

## The Green Gram Steering Group Meeting

on Wednesday 31<sup>st</sup> March 2022

Location: Via Zoom

### Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 14<sup>th</sup> March 2022 and matters arising
3. Share option update
4. Shop fitting update
5. Electricity
6. Volunteering update
7. AOB
8. Date of next meeting

### The Green Gram Community Shop

#### Minutes of Meeting

**Date:** Wednesday 31<sup>st</sup> March 2022

**Venue:** Via Zoom

**Present:** Phil Cheesman, Jo Cheesman, Louise Tonkin, Jo Anderson, Helen Harding

1. Apologies for absence: Karen Williets, Wendy Reid, Suzy Simmons
2. Approval of minutes of meeting on 14<sup>th</sup> March 2022 and matters arising: minutes approved unanimously, matters arising as follows:
  - a. FGL applying for Fordingbridge Co-op grant, all agreed to delay application for Green Gram to avoid competition. Possibility of Co-op bank grant once account set up completed. Review at later date.
  - b. SS has produced GDPR related documents for the share offer. **All** to review, in dropbox, so can be added to website.
  - c. Article has been submitted to Alderholt Parish magazine and advert in Hyde Link. **SS** to look at publications for Damerham, Whitsbury, Sandleheath.
  - d. Article for R&F News submitted. Mentions shares & volunteering. **HH** to design poster.
  - e. **JA** to look at stock control, shop policies (incl. COSHH, manual handling). Mack to be ordered as alternative detergent offering.
  - f. **JA** to follow up with Viv how vital beneficiary forms are.

- g. Volunteering- **KW** unable to attend – review response to email asking for days/hours available at next meeting. Shifts to be 3 hours long.
  - h. Existing CCTV is obsolete. **JC** to check with Chapel contact for recommendations.
  - i. Banner, signs & aprons- bracket, signs and banner all ordered.  
Local products- VAT will be due on sale of local products. Will need to factor this in to selling price.
- 3. Share update- Continue with share totaliser but do not include grant as separate. Mention in separate FB post. Request table on a Saturday at Fordingbridge Co-op to advertise the project. **JA** to chase Zettle so we can take card payments. Tree of thanks on website and in shop with leaf for each organisation/individual that has helped.
- 4. Shop fitting- All to check for second hand shelving, but if nothing found in next couple of days, **JA** to order Tufferman shelves. Keep screens to give confidence to potential volunteers.
- 5. Electricity- situation not as dire as initially thought- £520 bill was incorrect. £168 paid up to 21<sup>st</sup> March. Switch to UW on 6<sup>th</sup> April, UW have agreed to credit the £4 standing charge for 21 Mar -6 Apr.
- 6. Volunteering- there may be a local volunteer co-ordinating service we could utilise. **JA** to request further assistance from Plunkett. Leaflets could be put in library/Avonway/doctors surgery. We have had a request from Burgate student for work experience in July.
- 7. AOB-
  - a. **JA** to advise Paul that we will display/ell Men's Shed bird boxes
  - b. Facebook posts- Men's Shed assistance, Totaliser, keep HCC grant for next week. Advise that we have enough to open but more funds give us deeper roots to grow the business.
  - c. **JA** to check with Dave & Steve re electrics/plumbing
  - d. HCC has confirmed grant of £3,218. **LT** to sign grant acceptance. We have logos and should tag HCC waste management in publicity.
  - e. PC asked about progress on Zettle and bank accounts, JA advised all documents submitted and awaiting updates.
- 8. Next meeting- 7<sup>th</sup> April 8pm