

Note of the North Howe Transition Town Community Bulk Buying Scheme Project Meeting Held on 25th May 2010 @ 7.30pm in the Blue Room at Monimail Tower Project (MTP).

Present: Hayley Mills, Andy McKie, Laura Turner & Kerstin Fricke

Apologies: Louise Barron & Becky Little

Discussion:

We discussed what had been agreed previously by the Food Group in terms of how we had planned to progress the scheme and agreed that this would still be an appropriate way forward. The idea is to start small and use this beginning as a pilot out of which the scheme can grow. Previously it had been agreed to set up a scheme to order in bulk from Green City, an ethical wholefood supplier based in Scotland.

The idea is that we will get a core stocklist together based on existing interested parties needs and mail out this and or the Green City catalogue to the Food Group and from there people can place their orders by a certain date to the scheme administrator (Laura) and Laura will place the bulk order. A delivery date will be established by Green City and people will be notified and will be required to collect their own orders within a specific timescale. It was agreed that NHTT cannot sit on lots of stock, and it was agreed that for general stock that a number of people use ongoing that it may be possible for NHTT to hold a very small amount of stock that folks can access ongoing, but for more specialist products then the orderer would be required to buy the whole stock order.

It was agreed that an explique of how the scheme works will be emailed out to the Food Group so as everyone is clear on how it will work from the off. It was also noted that people will have to be flexible re the overall costs of their order as this can change by delivery time by Green City depending on if their supplier costs change and those that have ordered stock will still need to pay the difference.

It was agreed that there would be an ongoing float that would allow for ordering and payment to Green City. People would pay for their goods and that money would go back into the float for the scheme.

In terms of storage, it was suggested that if there was surplus stock that this could be stored within the NHTT shed as there was space there. It was suggested that more shelves could be put up if required and that a metal storage box could be stored in the shed to help avoid vermin issues. It was agreed that we would look at storage more closely as we progressed.

It was agreed that should the amount of hours to manage and support the scheme warrant sessional hours then this could be claimed at £7.50 per hour and this would need to be agreed by the sub group. Andy McKie can advise re process of sessional work.

Plan of Action:

- Hayley to draft note of meeting.
- Hayley to contact MTP to ascertain if they are still happy to proceed with NHTT using their Green City account for orders. Green City have stated previously that they prefer for organisations to work collegiately and MTP were content to do so as long as the admin side sat with NHTT and that payment for the orders were made by NHTT straight away.
- Laura to look into Green City catalogue.
- Laura will contact MTP once we have the go ahead just iron out any finer details.
- If we don't get go ahead from MTP then NHTT will look into setting up its own account and will seek to find out details to consider first.
- Laura has agreed to administratively manage the scheme and will share with the group how she will do this.
- Laura to liaise with Andy re finances and how they will work ahead of placing first order to ensure NHTT meet with the CCF requirements.
- Kerstin will also help support Laura as required.
- Kerstin to look into types of metal storage boxes and costs
- Andy to advise on how the finances will work and the account/statement info that would be required from Green City/MTP/NHTT for account etc.
- Hayley to draft up a bit on how the scheme works to go out to the Food Group.

Next Meeting:

tbc