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NOTICE IS HEREBY GIVEN that a Community Pantry Meeting is to be held **Tuesday 2nd January 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

Thursday 21st December 2023

AGENDA

040/CP/2324. Apologies:

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

041/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.

042/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.

043/CP/2324. Meeting Minutes

- a. To approve the minutes of the meeting of the Community Pantry Committee held 5th December 2023 as a true and accurate record of that meeting.

044/CP/2324. Kippax Community Pantry

- a. To receive an update on the operation and relocation of the pantry
- b. To note the registration of the pantry as a food business with LCC has been completed.
- c. To receive confirmation that the insurance company has been informed about the change of venue
- d. To consider and approve what to stock in the fridge and freezer
- e. To consider and approve what to charge for fridge and freezer items
- f. To consider and approve providing refreshments for visitors
- g. To consider and approve the purchase of a toaster
- h. To consider and approve the cost of up to £25 for the purchase of items for the café.

- i. To consider and approve the opening times for the pantry at the Church Hall
- j. To consider and approve the number of volunteers required each week to run the pantry at the Church Hall.
- k. To consider and approve the revised poster for the pantry at the Church Hall
- l. To review and approve the risk assessment for the pantry at the Church Hall
- m. To review the income and expenditure report and agree any actions
- n. To receive an update on funding applications and agree any actions.

045/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 6th February 2024 at 6.15pm