

DRAFT

Minutes of the Green Gram Committee Monday 24 Feb 2025

Green Gram

Present

Paul Harding

Helen Harding

Judith Plumley

Jo Anderson

Louise Tonkin

Sue Woolcott

Suzy Simmons

Ann Dennis

Tania Baker

- 1 Apologies – Wendy Reid
- 2 Minutes from Jan - agreed
- 3 Action log

From September

9.1 Storing documents on Wix Mar agenda

From October

10.3 Resilience plan Mar agenda

Ongoing work to ensure document is updated

From November

11.3 Safeguarding
JP to ask leads to confirm they have read Complete

From December

12.1 Management accounts and treasurers report Complete
Figures are now sufficiently reconciled – monitor going forward to ensure this is maintained.

From January

1.1 Move donated income on P+L to after the gross margin Complete
1.2 Video on using the scales to make sure they are JA
zero-ed with the customers container

JA has started and it was agreed it is worth completing so volunteers understand all the codes on the scales and how to operate them correctly.

1.23 Baseline budget Complete

4 The committee received updates from

4.1 Treasurer

January trading was ahead of expectation and the business made a small operating profit. It was particularly pleasing to see the increase in sales of pulses, nuts and seeds following the promotion of Healthy Eating Recipes in January. February trading is a little slower with average daily sales currently just under £600 compared to the £637 achieved in January.

All of the donations for the peanut butter machine have now been received and we are awaiting an invoice from BH24. Peanut butter has been the biggest selling product since it was introduced.

The cash position remains healthy. There is a discrepancy between the figures reported on the balance sheet and the bank account balance reported by HH. HH/LT to investigate further.

4.2 Shop management

Belinda's one of the donors for the peanut butter machine have asked if they can use the machine to make almond butter for their marzipan twice a year (Christmas and Easter). JA to check that this is not going to cause any issues with the machine as Belinda's want to roast their own almonds.

The stock check is continuing to show discrepancies. Some of this is accounted for by SESI overfilling refill containers to account for dregs left after filling up the 100 litre containers. Additionally, It is also clear some volunteers don't understand all the differences between the different flours and oats – HH is producing a written sheets to explain. JA will complete the video on use of the scales.

It was agreed we would proceed with installing the dishwasher kindly donated by the URC. JA has confirmed with SESI that we can use their products in the machine. Once the machine is installed it will have a particular impact on the support volunteers role and we need to clearly communicate with them about this – the role will still be required but with a slightly different mix of tasks.

4.3 Grants

JP/SS are working on completing and submitting the relevant forms for discretionary rate relief.

4.4 Volunteers

A total of 46 volunteers completed shifts over the last four weeks – a figure consistent with previous periods. With 2 new volunteers joining the total number now stands at 53

There was discussion about the way some volunteers when serving themselves like to write a paper list then enter and pay at a later stage. It was felt this largely due to not being familiar with the hold function on the EPOS. It was agreed we wanted all volunteers to use the hold function and not write paper lists. JA will set the system up accordingly and we will then communicate with all volunteers to make sure this happens.

4.5 Outreach

The library 'clean and green' was not promoted by the library and was not a success. The March talk by WR on 'clean and green' currently has 12 registered attendees. Promotional posters are now in the shop and JA will promote to members and volunteers.

5 Budget 25/26

The numbers presented are a baseline and do not assume any major changes to our operating model. No specific additional revenue has been included for the addition of the peanut butter machine or any other potential revenue lines.

Committee members were concerned about how we will cope with the gradually increasing revenue. For example the December twelve month increase in average sales per day is projected at nearly 18% (2025 vs 2024) – some of this will be accounted by food inflation but much will be down to more customers and more transactions. The shop is getting busier month by month and there remains a question of how we can retain the ethos of the business whilst coping with this.

Improving efficiency of the volunteers is one aspect that would help and the shop management committee had been working on this. PH expressed the view that we should be aiming to establish an operating model such that servers are just serving since this will maintain volunteer commitment whilst maximising customer satisfaction.

A few items were discussed –

Dishwasher : Agreed

Double jars on the shelf for most products : Agreed

Fourth till – cost of circa £30 per month : Review in May 2025

SESI area – acquire three more 100 litre containers (cost £100 each – effectively a deposit but continue to expense) : Agreed

Additional paid staff to support JA : review later in the year

There was also a discussion about drop and collect. It was agreed that JA will produce a plan to discuss at our next meeting for a ‘trial’. The idea will be to test demand with a limited offer. One possible option is a limited number of slots with drop off on Saturday and collection from the following Tuesday, using the Monday to do the filling. It was agreed that we should not rush into implementation.

6 AOB

One item was raised after the meeting was formally closed and some members had left. Those that were still there (at least six members) agreed that JA should be paid business mileage (45p per mile) for essential business travel such as collecting stock from Wilton.

Next meeting – Monday 17 March 7pm in The Green Gram

Action log

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From February

2.1 Reconcile cash figures HH/LT

2.2 Sort almond request from Belinda's JA

2.3 Submit discretionary rate relief forms JP/SS

2.4 Ensure volunteers enter their own orders on the system as they go JA

2.5 Progress dishwasher, double jar and new SESI Containers JA

2.6 Draft a plan for a 'drop and collect' trial JA