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Minutes of the Community Pantry Committee Meeting held Tuesday 5<sup>th</sup> August at 6:15pm in St. Mary's Lower Church Hall.

**Approved at the Community Pantry Committee Meeting held on Tuesday 2<sup>nd</sup> September 2025**

**Present:** Councillor M. Eyre, Councillor L. Eyre, Councillor J. Purcell, Councillor A Parker, Councillor C. Pearson, Councillor J. Mawson, A Pickersgill, a representative from Food Savers, one member of the public and D. Meir (Clerk)

**Absent:** Councillor J. Almond

**016/CP/2526. Apologies:**

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

**017/CP/2526. 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

**018/CP/2526. 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

**019/CP/2526. Meeting Minutes**

- a. To approve the minutes of the meeting of the Community Pantry Committee held 1<sup>st</sup> July 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 1<sup>st</sup> July 2025 as a true and accurate record of that meeting.

**020/CP/2526. Kippax Community Pantry**

- a. To receive information from representatives from Food Savers  
The representative from Food Savers provided information on how they operate their food banks, which require users to pay a £5 membership fee, £1 of which is paid into a savings account for the user with Leeds Credit Union.
- b. To consider and approve whether to join Food Savers  
It was resolved not to join Food Savers
- c. To consider and approve whether to charge for tins and packet items  
It was resolved to charge a £5 membership fee to receive the 16 items offered each week.  
Clerk to look into the VAT implications.  
It was resolved to change the time for the pantry to 9:30am to 10:30am for members and 10:30am to 11am for non-members to access the free surplus food only.  
It was resolved to approve implementing the changes from 30<sup>th</sup> August and to advertise them straight away.

- d. To consider and approve whether to limit membership to the local area  
**It was resolved** to limit membership to the local area covering Kippax, Allerton Bywater, Great Preston, Micklefield, Garforth, Swillington, Methley and Aberford. New members will be required to show proof of address. Anyone from outside these areas will still be able to access the free surplus food.
- e. To receive an update on funding applications and agree any actions.  
It was reported that the Household Support grant of £5,000 has been received and a visitor has nominated the pantry for a £3,000 Greggs Foundation grant which is voted for by the public, so it is being promoted on Facebook.
- f. To receive an update on donations and agree any actions.  
An update on donations was received.
- g. To review the income and expenditure report and agree any actions  
The income and expenditure report was reviewed, and it was noted that actions have been approved under other items on the agenda to make the pantry sustainable.
- h. To review the shopping list and approve any changes  
**It was resolved** to stop providing tins of sausages and spaghetti
- i. To review the charges and approve any changes  
**It was resolved** not to change the charges for the fridge and freezer items
- j. To review the entrance report and agree any actions  
It was noted that 60 families are attending each week on average.

**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 020/CP/2526g) for the discussion of applicants and to re-admit the press and public for the vote.**

**It was resolved** to exclude the public for consideration of item k and l.

- k. To approve any volunteer applications  
**It was resolved** to approve the volunteer application subject to a satisfactory reference and DBS check.
- l. To review the requirement that committee members must volunteer at the pantry and make recommendation to Full Council to amend the Terms of Reference accordingly  
**It was resolved** not to recommend to Full Council to amend the terms of reference
- m. To receive any other updates on the operation of the pantry and agree any actions.  
None
- n. To consider and approve information on activities to be shared on the website and social media.  
None

#### **021/CP/2526. 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 2nd September 2025 at 6.15pm  
**It was resolved** to confirm date of next meeting of the Community Pantry Committee as Tuesday 2nd September 2025 at 6.15pm

Signed: *M Eyre*

Date: 2<sup>nd</sup> September 2025