



Community Carrot Board Meeting Minutes

Date: 15th March 2021 (zoom meeting)

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

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

Guest: Paula Gibson (PG)

Apologies: Sarah Archer (SA); Jo Gibson (JG);

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Paula walked us through a/cs ending Jan 2021. Points to note: 1) NI limit was reached but allowance kicks in again in April. 2) £12k of grant funding will appear in next month's a/c 3) accumulative loss is approx £15k.	
	Provide the board with a summary of ring fenced grants each month Look into off setting maintenance costs against the grant from SLF	PG
	Stock take preparations for year end a/cs at 31 st March.	Managers
	Board agreed to use Facts & Figures for next set of accounts, confirm	KM
	Look into banking arrangements	KM
	JD agreed to be 2 nd banking signatory	JD/KM
3	Managers' Update	
	Shop opening: from Mon 22nd front shop opening 1-5pm, 2 customers at a time. whole shop opening on Sat 9.30-3.30pm. Comms update on this please!	Managers/dev off
	Consider how to install The Fillery in the shop	Managers / dev off
4	Development Officer's Update	
	Update on E-van & cargo bike insurance and storage arrangements	Dev Off
	Update on pending funding applications	Dev Off
	Cooking projects: Crunchy Cook bags/Cooking For Life lessons/BCG cookouts	KM
5	Board Actions (Board only present)	
	JD; CT & JA welcomed to the board. Current board roles were agreed as is.	
	Subgroup created to look into online shop proposal now the Adapt & Thrive grant has been awarded.	TG; NB
	CT agreed to be new DTA rep	CT
	Develop digital shareholder application form	Dev off
	Reporting on accounts – look into best practice	CE
	Performance management policy – adaptation required, then HR input to review	board
	Develop medium and long term business strategy on an away day in May?	board
8	AOB	
9	Date of next meeting	
	Monday 12 th April 2021, 7.30pm	