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Minutes of the Community Pantry Committee Meeting held Tuesday 3<sup>rd</sup> September at 6:15pm in the Valley Ridge Community Centre.

**To be approved at the Community Pantry Committee Meeting to be held on Tuesday 1<sup>st</sup> October 2024**

**Present:** Councillor M. Eyre, Councillor A. Parker, Councillor L. Eyre, Councillor J. Almond, Councillor C. Pearson, Councillor J. Purcell, Councillor V. Land, A Pickersgill and D. Meir (Clerk)

**020/CP/2425. Apologies:**

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

**021/CP/2425. 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

**022/CP/2425. 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

**023/CP/2425. Meeting Minutes**

- a. To approve the minutes of the meeting of the Community Pantry Committee held 6<sup>th</sup> August 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 6<sup>th</sup> August 2024 as a true and accurate record of that meeting.

**024/CP/2425. Kippax Community Pantry**

- a. To review the income and expenditure report and agree any actions  
The income and expenditure report was review and it was noted that there is just over £7k of funding available
- b. To receive an update on funding applications and agree any actions.  
It was reported that the funding applications to Arnold Clark for £2,500 and St Helene's Goat Farm for £5,000 have been unsuccessful. The outcome of Lieutenancy application for £4,000 and Costco application for £1,500 are not yet known. Ward Councillors have indicated that they may be able to provide more funding.  
It was resolved to request full council to approve £5,000 funding for the pantry  
It was resolved to increase the price for frozen products and milk to 75p
- c. To receive an update on donations and agree any actions.  
No changes reported.

- d. To consider the information on the requirements for volunteers under 16 and agree any actions.  
**It was noted that there are no legal requirements for volunteers under 16 to consider, but a DBS check is required at 16.**
- e. To consider the changes required to the volunteer application form and make recommendation to full council  
**It was resolved** to recommend to full council to approve the proposed changes to identify when a DBS check is required on the volunteer application form.

**To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business (agenda item 024/CP/2425f) for the discussion of applicants and to re-admit the press and public for the vote.**

**Not required.**

- f. To approve any volunteer applications  
**It was resolved** not to approve the volunteer application.  
**It was resolved** that everyone wanting to volunteer must follow the correct application procedure including those in other community-based roles.
- g. To consider the fundraising efforts of local school for an Africa enrichment trip  
**It was resolved** that the pantry could not support the fundraising efforts of local school for an Africa enrichment trip, but they could consider submitting a grant application.
- h. To consider and approve whether to take part in the festive toy donation scheme  
**It was resolved** to approve taking part in the festive toy donation scheme. Councillor M. Eyre to submit the application.
- i. To receive any other updates on the operation of the pantry and agree any actions.  
**It was reported that the pantry is working well and that only providing juice and biscuits to children in the café has resolved the issue of overcrowding.**

**025/CP/2425. 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> October 2024 at 6.15pm  
**It was resolved** to confirm date of next meeting of the Community Pantry Committee as Tuesday 1st October 2024 at 6.15pm