

The Green Gram Steering Group Meeting

on Wednesday 1st June 2022

Location: Via Zoom

Agenda

1. Apologies for absence
2. Financial summary
3. Packaging saved statistics
4. EHO inspection
5. Marketing / advertising / promotion
6. Volunteer training & documents
7. AOB
8. Date of next meeting

The Green Gram Community Shop - Minutes of Meeting

Date: Wednesday 1st June 2022

Venue: Via Zoom

Present: Helen Harding, Louise Tonkin, Jo Anderson, Karen Williets, Phil Cheesman, Jo Cheesman,

1. Apologies for absence: Wendy Reid
2. Financial summary: startup costs came in at £630 over budget- this excess will be covered by the remaining HCC grant payment. Overheads in June are higher than normal due to service charge bill, approx. £1,000 instead of usual £800. We need to be frugal and concentrate on existing stock range rather than 'extras'. Turnover of approx. £2,400-£2,500 per month will allow us to cover overheads.
3. Packaging stats: HH provided the stats for May, equivalent to 674 containers, 17.1kg plastic, 53kg embedded carbon. **JC** has small blackboard to display stats in shop. **LT** has submitted report to HWP and will forward copy to HH.
4. EHO inspection: rating sticker is now on display and shared on FB. Three areas identified as needing attention:
 - a. Surface spray needed to be left for 5 minutes- this has been swapped for SESI Pro surface spray (30 seconds)
 - b. Damaged plasterwork where pipes for handbasin go through wall needs to be repaired
 - c. Rough patch on floor outside toilet door could be a hazard- no action really possible here.

- d. Further issue identified- KW to ask David Sanders if he would be able to look at the socket where tills are plugged in.
5. Marketing etc: article in this edition of R&FN, we will be featured trader in Echo next Tuesday. Suggested we promote to schools for cooking classes, can provide small amounts for recipes. Aim to promote on FB & Instagram every two days. Check with WR whether she knows how to link FB & IG. Work on feature product of the week and recipe of the month. Also need calendar of 'special days'- national/world days related to waste and environment – and link to this in marketing on FB etc. HH to produce new 'now open' posters and JA to laminate. HH to draft newsletter for shareholders. Frogham fair is on 25th June- possibly one person to attend or at least have leaflets for FGL stall. General promotion leaflet needed. JA to check whether insurance covers taster sessions outside shop premises (eg outside library). PC to look into creating Green Gram mixes. Sandwich boards are in hand. JA to check with Chris Ridge whether we can move square sign to area occupied by Create by You large sign. Debbie Millard keen to get involved and her son may be able to help with social media.
6. Volunteers: Volunteer agreement needed and master contact list. JA to check with Plunkett about holding information (contacts/medical etc). PC/JC to check with friend for advice on volunteers. 12th June training to go ahead and second one to be arranged shortly so those missing can be included later. WR to cover food hygiene, JA to bring info on product range, PC to bring popcorn machine.
7. AOB: LT to ask for remaining HCC grant to be paid asap
8. Next meeting- 15th June 8pm