



People Place and Participation Ltd.

AGM minutes

29th September 2023 6pm-7pm

At Flo's the Place in the Park, Rymers Lane, OX4 3JZ

Members present

Jane Gallagher, Hannah Ormston, Julian Cottee, , Lesley Williams, Shilpa Bhatt, Sarah Borien, Tanja Fletcher, Richard Hadfield, Makena Lohr, Candida March, Ruth Donomey, Jo Boyes), Helen Osborn, Laura White, Laura Sewell, Mark Robson, Marian Iqbal, Minutes taken by Candida March as Company Secretary

Non-members were also present but non-members were not able to vote. These included, amongst others, Penny Holsgrove, Mustafa Keskin, Adriana Grau Oliver, Melissa Latchman, Lucy Hetherington, Becks Sutton.

The meeting was chaired by Sarah Borien and we are at quorum for the meeting (over 1% of members or 3 members, whichever is the greater).

Sarah introduced the meeting

The powerpoint presentation for the whole meeting [is here](#).

Presentation by the managers:

Laura Sewell, the Director, presented last year's impact report and some highlights at Flo's. Then Melissa Latchman presented the Early Lives, Equal Start (ELES) project, Adriana Grau Oliver presented the new Flo's Forest School at Barracks Lane Community Garden and Helen Osborn presented some of her story as captured by the Flo's storytelling project.

Presentation of the accounts:

Hannah Ormston, the Treasurer, presented the year's accounts. The accounts themselves are [here for PPP Ltd Group Accounts](#) and [here for Flo's Trading Company Accounts](#).

Our total income as a group went over £1m for the first time in 2022-23.

The end result for the PPP Charity was a surplus of £117,000. The majority of this is restricted grants for Community work over the coming year.

The unrestricted reserves held by PPP Charity at 31 March 2023 were £123,000, plus restricted funds of £124,000.

Flo's Trading ended the year with a small deficit of £6,000. This was following a tough trading year of increasing costs and the removal of post pandemic government support. Action was taken to increase income from Jan 2023, and trading figures for the first quarter of 2023-24 show a good surplus.

Voting on motions

Candy March, the company secretary, presented the motions that were voted on as follows:

Resolution 1: The receipt of the accounts and balance sheet and of the reports of the Board.

The membership voted in favour to pass this motion.

There were two documents that had been distributed to members and were available online. A hard copy of the accounts can be provided on request :

- One document is the Flo's Trading Company Accounts. These have been prepared by Third Sector Accountancy and don't require an audit.
- The other document is the PPP Ltd Group Accounts. These are also prepared by Third Sector Accountancy and are audited. They include figures for PPP and Flo's Trading combined (the Group), PPP alone (the parent charity).

Resolution 2: Approve the interest payment of 2% this year on community shares

The membership voted in favour to pass this motion.

Resolution 3: To appoint auditors Third Sector Accountancy Ltd. (Holyoake House, Hanover St, Manchester M60 0AS) to audit our accounts and the balance sheet for the year April 2023-March 2024.

The membership voted in favour to pass this motion.

Resolution 4: To retain the profits for People, Place and Participation Ltd

The membership voted in favour to pass this motion.

Resolution 5: Election of trustees (below)

We are very grateful to Julian Cottee who was Interim Chair then Co-Chair during our last year. He handed over the full Chair role to Sarah Borien in July 2023 and we are delighted that he is remaining on the Board as trustee with responsibility for Sustainability.

The membership elected the following trustees, in line with the Board recommendations.

Sarah Borien - standing as Chair of PPP

Sarah has 11 years experience working in social impact, equality and sustainability roles for large, complex organisations. More recently she has become Business Manager at Network Rail, overseeing strategy development, governance and reporting for a wide portfolio of work. Sarah was born and raised in Oxford, and returned in 2020. Sarah was originally co-opted onto the Board in May 2021.

Julian Cottee - standing as trustee with special responsibility for sustainability

Julian is a consultant in environmental sustainability strategy and innovation. He previously worked at Saïd Business School and was co-founder of local social enterprise Cultivate, and Oxford's sustainable food network Good Food Oxford. Julian was originally co-opted onto the Board in May 2021.

Russell Stebbing - standing as Chair of Flo's Trading Board

Russell is the Managing Director of Frilford Heath Golf Club and has over 23 years' experience working in hospitality and leisure. He has a passion for people, nature, hospitality and sports. Russell has built a career focused on helping organisations to build strong teams aligned behind a shared purpose to achieve sustainable and commercial success.

Claire Gray - standing as Chair of the Communities subgroup, with special responsibility for Health & Safety

Claire brings diverse experience from the last 12 years working across the charity, academic and local authority sectors. Leading, designing and using whole system approaches to improve individuals and communities health and wellbeing. She has a continued commitment to tackling inequalities and working in partnership. Her current position is at Oxfordshire County Council in the Public Health team.

The following trustees remain on the Board:

- Hannah Ormston, Treasurer of Flo's PPP & Flo's Trading
- Shilpa Bhatt, Trustee and Chair of Nursery Subgroup
- Gordon Mitchell, Trustee
- Laura White, Trustee with focus on Early Years / Nursery and Strategy Support
- Jo Boyes, Trustee with special focus on Marketing and Communications
- Mariam Iqbal, Trustee with special focus on Communities/ Family work.

Natasha Sahgal stood down as trustee earlier in the year. We are very grateful for all she did for PPP Ltd. Candida March is the Company Secretary but is not a Trustee.

Closing thanks

Sarah gave very special thanks to Shilpa who stood down as a trustee after having been with Flo's since the campaign, and has given so much support to Flo's Nursery in particular and Makena who is leaving as Communities Manager. Makena was our first member of staff, and has been amazing in both holding responsibility for so many different aspects of Flo's over her time, and in particular in developing our community work and support to social enterprises.

The meeting was declared closed.

The Impact Report was pinned up on a board for members to read.