

The Green Gram Steering Group Meeting

on Thursday 28th April 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 21st April 2022 and matters arising
3. Share option
4. Training documents
5. Volunteer training & shop rota
6. Shop fitting & supplies
7. Additional products
8. Preview evening for shareholders
9. AOB
10. Date of next meeting

The Green Gram Community Shop

Minutes of Meeting

Date: Thursday 28th April 2022

Venue: Via Zoom

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

1. Apologies for absence: None
2. Approval of minutes on meeting on 21st April 2022 and matters arising: minutes approved unanimously, matters arising as follows:
 - a. DBS check – Plunkett advise it's sensible for a few key people to have a DBS check. KW, PC, J, LT & WR all have current certificates. If working with under 18s, there must be a volunteer with enhanced DBS present. Match any vulnerable adults with DBS checked volunteers on shift. We will need a permit for minors to work in the shop.
 - b. Viv at Plunkett advises it isn't vital to have beneficiary forms as long as fairly quickly you have surplus funds that you could pay back shares on death. Any others who want their money back have to wait for 3 years, as stated in the

Rules and even then only if you have enough to repay., and at the discretion of the MC.

- c. CCTV system- in progress **PC** to address.
 - d. **JA** to create list of items donated by GZW.
 - e. Receipt printer sourced
 - f. Cashing up- cashing up procedure and slips in Dropbox, **JA & LT** to go over.
 - g. Insurance- turnover figure adjusted to £32k. **JA** to print document for display.
 - h. **JA & WR** to review hygiene documents. Critical control checklist must be done in case of hazards. Log book needed to note actions taken/problems identified. **JA** to source.
 - i. Local products- Penny's Daughter wax wraps no longer trading
3. Share offer - extended until 8th May. £80 outstanding payments to be chased up. Total overall (shares, donations & grants) £11,148.
 4. Training documents- Emergency contact lists to be displayed in shop. Contact to be KW, JC, PC & JA. JC to handle cloth and apron washing. WR to check policy documents.
 5. Volunteering update- all contacts have been emailed and phoned where possible. Many people have not responded. 6 regulars confirmed, 1 occasional. **JA** to put call for volunteers on Facebook and ask people to check their spam folders. Emphasis often or occasionally ok. Need to come up with list of additional tasks for occasional volunteers and those who may not want to work in the shop, eg monthly deep clean, code changes on the key safe, plant care, window cleaning etc. **JA, PH & PC** to meet to discuss training on Wed 4th & Thurs 5th. Volunteer sign off sheet needed to show basic training has been completed. Food hygiene, manual handling and shop procedures to be covered in initial training. Access to be arranged so that volunteers can view advisory documents. Later training to cover other topics such as equal opportunities, product information, safeguarding. Volunteer agreement and policy required- **SS**.
 6. Shop fitting update-
 - a. Screens ordered **JA** to liaise with Lee Clapson to drill holes
 - b. Pest Control- Rokill fly zapper has arrived, **PD** to install.
 - c. Paper towel in toilet for hygiene reasons. JC & PC will take some paper waste. **WR** to ask if some can go to Ridan composter.
 - d. Separate feminine hygiene bin needed. Small bin to begin with, we may not need a service company due to low numbers of volunteers.
 - e. Dirty cloths bin needed. **JA** has a bin from trailer, **WR** has a small bin from recycling shed.
 - f. Vinegar dispenser required, **PC** to look online.
 - g. **WR** to buy 10 packs cotton cloths plus tea towels if suitable price.
 - h. **WR** to ask on FGL for 2 x 10 inch tablets.
 - i. Gaps need to be sealed in counter, around tiles & windowsill. Cupboard to be mounted above WC handbasin.
 7. Additional products- **JA** to source Naked Sprout loo roll. Agreed no to Beco compostable dog poo bags. **KW** to donate whiteboard for product wishlist.
 8. Preview evening- **PH** to send email to shareholders and donors inviting to a preview evening to see the shop and meet the team. Friday 6th 5-7pm. **WR** to source glasses, **KW** to source 1 box red & 1 box white wine, **JC** to source soft drinks.

9. AOB- none

10. Next meeting- 5th May 8pm