

The Green Gram Steering Group Meeting

on Thursday 7th April 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 31st March 2022 and matters arising
3. Share option update
4. Shop fitting update
5. Volunteering update
6. Stock- Redecker, Faith in Nature etc
7. Opening date
8. AOB
9. Date of next meeting

The Green Gram Community Shop

Minutes of Meeting

Date: Thursday 7th April 2022

Venue: Via Zoom

Present: Phil Cheesman, Jo Cheesman, Louise Tonkin, Jo Anderson, Helen Harding, Suzy Simmons

1. Apologies for absence: Karen Williets, Wendy Reid
2. Approval of minutes of meeting on 31st March 2022 and matters arising: error in day of meeting (Thurs not Wed) and omission regarding HCC grant- HH to look into savings of embedded carbon. Otherwise 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** has arranged for article in Damerham newsletter and will chase up re Whitsbury & Sandleheath.
 - c. **JA** to look at stock control, shop policies (incl. COSHH, manual handling). Still to do.
 - d. **JA** to follow up with Viv how vital beneficiary forms are. Still to do.

- e. Volunteering- **KW** unable to attend – review response to email asking for days/hours available at next meeting. Shifts to be 3 hours long.
 - f. CCTV- Swann system recommended by Chapel contact, **JC & PC** to research. **LT** to check insurance document wrt security requirements. ‘no cash’ / ‘cctv in operation’ / neighbourhood watch signs needed for windows.
 - g. Zettle account is open and ready to use.
 - h. Tufferman shelves ordered. Screens needed.
 - i. **JA** to request further assistance from Plunkett regarding volunteer recruitment and co-ordination.
 - j. **LT** has submitted grant acceptance. **HH** to look at amount of embedded carbon saved at later date.
3. Share update- Continue with totaliser with shares only and advertise grant separately. **JA** to submit two separate share applications for £1,250 in separate weeks and create list of items donated by GZW.
 4. Shop fitting- progress being made by Men’s Shed. Paul Dennis would like to be official volunteer but not on committee. **JA** to add him to WhatsApp group. **PC** to ask him for blackboard/pinboard – will request corks from WR from recycling shed. Perspex screen needs to be brand new so unscratched. **PC** to check for suppliers 1.5m wide sheets & liaise with Paul. Shelves need to be sealed/varnished before use.
 5. Volunteering – subcommittee needed to organise, suggested **KW, SS & PD?** Training week to be week beginning 25th April with soft opening for volunteers etc. Official launch on Saturday 8th May.
 6. Stock – **JA** to check ordering schedule around Easter. Redecker- stick with higher turnover consumables as sold by GZW- can grow the range later as needed. Faith in Nature – Select three fragrances plus one fragrance free- Orange & Grapefruit, Lavender & Geranium, Seaweed & Citrus. Other products to investigate- rubber gloves, eco dentisticks, livecoco dental bushes, reusable sanitary products (can go with branded and switch to local supplier later)
 7. Opening date- see above
 8. AOB
 - a. Co-op publicity event Saturday 9th – **LT, SS & JA** to run. Take leaflets, banner, volunteer sheets, pens, share application forms, cash for change. **SS & JA** to meet at 9.15 to set up. **LT** from 10am. **HH** to drop off leaflets etc at **JA**’s.
 - b. **JA** to check lead times on aprons & contact Seasalt re donation.
 - c. **LT** suggested having seats and magazines available while you wait. **SS** suggested children’s books also.
 - d. **JA** advised music license would cost £200-£300, all agreed music not needed.
 - e. Spare leaflets after Saturday to go to library, hairdressers etc
 9. Next meeting- 14th April 8pm