



Forest Community Shed

Manual

January 2025 (updated)



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Introduction

This manual holds the documentation of the Forest Community Shed, Its set up, legal identity, policies, procedures and safe working practices.

Originally set up as an Association with set ethos, values and aims, a constitution, corporate governance, code of conduct and health & safety policy, it then registered as a Community Interest Company (CIC) with Articles of Association.

A CIC is a social enterprise that wants to use their profits and assets for the public good, with primarily social objectives where surpluses are principally reinvested for that purpose in the enterprise or in the community. The committee members became the Directors and policies and procedures were formalised.

We have procedures to ensure the environment and members are safe. We are committed to running a safe Shed - applying best practice.

See: Certificate of incorporation

Origins

Memberships/important dates



1. Set up

a. Ethos, Values & Aims

What do we do, where do we want to go, why do we exist and what do we stand for?.

These are important components of an organisation's strategic framework. All of these elements are interrelated and should be aligned to ensure that the organisation is working towards a common goal.

See policy



b. Business plan

A business plan is a document that outlines a company's goals and the strategies to achieve them. It's valuable for both startups and established companies. It is crucial for attracting potential lenders and investors.

The plan is under constant review. by the board of directors.

See Business Plan

New ventures: Barn Folder 8



c. Inclusion

The practices and beliefs we have to ensure everyone has access to The Shed and feels welcome. Inclusive policies aim to remove barriers and create an environment that respects diversity.

We are flexible, accessible, sociable and will make reasonable adjustments for people with disabilities.

See Inclusion



d. Legal structure

We are a Community Interest Company (CIC) with Articles of Association. CICs allow people to set up a limited company specifically to benefit the community or a section of the community. CICs are not charities. They are able to have a much more commercial nature, and as limited companies, offer limited liability to their directors. A CIC is obliged to pursue the community interest and must report annually on how it does this to the CIC Regulator.

Not for profit

The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

Board of Directors

Directors/Day Supervisors: Sam Phillips (Chair), Anna Davey

NED: Nick Davies, Vici Fox

Company Secretary: Jane Trout

Treasurer Gina Richardson

Additional positions and members of the management team

Workshop coordinator – Debbie Landsbert

Health & Safety officer/Workshop Lead/Day Supervisor - Geoff Trout

Bodgers Lead/Day Supervisor – Jon Allen

Workshop Day Supervisor – Steve Ford

Sales & Marketing/Day Supervisor – Paul Jones

Maintenance Officer – Michael Madrick, Gordon Nesbitt

Electrical Lead – Donald Young

Events Lead - VACANT

Membership Secretary – VACANT

Community Projects Lead – VACANT

Media Lead – VACANT



e. Governance

Corporate Governance, Constitution, Code of Conduct

The purpose of the Corporate Governance is to provide a structure for the responsibilities and expectations of the Board members to help avoid or address problems. It provides the Board members with an understanding of what is required of their role, enabling them to be transparent, open and accountable in what they do and how they do it. It is a list of the good practice and behaviour already in existence.

The Code of Conduct covers expected behaviour and responsibilities of members. It will be strictly enforced for every Shedder.

See:

Constitution

Corporate Governance

Article of Association

Code of Conduct

7. Policies and Procedures

Meetings and note taking

Notes were taken for every meeting while in the early stages of the Shed's development.

Notes will be taken at the AGM and any Board & General Meetings. All are available in the shed and for members to see upon request.

The Board meets at least four times a year.

The Management Team at least six times a year. There is also an AGM.

See Meeting notes Folder 5



f. Operating agreement

Currently the group meet at The Orchard Trust, Day Services Site.

An agreement has been drawn up for the use of the workshop space by the Shed. See Operating agreement.

We have incorporated the OT site rules into our own.

Operating Agreement
Site Facility Rules



g. Insurance

Cover: Employers' liability, Public liability & Product liability
Renewal: 27 July. Currently Wessex

On joining The Shed all members must sign to say that they have read and understood the health & safety policy, that they will behave in a proper and responsible manner; be thoughtful and courteous to all other site users.

It is the members responsibility to read and abide by the recommendations of the risk assessments.

Users have a duty to take reasonable care of themselves and others who could be affected by their actions, and to co-operate with the workshop so they can comply with their duties and requirements.

We are unable to provide insurance cover for the use of any mechanical woodworking machinery to any person who is under 18 years of age.

Insurance Policy

Insurance requirements



h. Membership

An ongoing list. To register a form must be completed and annual fee paid.

If any health issues are declared on the form that could affect their safety or the safety of others while in the Shed, a conversation must be had with the potential member to determine what precautions need to be taken,

See:
Membership Form

Membership fees

Members agreed between them on how much the membership and session fees would be for the year 2018/19. Membership of £20 per year and £3 per session.

Membership runs from 1st April. Members who join during the year pay a pro rata amount, in quarters.

From 1st July £15 From 1st Oct £10 From 1st Jan £5

See:
4. Cash procedures

Registration and Induction

For a first time visit the potential member is hosted and shown around the shed. The second time in the shed they are asked to submit a completed Registration Form and undergo the Workshop Induction Training and told that they will receive training for EACH machine they intend to work on.

Each member must register and provide basic details, including contact details, emergency contact and any medical conditions they have which could affect their safety or the safety of others in a workshop environment. Certain precautions may need be taken or restrictions made on a shedder, after consultation with them, for safety reasons. In some cases the provision of a carer for that individual may be necessary.



i. Promotion and Group growth

Variety is the spice of life! Having a good mix of experience, knowledge and abilities will benefit your Shed. The fit, able and skilled can mentor the men in need of additional support.

The target group for engagement is lone-dwelling older men. However for the Shed to be sustainable it is vital that younger people (maybe recovering from illness or dealing with illness) are involved, as members or committee members.

Ideally a large shed or satellite sheds will open throughout the area, offering more local facilities to members while still being part of the wider group - Forest of Dean & Wye Valley Men's Shed. The additional 'Sheds' will be funded independently and insured separately.

Members will be encouraged to commit to a Shed day but can attend more than one shed or more than one day a week, depending on capacity.

How should I promote my Shed?

- Via word of mouth
- Orchard Trust referrals
- Leaflets - background on Men in Sheds - leaflet for funders and potential members
- Health Centres - use their screens
- Create a website and get it linked to as many others as you can
- Member of UK National Shed's
- Get a notice in any club or organisation's newsletter saying where you meet. Try the Council of Voluntary Service locally as their newsletters go to all the voluntary organisations in an area - 'common cause' advantage.
- Use Facebook, and identify local groups
- Print our own t-shirts
- Local media - Local radio station and newspaper - free advertising
- Most local authorities and housing associations produce publications delivered to residents
- Tell local women – men don't readily accept they have unmet needs whereas their womenfolk are not so inhibited.
- Respond to an article about older people - Send a letter to the local newspaper editor
- Speaking up at someone else's public meeting
- Showcase activities & products (sell some).

Make good use of any opportunity that arises to promote your Shed. You shouldn't need to pay to advertise. Network with other organisations.

We have carried out a number of different promotions, including open days, fetes, local press and magazine advertising, and on-line advertising, primarily facebook and via our own website. A presentation is also sent to all the doctors surgeries in the catchment area, comprising information for the surgery screens.

See:

Advertising words

Health Centre mailing list



j. Bodgers

The Forest of Dean Bodgers was set up in 2024 and is part of the Forest Community Shed.

Members have full access to the facilities provided by the Forest Community Shed, its fully equipped workshop, social room, refreshments and the wider Orchard Trust Day Services site.

Members are covered by The Sheds insurance while on site.

It is optional for members to join the National Bodgers Association.



2. Workshop safety culture

We have procedures to ensure the environment and members are safe. We are committed to running a safe Shed - applying best practice. A Workshop Safety Officer & trainer lead has been appointed.

Members are expected to take all necessary steps to ensure their safety and the safety of others at all times.

a. Safety first

Safety starts as soon as you walk in the door, our shed procedures emphasise this starting with the Registration Form which means we know who the shedder is, their emergency contact and any medical conditions they may have.

By following the Plan, Do, Check, Act approach we can:

- plan what we need to do
- do the right things to implement our plan
- check control measures
- act if measures are not working.

This will help us:

- find out where we need to make improvements
- take action quickly to keep our members and others safe
- repeat the process to continually review our arrangements.

To protect members, we have carried out risk assessments on activities and the building. We have a workshop policy.

Other areas we have looked at include:

- PPE advice
- Manual handling
- Preventing Slips, Trips, and Falls
- Working at height
- Working outside the workshop
- Working off site
- Protecting vulnerable members – those who are vulnerable or have specific risks, including those with disabilities. (see Safeguarding).

See: Shed workshop policy

Folder 4: Workshop signage including Safety posters: Slips, Trips, and Falls; Manual handling; Working at height

Be aware of yours and others safety



b. Risk Assessments

To protect members we have carried out risk assessments on activities and the building. See workshop, machinery and fire risk assessments. Orchard Trust also require their own risk assessment.

The risk assessment carried out identifies hazards in the workshop. It evaluates the nature of the injury, its severity and likelihood of occurrence for each hazard identified. This decides whether the level of risk is acceptable or if risk reduction measures are needed.

The workshop shall ensure that all users have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment.

Users have a duty to take reasonable care of themselves and others who could be affected by their actions, and to co-operate with the workshop so they can comply with their duties and requirements.

See:

Risk Assessments

Workshop Fire risk assessment



c. Maintenance

We have an equipment maintenance policy and maintenance programme. We carry out daily, weekly and annual checks.

- Maintenance is part of a planned programme and/or carried out at short notice after a breakdown.
- Machinery has a regular inspection, carried out by competent designated personnel.
- The workshop machinery has a maintenance log and the log is kept up to date. Written instructions are available to the users.

Annual inspection

The inspection is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (for example defect, damage, wear) can be detected and remedied before it results in unacceptable risks. Maintenance is carried out to prevent problems arising, to put faults right, and to ensure equipment is working effectively.

Breakages/damage

Breakages or damage found must be recorded in the breakages/repair log book held in the shed immediately.

It is the responsibility of the maintenance officer, workshop supervisors, workshop coordinator and member responsible for equipment purchasing to monitor the log book and effect a repair or replacement. If a machine is out of service it must be clearly identified as such to members.

Maintenance log

A maintenance log is kept of all machinery.

- Workshop equipment will be maintained in an efficient state, in efficient order and in good repair.
- Where any high risk machinery has a maintenance log, the log is kept up to date.
- Maintenance operations on work equipment will be carried out safely.
- Maintenance work should only be undertaken by those who are competent to do the work.

For some maintenance work, eg the changing of abrasive wheels, the manufacturer's instructions are followed. In others training on the safe maintenance of the equipment is normally provided as an integral part of the basic training in the safe use of the equipment.

See: Equipment Maintenance policy
Workshop inspection and checklist
Maintenance log



d. Portable electrical equipment

Annual PAT testing will be carried out in line with the site policy.

Maintenance:

- All portable electrical equipment needs to be maintained regularly
- 'Unauthorised equipment' brought in is checked by competent user prior to use or sale
- Training for all users to help carry out user checks including what to do if they find a fault
- The delegated competent person will do the combined inspection and test of equipment that is suspected of being defective (where this cannot be determined by visual examination)
- Any equipment that has been repaired or modified must be re-checked
- Review test results often and review the need of formal visual inspection
- Make sure that follow-up action is carried out
- Do not use items that fail maintenance checks until they have been repaired.

See:

Maintaining portable electronic equipment



e. Training

Our insurance requires members to be proficient in any equipment they use unsupervised. All members should receive health & safety training and on-the-job training in the skills required to perform the chosen activities.

For each activity (usually a machine) users are given a briefing on how to use it and then observed using the machine and when they are competent, they are asked to describe what the risks are, methods of reducing the risks and what operating procedures should be used - followed again by observation while they use it and a discussion where Shed procedures differ.

Safety Training

Safety starts as soon as you walk in the door, our shed procedures emphasise this starting with the Registration Form which means we know who the shedder is, their emergency contact and any medical conditions they may have.

We have procedures to ensure the environment and members are safe. We are committed to running a safe Shed - applying best practice. A Workshop Safety Officer & trainer lead has been appointed. Members are expected to take all necessary steps to always ensure their safety and the safety of others.

Training and guidance include:

Induction – including facility, evacuation and best practice

Health & Safety

Site facility rules

Workshop procedures

Manual Handling, Slips Trip and falls

PPE

Working at height

Working outside

Working off-site

Good Housekeeping

Waste management

Machinery training especially high-risk machinery

Protecting vulnerable members.

See:

Induction

Machinery training

Training by machine

Training log

Posters



f. Waste management

The Site Waste Management Plan (SWMP) provides information on how waste is managed. The SWMP aims to mitigate the impact of waste on the environment while helping save money by managing waste more efficiently through reuse, recycling, and recovery.

3. Income and expenditure

a. Banking

Current Signatures

Directors: Sam Phillips, Gina Richardson.

Secretary - Jane Trout

b. Money & Cash Procedures

- We have procedures to ensure the safe, convenient taking and storing of money in The Shed.
- Money can come from membership, workshop sessions, sales and donations, and some cash expenditure can be made from the petty cash tin.
- Money is stored in a locked cupboard and removed monthly.
- The Workshop coordinator is responsible for ensuring members contribute towards supporting the Shed if members are able.
- The Treasurer is responsible for collecting the money monthly, recording the money allocation correctly, banking the money, and maintaining the floats.

See: Money procedures

Bank account reconciliation and accounting procedures

c. Purchasing Policy

The Shed uses work equipment, we therefore must manage the risks from that equipment.

We will follow the HSE guidance on buying new machinery for use - **A guide to the law and our responsibilities when buying new machinery for use at work**. Please refer to the full guide for detail. We will verify safety of second hand machinery, purchased or donated, by testing and inspection.

The purchasing process has been designed to help control costs and get better spend visibility, to define standard methods and procedures for the Company to purchase products and services from different vendors. This process covers all expenses for the company including new tools and equipment, used tools and equipment, repairs and replacements, administration costs and reimbursements.

- Purchasing must be done without conflicts of interest and personal incentive.
- Any member can request an item for the Shed, which will be considered by the Board, Workshop Lead and Tool & Equipment Lead.
- The Shed holds 2 debit cards, in the name of the Chair and Secretary and operates an on-line business bank account at Lloyds.
- A £50 float is kept for small expenditure, monitored by the Workshop coordinator.
- Purchasing of items up to £100 is delegated to the Secretary (without secondary authorisation), all expenditure over £100 requires two signatures.

See: Purchasing policy

Purchase request form



d. Donations & Funding

Funding will be needed to pay for additional requirements to the insurance, tools, maintenance and premises. Funding will be needed to pay for employees, expansion, and machinery purchase.

Self-Funding

- group projects making items for sale e.g making bird feeders
- Community projects for other groups - charge them for materials plus a donation
- Small repairs for friends which we do in return for small donations
- Tool donations that may be surplus to our needs are offered to members for a donation.

Local Organisations for specific projects

- Lions Club, Rotary and Round Table

Local Small Businesses

- support, either money or in-kind donations. Especially hardware or DIY business

National Charities

- application for funding to charitable trusts and foundations
- <https://knowhownonprofit.org/funding/grants/trusts-and-foundations/>

Governmental sources

- Local Community Council
- Forest of Dean Council
- FVAF
- South West Foundation Small Grant Programme.

Donations

We can approach the timber suppliers, building merchants & tool suppliers in the area, for potential new items. We advise donors that we have a four-stage process for used donated items, tools or machinery:

use it - pass it to another charity - sell it to raise money for the Shed - recycle it

Used tool donations

We will refurbish and use what we can. We will on occasion sell donated Tools to Sheddors and others, where we have duplicated on unwanted items and auction what we can. We appreciate donations of materials, but our storage facilities in the workshop aren't huge!

Money donations

Any donations are to be taken for the future development of the shed and listed in the accounts as donations.

Grant Sources

<http://www.glosvcalliance.org.uk/wp-content/uploads/2018/01/Funding-Opportunities-Bulletin-Issue-194-16-January-2018.pdf>

Inform Gloucestershire

A wealth of information to increase understanding of communities and support funding bids.
<https://inform.gloucestershire.gov.uk/>.

Funding Central

Provides access to funding opportunities, tools and resources supporting organisations to develop sustainable income strategies. Registered on site. 31/01/2018.

<https://www.fundingcentral.org.uk/profile.aspx>

List of potential suppliers
Grants/ Funding Applications



4. Support & Partnerships

We will forge links with local community groups. We are fully inclusive and dementia friendly.

Help is available from community councils, community partnerships and the local CVS, voluntary lawyers, Health Centres, FoD charities. It is our intent to network with other local voluntary groups, and acquire the necessary funding to cover costs.

e. Community group support

Forest Voluntary Action Forum seeks to serve and enhance the well-being of individuals and communities within the FoD. They provide information on local volunteering opportunities and support for community groups. £10/year membership. Funded by council.

- Recruiting volunteers, Providing training , Office services and equipment hire, Development advice, Delivering community projects, Providing information and networking opportunities

f. Local Repair cafes

We support a local Repair café monthly and can undertake work that cannot be done in the hall and at other times.

g. Council for Voluntary Services

NCVO champions the voluntary sector because they're essential for a better society. Free.

h. Contact lists

Local & County contacts

Networking & Partnership opportunities

Our Memberships & Subscriptions

Health Centres – supply of presentation for surgery screens

See: Contact List

Networking & Partnership opportunities

List of grant applications



5. Projects

Our activities usually involve making or mending in wood, such as carpentry, joinery, carving, whittling and furniture repair and renovation, tool and knife sharpening, and metalwork

You are welcome to carry out a variety of tasks of your choosing – they can include, but are not limited to the following:

Bike and machine repair; Electronics; Basic computing; Willow weaving; Sewing; Upholstery; Stained glass; Picture framing; Painting; Photography; Traditional wooden board games; Cookery.

The projects we work on are of benefit to individuals, other groups and the broader community.

a. Repairs

The Shed undertakes repairs for people in the Community, in cooperation with the FoD Repair Cafes.

Currently supporting the Ruspidge Mend and Repair café.

Third Saturday of the month

Contact: Nicky Packer

Ruspidge Memorial Hall, Ruspidge Road, Ruspidge

ruspidge.secretary@gmail.com

ruspidgememorialhall.weebly.com

<https://www.facebook.com/profile.php?id=61555267362344>

b. Community projects

Carrying out community projects is an important part of the shed.

The Shed invites donations (Over and above agreed materials and service costs) towards the Shed's future development. These donations may be as small as £2, more usually £5-£20, but may be more – The level of the donation is at the Commissioner's discretion, but guidance is available to represent the amount of work undertaken.

The Shed will only very rarely choose to undertake a project on any kind of strict timescale – Only if the Board agree to commit to a timescale would we accept a project on a strict timescale.

Funding is easier when you have a particular project to ask for sponsorship for.

All members are encouraged to take part if able.

c. Products for sale

This work is not undertaken lightly. All work must be carried out following the 2-man rule – if one person makes or designs an item another person must review it to ensure it is fit for purpose.

Wherever possible work in groups.

- We encourage a workshop where everyone can have an opinion
- We recognise everyone has a voice and will be listened to
- We recognise that everyone has different abilities and experience and we must make use of that.

All members are encouraged to take part if able.



d. Orchard trust support

On the last Thursday of the month, the workshop is not open as a usual workshop session. Members are asked to volunteer to help with projects and maintenance around the site. There is no charge on this day. The Social is available for refreshments and the workshop can be used for any support work needed.

Orchard Trust clients are encouraged to take part in some projects which can be outside or in the workshop. These sessions are always guided by Shed members and the clients are always accompanied by OT staff.

All members are encouraged to take part if able.

e. Off-site activities

We hope to take part and support a number of off-site activities. These can be local festivals, village fetes and for other local voluntary groups.

We offer hands-on experiences in green woodwork, and craft activities.

These events are an additional source of income.

All members are encouraged to take part if able.

See:

Community Project process (Community projects held in separate folder)

Off site checklist

Off site risk assessment

Tool kits



6. Additional policies

a. Site Access and evacuation

We can all remove barriers, so that the world becomes more inclusive of disabled people.

We have made reasonable adjustment to the premises to improve accessibility of the services for people with disabilities.

We have an Access guide for new members and visitors.

The Shed has a responsibility to put measures in place for the safe evacuation of persons from its buildings, regardless of their usage. All Shed rooms are therefore equipped with the means to detect fire/smoke, for an alarm to be raised, and for the occupants to reach a place of final safety.

A PEEP is a Personal Emergency Egress Plan developed jointly between yourself and us, which will enable you to safely exit the building during an emergency.

Emergency evacuation procedures

- We have emergency evacuation procedures for disabled visitors
- Trained first aiders are available if you require any assistance.

Customer care support

- Some staff have disability awareness training.

Site constraints

We recognise that as a temporary wooden building there may be some environmental factors that constrain best practice.

Management plan

Includes policies and approaches to ensure we maintain the Shed's inclusivity in the longer term, for example in maintenance programmes and management plans.

- Audit to take place every 3 years
- After each audit, develop an implementation plan for addressing each issue that the report identifies.

Our aim is to create an inclusive, accessible environment.

**See: Site Access Plan
Access, inclusion and escape
PEEPS**



b. Safeguarding

Forest Community Shed recognises that all people regardless of age, disability, gender, race, religious beliefs or sexual orientation have an equal right to protection from all types of harm or abuse and is committed to safeguarding the welfare of vulnerable adults in the Shed.

Safeguarding Vulnerable Adults

The Safeguarding Vulnerable Adults Policy which will be followed by all members of the organisation and promoted by those in the position of leadership within the organisation.

We know that being a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability
- a physical or mental illness or mental disorder, chronic or otherwise
- or, a significant reduction in physical or mental capacity which makes them vulnerable to abuse by adults.

The purpose of the policy is to make sure that the actions of any adult in the context of the activities carried out by the organisation are transparent and safeguard and promote the welfare of all.

This policy and procedures are based on the following principles:

- The welfare of vulnerable adults is of primary concern
- All vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse
- It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding Officer, the group Secretary, and it is their responsibility to conduct, where appropriate an investigation
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

See: Safeguarding Vulnerable Adults Policy
Safeguarding disabled members
Individual records



c. Equal Opportunities Policy

The purpose of this Equal Opportunities Policy is to communicate our commitment to equality of opportunity with the aims of ensuring that all persons are treated fairly and equally, and supporting the Company's objective of providing a working environment that is free from all forms of discrimination

See: [Equal opportunities policy](#)

d. Data protection

The GDPR describes the requirements for how organisations must handle personal data, effective from 25th May 2018.

Under the GDPR, we need to ensure we have a lawful basis for collecting and processing personal data, and this is recorded in our Data Protection Policy and the declaration added to our new membership form.

See: Data Protection Policy



e. Fraud prevention, Anti Bribery & Corruption Policy

The Forest Community Shed is committed to conducting business according to moral, ethical, and legal standards. The Company does not allow or tolerate any kind of bribery and corruption.

This Anti-Bribery and Corruption Policy (the “Policy”) discourages and prohibits any kind of bribe or corrupt practice with any kind of stakeholder, including offering, promising, or providing any kind of means or value to any stakeholder, including customer, government official, business partner, or a third party to induce any improper action in relation to our business.

This Policy is approved by the Board. Compliance with this policy is mandatory through the Management System processes.



f. Complaints Procedure

We are committed to providing a service for our members and if something goes wrong, we need to know, and this may help us to improve our standards.

Any measures we can easily take to mitigate the complaint will be investigated and considered.

The aim is to investigate your complaint properly and give you a reply setting out how the problem will be dealt with. This will normally involve passing your complaint to our board of directors, who will review your matter and speak with any members involved.

See: Shed Complaint policy
Complaints log



7. Forms

Available in workshop:

Membership

Members health

PEEP

Projects application

Purchase request

Training log

Workshop checklist

Individual safeguarding record

Disclaimer for off-site activities

Maintenance log and PAT testing results held separately



8. Workshop signage

Signage in the workshop is to help ensure safe working practices.

On the shedders first visit they are alerted to the signs and encouraged to read them.

There are also signs on each machine, with guidance on use, machine instructions and PPE.

The high risk machine labels have a warning and red panel reading:

DO NOT USE this machine unless COMPETENT!

- Machinery Instructions
- Machine warning signs

Wall signage to include:

H&S Policy

Insurance

Manual Handling

Slips, Trip & Falls

Members code of conduct

Safety

Site facility rules

Supervisor & Coordinator for the session

Waste disposal

General Machine usage

Toxic timbers prohibited

On duty

Emergency contacts

Machine safety posters



9. Meetings

Meetings and note taking

Notes were taken for every meeting while in the early stages of the Shed's development.

Notes are now taken at the Annual General meeting (AGM) and any Board & General Meeting. All are available in the shed and for members to see upon request.

The Board meets at least four times a year.

The Management Team at least six times a year. There is also an AGM.

Extraordinary meetings – notes are usually confidential

Meeting requirements are set out in the constitution.

Available in workshop:

Board Meetings

Partnership meetings with OT

Management Team

AGM's



10. Volunteering - Job descriptions

There are a range of volunteer opportunities that exist in our Shed. Apart from becoming a member you can choose to be more involved.

Volunteers in leading roles are essential for non-profits groups such as ours, they boost our power, lighten the load for all, and significantly increase our impact. We have opportunities for different levels of commitment, so you can be as involved as you want to be.

Roles:

- Director
- NED Director
- Chair
- Company Secretary
- Treasurer
- H&S Officer
- Day Supervisor
- Workshop Coordinator
- Maintenance lead
- Electrical lead
- Community Project lead
- Media & PR lead
- Events & Sales lead
- Membership secretary
- Tool & Equipment lead
- Session Responsibilities

Available in workshop:

**See: Application form
Job descriptions**



11. Accounts

Annual report & Tax return

The treasurer with the Board maintains financial records and information and ensure that the annual accounts are completed and filed on time.

Requirements of a CIC:

- Complete tax return and pay tax liability.
- Submit a Community Interest Report annually
- Submit accounts and CT600 to HMRC after board approval.
- File financial accounts with Companies House by 31/12/24.

Available in workshop:

See Money procedures

Bank account reconciliation and accounting procedures



12. New ventures

a. The barn

History:

As more space was needed for the Shed members and to increase the activities on offer, the plan to build an open sided activity barn, alongside the current workshop, was discussed with Orchard Trust.

Partnership meetings

Present: Bianca Bertalet, Day Manager OT, Jane Trout, Anna Davey

18th Oct 2023, discussed the possibility of using the space where the greenhouses are currently. OT also need hay storage, so a shared space was discussed. With Shed timber and a green wood work area in front, an area that can be used by all with demonstrations and client participation, area to house 2 pole lathes and 3 shave horses with seating.

The area available needs measuring, allowance made for walkways through the area. Possibilities include a concrete foundation and a simple wood and tin barn, closed at the back for storage but more open at the front.

20th Dec 2023

Bianca reported that the barn construction had been approved by the CEO and trustees. It was agreed that we would share fundraising to carry out the project.

24th Jan 2024

Barn plan sketched and distributed

Hay space requirement – 40m²

Bianca confirmed no planning permission needed

Grant application made by Shed to start build.

21st Feb 2024

Before we proceed any further, Bianca needs to have meetings with her manager and the fundraising team. This will take place Wednesday 6th March.

Agreed to a monetary 50/50 build split, total cost mentioned was circa £30k nett.

Detailed costings needed.

13th March 2024

Venture agreement to be forwarded to Bianca.

Lease amendment agreed, read for signing.

Reasons for Barn doc to be sent

Confirmation that at least 2 quotes needed per supplier of materials, ideally 3 (but can include kit build). To give to Caroline so they can start grant applications.

Confirmed that OT need 6-9 months to raise their 50% share, and that no work can be started until grant received.

Agreed that in meantime we can clear site and put-up marquee temporarily or green woodwork shelter.

Our fundraising has begun.

Available in workshop:

See: Reasons for Barn

Venture agreement

Updated operating agreement

Plans/renders



Fundraising

The majority of the barn cost will be from the LUT grant, c. £10k.

Fundraising for remaining £5k - complete

Shed fundraiser/open day 8th June

Forest Lottery

Community projects

Local fetes – OT, Worral Hill, Blakeney

Wye valley River Festival

Crowdfunding

Sales

Donated tools – to members, sales, auctions

Further grants were applied for:

GCC Community fund £2.5k. successful for internal fit out. Spending must be started within 3 months and spent by 31/3/25.

Matthew Good Foundation £2-5k. Unsuccessful

FoD council community grant £3k towards sessional staffing, materials, wildlife boxes, and rainwater harvesting.

Site progress

March 24 Greenhouses cleared

April 24 Site partly cleared

Trees stumps removal started

Site measured

May 24 Bushcraft shelter purchased and erected on site temporarily

June/July 24 Rear of site cleared

Oct 24 Bushcraft Shelter moved

Nov 24 Site laid out

Barn project team meetings

Jon Allen, Sam Phillips, Geoff Trout, Rosie Baggs

6/2/24

25/3/24

8/4/24

23rd Oct OT barn design meeting – Geoff attended with OT management

Site has to be forward of goats fence, concrete floor throughout

Quotes and spreadsheet to be updated including cost savings

Venture agreement awaiting signatures, Operating agreement updated and awaiting OT comment.

29 Oct