

The Green Gram Steering Group Meeting

on Thursday 21st April 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 14th April 2022 and matters arising
3. Share option
4. Food hygiene & stock control etc
5. Volunteering
6. Shop fitting
7. Pest control
8. Local products
9. AOB
10. Date of next meeting

The Green Gram Community Shop

Minutes of Meeting

Date: Thursday 21st April 2022

Venue: Via Zoom

Present: Helen Harding, Suzy Simmons, Louise Tonkin, Jo Anderson, Karen Williets

1. Apologies for absence: Phil Cheesman, Jo Cheesman, Wendy Reid
2. Approval of minutes on meeting on 14th April 2022 and matters arising: minutes approved unanimously, matters arising as follows:
 - a. EU data storage- agreed that we state GG uses reputable online data storage third parties. **SS** to check with Plunkett about who needs a DBS check and if it can be done for free.
 - b. Allergen posters made for shop door and screens.
 - c. **SS** to check with Alison at Plunkett how vital beneficiary forms are.
 - d. CCTV system- JA has not been able to install- ask **PC** when back from holiday.
 - e. **JA** to create list of items donated by GZW.
 - f. **KW** will attend repair café and give out information.
 - g. Receipt printer to be sourced **LT**
 - h. Cashing up- WR suggested procedure: Cash up at 4pm, leaving small float for the next day. At 4.30pm, takings go to Post Office. On Saturdays, money is dropped at

designated house in Fordingbridge or Alderholt depending on who is on rota. Signs on counter to request card payments. **LT** to draw up cashing up procedure and slips.

- i. Insurance- turnover figure of £16k incorrect, **JA** to adjust to £32k. Volunteers including work experience are covered under our employer's liability insurance. **JA** to print document for display.
3. Share update- currently at £7,070. **SS** to ask Alison if we can keep the offer open. Will advise outcome and **JA** to announce as appropriate on FB on Friday evening.
4. WR has added food hygiene to Dropbox, **JA** to review and add information as needed. Stock control sheets in dropbox to records deliveries.
5. Volunteering update- **SS & PaH** have put together an email to send to approx. 28 people. JA's mother-in-law, Ruthi Chesney, has offered to help contact potential volunteers and has been added to the volunteering WhatsApp group. **JA** to organise new volunteer and treasurer email addresses. Expecting to be able to clean from the 27th, deliveries will come in on 28th. **KW** to ask if Philip can come in on 28th to discuss training. Committee training over the weekend as far as possible with other volunteers the following week. Agreed we will not offer expenses to volunteers or offer any rewards (discount etc). Review at later date. Philip to join Plunkett zoom tomorrow (22nd). **JA** to forward invitation to Ruthi.
6. Shop fitting update-
 - a. Steve Russell returning tomorrow (22nd) to change taps.
 - b. Screens still needed. **JA** to liaise with Paul Dennis.
 - c. Smart meter installation delayed- rescheduled to Tuesday 17th May. Will mean approx. 1 ½ hours with no power. Give advance notice the week before on FB and website.
 - d. Aprons in hand, Caroline making. Need to reimburse for fabric.
 - e. Men's Shed have done so much work, JA suggested recognising their contribution in some way. Agreed we could write an article, give a hamper, dedicate the trunk of the 'tree of thanks' to them.
7. Pest Control- JA had put details of both companies in dropbox. Agreed to go ahead with Rokill as costings very similar but Rokill do not charge callout fee for infestations. **JA** to confirm with Rokill.
8. Local products- JA has drawn up agreement (on dropbox). LT suggested wording for pricing- GG will charge 20% for VAT plus 10% handling fee. **JA** will forward details to Jo Kear (cards) Ginge Farrant (Nunton milk soaps), Julie Forrest (soaps). **SS** to contact Penny's Daughter wax wraps.
9. AOB- none
10. Next meeting- 28th April 8pm