



Community Carrot Board Meeting Minutes

Date: 11th December 2023 zoom meeting

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

Managers present: Helen Muir (HM);

Communication Officer & Community Outreach lead present: Hannah Ewan (HE)

Apologies: Jo Gibson (JG); Jade Muir (JM); Erica Wimbush (EW);

		Action
1	Approval of minutes	
2	Financial Update –	
	Review P&L figures for Nov 2023 – a small loss this month. Margins slipped.	
	Cargobike insurance – check this isn't Yellow Jersey, follow up with PG	JD
	Cash position strengthened compared to last month.	
	Annual leave – calculation used is 0.12/hour. Payslips show what AL has been taken and what is outstanding. Update handbook to clarify how this is worked out.	JD / NB
	£500 insurance payment, ask JG what this is.	JD
	Cost of Xero has increased to £37/month. PG is considering moving over to VT but needs to check the running costs. VT doesn't do wages but HMRC has a free tool to use.	JD / PG
	EposNow – penalty applied because we haven't used the card machines which were returned earlier in the year. JM has chased and penalty has been annulled and repaid.	JM
	Insurance papers – file on gdrive	managers
3	Manager Update	
	Broadband has been installed. Lothian Broadband has refunded charges but keep billing us. Chase this up	JG
	Unpaid local bill – letter 2 has been sent. Discussion on next steps.	JD
	Staffing update – JM to reduce hours on a temp basis, review end Jan 2024.	managers
	JG is sourcing online courses for staff training. Ongoing	JG
	Customer complaint about selling dates from Israel. Return email, withdraw product. Customer conduct in the shop – point out how this not acceptable.	NB
	Look into heating for manager back shop – electric blanket procured for back shop and rubber matting for till area in place.	JD
	Chiller - on hold until we can source funding. Clarify with H & J exactly what we envisage. Prioritise this as a winter task.	managers
	Revisit loyalty card proposal in the New Year – consider how/why we want to implement this.	all
4	Communication Officer & Community Outreach Lead Update	HE
	Update Crunchy website in the winter	HE - pending
	Funding – NP has been in touch with contact at Baillie Gifford, awaiting reply. Positive response from National Lottery – HE to complete application form.	HE
	Positive meeting with KD from the Ridge to clarify partnership agreement.	
	HE's new job title – Communications and Community Outreach Lead	
	Write a job description for the Sunny's Kitchen lead role to clarify expectations.	HE
	HE restarting work on January 9 th 2024.	HE
	We made the Courier this morning when the First Minister and Rural Affairs Minister visited the shop!	

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
	Staff handbook update – read and pass comments to NB	board
	Email managers to illustrate profit margin increase / profit-loss.	NP
	Manager review. Proposed pay increase agreed offline. Allocation of roles to be finalised in New Year.	Continue offline board
	Update staff handbook: annual leave; bank holidays; bereavement pay; etc	NB - ongoing
6	AOB	
7	Date of next meeting	
	Monday 8 th January 2024, 7.30pm	

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