



Community Carrot Board Meeting Minutes

Date: 10th May 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); Jo Gibson (JG)

Apologies: Hannah Ewan (HE)

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review of figures up to end March 2021	
	Banking arrangements to remain as they are	KM
	2 nd banking signatory is all set up	JD/KM
	Facts & Figures have been instructed to go ahead with accounts	accountants
	Stocktake data update	KM/managers
	Provide the board with a summary of ring-fenced grants monthly	PG
	Scottish Land fund balance – awaiting reconciliation	PG
	Email PG date of next CC meeting	NB
3	Managers' Update	
	E-van fault to be fixed by Nissan asap	Managers
	Staffing update	
	Door to the close – maintenance required	managers
	Internal cupboard maintenance required	Managers
	Agreed that we will stick to 2 customers in the shop for now	
	Deep clean – weekend task with overtime for staff	managers
	Stocktake figures – resolve offline	Managers/KM
	Visa machine statements – change the name on these	Managers/SB
	Newsletter from the board to staff went down well	
4	Adapt and Thrive Update	
	PiD is complete – send link to managers	NB
	Tender complete and Strathearn Strategic Consulting's bid was accepted.	Board
	Review information management, for better storage, updates, access and flow	board
5	Development Officer's Update	
	Digitise the shareholder registration form for website	Dev Off
	E-bike storage container funding application has been awarded from BeGreen	Dev Off
	Cooking projects: Sunny soups starting 21 st May at the Parish Church Hall.	Dev Off
	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
6	Board Actions (Board only present)	
	SOLE update	NB
	Do a BeGreen energy audit – investigate what ZeroWaste Scotland can fund	SB
	Draft procurement policy. Include conflict of interest clause.	CE
	Board Newsletter for the staff – circulate round the board	NB
	Reporting on accounts – agreed to only use info we already have	CE
	Performance management policy – adaptation required, then HR input to review	board
	Review website privacy notice from DP's email 25/1/21	SB
	Look into GDPR rules for shareholder data and staff data	JA

	Develop medium and long term business strategy on an away day – put round a google poll for date	NB
	Organise an away-day when restrictions permit	board
8	AOB	
9	Date of next meeting	
	Monday 7 th June 2021, 7.30pm	

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