



Community Carrot Board Meeting Minutes

Date: 5th July 2021 (zoom meeting)

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

Managers and Development Officer present: - Jo Gibson (JG);

Apologies: Tim Greene (TG); Hannah Ewan (HE); Helen Muir (HM)

		Action
1	Approval of actions from last meeting	
2	Financial Update –	
	Review of P&L figures up to May 2021	
	Stocktake – summary table is required for accountant	KM/managers
	All grants have been moved over to the reserve a/c	KM/PG
	Scottish Land fund balance – look at 2019 figures as PG no longer has access	KM
	Email PG date of next CC meeting	NB
3	Managers’ Update	
	Traffic light system at the door to manager customer flow to be sourced	managers
	Replacement box packing table is needed	managers
	Wage review requested to bring staff up to the Real Living Wage.	managers
	Door to the Close will be repaired by The Ridge – quote received, date of work tba	Managers
	Staff annual leave is being organised and taken	managers
	Covid update and precautions revisited	managers
	Staff t-shirts for hotter weather are being sourced	Managers/SB
4	Adapt and Thrive Update	
	Final report received from SSC – circulate with whole board and invite SSC to do a presentation on Thurs 8 th or Mon 12 th July.	NB
	Refillery containers – make consultants aware	managers
5	Development Officer’s Update – update awaited by email	
6	Board Actions (Board only present)	
	Do a BeGreen energy audit – investigate what ZeroWaste Scotland can fund - ongoing	SB
	Draft procurement policy. Include conflict of interest clause.	CE
	Update on GDPR rules. The shop now has a lockable filing cabinet.	JD
	Performance management policy – adaptation required, then HR input to review	board
	Board away-day Sat 17 th July – venue tbc – KM to lead – board prep around risks, values and actions. The business and strategic plan are on the website to read.	board
8	AOB	
9	Date of next meeting	
	Monday 9 th August 2021, 7.30pm	

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