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

Approved at the Community Pantry Committee Meeting held on Tuesday 5th March 2024

Present: Councillor M. Eyre, Councillor G. Pearson, Councillor J. Almond, Councillor V. Land, Councillor A. Parker, L. Eyre, Councillor H. Richardson (non-committee member) and D. Meir (Clerk)

046/CP/2324. Apologies:

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

047/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

048/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.

Councillor Richardson outline the proposal not to have home baked goods at the pantry to be considered under item 050/CP/2324f and the proposal for volunteers to undertake food hygiene training to be considered under item 050/CP/2324g.

049/CP/2324. Meeting Minutes

- a. To approve the minutes of the meeting of the Community Pantry Committee held 2nd January 2024 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 2nd January 2024 as a true and accurate record of that meeting.

050/CP/2324. Kippax Community Pantry

- a. To review the income and expenditure report and agree any actions
The income and expenditure report was noted and no actions were required
- b. To receive an update on funding applications and agree any actions.
It was noted that an additional grant of £2,500 has been received from Forum Central and a grant of £1,000 has been received from Coca-Cola.

- c. To consider and approve the number of items to be offered each week and which items to provide on the 4-weekly rota.
It was resolved to approve the 4 weekly-rota of items for the 18 crates to be offered with visitors to be allowed to take one item per crate.
- d. To discuss providing emergency food parcels
It was resolved not to provide emergency food parcels.
- e. To receive an update on donations and agree any actions.
An update on the collection of surplus food was provided with some supermarket collections stopping and new collections of bread starting from Warburton's and milk from Station Road Newsagents.
- f. To consider whether to accept homemade food donations and agree any actions.
It was resolved not to accept homemade food donations.
- g. To consider whether to provide food hygiene training for volunteers.
It was resolved to approve food hygiene training for Councillor Mawson and volunteer Lesley Eyre.
- h. To consider having a volunteer on washing-up duties
It was resolved not to use the kitchen whilst the pantry is open and that volunteers will do the washing up after it closes.
- i. To approve any volunteer applications
It was resolved to approve the two volunteer applications subject to satisfactory references and DBS checks.
- j. To discuss the volunteer rota and agree any actions.
It was resolved that volunteers must be on the rota to help, with no more than 12 to be added to the rota each week.
- k. To receive any other updates on the operation of the pantry and agree any actions.
It was resolved to approve putting up a notice reminding visitors that only one person per household can shop.

051/CP/2324. Next meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - To consider whether to challenge shoppers suspected of being from the same household.
- b. To confirm date of next meeting of the Community Pantry Committee as Tuesday 5th March 2024 at 6.15pm
It was resolved to confirm the date of next meeting of the Community Pantry Committee as Tuesday 5th March 2024 at 6.15pm

Signed: *M Eyre*

Date: 5th March 2024