

# **Prestatyn & Meliden Foodbank**

## **Trustees Meeting**

### **Wednesday 9<sup>th</sup> June 2021 – 4.30pm**

**Attendance** Heather Norris, Sue Pierce, David Watson, Geoff & Jill Fanning

**Welcome** David (Chair of Trustees) welcomed everyone and opened the meeting at 4.30pm

#### **Minutes of previous meeting**

Minutes of the previous Trustees meeting held on 3<sup>rd</sup> March 2021 had been circulated prior to today's meeting and were accepted by all as a true and accurate record.

#### **MATTERS ARISING**

##### **Bank Account**

It was reported that even though Pastor Karen's name has been removed from the Food bank's bank account & the online banking is now up & running, mail from the bank relating to food bank matters is still coming to the church in Pastor Karen's name. Heather to contact the bank in order to get the contact details amended.

##### **Side Porch light**

The addition of a light in the side porch has not been done yet. This is to be reviewed later in the year when the darker evenings roll in.

##### **Gift Aid / HMRC**

The situation with the HMRC / Gift Aid is still ongoing. Heather is liaising with them on the matter.

##### **Just giving website**

David reported that the Just Giving site seems to be showing our donation appeal as having ended & is no longer accepting funds any more. Heather to speak to Martin Brighthouse to get this corrected.

##### **Tesco donation basket**

Oliver is no longer able to do the Tesco basket pick up for us as he is now working. The Crew family however have taken full responsibility for this and are managing the work well.

##### **Transforming Lives for Good**

Sue reported that it would be highly unlikely that we would be receiving a grant from the TLFG organisation having received no response from them at all.

#### **GENERAL REPORT**

##### **Food bank / fareshare operation**

Heather reported that things are running smoothly. We've recently had to have a bit of a shuffle of volunteers as things start to open up and people go back to work but all sessions are well covered by volunteers. Teams are all working well together.

##### **HSBC closure / Debit card for Food bank account**

The HSBC branch in Prestatyn is closing in July which means that from that point on any cash donations will have to be paid into the bank account via the post office counter. In order to pay in funds & use the counter services a debit card & pin would need to be issued for the account. It was unanimously agreed that this should be applied for not only for the future smooth running of the counter services at the post office but also to be used for the purchase of diesel for the food bank van.

##### **Debt Counselling Service**

After some discussion it was decided that it would be good to add Debt counselling as a Food bank facility to offer to our service users and the wider community. It was decided we should explore the



possibility of setting up an operation under the Community Money Advice scheme. Peter Andrews, a contact of Heather, is an experienced Debt counsellor & willing to work with us on this along with training volunteers. Heather is to speak with Peter how to progress.

### **Possible change to Food bank & Fareshare distribution**

As society is now opening up more and people are out and about it was thought that we should offer the option of service users coming to collect their own Food bank / Fareshare again from the outside desk. Heather to E-mail all service users to let them know of this option. It was still felt that the Fareshare items should continue to be bagged up for distribution. It was also agreed that for the time being there still should be no drop in café service on offer to be reviewed as things open up more in general.

### **Fareshare food condition**

It has been noted that some collections of fareshare foods have been poorly packaged & contaminated with non food rubbish from certain supermarkets making it unfit for use. As this is still occurring even after pulling it to the attention of the local store managers Heather will contact the Fareshare organisations to inform of the problem.

### **Food bank location**

There was some discussion on how the Food bank could continue its operation from the Festival Church site without impinging on the Church programme as it starts to open up again. Suggestions of various options were looked at along with the possible siting of a porta cabin type building on the land to the rear of the church. Pastor Roger is exploring rough costings for some of these options. Sue reported that with one of the possible options, the fitting of a lift at the site, it was proving difficult to find a contractor that would take on the fitting of the lift as well as the required building modification work. Heather is to get in touch with a contact of hers in the building trade that might be able to give us advice. It was felt it would be helpful to set up a meeting between the Trustees of the Food bank & Representatives of the Church Leadership team to look at this jointly.

### **Replacement Van**

Due to the quantities of fresh food we are now handling our need for a refrigerated van is becoming essential for Food hygiene compliance. This is also a requirement of the Fareshare agreement that we are part of. Heather has had a rough costing for such a vehicle in the region of £11,000 to £12,000. It was agreed that we should proceed with the sourcing of a suitable vehicle to meet our requirements. Heather & David to obtain quotes.

### **Finance**

The Audited Accounts for the year ending 5<sup>th</sup> April 2021 were presented & distributed along with recent bank statement for information.

### **AOB**

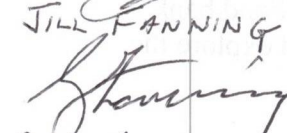
#### **Trussell Trust documents**


Printed copies of the Trussell Trust Franchise documents that the Food bank operates under were distributed to all Trustees.

### **Next Meeting**

The next meeting of Trustees is to be held on Wednesday 15<sup>th</sup> Sept 21

David closed the meeting at 5.45pm

  
JILL FANNING  
  
GEOFF FANNING

  
HEATHER NORRIS.  
Sm Pwce  
SUSAN PIERCE

**PRESTATYN & MELIDEN**

**FOODBANK**

**STATEMENT OF ACCOUNTS**

**Income and Expenditure**

**FOR THE YEAR ENDING**

**5<sup>th</sup> APRIL 2021**

# **PRESTATYN & MELIDEN FOODBANK**

## **ACCOUNTS FOR THE YEAR ENDING APRIL 2021**

### Income

<u>Opening Balance</u>	<b>8496</b>	
Grants received	34750	
Cheque Donations	13080	
Community Donations Transferred Via Bacs	4541	
Cash Donations paid into bank	404	
Tesco Top up Via Trussell Trust	379.5	
Just Giving & Pay Pal	3829	
Cash donations not Banked (petty cash)	1157	
<u>Total Incoming</u>	<b>66637</b>	<b><u>£66,637</u></b>
<u>OUT GOING</u>		
Repairs Renewal/Equipment	3852	
Casual Wages Paid	2962	
Administration /Postage costs	911	
Christmas toy & hamper costs	2783	
Utilities & Waste disposal	1074	
Van running costs volunteer fuel expences	1858	
Meliden Storage Unit Lease and Insurance	5904	
top up utility & support gifts	850	
Fees paid to Trussell Trust	0	
Stock & emergency fresh foods	5284	
<u>Total Expenditure</u>	<b><u>£24,670.00</u></b>	<b><u>£24,670.00</u></b>
<u>Balance at 24/03/2020</u>	<b><u>£41,967</u></b>	<b>£41,967</b>
<u>Closing Balance</u>	<b><u>£41,959</u></b>	<b>-£8</b>

ACCOUNTANTS REPORT

*In accordance with instructions given to me I have prepared without audit the statement of accounts for the year ended 5th April 2021 from books, records, information and explanations given to me and can confirm them to be in accordance therewith*

Jeff Slater

MIJN ACCOUNTANCY