



# Community Carrot Board Meeting Minutes

Date: 15<sup>th</sup> February 2021 (zoom meeting)

Board members present: Sarah Burrows (SB); Tim Greene (TG); Naomi Barnes (NB); Calum Elliot (CE); Kirsten Maguire (KM)

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

Apologies: David Paris (DP)

		Action
1	Approval of actions from last meeting	
2	AGM actions were finalised	all
3	AGM decisions – in the event of not being quorate, the meeting will be reconvened the following Saturday	
4	Managers' Update	
	Furlough request from a staff member due to family circumstances. The board request a letter before reaching a decision.	managers
	Update on staff contracts	
	The Fillery delivery has arrived	
	Covid update with Dunbar rates of infection is really helpful for managers	CE
5	Development Officer's Update	
	E-van insurance options were discussed	Dev Off
	Cargo bike insurance options were discussed	Dev Off
6	Financial Update –	KM
	Expenses; remaining grant funding for Dev.Off.; Book-keeper's fees; dealing with invoice queries;	
	Contact Facts & Figures re next set of accounts	KM
	Banking arrangements: free BoS banking ends in Jan. Approach BoS formally for extension to current banking arrangements.	KM
	Access to bank account – additional board member required	KM
7	Board Actions (Board only present)	
	DP stepped down from the board	
	The Covid Recovery Grant Application with business advisor's help has now been submitted. Awaiting outcome. Working group to include shop staff.	TG
	Update hand book with new donations and notices policy	NB
	Develop digital shareholder application form	SB
	Policy development and changes. Board to review policies by email and submit any changes to SA - ongoing	SB
	Performance management policy – adaptation required, then HR input to review	board
	Covid Recovery Grant £9K has arrived. 2 month extension is possible, pending	SB
	Review dragt bullet points for manager's report	board
	Develop medium and long term business strategy	board
	Review website privacy notice	board
8	AOB	
9	Date of next meeting	
	Monday 15 <sup>th</sup> March	