



Minutes of the  
Annual General Meeting  
Tuesday 28 February 2023, 7 pm

Held in Dunfermline Foodbank Client Centre  
Liberty Centre  
Pitreavie Way  
Pitreavie Business Park  
Dunfermline  
KY11 8QS

The meeting was attended by the following -

Trustees –

Martin Smith, Chairperson  
Jon Farrimond, Treasurer  
Janet Brand, Secretary  
Mitchell Skinner  
David Henderson  
Peter Lloyd

Staff –

Sandra Beveridge, Foodbank Manager  
John Thompson, Admin Assistant

Volunteers who registered to attend –

David Linton  
Stephen Nardone  
Jeanette Penman  
Janice Ramsay  
Uti Miko Reid

These Minutes and the Powerpoint presentation will be available on request.

The audience were welcomed to the meeting by Martin Smith, Chair. The Agenda for tonight was detailed in Martin's presentation. Powerpoint presentation slide 2 –

Chairman report

Financial report, July 21 – June 22  
Foodbank Manager Report and look ahead  
Election/re-election of Charity Trustees

Additional comments included –

Activities – slide 3

Operation of the Foodbank has continued effectively. We are currently in a stable financial position. The Project Manager has attended cluster meetings with other Trussell Trust foodbanks. A few of the Trustees have attended Trustee cluster meetings on the topics of operations, governance and policy and procedures. The Foodbank is currently undergoing a Governance Health Check to reflect Trussell Trust policies. This also involves the 2 key areas of risk and resilience.

Objectives – slide 4

The Foodbank will act on the outcome of the Governance Health Check and put in place any changes/adjustments that are required. The warehouse lease is up for renewal at the start of Jan 24. Negotiations with the current landlord will start in Aug/Sept 2023 regarding renewal. The Foodbank will continue to seek funding from past donors like Shell and the Robertson Trust and explore new opportunities, to cover any new developments or financial shortfalls.

## Trustees – slide 5

There has been 2 changes to the Board of Trustees in the past year. Sadly we have lost Diane Garriock (deceased October 2022) who gave many years of service and support to the Foodbank and the addition of Peter Lloyd (appointed April 2022) who comes to us with experience of a financial background. The skill set of the current Board, brings a wide variety of knowledge and skills to support the governance of the Foodbank.

## Treasurers Report - slides 6 - 8

Martin was happy to answer any questions on the Financial Report.

**Income** slide 6 -Tesco and Asda top-up figures, from the in-store collections, show little change from last year. Income from churches has more than doubled, however, the income from individuals has reduced quite markedly. This reduction can be attributed to a tail off of contributions, since covid restrictions have been relaxed. Donors contributed extra during covid and are no longer able to sustain this, as a result of increased financial pressures through inflation and the rise in the cost of living. Funding from Grant applications was not explored within this time frame.

**Payments** slide 7 – The total spending on unrestricted items has increased vastly. As stock donations have decreased, funds have been used to purchase stock to fill the shortfalls. Property costs show an increase, however, this is due to last years figure representing only part of the year. Salaries have been increased in line with inflation. Overall, this years expenditure exceeds income, resulting in a deficit for the year.

**Statement of Balances** slide 8 – The overall funds remain in a healthy position at the end of the year. External grant funding will be pursued this coming year to cover any anticipated shortfall, including property costs and staff wages.

No questions were raised, at this point, by those attending.

## Project Managers Review – slides 9 – 14

### Foodbank Figures – slide 10, 11

Sandra has now been in post for 4 years and this is her first “face to face” Annual General Meeting. Although client numbers showed a reduction over the year, the quantity of food issued increased. The standard 3 days food parcel was deemed inadequate during covid, as we wanted to reduce footfall and hence the possibility of virus transmission. Food issued was increased to cover 5 days. This resulted in more stock out even though we served fewer clients. We have since returned to issuing a 3 days supply of food as covid restrictions have been eased. Funding has been used to keep stock levels up and we have switched from Booker to Aldi for bulk purchases. This offers a better deal financially. Future Tesco instore collections will allow us to have volunteers present again and it is hoped that this will have a positive effect on increasing food donations. Some of the satellite Foodbanks are struggling to have the minimum number of volunteers present to open. If the safe number of staff are not present, clients will not be admitted, but a door service will operate where the food will be assembled and handed to the client at the door. This is in line with current safe working requirements.

### Forward Planning 2023 – slide 12

Volunteers are kept up-to-date with Foodbank business through a newsletter and regular emails. The work of the Foodbank is being promoted by Dunfermline Press and Fife Central Times, who are launching a food drive to encourage donations. It is hoped that this will result in a steady donation stream. All multi-media platforms are updated regularly to keep the Foodbank profile to the forefront.

### Update - slide – 13

All 5 satellite foodbanks are now using the Trussell Trust e-referral system. More referrers are being encouraged to move over to this method of referring clients. Stock ordering from the warehouse is now being processed electronically on the tablets. Stagecoach is supporting clients through an app, where bus vouchers can be accessed by clients, who need transport to take their food home.

### Thanks – slide 14

Sandra thanked all the volunteers for their hard work over the last year and acknowledged that their depth of commitment, allows the Foodbank to make a difference in the lives of others.

### Election/re-election of Charity Trustees – slide 15

As part of governance we are required to elect/re-elect trustees. As no-one has indicated that they want to stand down, all the current trustees, who are listed in the sederunt, will move forward to serve next year.

Finally, a massive thank you once again, to everyone who has helped out, we could not do this work without them. We have been blessed in a variety of ways - the generosity of our local community, volunteers time, public/corporate donations of food and finance, etc all of which we are extremely grateful for.

One question was raised by those attending –

Was it possible to obtain an additional tablet for use in each satellite? This would enable a stock order to be placed, while the team leader was processing e-vouchers. The Project Manager will investigate if this is possible.