

KIPPAX PARISH COUNCIL



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Minutes of the Community Pantry Committee Meeting held Tuesday 7<sup>th</sup> March at 6.30pm in the Valley Ridge Community Centre.

**Approved at the Community Pantry Committee Meeting held on Tuesday 4<sup>th</sup> April 2023**

**Present:** Councillor M. Eyre, Councillor H Foley, Councillor V. Land, Councillor J. Almond, Councillor M. Biscomb, Councillor J. Purcell, Councillor J. Mawson, one non-councillor pantry volunteer, Councillors J. Biscomb and H. Richardson (pantry volunteers but not committee members) and D. Meir (Clerk).

**001/CP/2223. Election of Chairman and Vice Chairman:**

- a. To receive nominations and elect a Chairman  
**It was resolved** to elect Councillor Eyre as Chairman
- b. To receive nominations and elect a Vice Chairman  
**It was resolved** to elect Councillor M. Biscomb as Vice Chairman

**002/CP/2223. Apologies:**

- a. To note apologies received and approve any reasons for absence  
Apologies were received from Councillor J. Simpson and Councillor A. Parker. **It was resolved** to approve the reasons for absence.

**003/CP/2223. 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  
**None**
- b. To approve dispensation requests  
**None**

**004/CP/2223. 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.

**The non-committee members were given permission to speak during the meeting.**

**005/CP/2223. Kippax Community Pantry**

- a. To review any requested items and the list of items not to be provided and approve any additions to the list.  
**No new requests received. The committee will continue to consider requested but a list of items not to be provided is not required.**

- b. To review the income and expenditure report and agree any actions  
The report was reviewed, and it was noted that there is approximately £2,600 of funding available.
- c. To receive an update on potential sources of additional funding and approve applying for funds.  
An application for £1,500 has been submitted to the Garforth and Swillington Community Committee and a further application will be submitted to the Kippax and Methley Community Committee for at least £2,500.  
An application for £500 will be made to Allerton Bywater Parish Council and Councillor Eyre will approach Swillington Parish Council and pursue other potential sources of funding.
- d. To reconsider the proposal to Introduce an overall limit on number of items and items per category  
**It was resolved** to approve limiting the number of items to 20 with immediate effect, which must fit in one basket. The limit and charges for fresh and frozen remain the same.
- e. To reconsider the proposal to charge for all products  
**It was resolved** not to charge for all products.
- f. To consider and approve a new closing time for the pantry  
**It was resolved** to approve a new closing time of 11:15am
- g. To review and approve the Parental Responsibility form  
**It was resolved** to approve the Parental Responsibility form for the pantry and to put a general parental responsibility form to full council for approval
- h. To receive a general update on the pantry and agree any actions.  
To check if have enough volunteers to run the pantry on Easter Saturday and ask full council to approve changing the date for the pantry for that week if not enough volunteers are available.  
**It was resolved** to approve the purchase of a clothes rail on wheels up to a cost of £100.  
Councillor Eyre to source.  
Donations of Easter eggs are being sought so they can be given out to all children visiting the pantry on 1<sup>st</sup> April.  
Councillor M. Biscomb is updating the risk assessment and Councillor Richardson will work on the food hygiene pack

**006/YL/2223. Next meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting  
None
- b. To confirm date of next meeting of Community Pantry Committee as Tuesday 4th April 2023 at 6:30pm  
It was resolved to confirm the date of the next meeting of the Community Pantry Committee as Tuesday 4th April 2023 at 6:30pm

Signed: *M Eyre*

Date: 4<sup>th</sup> April 2023