

Annual General Meeting of Keswick Area Foodshare. 1st October 2024

Minutes.

Those Present:

Trustees Tony Welton, Charles Hope, Jean Murray.

Committee: Tom Rennie (Treasurer), John Bowlby, Patrick Long (Secretary).

Attendees; Val Ayre (Cumberland Council), Susan Berriman (Hadfield Trust), Chris Wadsworth (Hadfield Trust), Steve Harwood (Keswick Town Council), Brenda Ousby, Margaret Purkiss, Clare Horsburgh, Aileen Scorer, Nigel Lewis.

Apologies: Sal. Cawley.

Item 1. Welcome and opening remarks:

Tony Welton welcomed those present to the AGM and introduced members of the Committee and Trustees. Tony also explained that voting rights were limited to Trustees and members of the Committee.

Item 2. Formal Approval of the Minutes of the Trial Evaluation and Set-up meeting, 23rd August 2023:

The Minutes were introduced and approved.

Item 3. Year 1: Accounts:

Tom Rennie (Treasurer) provided the meeting with hard copies of the year 1 accounts. He then proceeded to give a summary together with explanation of the accounts, particularly those in his report relating to the Keswick Area Food Share accounting period 3-10-23 to 31-8-24 which would be submitted to the Charity Commission, a requirement of being a Charity Incorporated Organisation.

The income and expenditure summary sheet showing a balance of £23,683 being carried forward of which £18,000 was held in HTB high interest account, CO-OP account. £3,491. Digital vouchers £1,972 and Paper vouchers £220. Tom explained about the vouchers being restricted to B&M and Aldi and then went on to explain the part of his report detailing donations and how they are broken down into large donations over £20 and smaller donations £20 and less. In response to a question from the floor regarding how a £20 figure had been arrived at Tom and Charles explained that this was due to Gift Aid requiring donations over £20 to be by signed consent form and those under £20 could claim it via the Gift Aid Small Donations scheme. In conclusion of the Treasurers report there was an expression of amazement at how generous the donations had been from the Keswick and the wider community.

The Year 1 accounts and the submission of the accounts to the Charity Commission were approved.

Item 4. Trustees Reports:

Jean Murray (Committee Chair) circulated paper copies of her report summarising the activities and progress of KAFS since inception. Recognising, the Food Share still had work to do in reaching out to households who would benefit from the service. In response to a question regarding how the Food Share would achieve this Jean explained that word of mouth and recipients offering to pick up for those who for various reasons could not was an option also staff encouraging those who were reticent when they actually arrive outside the Food Share, the Library staff were also active in encouraging the use of the Food Share and of course the use of Facebook. Jean also made reference to the previous weeks record number of 32 bags being distributed. Tony Welton thanked the volunteers on behalf of the Trustees and referenced the safeguarding policy in conclusion.

Tony Welton (Chair of Trustees) outlined the budget for next year.

Explaining the challenges of formulating a budget and making plans in the present financial climate was at best an estimate. The initial cost 12 months ago of a bag full of food was circa £15 at present the cost is nearer £25.

When budgeting for next year £25/bag and an average of 30 bags distributed every week was used. These costs, together with the figures in the Treasurers report for the nominal overheads and outgoings were used as the basis for the budget costs.

.A possible further opening time was also considered.

Item 5. Charity Commission Filings, Governance and Insurance:

Charles Hope outlined the reasons for applying to the Charity Commission for Charitable Incorporated Organisation status. Enabling the Food Share and its Trustees to take advantage of Charity Commission benefits, such as the indemnity insurance, limiting liability to £1.00. Charles went on to explain that the Food Share was initially ran as a sub committee under the auspices of the Church of England using their accounts and insurance for 6 months, prior to the Food Share obtaining its own insurance and accounting facilities.

Item 6. Approval of the re appointment of the Trustees:

Tony Welton took the opportunity to invite further applicants for the future to the Committee particularly those with relevant skill set and emphasising the fact that the Committee lacked a gender balance.

3 initial Trustees- Charles Hope; Tony Welton; Jean Murray- none for re-election.

Appointment of Treasurer as a Trustee- **Tom Rennie**. Voted on and Agreed by Committee.

Note co-option of Secretary as a Trustee (The Lions)- **Patrick Long**. Voted on and agreed by Committee.

Note co-option of **John Bowlby** as a Trustee (Rotary). Voted on and agreed by Committee.

Item 7.Retirement of the chair of Trustees,

Tony Welton, (to be temporarily replaced by The Revd. Charles Hope).

Jean Murray on behalf of the Committee expressed thanks to Tony for all his hard work and guidance over the past 12 months.

Approval of the appointment of Chair of Trustees **John Bowlby**

Item 8. Any further questions from the floor.

None forthcoming.

Item 9.Any other business.

KESWICK AREA FOOD SHARE - ACCOUNTS 3-10-23 to 31-8-24

The table below records in column C the bank reconciled summary of income & expenditure for the first period specified by the Charity Commission from 3rd October 2023 to 31st August 2024. Column B records similar information for the trial period prior to CIO incorporation.

INCOME & EXPENDITURE ACCOUNT		
PARTICULARS	2023 TRIAL	23/24
BALANCE B/F	0.00	13,893.12
INCOME		
I1 GRANTS	13,500.00	9,400.00
I2 DONATIONS IN <£20.00	142.00	467.40
I3 DONATIONS IN >£20.00	1,834.80	5,606.36
I4 BAG CONTRIBUTIONS	518.16	1,445.10
TOTAL ANNUAL INCOME	15,994.96	16,918.86

EXPENDITURE		
E1 DONATIONS OUT	0.00	0.00
E2 ADVERTISING	-317.40	0.00
E3 FACILITIES HIRE	0.00	0.00
E4 ADMIN COSTS	-340.00	-204.36
E5 FOOD PURCHASE	-1,319.34	-6,448.61
E6 NON FOOD ITEMS	-125.10	-475.18
TOTAL ANNUAL EXPEND	-2,101.84	-7,128.15

YEAR PROF/-LOSS	13,893.12	9,790.71
BALANCE C/F	13,893.12	23,683.83

TOM RENNIE
TREASURER.

