

The Green Gram Steering Group Meeting

on Thursday 13th January 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Approval of minutes of meeting on 16th December 2021 and matters arising
3. Welcome to new members- JA
4. Financial summary- JA
5. CBS application status- JA
6. Plunkett membership status- JA
7. Premises- JA
8. Business plan- HH/JA
9. Bank account- JA
10. Logo- HH
11. AOB
12. Date of next meeting

The Green Gram Community Shop

Minutes of Meeting

Date: Thursday 13th January 2022

Venue: Via Zoom

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

1. Apologies for absence: apologies received from Helen Williets
2. Approval of minutes of meeting on 16th December 2021 and matters arising: minutes approved unanimously, no matters arising
3. Welcome to new members: welcome to Suzy Simmons and Helen Williets, and welcome back to Louise Tonkin, who all agreed to join the steering group before Christmas
4. Financial summary: £2540 in the GZW account at present. Membership of Plunkett Foundation (£240) and fees for CBS registration and model rules (£310) have been paid. **LT to check** whether there is an annual fee due to the FCA. Potential sources of funding include Co-op, lottery, National Park Authority, NFDC (applied for) and share option.

5. CBS application status: we are now registered as The Green Gram Community Refill Shop Limited, number 8791. There is an FCA mutuals society portal: **JA** has registered and will give details for HH and LT to register also.
6. Plunkett membership status: we are now Plunkett members which give us additional access on their website to discounts and information. **JA** to send details so everyone can log in. PC & WR suggested using secure method, not email, to distribute info. JA to set up WhatsApp group.
7. Premises: JA has received documents from Chris Ridge Asset Management relating to Unit 4 Roman Quay, **JA** to share. SS mentioned care needed in relation to repair clauses- need to ensure we will not be liable for large repair costs. **WR** to post on FGL asking for help from solicitor to review lease. **JA** to check lease requirements for funders (Viv mentioned some expect minimum of 5 years). **JA** to arrange meeting with EHO to review premises. WR available on Fridays, HH on Thursdays if JA not able to be present. **JA** to contact Lee Clapson, neighbour, for advice on shop counter. Sink and heater also required. **JA** to send link to Tufferman shelving to all.
8. Business plan: HH and JA have prepared draft business plan. **All** to review and feed back on, including SWOT analysis. Please feed back within the week to allow completion of the document. **JA** to check split between VAT/zero rated sales for GZW. **PC** to organise drop box so all documents can be shared easily.
9. Bank account: LT advised that automatic bank feeds are really useful, so we should consider availability of this before opening an account. **LT** to check whether Co-op bank offers this. JA suggested account signatories should be HH, LT, PC and JA.
10. Logo: HH's husband is part of the Fordingbridge Art Society. All agreed that members will be invited to submit designs for the shop logo, £20 voucher for the winning design to be used in the shop. Glasshouse Studios mentioned as a good place for signage etc.
11. AOB: Publicity- WR suggested using a large banner tied to the railings outside Roman Quay to advertise the shop. Banner can have area for changing messages (eg 'coming soon' or opening hours etc). Permission needed from Town Council to display on railings. Salisbury Journal and New Forest Journal good places to promote the project.
12. Date of next meeting: 27th Jan, 8pm