
















Appendix 11: Timeline (for Community Share Offer)

Canalside Community Food CBS Outline Timetable for Community Share Offer

Activity	Lead	Month 1	2	3	4	5	6
1. Register CBS Agree unified CSA approach Pass special resolution Submit rules FCA Registration as CBS	Working group Steering group BC/Plunkett FCA						
2. Prepare Key Documents Template business plan Business plan drafting Share offer document drafting							
3. Sitr advance assurance Submit drafts to HMRC HMRC review (~12 weeks) Advance assurance confirmed/declined							
4. Standard Mark Review Submit drafts to practitioner Practitioner review/iteration (~12 weeks) Standard Mark confirmed							
5. Communications/ Marketing Develop pre-launch marketing material Solicit non-binding pledges Update/ revised website/Facebook Arrange escrow account with bank/ accountants Finalise business plan, SOD, application forms	Working group Working group Working group Working group Working group	done					
6. Launch Share Offer (~12 weeks)	Working group						

Important Note – after consultation with HMRC Sitr is no longer being applied for.