



## **Minutes Trustees meeting 15<sup>th</sup> November 2018**

### **Present:**

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

**1. Opening Prayer** – Richard opened the meeting in prayer

**2. Apologies**

Marie Atwood

**3. Minutes of Previous Meeting held on 6<sup>th</sup> September 2018**

Agreed and signed

**4. Matters Arising from the Previous Meeting**

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

**5. Roles and Responsibilities**

Operations Team - it was felt that the present membership is too Trustee biased. After further discussion the following membership was proposed:

- 2 Representatives from Ashington
- 2 Trustees – Lizzie and Sheila
- Project Manager - Linda
- 1 Representative from Morpeth
- Admin Assistant
- 1 Representative from Newbiggin
- 1 Representative from Warehouse
- 2 Representatives from Drivers
- 1 Representative from Treasury

**6. Finance**

Accounts to 15<sup>th</sup> November were reviewed and accepted. The meeting instructed John to identify the contribution from the Mayors Charity as a separate item within the accounts. This has been done and is appended to these minutes.

John confirmed that we are still awaiting an invoice from NTW for the costs of moving to Northgate. A provision of £25k has been set aside in the accounts for this impending expenditure.

Changes, as a consequence of WVFB's new charitable status have been finalised with CAF Bank.

Authorised Credit Card holders are;

**Project Manager - Linda Fugill** for food and general purchases

**Warehouse Manager – Joan Beecroft** for food and miscellaneous warehouse purchase

**Vehicle Manager – Andrew Heaton** for fuel and general van maintenance

**Treasurer – John Rowley** for petty cash replenishment and general IT/telephony upkeep

CAF bank has also been requested to authorise Richard as a cheque book and online signatory.

**Action - John**

## **7. Project Manager's Report –**

In October significant food contributions were received following many school harvest initiatives. Linda has been to several schools to give talks/thanks.

She also reported that on the run up to Christmas many businesses and organisations are to dedicate food collections in to support WVFB.

ASDA also will have 2 collection Saturdays in November.

The new Chairman of Ashington Football club has also agreed to collect produce at all future home games. The club have also taken up a WVFB cash collection box. *[as has the new CO-OP at Loansdean]*

Linda has also commenced a dialogue with Cramlington Food Bank

In total 20 new volunteers have been recruited in 2018

The local Environmental Health officer has indicated that they are soon to inspect our Northgate warehouse facilities

Richard is to seek independent advice on environment health issues associated with our warehouse operation.

**Action - Richard**

## **8. Proposal from Operation Team [Re-Salaried Support Assistant]**

It was acknowledged that Diane Keltie has now joined the team in her role of Salaried Support Assistant. Diane has enthusiastically taken on the task of being "first responder" weekday mornings and made considerable inroads with the volunteer rota. Diane's role will be reviewed end of December

**Action - Sheila**

## **9. Policy Review**

### **Safeguarding:**

Linda confirmed that all volunteers be asked to acknowledge awareness of WVFB's Safeguarding Policy Ongoing

**Action - Linda**

**Lone working Policy:** this requires revision in the light of Diane's appointment. Door access and intercom arrangements to be investigated

**Action - Sheila and John**

## **10. Northgate Premises**

In anticipation of increased Christmas demands on WVFB, NTW have agreed to find us additional temporary on site storage by week commencing 3<sup>rd</sup> December

No progress has been made regarding finalising the lease at Northgate

**Action - John**

## **11. Other Business**

AGM – It was proposed to hold the AGM on Monday 18<sup>th</sup> March 2019 in New Life Church Morpeth. The Annual Report to be sent to the printers at beginning of February and available at the end of February. There would be no speaker but perhaps a PowerPoint illustrating the activities of the Food Bank over the year.

**Action - Sheila**

Morpeth Methodist Church to be advised that we are not part of the Trussell Trust, as stated on their website.

**Action – John**

A Google search is still showing the Dacre Street address.

**Action – John**

It was been agreed to issue all volunteers with personalised photo identity badges. Badges and lanyards have been purchased. Inserts to be produced.

**Action - Richard**

## **12. Date of Next Meeting**

Tuesday 15<sup>th</sup> January 2019 1.30 at 27 De Mowbray Way Lancaster Park Morpeth NE61 3RE

## **13. The meeting closed in prayer**