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NOTICE IS HEREBY GIVEN that a Community Pantry Meeting is to be held **Tuesday 5th July at 6:15pm** in the Valley Ridge Community Centre.

The business to be transacted at this meeting is set out below

D Meir

Kippax Parish Council Clerk & Proper Officer

Wednesday 30th August 2023

AGENDA

014/CP/2324. Apologies:

- a. To note apologies received
- b. To approve any reasons for absence

015/CP/2324. To Note any Declarations of Interest:

- a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests
- b. To approve dispensation requests

016/CP/2324. Public Participation

Members of the public who wish to speak regarding an item within the remit of the Community Pantry Committee may do so.

PLEASE NOTE: Total time limit for this item is 10 minutes.

017/CP/2324. Meeting Minutes

- a. To approve the minutes of the meeting of the Community Pantry Committee held 4th July 2023 as a true and accurate record of that meeting

018/CP/2324. Kippax Community Pantry

- a. To note the registration of the pantry at the Community Hub as a food business with LCC
- b. To receive an update on the request to continuing using Kippax North School as a store and agree any further actions of necessary.
- c. To review and approve the risk Assessment for the pantry at the Community Hub
- d. To receive names of volunteers and agree minimum number of helpers required on a Saturday.
- e. To agree who will collect Friday night's donations.
- f. To agree who will transport the donations to the Library on Saturday 30th September when Cllr Eyre cannot do it.
- g. To agree who will collect the supermarket fresh donations on the same day.

- h. To agree who takes over managing enquiries about the pantry.
- i. To confirm the insurance company has been notified of the change of venue.
- j. To review the income and expenditure report and agree any actions
- k. To receive an update on potential sources of additional funding and approve applying for funds.
- l. To receive a general update on the pantry and agree any further actions.

019/CP/2324. Next meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm date of next meeting of the Community Pantry Committee as Tuesday 3rd October 2023 at 6pm