

Minutes of Trustee Meeting held via Zoom video conferencing Thursday 3rd April 2020

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

In Attendance: Sean Fugill

1. Operational Issues:

a. Deliveries

- i. an email had been received from the neighbour of a client alleging that the correct procedure had not been followed by our driver, when delivering a parcel. An email had been sent to the neighbour and they were satisfied with our response. Linda has spoken with the driver. An email is to be sent to all active volunteers thanking them for their efforts and reminding them of the guidelines to be followed. This will be circulated after the meeting for comments. **Action: Sheila**
- ii. The number of deliveries to be available for the next meeting. **Action: Sheila**
- iii. Food Bank van has now been repaired and is fully operational

b. Finance:

- i. The Baptist Church has offered £1k to be drawn down when required.
- ii. The latest accounts were presented – after paying Dianne another large bill we have £9k more in the bank than a week ago.
- iii. The accounts to distinguish between regular donations and exceptional donations. **Action: John**

c. Food Supplies:

- i. Sean is able to purchase extra amounts of food at Bookers and Morrisons, although this is still limited.
- ii. Morrisons at Morpeth and Bedlington are providing food on a weekly basis, it is relevant to the Food Bank, but we have no control over what arrives.
- iii. There is a new system for intake of stock – this is now delivered to the back door and a room is dedicated to sanitising the food before it goes on the shelf. This is also helping with social distancing.

d. Administration:

- i. Dianne is now working from home and has established systems to facilitate deliveries.
- ii. A third laptop has been purchased and is in the office for use by the Duty Manager.
- iii. Tracey is now working from home with a Food Bank laptop. She is inputting all the data.

e. Liaison with County Council

- i. Sheila is trying to make contact with a Key Coordinator at County Council to establish where people can be referred who do not fulfil our criteria to receive a parcel and also to establish how we can work collaboratively together. Linda now has a contact for the Bedlington area. Sean will provide a County Councillor link to help. **Action: Sean**

f. Safety and Well Being

- i. PPE – Sean to establish how long the supply of gloves could last. **Action: Sean**
- ii. Supply of sanitiser could become an issue. John to follow up a possible source. **Action: John**
- iii. Chris expressed concern about the number of people in the warehouse at any one time. Linda stated that drivers' times have been staggered to alleviate this. People may have to be asked to wait outside at times.
- iv. Sean to consider marking out areas on the floor with tape to assist with social distancing. **Action: Sean**

2. Next Meeting: The date for the next meeting via Zoom – Thursday 10th April 2020 at 4.00 pm.