



Community Carrot Board Meeting Minutes

Date: 8th January 2024 hybrid meeting

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

Managers present: Helen Muir (HM); Jo Gibson (JG);

Communications Officer & Food Outreach lead present: Hannah Ewan (HE)

Apologies:

		Action
1	Approval of minutes	
2	Financial Update –	
	Review P&L figures for Dec 2024 – a great month, in profit.	
	Discussion on moving cash to reserves / keeping buffer in account.	
	£500 insurance payment, ask JG what this is.	JD - ongoing
	Cost of Xero has increased to £37/month. PG (bookkeeper) considered moving over to VT but will stick with Xero.	JD / PG
	Insurance papers – file on gdrive	Managers - ongoing
3	Manager Update	
	50 boxes were made up for Christmas but the majority of customers picked them up from the shop.	
	Maintenance issues: drains and roof repairs urgent. Source quotes from roofers	managers
	Manager responsibilities – discussion on dividing these up. Important that H&J can cover for each other on holidays.	
	JG is still working on Risk assessment sheets. Food and hygiene level 2 course will be completed first by managers as an update and then offered to staff. Other courses on offer: food safety, allergens, lifting and handling heavy loads. £140-£160 per staff member for personal development.	
	Fire Risk Assessments are complete. Looking into personal alarms for staff in the front shop.	
	Unpaid local bill – letter 3 has been sent. Discussion on next steps.	JD
	Staffing update – JM to reduce hours on a temp basis: her tasks include end of month bills, updating prices in EposNow, double checking margins. This is working well. Thursday – staffing gap but there is a new person requesting to volunteer. Helen doing check in with staff the next few weeks.	managers
	Chiller - on hold until we can source funding. Clarify with HM & JG exactly what is envisaged. 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 & Food Outreach update	HE
	Update Crunchy website in the winter	HE - ongoing
	Funding – NP has been in touch with contact at Baillie Gifford, awaiting reply. National Lottery application to be submitted next week.	HE
	Sunny's Kitchen: £150 donation for ingredients was handed into shop. KM is keen to keep this group running. Continuity Funding is required. Discussion on how to advertise for a new cook.	
	First Kids Food Journey at West Barns started today. Cook club starts back on 9 th Jan. Sunny's soups as usual.	

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 complete – distribute to staff via email. Hard copy for the shop.	NB
	Shareholder update. Discussion on bringing in new shareholders.	
	Email managers to illustrate profit margin increase / profit-loss.	NP
	Draft guidance for volunteers and a volunteer policy	EW
	Manager review. Allocation of roles to be finalised in New Year.	ongoing
6	AOB	
7	Date of next meeting	
	Monday 12 th February 2024, 7.30pm	

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