



Minutes Trustees meeting 15th January 2019

Present:

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

1. Opening Prayer

Sheila opened the meeting in prayer

2. Apologies

None

3. Minutes of Previous Meeting held on 15th November 2018

Agreed and signed

4. Matters Arising

- from the Previous Trustees Meeting

- a. Richard reported personalised photo identity badges have been issued to all but 12 volunteers

Action - Richard

- b. John to install smart doorbell/intercom arrangement on front door

Action - John

- from the Previous Operations Meeting

- c. Refer to Project Managers Report [*item 7 below*]

5. Roles and Responsibilities

Sheila suggested that the Trustees group and WVFB may benefit from additional trustees with specific managerial, warehousing, and financial experience.

It was agreed all existing trustees should stand for office at the AGM.

Lizzie to consider taking over as Secretary to Trustees Meeting

Action - Lizzie

Composition of Operations Team – this had been reviewed to reduce the number of people, whilst still continuing to be representative.

6. Finance

Accounts to 31st December were reviewed and accepted. Wellway Accountants Morpeth have agreed to audit the 2018 accounts prior to the AGM in March.

Action - John

John confirmed that we are still awaiting an invoice from NTW for the costs of moving to Northgate. A meeting with NTW to finalise these costs and agree the terms of the Northgate lease has been arranged

Action - Sheila, Sean & John

7. Project Manager's Report –

- a. There had been a review of Christmas arrangements and the lessons learnt will form part of the planning for next Christmas.
- b. Chris has agreed to hold a small emergency stock next Christmas
- c. A "Shortage of the Week" will be published on Facebook and the website, on a weekly basis from January 2019
- d. Environmental Health Inspection – passed
- e. The Operations Team are reviewing alternatives to plastic carrier bags
- f. New intake of volunteers have received induction training
- g. Ashington to resume 5-day opening from 5 February 2019
- h. The Food Bank had featured in a video produced by the Morpeth Lions as well as appearing on the BBC Politics Show
- i. Voices, had a representative attend a session at Ashington to identify if they could be of help to some of our clients.
- j. Age UK Advocacy Service are also investigating whether they could help some of our clients.
- k. Face Book posts are reaching a large number of people with 20,000 plus people viewing our posts and having 600 plus followers.

8. Policy Review –

- Lone Working

Revisions to this policy have now been completed and will be issued for comment/approval in January

Action – Sheila

- Safeguarding:

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

Action - Linda

9. Administration Assistant - post review

Sheila reported back on her post review meeting with Dianne. The meeting agreed Sheila would write to Dianne confirming her position as permanent.

Action - Sheila

11. Transport Arrangements: We now have an agreement with Enterprise where we can hire a van at short notice and with no deposit.

10. Other Business

AGM – It was confirmed the AGM on Monday 18th March 2019 in New Life Church Morpeth.

Sheila is to review the guidance of the Charities Commission regarding the format of the Annual Report

Action - Sheila

11. Date of Next Meeting

Tuesday 26th March 2019 1.30 at 27 De Mowbray Way Lancaster Park Morpeth NE61 3RE

12. The meeting closed in prayer