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Minutes of the Community Pantry Committee Meeting held Tuesday 5th July at 6:15pm in the Valley Ridge Community Centre.

To be approved at the Community Pantry Committee Meeting to be held on Tuesday 3rd October 2023

Present: Councillor M. Eyre, Councillor J Mawson, Councillor V. Land, Councillor J. Almond, Councillor J. Purcell, Councillor M. Biscomb. L. Eyre, Councillor H. Richardson (non-committee member, one member of the public and D. Meir (Clerk)

014/CP/2324. Apologies:

- a. To note apologies received
Apologies were received from Councillor A Paker.
- b. To approve any reasons for absence
It was resolved to approve the reason 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
None
- b. To approve dispensation requests
None

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.

Nothing raised

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
- b. **It was resolved** 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
The registration was noted
- b. To receive an update on the request to continuing using Kippax North School as a store and agree any further actions of necessary.
Kippax North School has confirmed that it's kitchen can continued to be used for storage and Councillor Eyre has sorted the stock out.
- c. To review and approve the risk Assessment for the pantry at the Community Hub
It was resolved to approve the risk assessment subject to a further review once the pantry is operating.

- d. To receive names of volunteers and agree minimum number of helpers required on a Saturday.
Councillor Eyre, Councillor Mawson and Councillor J. Biscomb are available for the first week and other Councillors will be asked if available. **It was resolved** that a minimum of three helpers are required on a Saturday. **It was resolved** to approve taking on another Duke of Edinburgh student volunteer from 23rd September. Clerk to send them an application form.
- e. To agree who will collect Friday night's donations.
It was resolved that Councillor J. Biscomb will collect Friday nights donations for the first 3 weeks up to 22 September.
- f. To agree who will transport the donations to the Library on Saturday 30th September when Cllr Eyre cannot do it.
It was resolved that Councillor V. Land will transport the donations on Saturday 30th September.
- g. To agree who will collect the supermarket fresh donations on the same day.
It was resolved that Councillor V. Land will collect the supermarket fresh donations for Saturday 30th September.
- h. To agree who takes over managing enquiries about the pantry.
It was resolved that all enquiries are to be sent the Clerk's email address.
- i. To confirm the insurance company has been notifying of the change of venue.
It was confirmed that the insurance company have been notified and have confirmed the cover subject to the venue being suitable and a risk assessment being completed.
- j. To review the income and expenditure report and agree any actions
It was noted that the pantry has £9,1018.54 funding available, which includes the £5,000 from Kippax and Methley Ward Councillors, which will be provided after receipts are submitted. Clerk to start gathering receipts for it.
- k. To receive an update on potential sources of additional funding and approve applying for funds.
The grant application has been submitted to the Freemasons and the Tesco funding is still being voted on in store. A further £500 grant has been applied for from Sainsbury's.
- l. To receive a general update on the pantry and agree any further actions.
Tea and coffee is to be made available at the pantry for helper only.

019/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 3rd October 2023 at 6pm
It was resolved to confirm the date of next meeting of the Community Pantry Committee as Tuesday 3rd October 2023 at 6:15pm