



# Community Carrot Board Meeting Minutes

Date: 12<sup>th</sup> April 2021 (zoom meeting)

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

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

Apologies: Jo Gibson (JG);

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review of figures up to end Feb 2021	
	Look into banking arrangements – update	KM
	JD agreed to be 2 <sup>nd</sup> banking signatory - update	JD/KM
	Scottish Land fund balance – awaiting reconciliation	PG
	Email PG date of next CC meeting	NB
3	Managers’ Update	
	Visa machine statements – name change required	SB
	Stock review reqd to differentiate from supermarket products – more discussion required here	Managers/ board
	Agreed that we will stick to 2 customers in the shop for now	
	Opening the door in the afternoons has increased sales. Staff time is down.	
	Flyer for caravan parks for visitors	Dev Off
	Stocktake files to be shared to KM	Managers
	Update shop’s staff handbook file with new policies	NB
	Side door to the shop needs replaced	Managers / dev off
4	Development Officer’s Update	
	Iona Ralph has finished up	
	Update on pending funding applications	Dev Off
	Cooking projects: Sunny soups will run like a café with everyone at their own table. Start in May at the Parish Church Hall. The Ridge’s cooking classes start 11 <sup>th</sup> May, 24 weeks of classes.	KM
	Refillery Dispensers - will get set up when we find the time. Space is an issue till shop opens. Include this on Adapt and Thrive scope.	Dev Off/ managers
5	Board Actions (Board only present)	
	Chris Taylor stepped down from the board 30/03/2021.	
	Adapt and Thrive project: PID is written; procure options appraisal; approach to engaging all stakeholders: draft a newsletter for shop staff.	TG; NB; KM; CE
	Draft procurement policy. Include conflict of interest clause.	CE
	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
	Organise an away-day when restrictions permit	board
8	AOB	
9	Date of next meeting	
	Monday 10 <sup>th</sup> May 2021, 7.30pm	

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