



Community Carrot Board Meeting Minutes

Date: 12th February 2024 hybrid meeting

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

Managers present: Helen Muir (HM);

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

Apologies: Nathan Pike (NP); Jo Gibson (JG);

		Action
1	Approval of minutes	
2	Financial Update –	
	Review P&L figures for Jan 2024 – a loss, < £200	
	Discussion on moving cash to reserves / keeping buffer in account.	
	Discussion on system for clocking staff in and out via EposNow. Responding to staff hours query.	managers
3	Manager Update	
	Roofing – seeking quotes for repair / replacement.	managers
	Discussion on refrigeration options. Contact the Fridge Man for advice, look at Locavore’s for second hand options.	managers
	Real Living Wage discussion and impact on business. £11.44 p/hr in April 2024. JD to produce the figures for next meeting. Double check all staff have been offered a pension.	Managers/JD
	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.	ongoing
	Food & hygiene course Level 2 is £10 pp, online. All staff have been put forward to complete this. Personal alarms have been purchased for all staff	managers
	Shop product developments – discussion on sourcing new products, made locally	managers
	Unpaid local bill – letter 3 has been sent. Discussion on next steps.	JD - ongoing
	JM’s role is working well. She’s sourcing new milk supplier as Muller have stopped.	
	Staffing update – a staff member is leaving. Luckily a replacement has been found straight away and can take on the same hours. She’s doing a hand over this week. 1 month probation for the new staff member.	managers
	Revisit loyalty card proposal in the New Year – consider how/why we want to implement this.	ongoing
4	Communication & Food Outreach update	HE
	West Barns Food Journey course has now finished. Sunny’s Kitchen (mini version) has been run by K Maguire for the last few weeks serving soup, bread, cheese and cake. It’s successfully keeping the group together.	
	Funding – NP has been in touch with contact at Baillie Gifford, awaiting reply. National Lottery application includes 4 hours of Community Carrot communications a week. Meeting with NL funding officer is on Thurs. NB & HE to attend.	HE

	Cook Your Tea Club (funded by Investing in Communities) starts at the end of April. Possibly in the Ridge's new kitchen, if not, HE will do some outdoor cooking sessions.	
	Ridge Kitchen – it looks like a May entry now. With seating for 30.	
	Community Carrot website – feedback to HE changes required	board
	Remaining funding for HE – double check this and allocate it.	
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. Ask M James if there's any progress here.	JD /EW - ongoing
	Staff handbook update complete – distribute to staff via email. Hard copy for the shop.	NB - ongoing
	Make a list of new shareholders and donations & double check donations are in reserves	EW / JD
	Date for AGM Sun 21 st April, 3-4pm – board to confirm date via email	board
	Date for stocktake Sun 24 th March – let managers know if you can spare an hour	board
	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 11 th March 2024, 7.30pm	

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