

## **The Green Gram Steering Group Meeting**

**on Monday 28<sup>th</sup> February 2022**

**Location: Via Zoom**

### **Agenda**

1. Apologies for absence
2. Approval of minutes of meeting on 17<sup>th</sup> February 2022 and matters arising
3. Logo & website
4. Share option
5. Counter
6. Key co-ordinator roles
  - a. Share offer
  - b. Volunteering
  - c. Shop policies
  - d. Publicity
  - e. Other?
7. AOB
8. Date of next meeting

### **The Green Gram Community Shop**

#### **Minutes of Meeting**

**Date:** Monday 28<sup>th</sup> February 2022

**Venue:** Via Zoom

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

1. Apologies for absence: Helen Harding, Jo Cheesman
2. Approval of minutes of meeting on 17<sup>th</sup> February 2022 and matters arising: minutes approved unanimously, matters arising as follows:
  - a. Shop counter – see point 5 below.
  - b. JA has emailed Dave Sanders to ask whether plumbing and electric need to be co-ordinated.
  - c. Potential volunteer contact info has been added to dropbox.
  - d. **WR** to contact the Co-op as she has already received support for FGL from them.
  - e. PH has been working on the share offer form for the website.

- f. No opportunity yet to take photos of logo artists for FB announcement, **HH** to do when able.
  - g. **SS** has produced GDPR related documents for the share offer. **All** to review, in dropbox.
  - h. Grants: **WR** to try Co-op and **HH** to check Co-op Bank grants. LT advised we do not fit current category for lottery funding- review regularly until category fits. **SS** to draft local application to send out to all local parish councils, deadline for Damerham is May.
  - i. Key co-ordinator roles: See point 6 below.
3. Logo & website: work by PH is ongoing. **JA** to remove link to survey which is now disabled.
  4. Share option: WR shared the document she has been working on with input from HH & PH. There is to be a basic overview on the website with link to the more detailed information and application form. Those wanting a paper copy will be instructed to email a request. **JA** to liaise with HH and WR to arrange sub-committee meeting to finalise document and send to Viv for review. **SS** to identify local parish magazines/newsletter and FB pages so we can target advertising the share offer locally. **SS's** GDPR documents to be incorporated on website with share offer information.
  5. Shop counter: Lee Clapson advised that new timber for a counter would be very expensive. He suggested sourcing old kitchen units to make the body of the counter and facing with pallet wood. There was a discussion about the layout of the shop and the need to have a basic plan to provide to the men's shed who have offered to build the counter. JA has emailed New Forest Interior Designs on the High Street to ask if they have any jobs coming up where we could salvage units- **JA** to follow up with phonecall. WR offered to post on FB if need be. Other sources could be Howdens in Ringwood or local B&Q etc. Ikea sell a cheap kitchen unit if needed desperately.
  6. Key co-ordinator roles:
    - a. Share offer- WR happy to follow through with this.
    - b. Volunteering- Split into initial contact and separate job later of rota management etc. KW advised Phil Hadfield does not wish to co-ordinate but is happy to volunteer for shop shifts. He may be interested in being a 'super-volunteer' helping to train others. KW happy to tackle initial contact with potential volunteers on list. WR suggested identifying the committed (rather than the 'nice idea' vols), request availability in terms of days of the week and number of shifts per week/month etc. Ask whether any have shop experience- potential 'super-volunteer'. There was a discussion around reliability/trustworthiness. LT recommended always have at least 2 vols in shop, 1 person cashes up and another person signs off each day. Install CCTV and be aware of patterns in losses indicating a particular person may be stealing. JA suggested volunteers must not serve themselves or family members.
    - c. Shop policies- **JA** and **SS** to take on. Need to also cover manual handling, COSHH, risk assessments etc. **WR** to add FGL policies to dropbox.

- d. Publicity- **KW** to check if friend with marketing experience would be willing to take on publicity. Otherwise JA to put out FB request.
  - e. Other?- stock control- JA to take this on initially. **JA** to share initial stock shopping lists. All to review and comment if products wanted/not wanted/brands to be changed etc.
7. AOB:
- a. Viv has provided feedback on business plan. On the whole happy but some amendments needed. LT advised sticking with original mark up % - this can be adjusted down later if appropriate, but we need to cover initial costs.
  - b. **JA** to look into sourcing banner from Glasshouse Studios for railing on High Street. Logo, website & coming soon.
  - c. Utilities Warehouse calling tomorrow to arrange electric and phone.
  - d. KW advised her son can feature us a 'trader of the week' in the newspaper. Contact him when open.
  - e. All agreed to go live with share offer as soon as ready, even if prior to next meeting.
8. Date of next meeting: Monday 14<sup>th</sup> March, 8pm – **JA** to check with HH