



Community Carrot Board Meeting Minutes

Date: 9th November 2020 (zoom meeting)

Board members present: Sarah Archer (SA); Kirsten Maguire (KM); Tim Greene (TG); Naomi Barnes (NB); Calum Elliot (CE); Guest: Ruairidh Reid - accountant

Managers and Development Officer present: Helen Muir (HM); Jo Gibson (JG); Hannah Ewan (HE)

Apologies: David Parish (DP)

		Action
1	Approval of actions from last meeting	
2	Managers' Update	
	Saturday openings; more robust perspex screen to be installed; driving sessions for new van; recruitment – 6 candidates set up for interview	managers
	Opening up the shop more to customers: given the recent rise in Covid cases in Dunbar, we decided to delay opening up the shop more at this time. Review next meeting.	
	Re-run the Scot gov risk assessment in line with current Covid regs	CE/ managers
3	Development Officer's Update	
	Electric Van has arrived! Charger is faulty, get fixed. Funding in for van branding. ELC to progress charging spot. Progress 3 rd van share with other enterprises.	Dev Off
	Price up "Crunchy cook bags" for in shop sale	Dev Off/ Mangrs
	Follow up on grant appl for continued funding of Dev Off post	Dev Off
	Investigate the Kick Start scheme	Dev Off
	New grant application for refillery and a cargo bike has been sent off	Dev Off
	Local Good Food Alliance – Outdoor Cooking at Belhaven Community Garden second session completed in good weather	Dev Off
4	Financial Update –	KM
	New P&L sheets to be resubmitted by end of the week	PG
	RR to submit our accounts by Weds 25 th Nov once all info in	RR
	Banking arrangements: free BoS banking ends in Jan. Review options	CE
	Rough numbers of the cheques we process	managers
5	Board Actions (Board only present)	
	Online shop proposal – for consideration if grant funding is successful	NB/DP/TG
	New shareholders – database update and management system requirements, issue new shareholder certificates, iron out remaining issues	DP
	Policy development and changes. Donations; window posters; incl performance management policy. Wording to be agreed by email. Laminated sheets for info sharing amongst staff.	SA/NB
	Complete register of Interests	Board
	Website deep dive – scope for website development. Offline subgroup - ongoing	DP; CD; NB
	Roles of the Board –approved	board
	Recruitment policy - approved	board
	Ask Dev Off to send out advert for new board member	NB
6	AOB	
7	Date of next meeting	
	30 th November board meeting (invite RR)	NB

