



Community Carrot Board Meeting Minutes

Date: 14th December 2020 (zoom meeting)

Board members present: Sarah Archer (SA); Tim Greene (TG); Naomi Barnes (NB); Calum Elliot (CE);
 Guest: Ruairidh Reid & Jamie Brown from Facts and Figures Scotland

Managers and Development Officer present: -

Apologies: David Parish (DP); Kirsten Maguire (KM)

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	1 st draft of accounts for year ending 30/3/2020 were presented by RR & JB	
	Resolve the last few details and make a few corrections to accounts: contact PG	PG
	Write the narrative to explain the figures	TG
	Aim to sign off accounts by 21/12/2020	RR / JB
5	Board Actions (Board only present)	
	Online shop proposal – advice back requests more detailed figures for submission of grant. Awaiting completion of accounts	TG
	Scot Gov Covid Recovery Funding – submitted, waiting result	TG
	Notices / Donations Policies adopted, subject to feedback from managers.	NB
	Complete register of Interests - ongoing	KM
	Shareholder database issues resolved, shares issued, secure location for data obtained. Full reconciliation and audit is underway.	DP
	Draft management performance policy	NB
	Recruitment procedure for new board members approved. Skills audit and development of recruitment strategy to be undertaken	SA
	Provisional date for AGM agreed subject to agreement with managers / dev off	Managers/ dev off
6	AOB	
7	Date of next meeting	
	11 th January 2021, 7.30pm	NB

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