



Minutes of Trustee Meeting held via Zoom video conferencing Thursday 19th March 2020.

Present: Richard Anderson Chairman; Linda Fugill; John Rowley; Sheila Rowley; John Watson.

In Attendance: Sean Fugill

- 1. Appointment of Vice Chairman:** It was proposed by Richard Anderson that Sheila Rowley be appointed Vice Chairman, this was seconded by Linda Fugill and agreed by the meeting.
- 2. Roles & Responsibilities:** Linda and Sean Fugill will continue as operations managers while able to do so. Richard Anderson to shadow their work and take responsibility if and when required.
- 3. Volunteers:**
 - a. There have been several offers to volunteer – it is not practical at present to process applications. It was agreed that we must enforce with our volunteers that no one over 70 should be active in the Food Bank operation. This will be implemented after their next rota slot. **Action: Linda**
 - b. Rotas are being changed to have 2 shifts per day – this may have to increase and the use of additional volunteers reviewed. **Action: All**
 - c. We must continue to ensure the wellbeing of all our volunteers and staff. **Action: All**
- 4. Operational Issues:**
 - a. Food Supplies – it is becoming increasingly difficult at present to access large scale food purchases. Possibility of having special access to be discussed with our Member of Parliament. With churches closing we will have less supplies to collect from them. **Action: Sean**
 - b. Deliveries – present they are averaging around 20 per day. There is a possibility that we may have to consider weekend and evening working. **Action: All**
 - c. Demand – this can only increase with the potential of more people losing their jobs.
 - d. School closures – may not have the impact we had anticipated as vouchers are going to be issued.
 - e. Fulfilments – in the interest of being fair and equitable, it was agreed that at present we could not continue accepting Fulfilment referrals. NETS to be advised. **Action: Sheila**
 - f. Transport – one van will continue to be hired for the foreseeable future. There is a possibility that a second van will need to be hired or purchased in the future. **Action: Sean/John R**
 - g. Donations – people who deliver their donations to Northgate leave them outside to minimise contact for the volunteers.
 - h. Administration – it was agreed to purchase an additional laptop to allow some home working. **Action: Sheila/John R**
- 5. Finance:** It was agreed that we continue to purchase food stocks, as when we are able. The treasurer to establish an amount that we need to ring fence for statutory, legal and operational costs. **Action: John R**
- 6. Communication:** A WhatsApp group to be established for trustees. **Action: John W**
- 7. Next Meeting:** Via Zoom, Thursday 26th March 2020.