



Community

Meeting Update

Meeting date: 16th November 2023

1. Attendees & apologies

Name	Representative	Declaration
J Bloomfield	CIC Director	Silverstone CE Primary - Head
K Baker	CIC Director	Sponne PTFA
L Hillyard	CIC Director	Silverstone CE Primary – Parent & Governor
J Buller	Community	
D Bowmer	Greens Norton Scouts	
D Scott	Community	Silverstone CE Primary parent
T Fanthorpe	Community	Silverstone CE Primary parent
R Ward	Sponne PTFA Greens Norton Scouts	
S Harmer	Community	Silverstone CE Primary parent
G Haxa	Community	Silverstone CE Primary parent
G Skelton	Community	
T Whitlock	1st Silverstone Brownies	
D McGrath	Community	Silverstone CE Primary parent
D Millis	Community	Silverstone CE Primary parent
K Coles	FoSS	Silverstone CE Primary parent
R Cashmore	FoSS 1st Silverstone Brownies	Silverstone CE Primary parent
S Baker	Community	
G Coombs	Community	Silverstone CE Primary staff
Apologies		
A Ward	Spone PTA	
S West	Silverstone Youth Club	Silverstone CE Primary parent
B Robinson	Silverstone Youth Club	Silverstone CE Primary parent

2. Main discussion points and responses

a) Separation of Silverstone Schools Parking from FoSS and implications of a CIC

Comment	Response
Why separate and why a CIC?	<ul style="list-style-type: none"> • During February – July 2022 the FoSS Committee unanimously agreed, on several occasions, to separate Silverstone Schools Parking from FoSS primarily due to Parking's dependency on FoSS forming a committee each year and the size of the activity (2022 sales £40k) • Initial investigations with the Charity Commission indicated that due to the frequency of GP Parking and its nature as a commercial activity the best route would be to register with Companies House as a company 'limited by guarantee' and convert to charity status in the future.
Can the separation from FoSS be undone?	<ul style="list-style-type: none"> • Yes, however 2024 sales are currently live. <p>Clarification: Further information on dissolving the CIC can be found here</p>
Can the school parent community decide if it should be undone?	<ul style="list-style-type: none"> • No
A Silverstone CE Primary School parent consultation was requested on the continuation of the CIC.	<ul style="list-style-type: none"> • Declined
The CIC is not a charity and so will be unable to claim charity discounts and services / products for free.	<p>None</p> <p>Clarification: The CIC ask for discounts at every opportunity. Ticket tailor, the online sales platform, give a further 20% discount on ticket processing fees, a total saving of £144 for the last 2 ticket credit purchases</p>

Separation of Silverstone Schools Parking from FoSS and implications of a CIC

<p>Tax implications for donations made to the school as it is not a charity – the CIC will be liable.</p>	<ul style="list-style-type: none"> • 2023 GP Parking donation has been paid to FoSS as per 2023 agreement with the FoSS committee. • If FoSS are no longer able to receive funds on behalf of the school as the schools charity, then this is a discussion that should happen between FoSS and the school representatives.
<p>Silverstone CE Primary school parents had not been given an opportunity to be consulted on the separation and formation of the CIC.</p>	<ul style="list-style-type: none"> • The journey to separation was: <ul style="list-style-type: none"> ○ Feb – July 2022: FoSS committee discussions and agreement ○ July 2022: Detailed Parent Mail outlining rationale for separation ○ Oct 2022: Unanimous vote at the AGM with Parent Mail communication after. ○ April 2023: Detailed Parent Mail explaining CIC status and May 10th CIC community meeting invitation. ○ 10th May: CIC community meeting, 5 school parents attended. • Any concerns with parent communications should be directed to the school. • Attendees were asked to direct all questions regarding the CIC to the CIC at Silverstoneschoolsparking@hotmail.com rather than to the school head via email / verbally.

a) CIC 2023 GP Parking charity partners and profit allocations.

Comment	Response
<p>How are the charities chosen?</p>	<ul style="list-style-type: none"> • Naturally restricted by the CIC community interest statement
<p>What about Magdalen?</p>	<ul style="list-style-type: none"> • They can be asked to participate, at the community's request, as Silverstone is in their catchment.
<p>Can the charities and number of charities be restricted?</p>	<ul style="list-style-type: none"> • No, there is a natural restriction from the CIC community interest statement

CIC 2023 GP Parking charity partners and profit allocations cont'd

<p>Some audience members felt the GP Parking profits should 'stay in the village'.</p>	<ul style="list-style-type: none"> • Audience members challenged this view: <ul style="list-style-type: none"> ○ Sponne School – at least 90% of year 6 Silverstone Primary pupils move up to this school. ○ Why no issue with Brownies & Scouts who have children from outside of the village in their groups?
<p>How much did preschool get in previous years?</p>	<ul style="list-style-type: none"> • Prior to 2018 Preschool received the profits from the charity BBQ run at the bottom of Green Lane. This arrangement ceased when the school moved to the primary site as the chapel were unwilling to facilitate the BBQ within the chapel car park. • 2020 - 2023 <ul style="list-style-type: none"> ○ 2019 – £1000, from FoSS, in return for volunteers and raffle ticket sales. ○ 2020 – GP cancelled ○ 2021 - £1,000 from FoSS to support post covid ○ 2022 –£2,100 from FoSS as preschool team ran the West End car park on Sunday morning as there were insufficient school community volunteers. Total time contributed by preschool and church community over the weekend was 60 hours. ○ 2023 – £600 based on actual volunteer time of 27.5hours.
<p>What was the 'deal' for charity partners</p>	<ul style="list-style-type: none"> • £1000 for 90 hours as the 2022 preschool agreement was not sustainable, and all volunteer time needed to treated equally and fairly.
<p>Various ideas for allocations of GP Parking profits were suggested by audience members</p>	<ul style="list-style-type: none"> • The directors would agree and propose a draft 2024 charity partner agreement for presentation to the community and charity partners at the next community meeting. • Audience proposed and voted for preschool to receive an unspecified amount irrespective of volunteer participation.

b) Volunteer participation.

Comment	Response
How were volunteers recruited?	<ul style="list-style-type: none"> • News and Views and Facebook village page advert. • Online sign up form
Some audience members felt the form was restrictive i.e. it didn't work, all the slots I could do were gone.	<ul style="list-style-type: none"> • Volunteering is not an obligation or expectation, you can only do what you can do. • All volunteers were treated fairly by being given the same opportunity to sign up using the online form.
How were volunteer hours calculated?	<ul style="list-style-type: none"> • Volunteers indicated the organisations they were volunteering for on the sign-up sheet. • Shifts were assigned to volunteers based on their preferences and the hours attributed to each shift were allocated to that volunteer and their organisations. The initial idea was to give 100% value for each volunteer hour to each of their nominated organisations however, we were unable to do this when all hours were double checked. Therefore, hours were split equally across a volunteer's nominated organisations. A discretionary bonus was given as a thank you for support in our inaugural year.

c) CIC marketing.

Comment	Response
Incorrect advertising on the website of all profits go to the school.	<ul style="list-style-type: none"> • Requested screen shots be forwarded to silverstoneschoolsparking@hotmail.com
Some in the audience had a concern that customers think their money is going to the school and are being misled.	<p>Clarification: There were some difficulties changing aspects of the legacy website i.e. website summary information. However, all customers were informed of not-for-profit status and profits used to benefit the children of Silverstone village throughout the ordering process i.e. sales platform landing page, order confirmation and post event thank you emails etc.</p>

d) CIC Governance

Comment	Response
Have you a directors duties report?	<ul style="list-style-type: none">All information required at CIC set up has been filed with both Companies House and the CIC Regulator. Clarification: Gov.uk guidance clearly states a Director's duties and any reporting requirement is only applicable for companies with 250+ plus employees.
What do the CIC directors do?	<ul style="list-style-type: none">CIC directors' responsibilities are not to undertake all roles / activities but to provide strategic direction, health and safety responsibility and to work with charity partners.
Some in the audience felt there was a false narrative about the participation levels of 1 director in 2023 GP Parking delivery.	<ul style="list-style-type: none">The CIC directors confirmed one director was doing everything and far more than they should have been doing to ensure the CIC would maximise profits which would be distributed to local organisations.
As H&S has been mentioned as a director responsibility, is the C&C compliant with the Green Guide?	Clarification: There are no planning, legislative or licensing requirements for operating a pop-up car park. The Green Guide is a policy document for the management of sports stadia and events.
Will anyone be paid in 2024?	<ul style="list-style-type: none">No-one was paid in 2023. This has been documented and was clearly stated and repeated.In 2024, as in 2023, no will be paid.

3. Next steps

- 1) Directors to arrange a follow up community meeting in early 2024 to include:
 - o draft 2024 charity partner agreement.
 - o draft preschool donation agreement.
 - o identified charity partners in line with CIC interest statement.
 - o recruitment of key co-ordinators and directors.
- 2) CIC Directors to format key co-ordinators and director's role information inc responsibilities / time requirements and share with the community.