

The Green Gram Steering Group Meeting

on Monday 14th March 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 28th February 2022 and matters arising
3. Share option update
4. Counter update
5. Volunteering update
6. Security
7. Banner, signs & aprons
8. Local products shelf
9. AOB
10. Date of next meeting

The Green Gram Community Shop

Minutes of Meeting

Date: Monday 14th March 2022

Venue: Via Zoom

Present: Phil Cheesman, Suzy Simmons, Louise Tonkin, Karen Williets, Wendy Reid, Jo Anderson

1. Apologies for absence: none
2. Approval of minutes of meeting on 28th February 2022 and matters arising: minutes approved unanimously, matters arising as follows:
 - a. Dave Sanders needs to co-ordinate with Steve Russell to do work at same time.
 - b. **WR** to contact the Co-op as she has already received support for FGL from them.
 - c. SS has produced GDPR related documents for the share offer. **All** to review, in dropbox, so can be added to website.
 - d. Article has been submitted to Alderholt Parish magazine and advert in Hyde Link. **SS** to look at publications for Damerham, Whitsbury, Sandleheath.
 - e. **JA** to follow up with NFDesigns about kitchen units.
 - f. Publicity- **HH** to check if photo of artists can be used in press, **JA** to write article for R&F News. Mentions shares & volunteering. **HH** to design poster.
 - g. **JA** to look at stock control, shop policies (incl. COSHH, manual handling) and alternative detergent suppliers.

3. Share offer update- offer is live from 10th March. **JA** to do Friday 'totaliser' on FB to prompt interest. Alternate with post on products to be sold in shop. Included subscription and volunteering info in posts. **JA** to check with Viv how vital beneficiary forms are.
4. Counter update- Paul Dennis from Men's Shed will need key to access shop. **JA & KW** to meet on Wed 16th at Church Hall to discuss counter. HH & SS may also be available.
5. Volunteering- KW has emailed all 38 people on the contact list, only 8 positive responses. PH creating volunteer form for website to ascertain days/hours people are available to help. Phil Hadley happy to be 'super-trainer' for vols. **KW** to email again asking for days/hours available. FB post to call for volunteers also. Shifts to be 3 hours long.
6. Security- lots of break-ins over the weekend. Need CCTV & signage. Leaving no cash overnight may not work with different staff each day- many need a safe instead. Talk to Paul Dennis Men's Shed as ex-police. **JA** to check with Chris Ridge about existing CCTV.
7. Banner, signs & aprons- **JA** to share website for hanging sign bracket. 60cm square logo only on hanging sign; 90cm square logo with arrow and 'entrance'; banner with logo and website. **JA** to follow up with FB Print. All agreed Futura font clear and easy to read. Clever Baggers aprons significantly cheaper than FB print.
8. Local products- **LT** to check the VAT implications for sale or return. Discussion around whether we should consider local items differently- more as a way for local people to showcase products rather than a real money-maker for the GG.
9. AOB- PC asked whether we are trustees- those named on FCA paperwork are directors.
10. Next meeting- 24th March 8pm