

## The Green Gram Steering Group Meeting

on Wednesday 15<sup>th</sup> June 2022

Location: Via Zoom

### Agenda

1. Apologies for absence
2. Approval of minutes
3. Financial summary
4. Marketing / advertising / promotion
5. Volunteer coordinator
6. AOB
7. Date of next meeting

### The Green Gram Community Shop - Minutes of Meeting

**Date:** Wednesday 15<sup>th</sup> June 2022

**Venue:** Via Zoom

**Present:** Helen Harding, Louise Tonkin, Jo Anderson, Wendy Reid

1. Apologies for absence: Karen Williets, Phil Cheesman, Jo Cheesman
2. Approval of minutes of meeting on 1<sup>st</sup> June 2022 and matters arising: minutes approved unanimously, matters arising as follows:
  - a. EHO inspection: Damaged plasterwork where pipes for handbasin go through wall needs to be repaired- **JA** to check with PC whether he has filler for this. Rough patch on floor outside toilet door could be a hazard- **JA** to check with Mark Hardy if this is really the problem we think it is. KW to ask David Sanders if he would be able to look at the socket where tills are plugged in- **JA** to check whether this has been done.
  - b. Marketing: **JA** to check with Jo Kear whether Eleanor would be interested in helping with Instagram . **JA** to remove LT from facebook page. **HH** to update trifold leaflet to review with Woolley & Wallis on Wednesday. Printing issues ongoing re vinyl for chalkboard, PH in contact. **JA** to meet with Chris Ridge to discuss signage. **JA** still to check whether insurance covers taster sessions outside shop premises (eg outside library).
3. Financial summary: HCC final grant payment to be made by the end of June. We are on target at the moment to reach £2,300 by the end of the month. Roadworks may affect footfall. **JA** to confirm meter reading with KW, UW have issued a credit of £24.92 since new meter installed. **HH** to attempt weekly cashflow report, **JA** to update with actual stock expenditure. **JA** to liaise with Love2Refill to see if shared ordering will work.

4. Marketing etc: We have featured in R&FN, Bournemouth Echo, NF Journal, Spire FM in last 4-6 weeks. Debbie Millard keen to get involved but would like a leaflet to take to various sites. She suggested contacting local schools and campsites. WR created Instagram page during meeting. Hampshire Growth Hub offer an Instagram course. Agreed to wait for meeting with Sarah from W&W before taking further action.
5. Volunteers: JA waiting for response from Plunkett about holding information (contacts/medical etc). **HH** to share details of co-ordinator role on shop WhatsApp, then shareholders if no interest. Coordinator needs to ensure rota is filled and make sure all volunteers have an opportunity even if only once a month etc. Make sure everyone is happy. Could also do volunteer feedback survey- google forms?
  - a. AOB: Zettle- what to do if reports haven't updated, there are instructions in the folder.
  - b. If WiFi fails, write transaction out on paper, take cash. Delete transaction from cart then reinput when WiFi is back up.
  - c. Jill Dodd questioned whether £75 float too much. Decided needed if two customers pay with £20s we will be short very quickly.
  - d. Customer advised labels very hard to read. **JA** to bring in blackboard stickers to try. Make 'organic' more obvious. Print price list for counter. **JA** to check Wilton Wholefoods prices & is dosage info in SESI folder.
6. Next meeting- Thursday 30<sup>th</sup> June 8pm