



Community Carrot Board Meeting Minutes

Date: 16th October 2023 hybrid zoom/in-person meeting

Board members present: Naomi Barnes (NB); Julia Dorin (JD); Tim Greene (TG); Erica Wimbush (EW);

Managers and Development Officer present: Helen Muir (HM); Jade Muir (JM);

Apologies: Nathan Pike (NP); Jo Gibson (JG); Hannah Ewan (HE);

		Action
1	Approval of minutes	
2	Financial Update –	
	Review P&L figures for September 2023 – The shop made a profit.	
	Annual leave – find out how PG makes this calculation	JD ask PG
	Query increase in cost of Xero	JD
	Look into spreading cost of holiday pay across the financial year	JD - ongoing
	Look into Coop banking for all accounts	JG
	EposNow and Xero – using a CSV file to import figures – speak to PG	JD & PG ongoing
	Haines and Watt – accounts almost ready, JD to forward for approval	JD ongoing
	P&L sales breakdown categories ongoing	JM / PG ongoing
3	Manager Update	
	Unpaid local bill – waiting for proof of payment.	Managers ongoing
	Staffing update – KM has started filling in some shifts. Our driver has now left, issue P45.	
	Direct deliveries from market – Sfitzpatrick is sourcing extra produce we request.	managers
	Staff hoodies for winter: make sure staff have one each.	managers
4	Development Officer's Update	Dev Officer
	HE on October break	
	Update Crunchy website in the autumn	Dev Off - pending
5	Board Actions (Board only present)	
	Cargobike – update. We've got permission to transfer the bike on a long term loan to a community scheme. Storage not agreed yet, but is being looked at.	EW - ongoing
	Progress on Manager 3-way shared role temporary period review end Sept. Arrange to meet JG; Look at similar businesses for manager model.	NB / EW
	Update staff handbook: annual leave; bank holidays; bereavement pay; etc	NB
6	AOB	
7	Date of next meeting	
	Monday 13 th November 2023, 7.30pm	

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