



Minutes Trustees meeting 24th May 2018

1. Present:

Sheila Rowley [Chair] Richard Anderson, Marie Attwood, Lizzie Evans, Neil Robinson, John Rowley

2. Opening Prayer – Marie opened the meeting in prayer

3. Apologies

Chris Groocock, Linda Fugill, Anne Lemmer

4. Welcome and Introduction

The Chair welcomed everyone to the meeting and apologised for the volume of paperwork being circulated. Each Trustee then briefly introduced themselves.

5. Minutes of Previous Meeting

None available

6. Matters Arising from AGM

Since the AGM Sheila and Linda have accepted an invitation to the Josephine Butler NCE Academy. It was agreed that;

- The academy is to become a partner referring agency
- WVFB will explore possibilities of linking into the academies work on money management
- Discussions between WVFB and the Academy will continue regarding *“children at risk during school holidays”*

Action – Linda and Sheila

With reference to questions raised at the AGM regarding WVFB’s *“three parcel rule.”* The Trustees agreed that this rule was totally at the discretion of the Operations and Duty Managers.

Action - Linda and Duty Managers

On the subject of WVFB's operating area, Sheila explained to the meeting that this include "Fulfilment" deliveries to Bedlington. WVFB's is paid for this service by NETs [Northumberland Emergency Transition Support].

Action – policy continues

7. Matters arising from Operations Team Meeting

There were no matters arising that would not be discussed in the meeting.

8. Roles and Responsibilities

Sheila explained the importance of Trustees being more actively involved in the work of the Food Bank. It was agreed that;

Richard - would take on the role of Vice Chair. This was proposed by the Chair and seconded by Lizzie Evans and agreed by the meeting. He will also assist Sean in treasury activities.

Lizzy - to continue with her role as Duty Manager and work under the direction of Linda to further our links with community groups and referring agencies.

Marie - to represent WVFB's presence in Newbiggin and become the food banks local point of reference in the community. Marie also expressed a keen interest in being involved with money management initiative with the JBNC Academy

Chris - yet to be discussed

Anne - Treasurer

John - To continue in a general supporting role until a more specific role is defined

After 5 years as trustee Neil Robinson informed the meeting of his decision to resign as Trustee. Neil is actively involved with other organisations and feels the need to lessen his workload. The meeting expressed their appreciation for his past support of WVFB and wished him well in his other commitments.

9. Finance

- a. **Accounts to March 2018** reviewed and accepted
- b. **Finance Policy** reviewed and accepted with the following qualifications;

Exceptions will be in excess of "£2,000"

Signatories – Richard Anderson - John Rowley – Linda Fugill – Ann Lemmer

10. Project Manager's Report –

The report was read by the meeting and accepted, and a copy of the report is attached to these minutes

11. Proposal from Operation Team [Re-Salaried Support Assistant]

The Trustees gave the proposal their full support and encouragement. They suggest an action group be formed to take this forward and report back to the Trustees with a more detailed proposal and costing.

Action - Sheila, Richard, Linda and Sean

12. Management of Volunteers

The Chairman advised that an induction programme was being introduced for new volunteers. In addition, it is proposed to introduce a "review" procedure for existing volunteers. It is hoped that these proposals will help identify potential Duty Managers. She said that Trustees should be involved in these review sessions. Marie expressed a particular interest in being involved.

Action - All Trustees

13. Policy Review

The chairman stated that the trustees need to review all food bank policies over a period of time. **GDPR (Privacy Policy for Trustees)** was accepted and all members present agreed to be contacted with relevant information.

14. Northgate Premises

- a. **Update** – John informed the meeting the relocation had been achieved within cost
- b. **Official Opening** - 18th June 2018 16.00-18.00pm

15. Trustee Documentation

Documents were completed and signed

16. There was no Other Business

17. Date of Next Meeting

28th June 19.00 Thistledene, Fulbeck, Morpeth. NE61 3JU

18. The meeting closed in prayer

