born and flourished.
- Refill shop grew through lockdown

Looking forward – presented by Annie Davy

We want to share the following new project we are working on:

- Naturescape for Florence Park – with the City Council turning the old mini golf area into a wild garden area which can be used by Flo's, the nursery, community groups and family. We will be crowd funding for this
- Intergenerational wellbeing: We are looking at the potential to grow partnership with Isis midwives, OUH and Oxford Health as well as social purpose wellbeing enterprises, charitable support groups and social prescribing
- We are also looking at ways we can use food to generate local employment through social enterprise. We have a grant to support Syrian Sisters in food production, and NoVicece, developed by people with invisible long-term health conditions.

Richard thanked the managers – Flo's has thrived during COVID due to the managers ability to adapt and their resilience – many thanks from all of us.

Anneliese Dodds, our local MP and Shadow Chancellor of the Exchequer visited Flo's today, and expressed her admiration, and her interest in models like Flo's as a way to build a more inclusive economy.

Finances to April 2019 to March 2020 – presented by Scott Urban

The financial report was distributed with the invite to the AGM and is on the website- [see here](#).

- These annual accounts end in March 2020 and therefore represent our trading before COVID-19 hit. They are also before we took over running the café in-house. In the year for these accounts

we received rent and a service charge from Fresh Connections which ran the café.

- Last year to March 2020 we began paying £17k pa rent to Oxfordshire County Council (OCC) after the first year's rent holiday. Along with other ex-Childrens' Centres Red Kite and Mapletree, we have sent a joint letter asking for this rent to be reduced to a permanent peppercorn rent to all ex OCC children centres or create a new permanent OCC revenue line to offset the collective rent costs.
- This is a Statement of Financial Activities – as a charitable Community Benefit Society (CBS) we are reporting in the same manner as charities to separate out restricted and unrestricted funds.
- Our net income is just over £48,000, and staff have keep very strong control over expenditure by staff. Our total net assets are £149k.
- Community Shareholders: £50k was lent to us through Community Shares from the community. Trustees have decided that our finances are in a healthy enough condition to pay 2% dividend to shareholders who will be hearing to this effect from Ethex. Shareholders do have the option to leave that 2% in the society as a charitable donation.
- We are in the process of setting up a Trading Company for PPP because we will be trading above the amount allowable as a charity.

Q&A

Q: Zoom Chat comment from Petra Morris, Coops UK: great presentation, lots of activity particularly through COVID. It feels like there is a move from trading to commissioning of contracts, grants etc and I wonder how that impacts on the business.

A: Although it might look that way, in fact our emphasis remains on trading (through café, refill shop, nursery etc) and we are more than ever interested in expanding trading, and supporting other local social enterprises. During COVID, when our revenue through room hire, events and courses has fallen away, we have applied for more grants that we would have done were life normal. It is very early days for us thinking about developing an additional wellbeing model which might involve commissioning. Our intention remains that we will generate income to cover our core costs, and target grants on additional projects.

Q: Zoom Chat comment from Lesley Williams: I know it wasn't actually IN Flo's but the report should have a mention of Jane's amazing chalking in the park?

A: Those of us who have lived locally have truly enjoyed these uplifting chalkings

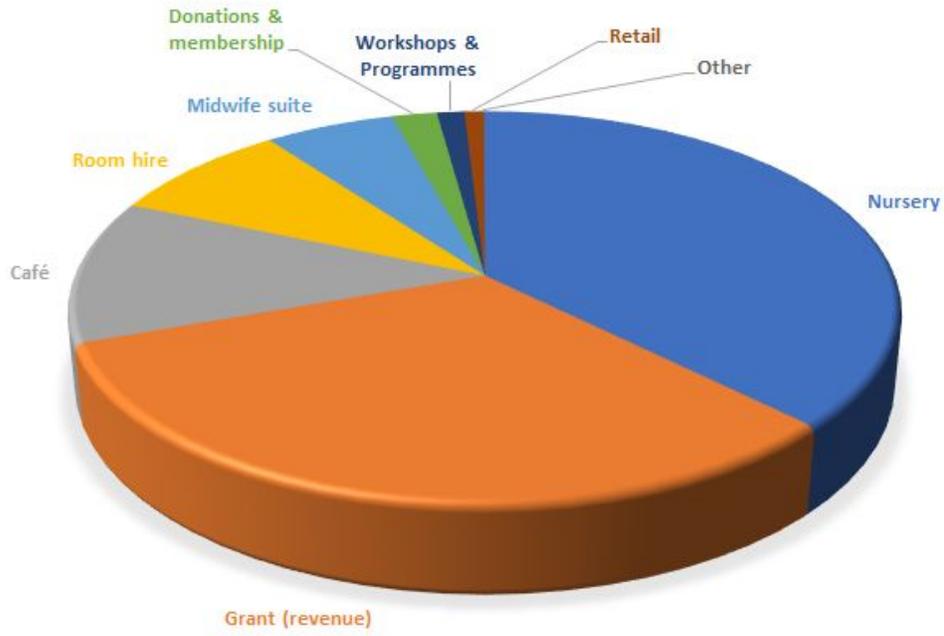
Q: Zoom Chat comment from Petra Morris: are there any future ambitions / plans to consider ownership of the building? would that make financial sense?

A: Especially at the beginning we were very interested in this but Oxfordshire County Council were emphatic that this was not a possibility. This is partly because they hold the liability of a SureStart Grant. It might be worth looking at again a little further down the line.

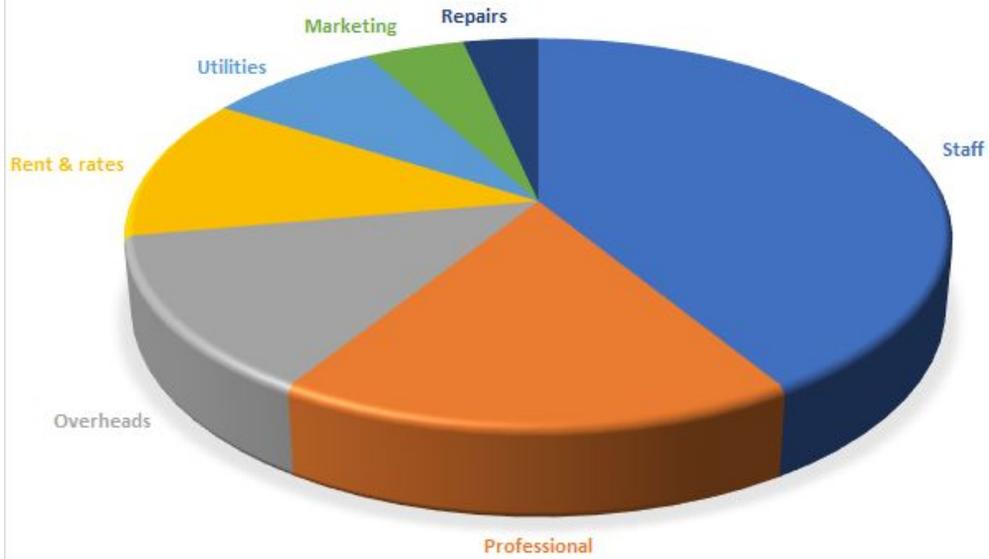
Q: Petra Morris from Coops UK. As a charitable CBS there should be no restrictions on how much PPP can trade for as CBSs have no such restriction.

A: We have taken a lot of advice on this issue, including from Coops UK and HMRC and have concluded that this is the only option. We could take discussion of this off-line to explain the various arguments put forward.

2019-20 INCOME



2019-20 EXPENDITURE



**STATEMENT OF FINANCIAL
ACTIVITIES
FOR THE YEAR ENDED 31 MARCH
2020**

		Unrestricted Funds	Restricted Funds	Total Funds 2020	Unrestricted Funds	Restricted Funds	Total Funds 2019
	Note	£	£	£	£	£	£
INCOME FROM:							
Donations and legacies	3	2,369	-	2,369	6,592	-	6,592
Charitable activities	4	288,525	67,847	356,372	94,502	67,538	162,040
Other trading activities	5	18,057	-	18,057	689	-	689
Investments		47	-	47	-	-	-
Other income		-	-	-	-	-	-
TOTAL INCOME		308,998	67,847	376,845	101,783	67,538	169,321
EXPENDITURE ON:							
Raising Funds		1,143	232	1,375	809	4	813
Charitable activities	6	217,960	92,392	310,352	97,600	20,418	118,018
Other expenditure	8	16,269	-	16,269	881	-	881
TOTAL EXPENDITURE		235,372	92,624	327,996	99,290	20,422	119,712
NET INCOME/EXPENDITURE BEFORE TRANSFERS		73,626	- 24,777	48,849	2,493	47,115	49,608
TRANSFERS BETWEEN FUNDS		- 10,071	10,071	-	547	- 547	
NET MOVEMENT IN FUNDS		63,555	- 14,706	48,849	3,040	46,568	49,608
RECONCILIATION OF FUNDS							
Total funds brought forward		3,040	46,568	49,608	-	-	-
TOTAL FUNDS CARRIED FORWARD	11,12	66,595	31,862	98,457	3,040	46,568	49,608

BALANCE SHEET
Society number RS007713
AS AT 31 MARCH 2020

		2020		2019
	Note	£	£	£
FIXED ASSETS				
Tangible assets	9		70,440	65,216
CURRENT ASSETS				
Stock		1,211		
Debtors	10	554		2,248
Cash at bank		127,745		117,653
		129,510		119,901
CREDITORS: Amounts falling due within one year	11	- 45,994		- 80,009
NET CURRENT ASSETS			83,516	39,892
CREDITORS: Amounts falling due within one year				
TOTAL ASSETS LESS CURRENT LIABILITIES			153,957	105,108
CREDITORS: Amounts falling due after one year			- 5,500	- 5,500
TOTAL NET ASSETS			148,457	99,608
FUNDS				
Share capital			50,000	50,000
Restricted income funds	13		31,862	46,568
Unrestricted income funds	12		66,595	3,040
			148,457	99,608

The following resolutions were presented by Candida March and recommended by the trustees to pass

The resolutions and profiles of the prospective trustees had been circulated with the invite to the AGM. The Zoom poll (only members of PPP were eligible to vote) took place after the Break Out Groups due to a technical hitch. The resolutions were passed unanimously with a vote of 17 for each resolution.

1. *To disapply the requirement for an audit for the year ended 31 March 2021.*

Additional comment: the financial reports do undergo independent financial review each year, but the turnover is below the amount that requires a full audit and so we are proposing that we do not undertake one.

2. *The receipt of the accounts and balance sheet and of the reports of the Board.*
3. *The election of Trustees to the Board of Trustees. Brief profiles are on the website of those who wish to stand.*

Additional Comments

The trustees recommend the following trustees be elected:

Officers:

- Richard Hadfield (Chair)
- Catherine Kernot (Fundraising)
- Roger Allum (Treasurer)
- Judith Secker (Human Resources and Health and Safety)
- Candida March (Society Secretary)
- Paul Roberts

The following trustees have not yet completed their terms so will remain on the board of Trustees: Shilpa Bhaat, Kirsten Dennis

We thank Judith Evans, Scott Urban and Lorraine Jackson for their work as trustees during the year just passed. They are not standing for re-election.

Drew Brammer is not standing as a trustee – he will become an independent unpaid Director of the new trading company.

4. *To retain the profits for People, Place and Participation Ltd*

Membership

The participants were divided into Break Out Groups, each with the question: What do you think the role of members at Flo's should be?

After the group we heard back from two groups:

- Tanja: whether members should be encouraged to become volunteers. How can they have more of a voice – eg maybe a discussion forum before a trustees meeting. Run a skills audit of members, and put out more calls for support, especially specific support when needed.
- Paul: agree with Tanja's points re members and volunteers. Members represent opportunities for outreach & representation. Ask members to encourage others to know about what Flo's does and offers – there are still a lot of people around Cowley / Flo Park who don't know. Maybe consider a Membership card – to reinforce sense of belonging – or instead of a membership card something a bit more unusual.

Other groups were invited to contribute further ideas and to email notes from their discussion to Makena at info@flosoxford.org.uk.

- Annie: How can members help to increase the diversity of the users. Should all staff

automatically become members?

Thanks

We thanked all the people who have contribution to the success of Flo's:

- Flo's volunteers, sub group members,
- Everyone who has donated to Flo's
- The Oxfordshire Community Foundation
- The National Lottery Community Fund
- Power to Change
- Co-Ops UK
- eScalate grant team at OSEP
- Dan Jessops from Jessops and Cook architects
- Brendan Rolle Rowan from Plainlaw Solicitors
- Aspire Oxford
- The Oxford County Council
- The Oxford City Council
- The Oxford Council Parks team
- Our delivery partners: ArkT, Waste 2 Taste, The Oxford Hub
- The Community Action Groups (CAG)
- Our councillors for financial and vocal support
 - Cllr Marie Tidball
 - Cllr Damian Haywood
 - Cllr David Henwood
- Stig
- Jane Gallagher and Jane Fisher
- Jodie McNamara at Arlington
- Kate Jury at Oxford Garden Partners

And especially to our members and all the volunteers who keep Flo's going

AND FINALLY – from our Chair

Many thanks for attending and please:

- USE OUR CAFE
- USE OUR SHOP
- TELL YOUR FRIENDS, FAMILY AND COLLEAGUES - THE WORLD DESERVES TO KNOW ABOUT US!



power to
change

business in
community
hands

CO-OPERATIVES UK

COOP
MEMBER



Oxfordshire
Community Foundation
Local people helping local people

Arlington



OXFORD
CITY
COUNCIL



**OXFORDSHIRE
COUNTY COUNCIL**



**COMMUNITY
FUND**



The CAG Project
**COMMUNITY
ACTION
GROUPS**