



Minutes of the
Annual General Meeting
Tuesday 5 March 2024, 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
Peter Lloyd
David Henderson - apologies

Staff –

Sandra Beveridge, Foodbank Manager
John Thompson, Admin Assistant

Volunteers who registered to attend –

Oi Lin Barr – did not attend
Helen Doig
Fiona Farrimond – apologies
Nupar Gandhi
Alison Henderson
John Longmuir
Alan Mutter
Jackie Mutter
Kathy Ross

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 22 – June 23
Foodbank Manager Report and look ahead
Election/re-election of Charity Trustees

Additional comments included –

Activity – slide 3

Operation of the Foodbank has continued effectively in all 5 satellite locations. We have maintained a stable cash balance, as we continued to receive donations from a variety of sources. The Project Manager and some Trustees have attended various cluster meetings arranged by Trussell Trust. This has enabled us to meet Trustees from other areas and share experiences to achieve best practice and make improvements with regard to - training, governance, policy guidelines, OSCR, finance procedures and client experiences etc. We are continuing to use Xero accounting system and our Auditor has suggested we make some small adjustments, to make it easier and more efficient to reclaim gift aid from HMRC. The warehouse lease expired in January 2024 and unfortunately the new lease has doubled in price. We have compared costs with other similar premises and nothing suitable was available at a lower price We have negotiated a new 5 year lease with staged annual increases for the lease cost. We have applied to the Robertson Trust for funding to help

cover some of this cost and they have awarded us £15,000 per year for 3 years. We hope to secure further funding, to help cover the cost of the warehouse.

Objectives – slide 4

Policies are kept under review and amendments made to keep in line with our objectives. This ensures we keep up-to-date and reflect any legal changes that may be required. The lease for Cowdenbeath is under review with Dunfermline Council and progress is being made towards an agreement where the Foodbank will only take on liability for specific items relating to the property.

Trustees – slide 5

There has been no change to the Board of Trustees over the last year.

Treasurers Report - slides 6 - 8

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

Receipts slide 6 -Tesco and Asda top-up figures, from the in-store collections, are up markedly on the previous year. We always receive a better response from the public when we can engage directly with them, however, in 2022 we were not permitted to leaflet as there were still restrictions due to Covid. All other forms of income have also increased which has been added to our reserves. In 2023 we had to start purchasing food regularly and we have set a budget of £3,000 per month going forwards. Client demand has been far greater than our incoming donations, therefore, to serve clients we are now using some of our cash reserves to purchase food.

Payments slide 7 – Property costs were lower than expected, as we received reduced rental charge from Caledon, the landlords, for a 3 month period. Most other payments were relatively stable.

Statement of Balances slide 8 – The overall funds remain up on the previous year's position. We try to maintain a minimum of 6 months of funds to cover outgoings. We expect to run at a deficit for the next few years with a shortfall of c£30,000 - £40,000pa.

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

Project Managers Review – slides 9 – 14

Foodbank Figures – April 2022 to March 2023 – slide 10

This is Sandra's second 'face to face' AGM. The figures provided are from the Trussell Trust data collection system (DCS). Food purchased by the Foodbank amounted to 7% of that donated over the year. Food issued to clients was far greater than what was donated, necessitating us to set a budget of £3,000 per month to bridge the gap.

The last year (April 2023 – Present) – slide 11

It has been noted that there has been a reduction in client numbers after each of the Scottish Government, Cost of Living Payments have been made. Recruitment of volunteers for some of the satellites has proved problematic. Sandra is trying to encourage engagement by more

local groups to boost numbers. Grant funding for additional staff has been successful, however, further applications are required to cover the warehouse rental costs.

Update: – E Referring - slide 12

New referrers are being added to the e referral system and gradually current referrers are being transferred over to the electronic system. Paper vouchers are being phased out, over time, however, they are still being honored when presented by clients.

Forward Planning - slide – 13

Funding has been secured from Trussell Trust for a full time Financial Inclusion Office (FIO), 2 year post. They will be employed by CARF but work solely for the Foodbank. They will attend each of the 5 satellites regularly, on the same day each week. They will offer support with income maximisation, benefit checks, debt/fuel poverty advice etc and assist clients throughout their journey. They will be available for introductions in the Foodbanks, then support the clients through follow up meetings to maintain privacy and confidentiality.

The Scottish Government is piloting a 'Cash First' approach to support people in crisis. Two small areas within the Foodbank catchment are participating in this pilot, where extra financial support will be offered along with a 6 month wrap-around service to help people get out of crisis. Dunfermline town is currently writing a report before starting the pilot, while the 15 West Fife Villages (rural locations) are looking to the Foodbank to identify clients who may benefit from being part of this trial.

Funding has also been agreed with Trussell Trust for a part-time Strategic Planning Officer, 2 year post.

Over the coming year the Foodbank will continue to strive and maintain a steady stream of donations from our contributors.

Large stock orders are being placed with Aldi. As the Dunfermline Halbeath store is currently being refurbished, the stock orders are temporarily being placed with Dunfermline Duloch.

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.

Questions raised by those attending –

Petty cash was withdrawn from all the satellites after an incident of theft. It was asked if this could be reinstated. The auditor suggested that this would require a change to the accounting procedures. There is also an added risk to staff safety if there is cash on the premises. Volunteers were asked to purchase any small items and keep receipts and present them to Sandra where she would fully refund any expenditure. Alternatively, get in touch with Sandra and she will order and supply any appropriate items.

The Foodbank App, traffic light system, detailing shortfalls of stock is being kept up to date. It was pointed out that it no longer appears to be available for android phones. The shortfall list is also available on the Foodbank website under 'Give help – donate food'.