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Minutes of the Community Pantry Committee Meeting held Tuesday 2nd September at 6:15pm in St. Mary's Lower Church Hall.

To be approved at the Community Pantry Committee Meeting to be held on Tuesday 7th October 2025

Present: Councillor M. Eyre, Councillor L. Eyre, Councillor A Parker, Councillor J. Almond Councillor C. Pearson, one member of the public and D. Meir (Clerk)

Absent: Councillor J. Purcell, Councillor J. Mawson and A Pickersgill

022/CP/2526. Apologies:

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

023/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

024/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.

None

025/CP/2526. Meeting Minutes

- a. To approve the minutes of the meeting of the Community Pantry Committee held 5th August 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 5th August 2025 as a true and accurate record of that meeting.

026/CP/2526. Kippax Community Pantry

- a. To receive a report on the operation of the new membership scheme and agree any actions
It was reported that the first week went well with 57 visitors, 43 of which paid the membership. A survey of the visitors indicated that the majority would like to be able to pay by card, which would also reduce the risk of cash handling. Councillor M. Eyre will look into getting a card machine. Councillor C. Pearson can provide a money bag to use for cash.
- b. To receive information on the VAT implications of the membership fee and agree any actions
The VAT rules state that VAT on membership fees is determined by VAT status of the underlying supply of goods and services. As the goods supplied are mixed VAT rates (some standard rates items and some zero-rated), an apportionment needs to be done. Clerk to progress. It was suggested that setting up a charity could be an alternative option.
- c. To receive an update on funding applications and agree any actions.
It was reported that £600 has been received from Asda, Greggs has awarded £3,000 of funding

and the Lieutenancy has confirmed that they will be providing £4,000 soon. A further grant will be applied for from the Household Support Fund if the £5,000 provided is spent in the next month.

- d. To receive an update on donations and agree any actions.
Nothing new to report
- e. To review the income and expenditure report and agree any actions
The report was noted, and no actions were required
- f. To review the shopping list and approve any changes
It was resolved not to make any changes
- g. To review the charges and approve any changes
It was resolved not to make any changes and review again next month.
- h. To review the entrance report and agree any actions
The entrance report was reviewed, and no actions were required.

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 026/CP/2526i) for the discussion of applicants and to re-admit the press and public for the vote.

Not required

- i. To approve any volunteer applications
None
- j. To receive any other updates on the operation of the pantry and agree any actions.
It was resolved to break up packets of nappies and provide them in packs of 10.
It was resolved to approve receiving surplus food from FareShare at a cost of £45 per week, for a trial month and to review at the next meeting.

027/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 7th October 2025 at 6.15pm
It was resolved to confirm date of next meeting of the Community Pantry Committee as Tuesday 7th October 2025 at 6.15pm