**Notes from Grampound Village Steering Committee at**

**Margie Lundie’s House**

**Meeting held: Wednesday, 24th September 2014**

1. **Present:** Margie Lundie (ML), Peter Wootton (PW), Helen Bunt (HB), Annette Egerton (AE), Philip Freer (PF), Martin Mills (MM), Susan Mills (SM), Richard Pryor (RP), Alison Ryves (AR) and Tommy Tank (TT).

1. **Apologies:** Rachel Davies (RD), Catherine Evans (CE), Fiona Jones (FJ) and Richard Kitson (RK).

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

**4.** **Finance:** PW said the finances were tight to complete the project but that the cash flow was okay for the moment. He said that he was about to claim the first tranche of money from the Airvolution fund and we had VAT to claim back. The decision on an EPoS and accounting systems was yet to be made and MM agreed to organise an online demonstration from one possible supplier of EPoS. SM gave examples of anomalies with charging VAT on products likely to be sold in the coffee shop which was helpful. A decision needed to be made on the brand of card machine we would use and HB confirmed that BT would connect the telephone line on 6th October. PW said that Scottish Power had been very helpful.

**5.** **Manager:** The interview panel made a recommendation to the committee to appoint a manager they had interviewed earlier in the week. The interview panel were unanimous in their choice of candidate which was accepted by the committee. ML to offer the post to the successful candidate.

**6. Suppliers:** AE and ML are meeting a number of potential suppliers this week and AE was asked to check if Martin’s Cash and Carry could supply a product list which could be installed on the EPoS system to save manually adding information.

**7. Alcohol and Newspapers:** ML is completing the applications for both the premises licence and an account with Smiths News. This was proving very time consuming but ML was confident of success. HB asked for an idea of the size of an external store required for newspapers dropped by delivery drivers before opening hours - this will be looked at.

**8.** **Fitting out store and coffee shop:** HB said a working party was starting the next day to clean, amongst other things, the shelving and that the flooring was about to be laid. ML and HB to order a freezer, a double fridge and a small ice cream freezer as well as a shop counter. HB and AR thought we needed one wooden table with seats on the decking for customers to use and the committee will consider suppliers, ideally at no cost. HB praised the fantastic team of volunteers who had been painting, cleaning and doing carpentry work on both portacabins.

**9. Produce market day:** AR suggested that instead of having a store stall at the market that we open the doors of both shops to show people progress. This was agreed.

**10.Opening:** It is hoped to open the store and coffee shop towards the end of October with a special opening, hopefully, taking place on Friday, 7th November. FJ asked for volunteers to help her organise the opening, ML to ask Zoe Deadman.

**11. Volunteer training:** It was agreed to hold on site training when some of the non-perishable goods were stocked. It was agreed to invite Melanie Fielder who ran the Time Café in Probus to help with training in the coffee shop.

**12. Coffee machine:** AR said the coffee machine is being installed on 14th October in the afternoon.

**13. Logo:** RD was unable to attend the meeting but wanted the committee to consider using the large logo signs prepared for the carnival float on the portacabins. The committee unanimously agreed that the signs were not in keeping with the newly painted portacabins, however, the logo is being used on all communications and had been embroidered on the uniform aprons which look very attractive.

**12. AOB:** PW said he would soon need to upgrade our insurance as the shop becomes fitted out. SM will circulate information on what items are vateable and which are not. HB said there was no consensus on alarm systems yet but that in any case any system would be wireless. PF asked whether we are likely to house the PO outreach services in the coffee shop and it was decided it was too early for such a decision. AR to invite volunteers to come and look at shop. ML said the candidate for manager asked if a shop mobile phone would be provided and the committee felt this needed further investigation but it could be useful. ML proposed that we write to Tim Lobb thanking him for allowing us to use his vintage lorry for our carnival float, which was agreed.

**13. Date of next meeting:** Wednesday, 8th October at Margie’s House.

Notes taken by Annette Egerton