

## Minutes of Trustee Meeting held via Zoom video conferencing Thursday 9<sup>th</sup> April 2020

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

**In attendance:** Sean Fugill

### 1. Operational Issues:

#### a. Finance:

- i. At present there is a balance in the bank of £78k. £16k of this sum is allocated for the purchase of a new van. There has been an increase in income since 23<sup>rd</sup> March of £18k. Our donor numbers have increased from 45 to 217. There is a wide donor base.
- ii. £15k has been transferred from our current account.
- iii. The Community Foundation has granted us the sum of £4k with no restrictions on how it is spent.
- iv. Government proposals to help Charities – it was agreed not to pursue at present in the light of the support we are receiving.

#### b. Food Supplies:

- i. We are still receiving donations of food. Tinned meat is in short supply. A new wholesaler has been sourced and we are exploring other avenues to access bulk supplies of food.
- ii. Sheila to pursue an initiative Sainsbury's are introducing. **Action: Sheila**
- iii. The issue of vouchers has been suspended for the time being.
- iv. Overflow storage is reducing steadily. It was agreed to keep some supplies there for the time being.

#### c. Deliveries:

- i. We could use vans and drivers from the County Council. It was felt this was not required at present and that potentially in the future they could be used for collections.
- ii. For 11 days to 8<sup>th</sup> April we received on average 20 referrals per day feeding on average 45 people per day. This compares to January average 14 referrals and 31 people and February average 13 referrals and 30 people. It was agreed it was still too early to establish any definite trend.
- iii. It has been noted that already some regular clients are obtaining referrals. Linda is establishing a list of potential mis users of the Food Bank and who could be refused a parcel. She is to liaise with Tracey about this. **Action: Linda**
- iv. Referrers to be advised that there should be no second referral within a week of the first. We need to prioritise deliveries. **Action: Linda**

#### d. Safety and Well Being:

- i. PPE - Sean has obtained a further supply of gloves, which should last for 2 to 3 months. Wipes/hand sanitiser are in short supply. All to try and obtain supplies. **Action: All**

#### e. Personnel:

- i. It was noted that certain volunteers were working beyond expectations. It was agreed that the names of these individuals be noted, and an appropriate acknowledgement be made in due course.

**2. Next Meeting:** It was agreed to continue to hold weekly meetings. The date for the next meeting via Zoom- Thursday 16<sup>th</sup> April 2020 at 4.00 pm.