



# Community Carrot Board Meeting Minutes

Date: 9<sup>th</sup> August 2021 (zoom meeting)

Board members present: Naomi Barnes (NB); Kirsten Maguire (KM); Julia Dorin (JD); Jennifer Allan (JA); Hannah Ewan (HE); Tim Greene (TG);

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

Apologies: Sarah Burrows (SB); Helen Muir (HM); Calum Elliot (CE); Paula Gibson (PG)

		Action
1	Approval of actions from last meeting	
2	<b>Financial Update –</b>	
	Review of P&L figures up to June 2021 – query insurance outgoings & timing of van outgoings	KM
	Forward SLF paper work and conditions to KM	HE
	2021 Accounts – F&F requested breakdown of reserves. Chase up	KM/PG
	KM & HE to work out budget for Dev Off grant	KM
	Email PG date of next CC meeting	NB
3	<b>Managers' Update</b>	
	Traffic light system at the door to manager customer flow – Jo to chase up	managers
	Replacement office desk in back room is needed	managers
	Wage review – update staff via newsletter.	NB
	Door to the Close -repair due to happen early August	Managers
	Deep clean to be organised	managers
	Covid restrictions lifted today. Numbers in shop to increase to 4 customers, maintain 1 metre distance, actively encourage mask wearing, official posters are ready. Board to email staff re vaccination stance and lateral flow tests.	
4	<b>Adapt and Thrive Update</b>	
	SSC started in the shop this morning. Extra staff costs or direct costs of implementing changes to be noted separately.	NB
	Refillery containers – make consultants aware	managers
5	<b>Development Officer's Update</b>	
	Full update on projects: Sunny's kitchen; The Ridge cooking classes; Kids' Food Journey; Sunny Soups	
	E-cargobike is ready – organise storage and keys	
	Micro grant report is due	
	Community rail partnership funding - tbc	
6	<b>Board Actions (Board only present)</b>	
	Draft a procurement policy, include conflict of interest clause. Sent on to KM for approval then it will come to the board for amendments	CE
	Do a BeGreen energy audit – investigate what ZeroWaste Scotland can fund - ongoing	SB
	Set up a manager catch up meeting	JA
	Check what the milestones are for paying SSC & go live date	CE/NB
8	AOB	
9	Date of next meeting	
	Monday 30 <sup>th</sup> August 2021, 7.30pm	

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