

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

In Attendance: Sean Fugill

1. Operational Issues:

a. Finance:

- i. A financial statement had been sent to member prior to the meeting, this showed a balance at the bank of £90k with banking of £13k outstanding.
- ii. There was a question raised as to what the financial limits were in relation to accounting practices. To be investigated. **Action: John R**

b. Food Supplies:

- i. Substantial purchases had been made via Sainsbury's and Quayside warehouse. In addition, we are now allowed a one-hour slot, prior to shop opening at Asda. This is available on Tuesday mornings for as long as we require. There are no limits on purchases.
- ii. Morrisons are still supplying goods, although not always food, e.g. toilet cistern blocks. Some items appear to be surplus to their requirements.
- iii. Bookers have provided some free milk and butter.
- iv. Aldi – bulk buying and Fare Shares to be pursued. **Action: Sheila**
- v. We are receiving lots of donations.
- vi. Overspill storage is being used and this helps to negate the cleaning of products.
- vii. Menus have been restored to pre lockdown levels.

c. Volunteers:

- i. We now have a 5 litre supply of hand sanitizer.
- ii. 2 boxes of gloves are expected anytime
- iii. Delivery of masks has been delayed.
- iv. Our active volunteers are eligible to be tested for Corona virus if they show symptoms.
- v. Linda explained that new working patterns had been established to help mitigate the effect of a volunteer contracting the virus. Key holders will only work with an agreed group of volunteers, to avoid cross contamination. Drivers will wait outside and only enter to collect bags when instructed. If they need to access the toilet, this must be from the front door. If there is a loss of key holders and volunteers, then ultimately Richard and Chris will operate the Food Bank.
- vi. It was agreed to review within a month how we can acknowledge the dedication of our present active volunteers.

d. Deliveries:

- i. Linda is following up on clients who appear to be using the Food Bank excessively.
- ii. CAB have produced a leaflet about their services and have requested that we send them out with the food parcels.

- iii. The Trussell Trust are working with the CAB to create a national helpline where people can be referred to Food Banks – more details awaited.

e. Future Strategies:

- i. It was agreed that for the foreseeable future we would continue with the present arrangement of delivering all parcels. It is working well. Even when lockdown controls are lifted, there is still a potential for them to be reinstated.
- ii. When there is a time when we consider reopening centres, there will need to be a review and reconfiguring required.

f. Employees:

- i. It was acknowledged that our Admin Assistant is working far in excess of her paid hours. In discussion she had intimated that these were her voluntary hours. It was agreed to discuss the situation further with Dianne and with our payroll advisers as to the best way forward. It was felt that increasing her hours could make it more complex in the future when we could be considering a fulltime equivalent position.

Action: Sheila

2. Any Other Business:

- i. Chris had received an offer of food from a local school. He will establish the size of the packaging and act accordingly
- ii. In Your Area – app. Chris advised that this app has no reference to the Food Bank and it is in association with Give Food. John R and Sheila to investigate. **Action: John R & Sheila**
- iii. Promotional Video – no further information available

- 3. Next Meeting:** The date for the next meeting was arranged for Thursday 7th May at 3.00 pm. Thereafter meetings would be held at 3.15pm. John W to set up a new meeting number **Action: John W.** Zoom to be installed on the Food Bank Laptop **Action: John R**