



Minutes of Trustees Meeting 21st May 2019

Present: Richard Anderson (in the chair); Lizzie Evans; Linda Fugill; John Rowley and Sheila Rowley

1. **Opening Prayer** – Sheila opened the meeting in prayer.
2. **Apologies:** None received – Chris Grocock was absent.
3. **Minutes:** The minutes of the meeting held on 26th March 2019 were agreed and signed.
4. **Matters Arising:**
 - a. Identity Badges – camera is now returned to the Food Bank. Photographs of new volunteers and outstanding volunteer photographs to be processed. It was discussed whether we purchase a camera. John to investigate capability of existing phones first.
Action – John
 - b. Door Bell – in process of being installed. **Action – John**
 - c. Alternative to Carrier Bags still being investigated. **Action – Operations Team**
5. **Roles and Responsibilities:** The meeting discussed potential new Trustees and it was agreed to approach the following:
 - a. Mark Donkin and Margaret Burnell – **Action – Sheila**
 - b. Jacqui Edwards – **Action – Linda**
 - c. John Watson – **Action – Richard**
 - d. Scots Gap Supporter – **Action – Sheila and John**
6. **Finance:** Accounts for the period to 21st May 2019 were considered. These indicated a balance of £39,778 available. A graph was also produced which illustrated the spend on food items for 2018 and 2019 to date. This showed a significant increase in the amount of food we are purchasing and we do not expect a large influx of food and until Harvest time. It was noted that Asda and Morrison collection remain constant.
7. **Northgate Premises:** The lease has been signed by the Food Bank and certain queries were being investigated. NTW will move the Food Bank and this move is part of their planning for the future. It is anticipated this will be in 2/3 years.
8. **Project Manager:**
 - a. Holiday Hunger Project – costings for the project were considered. It is proposed that the project will run for 13 weeks – 6 weeks summer, 2 weeks Christmas, 2 weeks Easter and 3 half terms. The pilot which will run through the summer will provide an event per week and involve a cooking activity. The Food Bank would provide food, where applicable to the cooking activity – these costs would be reimbursed. In addition the Food Bank would receive funding for providing 3 day food parcels for 36 families (assumed 5 per family) on 3 occasions over the 13 week period. Any additional parcels provided would be funded by the Food Bank. Head Teachers would be the Referrers. A representative from Bacmans would be available during these sessions to offer help with benefits etc. In addition the Food Bank is providing food for the Breakfast Club at Linton during term time.
 - b. Volunteers – induction session held with 5 new volunteers. A new driver who is deaf will be doing collections on a Tuesday morning with a buddy. There are no insurance issues

with this. One of our volunteers had requested donations to the Food Bank instead of wedding presents.

- c. Visits – Newcastle Building Society and the new Mayor of Morpeth will be visiting the Food Bank. The Archdeacon of Lindisfarne visited and concern about the lack of support for our clients was discussed. Linda and Sheila are to meet with Liz Chadwick Just Finance Development Worker, Newcastle Diocese to discuss this further. Action – **Linda and Sheila**
- d. Funding Applications – an application has been submitted to finance the provision of Fruit and Vegetable Vouchers.

9. Policy Review:

- a. Letters to Clients – the meeting discussed the possibility of sending letters to repeat clients pointing out they had exceeded the limit and we may have to stop supplying parcels. It was agreed this would have to be carefully worded. A draft to be prepared. **Action – Linda and Sheila**
- b. Referrers reviews – it was agreed to arrange meetings with the top 6 referrers, to review their procedures and expectation and to explain our policies and procedures. **Action – Linda and Sheila**

10. Administration Assistant: Dianne, as from 1st May 2019 is now working from 9 am until 2 pm, with flexibility to change these. The ‘golden hour’ between 9 and 10 is proving to be beneficial.

11. Any Other Business:

- a. Social Event – cost of hire of Pegswood Hub - £15 per hour and they would open the bar. Lizzie to investigate the cost of caterers. **Action – Lizzie**
- b. Van usage – a log of van usage is being kept, to be able to monitor if and when a further van is required. A van has been hired for all Asda collection days.

12. Next Meeting: The date for the next meeting was arranged for Tuesday 23rd July 2019 at 1.30 pm at 27 De Mowbray Way, Lancaster Park, Morpeth NE61 3RE

13. The meeting closed in prayer.