

## The Green Gram Steering Group Meeting

on Thursday 17<sup>th</sup> November 2022

Location: Via Zoom

### Agenda

1. Apologies for absence
2. Approval of minutes
3. Training/social gathering
4. December 2<sup>nd</sup> & pledge
5. Cleaning Rota
6. Volunteer & customer suggestions
7. WSG School update
8. AOB
9. Date of next meeting

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

**Date:** 17<sup>th</sup> November 2022

**Venue:** Via Zoom

**Present:** Helen Harding, Phil Cheesman, Jo Cheesman, Wendy Reid, Jo Anderson

1. Apologies for absence: Louise Tonkin
2. Approval of minutes of meeting on 20<sup>th</sup> October 2022 and matters arising: minutes approved unanimously, matters arising as follows:
  - a. Unclear if we can co-opt committee members part way through the year- **HH** to email Plunkett.
  - b. FGL Green Friday- One more person needed in the shop- plug on Sunday at social.
  - c. **JA** to phone Spill the Beans for nut supplier. Also query best before dates with EHO as some foods do not have, and Wilton advises these are a guideline.
  - d. **PC** to check with friend re producing tree of thanks.
  - e. Antiglare covers- No complaints over glare on EPOS screens- leave for now.
  - f. **JA** to continue review of website wording.
  - g. EPOS update: Card readers now hardwired. **JA** to communicate purchase orders to leads on WhatsApp.
  - h. Work experience: DofE silver & gold over 16 and do 1 hour volunteering per week. We could do a trial run before committing. Chris Calder has been in touch with Burgate- **HH** to forward Chris' email to **PC**, **PC** to follow up with Elliott Plowman.

3. Training/Social: Judith coordinating refreshments. HH & PH have created quiz. Chris Calder to give brief talk to encourage more help. Use the small, donated jars to make up quiz prizes.
4. Dec 2<sup>nd</sup>: Risk assessment needed- cover allergens, items falling from table, trailing cables etc **JA** to do. **PC** to obtain more Sprout games. **HH** to put aside £1 coins for reusable glasses kitty. Pledge- community outreach work with local businesses and schools to reduce plastic use.
5. Cleaning rota: Cheesmans have steam cleaner we can use in shop. PAT test at repair café. **JC** to check how often Gourmet Grocer mops floor. Customer area to be done daily as a minimum- do we need to do staff side? **JC** & **PC** to draw up cleaning checklist.
6. Volunteer/Customer suggestions: plug socket covers- no as now considered dangerous (exposes the live connection). Drip tray under SESI pumps- not needed, regular wiping as necessary, and daily floor cleaning is enough. Suggestions box. **JA** to check if pottery has storage space we can rent.
7. AOB: **PH** & **HH** meeting Suzy on Monday re grants to pay for management role. PH suggested someone else take on minutes, **PC** offered. Christmas Eve- early opening & closing hours. **WR** to get price for bulbs as gifts for volunteers. 33 volunteers currently.
8. Next meeting- Thursday 26<sup>th</sup> January 8pm