



## Community Pantry Committee Terms of Reference

Approved: 18<sup>th</sup> January 2024

Minute Reference: 138/FC/2324a.

Review date: May 2024

*M Eyre*

Signed by: Chair, Councillor Martin Eyre

### **Membership:**

Nine Councillors and two non-councillor members of the public. All members must volunteer regularly at the Community Pantry. Non-councillor members are permitted to participate in all discussions but are not allowed a vote.

Members will be appointed annually by the council at the Annual Meeting of the Parish Council in May. Non-councillor members should express their interest in joining a committee in writing to the Clerk at least seven days prior to the Annual Meeting.

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Community Pantry Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is three voting members

### **Role**

The Community Pantry Committee has delegated powers to make decisions and spend on all activities relating to the Community Pantry, within the allocated budget and funds raised through grants, donations, and charges.

### **Meetings**

Meetings of the Community Pantry Committee will take place on the first Tuesday of each month. Extraordinary meetings of the Community Pantry Committee can be convened by the Chairman of the committee as and when necessary, or if the Chairman of the committee does not call an extraordinary meeting within 2 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

Members will be summoned to attend meetings which will be held in a venue in Kippax and Public Notice of the Meeting shall be given in accordance with Schedule 12, Para 10(2) or the

Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Kippax Parish Council.

The committee Chairman will preside at meeting, or in their absence a Vice-Chairman. If neither the Chairman or Vice-Chairman are present, the first item should be to appoint a member councillor to preside at the meeting as Chairman.

### **Documentation**

Agendas will be prepared by the Clerk and published in accordance with Kippax Parish Council's Standing Orders and Administration of Agendas and Minutes policy. The meeting will include a public forum that will last for 10 minutes.

Minutes of the meetings will be recorded by the Clerk and ratified by the Community Pantry Committee. The minutes will be circulated to full council for information and published on the website.

The committee will present all relevant financial documents to the Finance and Corporate Governance committee at its monthly meeting.

### **Accountability**

The Community Pantry Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only; any matters outside the remit of Community Pantry Committee's terms of reference shall be referred to the full council as recommendations for consideration.

### **Scope**

- The committee has delegated powers to manage spend on all activities relating to the Community Pantry, within the allocated budget and funds raised through grants, donations and charges.
- The committee has delegated powers to determine the location, dates and time of opening for the Community Pantry.
- The committee has delegated powers to make all decisions in relation to the day to operation of the pantry, including items to be supplied, charges to be imposed and limitations on items to be provided to visitors.
- The committee has delegated powers to organise collection points for donations to the pantry and work with relevant organisations to collect and receive suitable donations.
- The committee will be responsible for ensuring all relevant Health and Safety procedures and documents are completed for all activities in relation to the Community Pantry
- The committee will be responsible for ensuring the relevant legal requirements and food safety regulations are complied with and permissions and licenses are obtained.
- The committee has delegated powers to raise funds for the Community Pantry through donations and grants and to request funding from appropriate organisations.

- The committee has delegated powers to recruit volunteers to assist in the Community Pantry as and when required. The committee will be responsible for providing an induction and a safe workplace for volunteers and for complying with all relevant council policies and procedures.
- The committee will be responsible for publicising the Community Pantry through whatever means are considered appropriate including notice boards, social media and the parish council website.
- If the committee considers that the Community Pantry can no longer operate it will refer this to the full council for consideration.
- Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.

**Review**

The Community Pantry Committee terms of reference are to be reviewed annually at the Annual meeting of the Council.