

The Green Gram Steering Group Meeting

on Thursday 20th October 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes
3. EPOS system update
4. Hygiene standards
5. Christmas events & opening hours
6. Burgate work experience
7. AOB
8. Date of next meeting

The Green Gram Community Shop - Minutes of Meeting

Date: Thursday 20th October 2022

Venue: Via Zoom

Present: Helen Harding, Phil Cheesman, Jo Cheesman, Wendy Reid, Jo Anderson

1. Apologies for absence: Louise Tonkin
2. Approval of minutes of meeting on 24th August 2022 and matters arising: minutes approved unanimously, matters arising as follows:
 - a. JA not yet checked if we can co-opt committee members part way through the year- **PC** to follow up.
 - b. FGL Green Friday- **HH** to liaise with Chris Calder re rota. Ideally need 2 shifts of 3 people in the shop and 2 shifts of 2 people at the town hall. Samples at shop, non-weighed items at town hall (with zettle for payment).
 - c. Heating- **JA** to contact Dave Sanders for advice on infra-red heaters. **JC** to check with friend for recommendations.
 - d. Christmas: **JA** to phone Spill the Beans for nut supplier. Also query best before dates with EHO as some foods do not have, and Wilton advises there are a guideline.
 - e. **PC** to check with friend re producing tree of thanks.
 - f. **HH** to check with EPOSNow whether antiglare cover available for screens. **PC** to investigate other options.
 - g. Judith Plumley has offered to be recipe co-ordinator. JA to give her access to Facebook. Bigger board for recipe & plastic stats needed.
 - h. Grants: NFDC not appropriate at this time as award takes place in March.

- i. **WR** to create video clips for 'bitesize' hygiene training.
 - j. **JA** to review website wording.
- 3. EPOS update: Card reader has an issue with WiFi connection, **HH** to investigate. **JA** to look at purchase orders on the system and way to communicate to leads.
- 4. Hygiene: compost bin needs to be emptied regularly, we could join the composting scheme and deposit there. Would need a training session on how to use the Ridan composter. **JC** to go in on Monday to clean and put out WhatsApp message regarding volunteers for regular deep cleaning on Sundays/Mondays.
- 5. Christmas: Close shop at 1pm on Saturday 24th Dec, reopen 10am Tuesday 3rd Jan. Christmas tree will cost £60 for supply, mounting, LED lights and removal. £20 for the holder to be installed on brickwork. Clare at pottery to split costs.
- 6. Burgate work experience: Matt Cakebread is the contact at Burgate. However, school does concentrated week of work experience- we would prefer regular Saturday help. **PC** to check with Elliott Plowman whether DofE group could volunteer in shop.
- 7. AOB: potential dates for social/training – Sunday 20th & 27th:3-5pm. **JA** to WhatsApp dates and ask for response by 31st Oct. JA has been asked by Plunkett whether we would be happy for Power To Change community ownership trust to feature us as a case study. All in favour as long as our contact information is included.
- 8. Next meeting- Thursday 17th November 8pm