**Notes from Grampound Village Steering Committee at**

**Margie Lundie’s House**

**Meeting held: Thursday 21st August 2014**

1. **Present:** Margie Lundie (ML), Peter Wootton (PW), Helen Bunt (HB), Annette Egerton (AE), Fiona Jones (FJ), Richard Kitson (RK) Richard Pryor (RP), Alison Ryves (AR) and Tommy Tank (TT).

1. **Apologies:** Catherine Evans (CE), Philip Freer (PF), Rachel Davies (RD) and Mark Jones (MJ).
2. **New Member:** ML welcomed Tommy Tank to his first meeting of the Steering Committee.

**4.** **Approval of notes from previous meeting:** The notes were approved to be a true and accurate record.

**5.** **Resignation:** ML was sorry to report that Mark Jones had resigned from the committee because he felt strongly that we should have chosen a company with stronger green credentials for our electricity supply. ML to write to MJ on behalf of the committee thanking him for his stalwart support for the community shop from its inception. FJ felt that in future when there were contentious decisions we should take a vote, ML said this could happen where possible but we are in a situation where decisions need to be made quickly.

**6.** **Prince’s Countryside Fund:** PW is expecting the first tranche of money either next week or the week after.

**7. Coffee Shop:** ML said the coffee shop was making very good progress with the refurbishment of tables, chairs and stools. Work was being carried out by AR, HB, AE and TT. ML thanked FJ for obtaining cutlery and crockery.

**8. Plunkett Foundation visit:** David Fisher is spending a day with us on 1st September. The meeting will be at Margie’s and 4 to 5 members are able to attend. Matters to be discussed included shop layout, stocking, security, EPoS (electronic till), Management Committee elections, CRB checks and health and safety.

**9.** **Other visitors:** FJ’s friend Terry Beard who runs camp site shops is to visit the store portacabin on Monday 8th September at 5.45 pm. He will be able to advise on, amongst other things, layout, suppliers and equipment. AE is arranging a visit from the Environmental Health Officer who covers Grampound to get advice on public health issues for the store and coffee shop. (This is to take place on Monday 1st September at 3 pm).

**10. Decking and Cladding:** RK has agreed to design the decking and will be helped by Jeff Ashwell as well as Irving Bunt and HB. RK said he did not think we needed to clad the portacabins at this stage as they were in good condition although the coffee shop would benefit from a clean. The committee agreed that cladding was not a financial priority and could be done at a later date.

**11. Village Hall Car Park:** HB reported thateverything was on schedule for the groundwork to our portacabins and the resurfacing of the village hall car park.

**12. Store Manager:** ML has placed an advertisement in the Cornish Guardian, West Briton and online for a part-time manager. She circulated the job description which was approved by the meeting and AE was asked to place information on the website.

**13. BBQ at Susan and Jeff Ashworth:** A leaflet invitation has been delivered around parts of the village and tickets sales were up to 19. AE asked for contributions of salad or desserts from members.

**14. Store Uniform:** ML said she had seen and agreed the embroidered logo which is very smart. Aprons should arrive in time for the carnival.

**15. Banner:** MJ has affixed the banner to the school fence which is a good prominent position.

**16. Finance Report:** PW had previously circulated a financial summary and was pleased that through the efforts of HB and IB some significant works were being carried out for free which was helping with the budget.

**17. Shares:** PW has investigated the possibility of a new share issue sale and is pleased that this is possible. PW circulated a Membership Share Offer leaflet which we can put on the website, take to the produce markets and the carnival stall.

**18. Update on site progress:** AE thanked HB, IB and Bill Stevens for the tremendous work they put in to get the two portacabins on site and congratulated them on such a smooth operation. HB is looking at a timetable of action on fitting out the store and coffee shop. The ground slopes more than was expected and so it might be a little more difficult to do the decking but probably won’t need the metal ramp. Some tasks may need to be done professionally whilst others can be carried out by our volunteers. HB received two quotes for the electrical work and one was considerably cheaper than the other. HB, ML and TT to look at Hollies counter on Friday and make a decision on whether it is suitable for store. New flooring needed in store and HB recommended a covering costing £600 which was agreed. HB also recommended using a cooperative scheme recommended by Plunckett for telephone and internet connection and this would cost £36 per month, there was also the possibility of getting a grant of £250 towards the cost.

**19. Insurance:** PW has insured the store and shop through a Plunkett recommendation, the company NFRN is currently charging £236 although this will go up to between £350-400 when the shop is stocked and open.

**20. Signage:** HB is organising signage of the two portacabins and it was decided to have ‘Village Store’ and ‘Coffee Shop’ signs plus two A frames directing people to the site.

**21. Sponsors:** It was decided to have a sign within the store showing a list of our sponsors and those who have donated gifts in kind.

**22. Areas of Responsibility:** ML and PW circulated a list of who will be responsible for what leading up to the opening of the store and it was generally agreed. PW to ask Plunkett and St Tudy Community Shop for advice on health and safety. FJ was asked by the committee to look at ideas for both the actual opening of the stores and a later official one where we hope to get a special guest to do the honours.

**23. Volunteers:** AR and RP reported on the second successful volunteers evening and said that five new volunteers had come forward, this makes a total of 47 volunteers for working in the store and coffee shop.

**24. Carnival Float:** RD, MJ, Tony Davies and Stephanie Cairns had met and come up with an excellent design for the float. AE to provide sweets.

**25. AOB:** FJ reported that she had spoken with a friend who works for the fire service and she recommended we speak with a fire protection company but that she might be able to provided smoke alarms free of charge. HB to speak to companies.

HB discussed security including security lights and alarm systems.

**26. Date of next meeting: Tuesday** 2nd September at Margie’s House.

Notes taken by Annette Egerton