

KIPPAX PARISH COUNCIL



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Minutes of the Community Pantry Meeting held Tuesday 4<sup>th</sup> April at 6.30pm in the Valley Ridge Community Centre.

**Approved at the Community Pantry Committee Meeting held on Tuesday 2<sup>nd</sup> May 2023**

**Present:** Councillor M. Eyre, Councillor V. Land, Councillor J. Almond, Councillor M. Biscomb, Councillor J. Purcell, Councillor J. Mawson, Councillor H. Richardson, Councillor A Parker, Lesley Eyre, one member of the public and D. Meir (Clerk).

**010/CP/2223. Apologies:**

a. To note apologies received and approve any reasons for absence

Apologies were received from Councillor H Foley, Councillor J. Biscomb and Councillor J. Simpson. **It was resolved** to approve the reasons for absence.

**011/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

**012/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 member of the public informed the committee that he thought the community pantry is an excellent project.

**013/CP/2223. Meeting of the Community Pantry Committee held 7<sup>th</sup> March 2023**

a. To approve the minutes of the meeting of the Community Pantry Committee held 7<sup>th</sup> March 2023 as a true and accurate record of that meeting

**It was resolved** to approve the minutes of the meeting of the Community Pantry Committee held 7<sup>th</sup> March 2023 as a true and accurate record of that meeting

**014/CP/2223. Extraordinary meeting of the Community Pantry Committee held 16<sup>th</sup> March 2023**

a. To approve the minutes of the extraordinary meeting of the Community Pantry Committee held 16<sup>th</sup> March 2023 as a true and accurate record of that meeting

**It was resolved** to approve the minutes of the extraordinary meeting of the Community Pantry Committee held 16<sup>th</sup> March 2023 as a true and accurate record of that meeting

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

a. To review and approve providing any requested items

The only request received is for nappies which have been previously approved.

- b. To review the income and expenditure report and agree any actions  
The pantry had approximately £1,400 of funding remaining at the end March and the parish council has allocated a further £5,000 to the pantry for the new financial year.
- c. To receive an update on potential sources of additional funding and approve applying for funds.  
Applications have been submitted for funding from Ward Councillors, The Freemasonry & West Yorkshire Lieutenancy Partnership, Tesco's Community grants and Allerton Bywater Parish Council. The owner of the Central Club has also donated all proceeds from the sale of items in the club to the pantry, raising £650.
- d. To reconsider the proposal to limiting visitors to Kippax and Methley only  
**It was resolved** not to limit visitors to Kippax and Methley only and to review the decision again in two months
- e. To reconsider the proposal to accept referrals from Brigshaw for people outside of Kippax and Methley  
This is not required as visitors are not being restricted.
- f. To reconsider the proposal to ask visitors for proof of address  
This is not required as visitors are not being restricted.
- g. To reconsider the proposal to introduce a referral system for all customers  
**It was resolved** not to introduce a referral system
- h. To review the limits on the number of items and approve any changes  
**It was resolved** not to change the limits and review the decision again in two months
- i. To consider removing some items from the list of items we offer.  
**It was resolved** to remove washing detergent, sandwich paste and cereal bars from the items we offer,
- j. To reconsider the proposal to charge for all products  
**It was resolved** not to charge for all products
- k. To reconsider the proposal to introduce priority bags for vulnerable customers/reserving items
- l. **It was resolved** not to introduce priority bags
- m. To consider having school uniform for local schools available at the Community Pantry and how to manage donations, stock and collections.  
**It was resolved** to take school uniform stock to the community hub where it will be accessible to more people.
- n. To review accepting clothing and toys.  
**It was resolved** to accept clothing and toys, which will be managed by Councillor M. Biscomb and Councillor V. Land who will rotate stock and donate excess items to the clothing bank/charity shop.
- o. To consider transportation, storage and display of donated fresh/surplus stock for the pantry.  
**It was resolved** that the pantry volunteers will monitor the storage of donated chilled goods and decide on the action to be taken to ensure products are stored safely.
- p. To review and approve the updated Risk Assessment.  
**It was resolved** to approve the updated risk assessment which will be circulated to volunteers who will be asked to sign to confirm they have read it
- q. To consider any other recommendations and actions related to food hygiene at the pantry

Hygiene requirements including using gloves and aprons have been implemented. **It was resolved** to approve adding the KPC logo to the aprons up to a cost of £20.

- r. To receive offers of who is going to carry out the monthly deep clean of the fridge and freezer.

**It was resolved** that the monthly deep clean will be completed by the volunteers attending on the first Thursday of each month.

- s. To consider a representative from Kippax Hub occupying a table to hand out leaflets and give information regarding services offered by Kippax Hub.

**It was resolved** to approve having a representative from Kippax Hub attending the pantry to hand out leaflets and give information regarding their services and to provide them with a space where they can have a confidential chat with visitors.

- t. To receive a general update on the Kippax Community Pantry and agree any further actions.

The pantry is going well, and positive feedback has been received from the visitors. The floor will be resurfaced in the next school holiday, and the trolley wheels will not be suitable for the new surface.

**016/YL/2223. Next meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

- To consider how to resolve the issue with the trolley wheels

- b. To confirm date of next meeting of the Community Pantry Committee as Tuesday 2nd May 2023 at 6:30pm

**It was resolved** to confirm the date of the next meeting of the Community Pantry Committee as Tuesday 2nd May 2023 at 6:15pm

Signed: *M Eyre*

Date: 2<sup>nd</sup> May 2023