



Community Carrot Board Meeting Minutes

Date: 8th April 2024 hybrid zoom/in person meeting

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

Managers present:

Communications Officer & Food Outreach lead present:

Apologies: Hannah Ewan (HE);); Nathan Pike (NP); Helen Muir (HM); Jo Gibson (JG);

		Action
1	Approval of minutes	
2	Financial Update –	
	Review P&L figures for March 2024 – in profit	
	Stocktake – managers to forward details to JD	managers
	2023-2024 accounts – get in touch with Haines and Watt	JD
	Reserves policy for next financial year details discussed. Draft policy.	JD
3	Manager Update	
	Rubbing matting for staff	JG
	Stocktake went very smoothly thanks to JM’s prep.	
	Refridgeration: managers to review fridge ‘classic retail’.	managers
	Staff pension – once threshold is reached, staff are automatically enrolled but can opt out. Make sure staff are aware.	NB
	Incoming calls are not getting through – replace phone provider	JG
	Unpaid local bill – investigate procedure	JD - ongoing
4	Communication & Food Outreach update	HE
	Funding – National Lottery funding has been successful for another 2 years for HE’s projects and time for Community Carrot comms.	HE
	Recruitment for Sunny’s Kitchen – possibly end of April	HE / NB
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 - ongoing
	Date for AGM Sun 21 st April, 3-4pm – Townhouse confirmed, discuss other arrangements and actions	board
6	AOB	
7	Date of next meeting	
	Monday 13 th May 2024, 7.30pm	

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