

The Green Gram Steering Group Meeting

on Monday 19th June 2023

Location: Charing Cottage, Alderholt

Time: 8pm

Agenda

1. Apologies for absence
2. Approval of minutes
3. Organisation of AMM
4. Raising funds for a move – another share offer?
5. Change-over of volunteer coordinator
6. Volunteer Social – booking room / date
7. AOB
8. Date of next meeting

The Green Gram Community Shop - Minutes of Meeting

Date: 19th June 2023

Venue: Charing Cottage, Station Road, Alderholt

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

9. Apologies for absence
 - a. None
10. Approval of minutes
 - a. LT spoke to Nicola Cadwalladar – no charge. Said what to do for corporation tax return. Didn't ask about independent overview / audit, but can cross that later – can resolve after AMM – and ask at meeting if anyone can help. Somebody who has done an accountancy qualification that includes audit as part of the qualification (ACCA / FCA); if not Sun then afterwards
11. Organisation of AMM
 - a. Got room from 2pm – meeting at 2.30. Get there early for chairs / sandwich boards – **JA** to pick up on the day.
 - b. 25 people confirmed attendance. Lots not responded – 17 in absentia votes in favour of all resolutions.

- c. **JA** to print off spreadsheet of names/votes – need to check if people already voted
- d. Beans in a jar won't work because of duplicates – **JA** to prepare a slip with 6 options – max 3. What if there's a tie? Chair casting vote – unlikely.
- e. Refreshments to start – voting; can also have refreshments after. **JA** to liaise with Judith re: refreshments/supplies etc. **JC** to sort tea/coffee/milk and help in kitchen. **WR** to ask Judith to get cake-makers to provide ingredients lists
- f. **PC** to set up projector – **HH** to ask about what it comes with
- g. **ALL** to find photos for presentation – esp Men's shed
- h. Master paper copy of accounts for signing – scan back in and attach to FCA return. Maybe two copies – one to sign, one for viewing if required.

12. Raising funds for a move

- a. We can do a second share offer. Have had people coming in and asking to become members – can become a member at any time.
- b. Verbal approval with new landlord for ex-Harrison's unit. Also need to agree break clause with old landlord.
- c. 13500/year extra 750/month.
- d. Mention as future plan at AMM (**JA's** report) – and another share offer. Currently takings might ramp up enough to cover it. LT confident that within a few months on high street, expanding range etc. – so share offer to manage shortfall and fixtures.
- e. Toilet / sink will be provided but may need to be supplemented if different place etc
- f. Ethos of fitting new place will follow old – make do and mend, kitchens.
- g. Charitable status – tax relief benefits for larger donors / gift aid etc. May need call to HMRC as profit-making business.
- h. **LT** to contact Hampshire Waste for feasibility of grant for moving. **JA** mentioned there might be a limit on number of Hampshire grants. New Forest District – better chance for grants this time. Judith also looking

13. Change-over of volunteer coordinator

- a. Chris Calder not met with Sue yet. Paul to show Sue how to use Google Sheets and edit etc. We need to know when they are meeting / changing over – and to transfer the email details between the two, post details on relevant WhatsApp groups.
- b. Quiet thank you / present / card from the committee, rather than make a big thing of it – Chris has done a great job setting up and organising training etc.
- c. Sue to then liaise with **WR** for training etc.

- d. Need another call for volunteers – Paul got article in Ringwood and Fordingbridge mentioned as well. JA pointed out problem shifts – possibly need regular slots. Chris may well carry on volunteering
- e. Moving to new premises means we'll need more volunteers too – three on a shift – extra station etc.

14. Volunteer Social – booking room / date

- a. Obvious from rota that next social best 23rd July – Avonway have rooms. Or Salvation Army – preferred option - HH to investigate availability

15. AOB

- a. Some discussion about wheelchair ramp and knowledge that we have one - JA/HH to prepare sign and ping leads for awareness
- b. Also need more jars
- c. Possibility of some people having problems with Google sheets
- d. Hygiene refreshers – specifically where to put your fingers / washing up using utensils / drying properly etc. WR to start trickling training videos through again. HH suggested JA to do video about stock / stock control
- e. Citric Acid – food grade – available for cleaning and food grade. Good price too!

16. Date of next meeting

- a. TBD once new committee in place!