



Community Carrot Board Meeting Minutes

Date: 7th June 2021 (zoom meeting)

Board members present: Tim Greene (TG); Naomi Barnes (NB); Calum Elliot (CE); Kirsten Maguire (KM); Julia Dorin (JD); Jennifer Allan (JA);

Managers and Development Officer present: - Helen Muir (HM); Hannah Ewan (HE)

Apologies: Jo Gibson (JG); Sarah Burrows (SB)

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review of P&L figures up to April 2021	
	Stocktake – summary table is required for accountant	KM/managers
	Request progress update on preparation of accounts and a more regular P&L sheet	KM/PG
	Scottish Land fund balance – look at 2019 figures as PG no longer has access	KM
	Email PG date of next CC meeting	NB
3	Managers’ Update	
	SS Consulting have started observation and requests for info	Managers
	Shop is busy and veg boxes have reduced	
	Discussion on staff contracts, Scot Gov policy around isolating staff and pay.	JA/NB/managers
	Door to the Close will be repaired by The Ridge rather than replaced	Managers
	Visa machine statements – change the name on these - ongoing	Managers/SB
4	Adapt and Thrive Update	
	Progress report received from SSC – updates are good and professional	
	Review information management, for better storage, updates, access and flow	board
5	Development Officer’s Update – by email	
	Digitise the shareholder registration form for website - ongoing	Dev Off
	E-bike storage container due to be delivered and e-cargo bike may be here before August	Dev Off
	Cooking projects: Sunny Soups have started back in groups of 7. Some food is distributed via the foodbank and some by the Grammar. A funding misunderstanding has been resolved. Belhaven Cookouts – there are 2 more to do	Dev Off
	Community meals are set up as a café at the Bleachingfield – this will be run by another tutor, Richard	
6	Board Actions (Board only present)	
	Staff contract review. Draw up a procedure in the case of a positive lateral flow test of PCR test.	JA/NB
	Do a BeGreen energy audit – investigate what ZeroWaste Scotland can fund - ongoing	SB
	Draft procurement policy. Include conflict of interest clause.	CE
	Update on GDPR rules. Ask Isobel Knox about their policy	JD
	Lockable filing cabinet for shareholder info – agreed to buy	JD
	Performance management policy – adaptation required, then HR input to review	board
	Review website privacy notice from DP’s email 25/1/21 - ongoing	SB
	Develop medium and long term business strategy on an away day	board
	Organise an away-day when restrictions permit	board

8	AOB	
9	Date of next meeting	
	Monday 5 th July 2021, 7.30pm	

This document was downloaded from <https://communitycarrot.scot/board-meeting-minutes>