



Minutes Trustees meeting 28th June 2018

1. Present:

Sheila Rowley [Chair] Richard Anderson, Lizzie Evans, Chris Crocock, Linda Fugill, John Rowley

2. Opening Prayer – Chris opened the meeting in prayer

3. Apologies

Marie Attwood

4. Welcome and Introduction

The Chair welcomed everyone to the meeting and again apologised for the volume of paperwork being circulated.

5. Minutes of Previous Meeting

Agreed and signed

6. Matters Arising from the Previous Meeting

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

7. Matters arising from Operations Team Meeting

Since the previous Trustee Meeting Sheila and Linda have now produced and issued a "WVFB News Letter." It is proposed that this be a regular publication with the aim of keeping all volunteers informed of recent developments within the Food Bank.

Action – Linda and Sheila

8. Roles and Responsibilities

Sheila explained that due to personal circumstances Ann Lemmer would not now be taking up the role of Food Bank Treasurer. It was proposed by Chris Grocock and seconded by Richard Anderson that John Rowley would take up the role of Treasurer. This was agreed by the meeting.

The need for Trustees to be more actively involved in the work of the Food Bank was reiterated and it was agreed that;

Richard - would take on the role of Vice Chair. 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 - likewise would assume the role of being WVFB's focal point within the wider community of Ashington

Linda – is very much looking forward towards reducing her workload [with the appointment of the proposed Admin Assistant.] Subsequent to the new Admin Assistant being appointed Linda hoped she would become more involved with the support and development of volunteers and their roles within the Food Bank

John - To continue in a general supporting role and become WVFB's Treasurer and Secretary

All these roles and responsibilities were unanimously agreed by the meeting.

9. Finance

Accounts to 31st May 2018 were reviewed and accepted

John confirmed that the costs of moving to Northgate are within budget. This effectively leaves WVFB with a projected balance of £31,000 at the end of this financial year.

John undertook to forward a Financial Summary to Trustees on a regular monthly basis.

Action - John

10. Project Manager's Report –

Linda reported that Morpeth continues to have the lowest number of referrals. The meeting was also reminded of the need for continuing vigilance in identifying "Serial Scroungers" who set out to exploit the Food Bank.

Linda intends to talk to the **Community Bank/Credit Union** regarding their criteria for issuing referrals.

Discussions are also planned to take place with the **Full Circle Food Project**

The purchase of a fridge freezer was approved for Ashington centre.

Chris confirmed that he had no problem with additional keys being obtained for Ashington Distribution centre provided we notify the church accordingly.

Chris will be involved in an ASDA session 27th July and both he and Richard will attend sessions at Distribution Centres.

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

Sheila explained the background to the proposed new appointment and the work and reasoning undertaken by the appointed group [*Sheila, Richard, Linda and John*].

The Trustees agreed that the post [*as prescribed by the group*] should first be advertised within the WVFB volunteers

Should no suitable applicant be found from our volunteer base then it should be more widely advertised using the Evening Chronical

The interview panel will comprise Richard, Linda and Lizzie with Sheila undertaking applicant skills tests.

Action - Sheila, Lizzie, Linda and Richard

12. Policy Review - Safeguarding

It was agreed that all volunteers be made aware of **WVFB's Safeguarding Policy** Linda undertook to have this form part of the volunteer induction session for all new volunteers. The next Operations Meeting will be given over to the Safeguarding policy training.

Action - Linda

13. Northgate Premises

- Finance update given in [9] above
- The official opening was a successful event. Thanks to all involved

14. Trustee Documentation

Documents were completed and signed

15. There was no Other Business

16. Date of Next Meeting

6th September 1.30 Thistledene, Fulbeck, Morpeth. NE61 3JU

17. The meeting closed in prayer