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Minutes of the meeting of the Community Pantry Committee held on Tuesday 2nd January at 6:15pm in the Valley Ridge Community Centre.

Approved at the Community Pantry Committee Meeting held on Tuesday 6th February 2024

Present: Councillor M. Eyre, Councillor J. Purcell, Councillor G. Pearson, Councillor J. Mawson, L. Eyre and D. Meir (Clerk)

040/CP/2324. Apologies:

- a. To note apologies received
Apologies were received from Councillor V. Land, Councillor J. Almond and Councillor A. Parker.
- b. To approve any reasons for absence
It was resolved to approve the 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.
None
- b. To approve dispensation requests.
None

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.

None

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.
It was resolved 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
It was reported that the pantry is working better at the Church Hall, but problems occurred with too many people being in the room at once. The number allowed in at one time will be limited to manage this.
Surplus food is being collected from Castleford and they are collected any that is left after the pantry closes. A couple of complaints have been received about stale/moldy products, so stock is to be checked before it is put out. Collections of surplus foods to continue to be monitored and reviewed.
- b. To note the registration of the pantry as a food business with LCC has been completed.
The registration was noted.
- c. To receive confirmation that the insurance company has been informed about the change of venue
The insurance company has confirmed the change of venue is covered by the policy.

- d. To consider and approve what to stock in the fridge and freezer
It was resolved to approve stocking fishfingers, sausages and breaded chicken in the freezer and cheese slices, ham, soft spread, yoghurts, and milk in the fridge and eggs.
- e. To consider and approve what to charge for fridge and freezer items
It was resolved to approve charging 50p per item and to limit to two freezer items and two fridge items, one milk and 6 eggs.
- f. To consider and approve providing refreshments for visitors
It was resolved to approve providing toast, cereals, tea coffee and juice for visitors. Due to concerns about carrying hot drinks across the room it was suggested that it would be safer to use airpots instead. **It was resolved** to approve the purchase of two airpots at a cost of £40.
- g. To consider and approve the purchase of a toaster.
It was resolved to approve the purchase of a toaster at the cost of £20.80.
- h. To consider and approve the cost of up to £25 for the purchase of items for the café.
It was resolved to approve the purchase of bowls and fly covers up to the cost of £25.
- i. To consider and approve the opening times for the pantry at the Church Hall
It was resolved to approve the opening times for the Pantry as 10am to 11am.
- j. To consider and approve the number of volunteers required each week to run the pantry at the Church Hall.
It was resolved to approve a minimum of six volunteers is required each week.
- k. To consider and approve the revised poster for the pantry at the Church Hall
It was resolved to approve the revised poster subject to adding the Outer East Committee logo.
- l. To review and approve the risk assessment for the pantry at the Church Hall
It was resolved to approve the risk assessment with the agreed amendment.
- m. To review the income and expenditure report and agree any actions.
The report was noted, and no actions were required.
- n. To receive an update on funding applications and agree any actions.
The outcome of a £1,000 grant application is awaited and a further application for £6,000 is to be submitted in the next financial year. Visitors have now been given a membership number to facilitate the collection of visitor information for grant monitoring purposes.

045/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 6th February 2024 at 6.15pm
It was resolved to confirm the date of the next meeting of the Community Pantry Committee as Tuesday 6th February 2024 at 6.15pm

Signed: *M Eyre*

Date: 6th February 2024