

Minutes of Trustee Meeting held via Zoom video conferencing Thursday 27th March 2020

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

In Attendance: Sean Fugill

Richard opened the meeting in prayer.

1. Appointment of Secretary- it was agreed that Richard Anderson and Sheila Rowley be appointed joint Secretaries.

2. Operational Issues:

a. Deliveries

- i. We are starting to prioritise clients, the elderly, vulnerable and people with children. Not people who have the income to purchase food supplies. Referrers are being asked to question clients to ensure that they fulfil our criteria.
- ii. In the last two days we have made 40 deliveries feeding 96 people.
- iii. Menu Sheets are being amended as required, depending upon supplies.
- iv. We have stopped deliveries to Blyth
- v. Drivers – there shift times have been staggered to ensure the minimum number of people in the warehouse at any time.
- vi. A list of potential drivers supplied by Chris to be forwarded to Dianne. **Action: Sheila**
- vii. Bedlington East Council are providing funds to hire a van for the next three months. In addition, we are in negotiation with Choppington Council to provide a similar arrangement. **Action: John**
- viii. Arrangements to be made to repair the Food Bank van. **Action: John**
- ix. Two vans are sufficient at present.
- x. We may have to arrange an additional shift solely for bag packing.

b. Food Supplies

- i. With churches and community buildings closed our collection points have decreased.
- ii. Sean is visiting Bookers and Morrisons on a daily basis to obtain supplies.
- iii. It is difficult to buy many supplies in bulk. Our MP to be contacted to see if he can help with this. **Action: Linda.** In addition, the County Council to be asked if they can help. **Action: Sheila**
- iv. Chris Grocock will post on church Facebook the need for donations. **Action: Chris**
- v. A message will be posted on the website, asking people to consider buying just one extra item for the Food Bank. **Action: John**

c. Administration

- i. Dianne is now working from home. To help deal with the increasing number of calls it was agreed that a message be left on the telephone asking people, where possible to use email. This information to be posted on the website – **Action: John.**
- ii. A list of available help for people requiring the support the Food Bank cannot provide to be posted on the website. **Action: John**

3. Next Meeting: The date for the next meeting via Zoom – Thursday 3rd April 2020 at 4.00 pm.