**Business Plan**

1. **Background**
   1. Men in Sheds (hereafter termed as Sheds) are community-based organisations typically run by local volunteers. They are spaces where men and women with ‘time on their hands’ come to meet and take part in practical and social activities in a friendly environment. Sheds typically have three core aims:

* To promote social inclusion for public benefit through the provision of a facility particularly for, but not exclusively, men at risk of being socially excluded.
* To prevent social exclusion by promoting the opportunity for friendships, social engagement and skill sharing in a safe and enjoyable environment, in which members can meet and carry out creative projects acceptable to the Shed and of their own choosing, individually, jointly and for the benefit of the wider community.
* To promote good health and wellbeing to its members through active participation and, from time to time, providing opportunities for relevant health organisations to raise awareness of good health strategies for the benefit of the Shed.
  1. Sheds come in all shapes and sizes, whose members range from all different backgrounds, genders and ages. They also attend Sheds for many different reasons, typically:
* Exercise and share skills and knowledge.
* Relaxation and escape.
* Fun and banter.
* Meet new friends.
* Escape from loneliness.
* Mental and physical wellbeing.
  1. Although several Sheds exist in the surrounding counties, only 4 are within Northamptonshire; none of which are local to the community of Brackley and its surrounding villages. Moreover, there are no existing facilities or outlets within the Brackley area that meet the aims of a Shed. Therefore, having canvassed the local community, to determine the degree of interest, it became evident that the existence of Shed within Brackley would have sufficient support to be a successful and much needed enterprise.

**2.0 Shed Establishment and Plans**

2.1 The vast majority of Sheds across the country experience difficulties in the early stages of establishment with both accommodation and funding. Therefore, we have derived both a Short and Long-Term Plan.

2.2 **Short-Term Plan**

In the short term (up to 5 years), the plan is to create a partnership with Evenley Wood Garden (EWG). Within this symbiotic working relationship, the Shed will lease a section of land on the EWG estate, on which we will erect a workshop. The workshop will be a wooden structure, in keeping with the EWG environment, and be purchased by the Shed through a mixture of subscriptions, donations, grants and local funding events. Services to the workshop (water and power) will be provided by EWG and remuneration included in the rent. As part of the Shed/EWG relationship, the Shed will provide workshop services, forest related furniture, wildlife accommodation boxes. In addition, the Shed will support EWG with its Wellness & Nurturing initiative through the provision of, wood based, practical and creative activities.

2.3 **Long-Term Plan**

The long-term plan (5 Years +) is to generate income through increased membership, sales of project items, grants and donations. As a result, the Shed will be in more financially viable position to rent a workshop within the Brackley town area, either on the commercial market or as a benefit from any potential Planning Department Section 40 Remediation opportunities.

**3.0 Funding and Financial Stability**

3.1 The Shed has power to do anything, which is lawful and considered, to further its aims or is conducive to doing so. In the initial months and years of its existence, the Shed will endeavour to raise funds through the following routes:

* Hosting fundraising events within the local community.
* Setting up a direct online donations page to fund a single project or ongoing activity.
* Seeking donations through setting up stalls at community events such as fairs and open days.
* Contacting local suppliers who may be willing to donate materials such as wood, tools or paint.
* Leaflet drops and social media to advertise for tool donations.
* Contacting local newspaper/information pamphlets to promote the Shed activities and request donations.
* Utilise its Charitable Incorporated Organisation (CIO) Status to best advantage.

3.2 Once established the Shed will, in addition to the actions above, seek the funding and donations through the following:

* Lotteries.
* Private and Individual Family Trusts.
* Corporate, Government and Community Trusts.
* Bank and Supermarket foundations.
* Community Regeneration, Environmental and Communities Related Projects.
* Community Development Funds.

1. **EWG Conditions of Occupancy**

4.1 As part of the Lease Agreement with EWG, the following conditions will apply:

* The Lease will be based on 10 years, with review at year 3 and 5. The review years enables both parties an escape mechanism. Shed occupancy beyond the 10 year period will be subject to a new Lease Agreement.
* On vacating the EWG site, it is the responsibility of the Shed to remove the workshop and make-good the occupied area.
* Access to the Shed will be prohibited during EWG contracted sole use events, such as weddings.
* EWG site safety rests with the EWG management and restrictions on movement about the estate may be imposed during severe weather conditions.

**5.0 Risk Analysis**

5.1 The top 6 risks facing MIS Brackley are detailed at Annex A. All risks entered on the risk register will be reviewed, and if necessary adjusted, at each GM.

**6.0 Assessment of Progress**

6.1 Progress, both operational and financial, will be assessed against the top-level program plan, detailed at Annex B. The plan will be open to review by all Shed members and included as an agenda item at each GM.

**7.0 Financial Control**

7.1 Financial control for the Shed is vested in the Treasurer, who shall be voted-in by the Shed members at the AGM. A record of all monetary transactions shall be kept by the Treasurer and an overview presented at each Committee meeting. Annual accounts must be produced for the AGM and available to view by any member at any time once produced. In addition, Shed accounts are to independently verified by external auditors, prior to each AGM

7.2 Any bank account opened for the Shed shall be in the name of the Shed. All Shed payments shall be authorised by the Treasurer and 1 other member of the Management Committee.

7.3 Having established CIO status, the Trustees are to establish to manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It will be the duty of each charity trustee to:

* Exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
* Exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular:
  + To any special knowledge or experience that he or she has or holds himself or herself out as having; and
  + If he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.
* Comply with the requirements of the Charities Act 2022, regarding the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
* Comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

1. **Conclusion**

8.1 The introduction of a Men in Sheds for Brackley is in the early stages of development. Within Northamptonshire there are currently 4 Sheds; none in close proximity to support the community of Brackley and its surrounding villages. Initial investigations to locate a Shed within the town of Brackley proved unsuccessful, due to the lack of potential Council sites and high cost of commercial premises. Following an offer from EWG to provide a site for the Shed, discussions took place and agreement reached on both the advantages of this symbiotic partnership and conditions of occupancy. Locating in EWG is seen as a short-term plan, enabling the Shed to get established and become financially viable which, in the long-term, will see the Shed re-locate within the town of Brackley.

8.2 In addition to Shed revenues from member subscriptions and sales of products, donations, development funds and trusts will be actively sought. Financial diligence will be exercised through the office of Shed Treasurer, who will be accountable to not only the members but also external auditors. As the Shed progresses to CIO status, Charity Trustees will ensure that the requirements of the Charities Act 2022 are maintained.

8.3 The ultimate aim is to provide a financially viable Shed, where the residents of Brackley and its surrounding villages, can meet in a safe, socially inclusive and enjoyable environment. Within the Shed, members can develop or re-kindle skills, engaging in either individual or joint creative projects to benefit the local community. Moreover, in addition to the material outputs of the Shed the importance it can provide in promoting good health and mental wellbeing to its members cannot be underestimated.

**ANNEX A TO MIS BRACKLEY BUSINESS PLAN**

**RISK REGISTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RISK EVENT** | **RISK CATEGORY** | **INHERENT RISK** | **MITIGATION** | **RESIDUAL RISK** | **COMMENTS** |
| Theft of Tools | Security | High | * EWG Access gates locked. * Secluded Shed location. * Shed locked when unoccupied. * Machines secured to floor/bench. * Hand power tools stored in locked containers. * Remote door alarm fitted (See comment) | Med | Investigate the feasibility of fitting battery operated alarm system with remote alerts. |
| Fire | Facilities | Med | * No smoking in Shed * No open flames in shed * All electrical equipment PAT tested * Fire extinguishers fitted * Smoke alarms fitted * No power to Shed when unoccupied | Negligible |  |
| Insolvency | Financial | Med | * Scheduled fund raising events * Active grant and funding activities * Close financial management | Low |  |
| Lease dispute | Operational | Low | * Close working relationship with EWG management * Regular Shed/EWG management meetings * Lease agreement includes 3 + 5 year escape route for both parties | Negligible |  |
| No long-term Shed location | Operational | Med | * Active engagement with Brackley Town Council * Active engagement with SNC Planning Office * Extension or re-let of EWG lease | Low |  |
| Injury to Members | H&S | Med | * Adherence to Code of Conduct * Risk and COSHH Assessments read by all members * H&S signage in place * Supervision in place | Low | Workplace Risk Assessments to be completed when operational. |

**ANNEX B TO MIS BRACKLEY BUSINESS PLAN**

**PROGRAM PLAN**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTION** | **TIMELINE** | | | | | | | | | | | | | | | | | | | |
| **2023** | | | | **2024** | | | | **2025** | | | | **2026** | | | | **2027** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| Member Recruitment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shed Location Confirmation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shed Purchase |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EWG Site Preparation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EWG Shed Siting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Donation Pursuance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fund Pursuance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Trusts Pursuance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CIO Attainment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shed Re-siting Investigation (1) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EWG Lease Review (2) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EWG Lease Extension (2) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| EWG Site Clearance (3) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shed Re-siting (1) (3) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment Review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Notes:

1. Commercial or Town Council property within Brackley Town area.
2. EWG Lease for 10 years with review at year 3 and 5.
3. Subject to successfully finding location within Brackley Town Area.
4. Task achieved.