



Community Carrot Board Meeting Minutes

Date: 12th March 2024 hybrid zoom/in person meeting

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

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

Communications Officer & Food Outreach lead present:

Apologies: Hannah Ewan (HE);); Erica Wimbush (EW);

		Action
1	Approval of minutes	
2	Financial Update –	
	Review P&L figures for February 2024 – a very small loss	
	Bank account looks healthy	
	Review with bookkeeper: discuss the next set of accounts	JD
	Create a reserves policy for next financial year	JD
3	Manager Update	
	DTA's AGM 19 th March at 6.30pm. HM will attend.	HM
	Roof repair is complete.	
	Van now has a First Aid kit.	
	Wholesale prices are stabilising.	
	Discussion on refrigeration: measurements and location. Keep looking for what is required.	managers
	Real Living Wage – agreement on £12 p/hr for staff starting March 2024.	
	Staff pension – once threshold is reached, staff are automatically enrolled but can opt out. Make sure staff are aware.	NB
	Food and hygiene level 2 course - £10 pp – 1 hour online course for all staff. Issues with connectivity are being sorted. Staff can access at a time that suits them.	JG
	JG is researching a new phone provider.	JG
	Staffing update on changes and recruitment	HM
	Unpaid local bill – investigate procedure	JD - ongoing
4	Communication & Food Outreach update	HE
	'Mini Sunny's Kitchen' is going well on Mondays at the Day Centre, with about 30 people, max capacity.	
	Funding – our NL application is being decided soon.	HE
	Social media update	
	Community Carrot website – feedback to HE changes required	board
	Remaining funding for HE – double check this and allocate it.	HE /JD
5	Board Actions (Board only present)	
	Cargobike – update. Storage is still being sought in Dunbar.	JD /EW - ongoing
	Staff handbook update complete – distribute to staff via email. Hard copy for the shop.	NB - ongoing
	Draft volunteer policy in collab with managers.	EW
	Date for AGM Sun 21 st April, 3-4pm – book Townhouse	NB
	Date for stocktake Sun 24 th March – gather names	NB
	Manager review. Allocation of roles to be finalised in New Year.	ongoing
6	AOB	
7	Date of next meeting	

Monday 8 th April 2024, 7.30pm	
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This document was downloaded from <https://communitycarrot.scot/board-meeting-minutes>