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Minutes of the Community Pantry Committee Meeting held Tuesday 6th May at 6:30pm in the Valley Ridge Community Centre.

Approved at the Community Pantry Committee Meeting held on Tuesday 3rd June 2025

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

Absent: Councillor H. Richardson, Councillor P. Eyre and A Pickersgill

069/CP/2425. Apologies:

- a. To note apologies received
Apologies were received from Councillor H. Richardson, Councillor P. Eyre and A Pickersgill.
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence.

070/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

071/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 present

072/CP/2425. Meeting Minutes

- a. To approve the minutes of the meeting of the Community Pantry Committee held 1st April 2025 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 1st April 2025 as a true and accurate record of that meeting.

073/CP/2425. Kippax Community Pantry

- a. To receive an update on funding applications and agree any actions.
It was reported that the £4,000 grant from the Lieutenancy has yet to be received and the application for Co-op funding cannot currently be pursued due to system problems. It is not yet known when the Tesco Community Funding request will be voted for in store. National Lottery funding will be applied for towards the cost of room hire and the purchase of a chest freezer.
- b. To receive an update on donations and agree any actions.
It was reported that extra freezer donations are being received and therefore an extra chest freezer is required to store it.
It was resolved to approve purchasing an additional chest freezer at a cost of £450, subject to permission being received from the Church. It will be purchased after the National Lottery funding application has been considered.

- c. To review the income and expenditure report and agree any actions
The income and expenditure report was reviewed, and no action were required.
- d. To review the entrance report and agree any actions
The entrance report was reviewed, and no actions were required.
- e. To receive an update on volunteers and agree any actions.
Nothing to report

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 073/CP/2425f) for the discussion of applicants and to re-admit the press and public for the vote.

- f. To approve any volunteer applications
None received.
- g. To receive update on new Multipay card for the pantry.
The card has now arrived and is in use.
- h. To receive an update on the accident that occurred outside the pantry on 5th April
The incident that happened outside the Pantry was noted.
- i. To consider and approve the Appeal Panel's recommendation to add managing the risk of overcrowding to the risk assessment.
It was resolved to approve the amendment to the Risk Assessment.
- j. To receive any other updates on the operation of the pantry and agree any actions.
It was resolved to approved accepting the proposed rent increase to £80 per week plus the cost of £8 per week for electricity, but to request that the agreement is extended from 6 months to 12 months.
It was reported that the Community Pantry was nominated for the Leeds Compassionate City Awards and the certificate will be displayed at the pantry.
- k. To consider and approve a schedule of information on recent activities to be shared across Facebook, Instagram and the KPC website.
It was resolved to approve posting the amended times for the pantry on 7th June due to the Gala, along with the usual regular posts promoting the pantry.

074/CP/2425. Terms of Reference

- a. To consider the proposed amendments to the Community Pantry Committee terms of reference and make recommendation to Full Council
It was resolved to recommend to Full Council to approve the proposed amendments to the Community Pantry Committee terms of reference.

075/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 6th May 2025 at 6.30pm
It was resolved to confirm date of next meeting of the Community Pantry Committee as Tuesday 3rd June 2025 at 6.30pm

Signed: *M Eyre*

Date: 3rd June 2025