

## The Green Gram Steering Group Meeting

on Thursday 30<sup>th</sup> June 2022

Location: Via Zoom

### Agenda

1. Apologies for absence
2. Approval of minutes
3. Volunteer coordinator
4. Data protection
5. Marketing & paid advertising- The Link & others
6. Equipment purchase and local suppliers
7. AOB
8. Date of next meeting

### The Green Gram Community Shop - Minutes of Meeting

**Date:** Thursday 30<sup>th</sup> June 2022

**Venue:** Via Zoom

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

1. Apologies for absence: none
2. Approval of minutes of meeting on 15<sup>th</sup> June 2022 and matters arising: minutes approved unanimously, matters arising as follows:
  - a. **JA** to start repair of damaged plasterwork near handbasin and confirm with EHO re rough patch on floor outside toilet door. David Sanders to fix socket next Monday- he advises stockroom shelving needs to be moved away from meter cupboard and consumer unit.
  - b. **JA** still to check whether insurance covers taster sessions outside shop premises (eg outside library).
  - c. Weekly cashflow report proving useful, new tablet sourced and JA investigating repair or refund of old. Love2Refill and NBTR ok to share ordering.
3. Volunteer Co-ordinator: Chris Calder keen to take on role and is drawing up strategy for the committee's approval. She will need access to policies, volunteer info and hygiene info on Dropbox. Suggests a group training / social get together in mid-September. Discussion around compensation for doing laundry: WR estimate 1 load tumble drying costs approx. £1.50. Cheesmans should be paid expenses for laundry/ given detergent. **HH** to request apron pattern from Caroline. Ann Dennis has offered to lead on 6<sup>th</sup> Jul but will need support, **JA** can offer.

4. Data Protection: We have CCTV so must register with ICO, **JA** to organise. **LT** to look at Plunkett email re data protection. Chris Calder needs a list of what information is needed and how it must be stored.
5. Marketing: PH sent info to Woolley & Wallis regarding what has already been done. They can put together leaflets and newsletters from information we provide. Marketing volunteers needed to feed info to W&W. **HH** to send old trifold to W&W. **WR** to submit overarching article to The Journal outlining all eco activities in town. LT suggested a separate marketing meeting once W&W have responded. **JA** to contact The Link to resubmit advert.
6. Equipment purchase & local suppliers: JA found second hand nut butter machine online, and manufacturer can offer reconditioned version. **JA** to look at grants for this. Coffee grinder is greater priority. **PC** to ask Dave Foskett at SOroast for recommendation and about darker roast coffee. **PC/JC** will ask Wimborne Coffee Roasters about sponsoring a grinder. Local products can be varied according to season. **PC** to source Sproutword games.
7. AOB: All agreed monthly meetings going forward with working groups meeting as needed.
8. Next meeting- Wednesday 27<sup>th</sup> July 8pm