

The Green Gram Steering Group Meeting

on Thursday 14th April 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 7th April 2022 and matters arising
3. Share option update
4. Shop fitting update
5. Volunteering update
6. Opening date
7. AOB
8. Date of next meeting

The Green Gram Community Shop

Minutes of Meeting

Date: Thursday 14th April 2022

Venue: Via Zoom

Present: Phil Cheesman, Jo Cheesman, Jo Anderson, Karen Williets, Wendy Reid

1. Apologies for absence: Helen Harding, Suzy Simmons, Louise Tonkin
2. Approval of minutes of meeting on 7th April 2022 and matters arising: minutes approved unanimously, matters arising as follows:
 - a. SS has produced GDPR related documents for the share offer. **All** to review, in dropbox, so can be added to website. When contacting volunteers for the first time, email should reference in signature where the GDPR policies can be viewed. Section 3.5 references data storage within the EU- **SS** to check if relevant. Sections 6&7, **SS** to add bullet point regarding DBS checking of volunteers and committee- and that data may be shared if required in this instance.
 - b. **SS** to chase up re Whitsbury & Sandleheath newsletters.
 - c. **JA** has not yet done shop policies. **WR** to produce short food hygiene training sheet, allergens will be main issue. JA to look at sourcing scoops. Airborne allergen poster needed for main door and allergen notices for inside.
 - d. **JA** to follow up with Viv how vital beneficiary forms are. Still to do.
 - e. CCTV system purchased. **JA** to attempt installation.

- f. Plunkett has awarded extra assistance for volunteer recruitment and co-ordination.
JA to check with KW / SS re passing on contact info to Plunkett.
- g. **JA** to create list of items donated by GZW.
- h. Volunteering subcommittee needed – see below
 - i. Co-op publicity event Saturday 9th – limited interest but got the logo into public eye.
- 3. Share update- currently at 6,340. Refer to 'last week' in totaliser post and reassess next week whether extension is needed. WR advised there is a repair café on 23rd April, could advertise there. Running 10am-4pm. WR will be there to set up so is anyone available for the afternoon 12-4pm? **JA** to put request on WhatsApp. Could take application forms.
- 4. Shop fitting update-
 - a. JA has spoken to PD about door handle to middle doors; tiles around sink & handbasin; expanding foam in WC area per pest control requirements; electrics in counter for scales etc; sanding of pallet wood on counter.
 - b. Zettle card reader & docks, second set of scales and signage have all been delivered. Waiting for loops to suspend hanging sign from bracket.
 - c. Have quote for Rokill, waiting for quote from AJ Pest Management.
 - d. **KW** to be at shop on Wednesday for smart meter installation, **JA** to inform when arrival within 1-5pm time slot confirmed on the day.
 - e. **JA** to pass **WR** details to Steve Russell to arrange for tap installation.
 - f. Screens still needed. **JA** to liaise with Paul Dennis.
- 5. Volunteering update- **KW & SS** to establish who already has a current DBS check and to set up volunteering WhatsApp group. Community payback scheme discussed- potentially something we can do once shop is well established. Same for work experience.
- 6. Opening date- Not going to be ready for soft opening week beginning 25th April. Therefore suggest asking PD to finish on the 27th April at latest. Food delivery on Thursday 28th, plus shop cleaning & kitting out until Sunday 1st. Committee/key volunteer training on Monday 2nd and general volunteer training/soft opening from Tuesday 3rd. Launch on Saturday 7th.
- 7. AOB-
 - a. Need to consider options for cash float storage/ safe/ banking procedures.
 - b. Check if **LT** has been able to find receipt printer
 - c. Paul's partner Caroline has offered to make aprons for us.
- 8. Next meeting- 21st April 8pm