



# Community Carrot Board Meeting Minutes

Date: 13<sup>th</sup> November 2023 hybrid zoom/in-person meeting

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

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

Apologies: Jo Gibson (JG); Jade Muir (JM);

		Action
1	Approval of minutes	
2	<b>Financial Update –</b>	
	Review P&L figures for October 2023 – a small loss this month. Cost of sales was similar but turnover was less and takings less.	
	Cargobike insurance – check this isn't Yellow Jersey, follow up with PG	JD
	Annual leave – find out how PG makes this calculation – ongoing.	JD ask PG
	Cost of Xero has increased to £37/month. Rethink using it & speak to PG.	JD
	Look into spreading cost of holiday pay across the financial year	JD - ongoing
	Look into Coop banking for all accounts	JD - ongoing
	EposNow – penalty applied because we haven't used the card machines which were returned earlier in the year. JM to chase up with complaint.	JM
	Haines and Watt – accounts are complete and submitted	JD
3	<b>Manager Update</b>	
	Look into optic fibre broadband options. Find out what other traders use.	JG
	Unpaid local bill – letter 2 has been sent, awaiting response.	JD
	Staffing update – give KM a contract. We have 2 volunteers in shop doing a few hours a wee with another volunteer inquiry – give them a try out on Fri mornings.	managers
	JG is sourcing online courses for staff training.	JG
	DTA meeting – HM to attend. Ask traders about loyalty card systems.	HM
	Direct deliveries from market – Sfitzpatrick is delivering early mornings, this is going very well.	managers
	Christmas closing: 25 <sup>th</sup> , 26 <sup>th</sup> , 27 <sup>th</sup> Dec, NY, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> . Update handbook.	NB
	Christmas deliveries: £3 for deliveries. Dev Officer to do advert.	Dev Officer
	Look into heating for manager back shop	JD
	Chiller - on hold until we can source funding. Clarify with H & J exactly what we envisage. <a href="#">Prioritise this as a winter task.</a>	managers
4	<b>Development Officer's Update</b>	Dev Officer
	Funding meeting with EW, NB & Dev Officer. This covered the upcoming issues around new funding applications, DO time allocation, priorities for the coming year and finding cover for elements of projects that DO can't fit in. HE wants to find a new name for her role as Development Officer doesn't really fit with what she's now doing.	
	Update Crunchy website in the autumn	Dev Off - pending
5	<b>Board Actions (Board only present)</b>	
	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
	Staff handbook update – read and pass comments to NB	board
	Manager review. Proposed change to management structure under consideration and a pay increase (first one since 2019).	Continue offline board

	Manager role, review of remits. Ongoing	EW / managers
	JD & NB due to meet JM Friday this week.	JD / NB
	Update staff handbook: annual leave; bank holidays; bereavement pay; etc	NB - ongoing
6	AOB	
7	<b>Date of next meeting</b>	
	Monday 11 <sup>th</sup> December 2023, 7.30pm	

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