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Minutes of the Community Pantry Meeting held on Tuesday 4<sup>th</sup> July at 6pm in the Valley Ridge Community Centre.

**Approved at the Community Pantry Committee Meeting held on Tuesday 5<sup>th</sup> September 2023**

**Present:** Councillor M. Eyre, Councillor J Mawson, Councillor V. Land, Councillor A Paker, Councillor H Foley, Councillor J. Almond, L. Eyre and D. Meir (Clerk)

**008/CP/2324. Apologies:**

- a. To note apologies received  
**Apologies were received from Councillor M. Biscoomb and Councillor J. Purcell**
- b. To approve any reasons for absence  
**It was resolved to approve the reasons for absence.**

**009/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  
**None**
- b. To approve dispensation requests  
**None received**

**010/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.

**None present**

**011/CP/2324. Meeting Minutes**

- a. To approve the minutes of the meeting of the Community Pantry Committee held 6<sup>th</sup> June 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 6th June 2023 as a true and accurate record of that meeting**

**012/CP/2324. Kippax Community Pantry**

- a. To receive an update on the proposal to operate the pantry from the library or other options to be considered and agree any actions  
**It was resolved to approve operating the pantry downstairs at the Community Hub (Library) from 10:30 to 11:30am every Saturday, commencing on 9<sup>th</sup> September, with visitors assessing it via the Community Hub's main entrance.**  
**It was resolved that the fresh and frozen items will not be provided except for the free fresh items collected from supermarkets.**  
**It was resolved to supply visitors with a prepacked bag of 15 items and allow them to swap up to 3 items.**  
**It was resolved to ask Kippax North School if the Kitchen can still be used to store the**

food and if not to ask the Legion if it can be stored there.

- b. To approve the purchase of tables  
**It was resolved** to approve the purchased of 4 foldable tables to be used at the Community Hub(Library), at a cost of £183.27
- c. To consider whether to keep or sell the fridge and freezer  
**It was resolved** to keep the fridge and freezer at Kippax North School until it is known if these will be needed again in the future.
- d. To review and approve providing any requested items  
**None**
- e. To review the income and expenditure report and agree any actions  
**The report was noted and no further action are required.**
- f. To receive an update on potential sources of additional funding and approve applying for funds.  
**The Tesco's Community Grant is now being voted for in store.**
- g. To review the limits on the number of items and approve any changes  
**It was resolved** to approve the 15 items to be provided in the bags when the pantry re-opens at the Community Hub (Library), which will be rotated on a 4-weekly basis.
- h. To consider and approve how to communicate the closure of the pantry during the summer holidays  
**It was resolved** to approve the statement to be printed and put up at the Pantry on Saturday 8<sup>th</sup> July and to be publicised on social media after that date.  
**It was resolved** to approve the communication to be sent to Kippax North School.
- i. To reconsider the proposal to limit visitors to Kippax and Methley only  
**It was resolved** not to limit visitors to Kippax and Methley only.
- j. To consider whether to accept another child volunteering application for DofE  
**It was resolved** to delay considering this until the new pantry has been established for a few weeks
- k. To receive a general update on the pantry and agree any further actions.  
**It was resolved** to donate any nappies left after 15<sup>th</sup> July to the Childrens Centre and to donate 50% of any sanitary products left to them, and the other 50% to the Community Hub (Library).

**013/CP/2324. 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 the Community Pantry Committee as Tuesday 1<sup>st</sup> August 2023 at 6pm  
**It was resolved** to recommend to full council to cancel the meeting of the Community Pantry Committee scheduled for Tuesday 1st August 2023 and confirm the date of the next meeting as Tuesday 5<sup>th</sup> September at 6:15pm

Signed: *M Eyrre*

Date: 5<sup>th</sup> September 2023