

Minutes of Trustees Meeting held on 7th January 2020

Present: Sheila Rowley (in the chair); John Rowley; Linda Fugill and Richard Anderson. John Watson (item 5 onwards).

In attendance: John Watson (to item 4)

1) **Opening Prayer:** Richard opened the meeting in prayer.

2) **Apologies:** Apologies for absence were received from Chris Groomcock and Lizzie Evans.

3) **Minutes of previous meeting:** The minutes of the meeting held on the 8th October 2019 were accepted and signed off, after item 3(c) Winter Support, was amended from unrestricted to restricted.

4) **Election of Trustee:** The proposal of John Watson as a Trustee was made and unanimously accepted. It was noted that, as a new Trustee, John would automatically be subject to re-election at the AGM.

5) Matters Arising

a) The money for the Holiday Hunger Project (£1,000) has been received.

b) Morpeth Baptist Church name to be included in Church Givers list as it contributes £1,000 a year over a 12-month period. Action: John Rowley

c) A follow up on collection boxes is to be made as there has been a drop in donations. The shops with donation boxes have to be contacted to see if they still want the donation boxes. Action: Lizzie

d) Half marathon places: We currently have 7 places this year plus 2 runners from last year had deferred their places. Nine people will be able to run on behalf of WVFB and raise money for the Food Bank.

e) A copy of both the Finance Policy and the draft of Head of Terms to be sent to John Watson. Action: John Rowley.

f) Pension contributions for Dianne Keltie to be shown as a separate item on the cost sheets. Action: John Rowley

g) Individual financial donations to the Food Bank have increased by 50%.



6) Project Managers Report

- a) The Food Bank was very busy over the festive season as large amounts of donations were received.
- b) Three ASDA visits were cancelled due to large amounts of food already in the Morpeth warehouse.
- c) The WVFB was filmed by ITV news but no mention of the food banks name was mentioned in the broadcast.
- d) The Food Bank welcomed 7 new volunteers in November.

7) Community Money Advice Service

WVFB will assist CMAS (Community Money Advice Service), if required, to help them set up their own constitution and form their own trustee group. However, the CMAS cannot be a subsidiary of WVFB. The CMAS must appoint their own leader as it needs to be a standalone organisation.

8) Working Party

A working party is to be setup to review the WVFB practices. The areas to be reviewed would be:

Administration, transport, communications, distribution, finance, funding, warehousing, human resources, training, identifying people (succession), legal and compliance, suitability of premises.

The proposed Project Leader for the working party would be Sean Fugill. Sean would choose his own team from any part of the WVFB volunteers and make recommendations to the Trustees. An interim report would be required by 24th March 2020.



9) Other Business

- a) Chris Grocock and Lizzie Evans to stand for re-election at the next AGM (& John Watson). It is required that a third of trustees are required to stand for re-election every year.
- b) AGM invitations to be sent out. The date of the AGM is Monday 16th March at Holy Sepulchre Church, Ashington. Sheila / Linda
- c) Annual report to be produced. Sheila / John Rowley
- d) Officers for 2020 after AGM

Secretary: Sheila / Richard

Treasurer: John Rowley

Project Manager: Linda

Vice Chairperson: Sheila

Chairperson: Richard

10) Next Meeting

Date of next trustee meeting 31st March 2020.