

Minutes of the Annual General Meeting

Dunfermline Foodbank

Tuesday, 25th February 2025, 7 pm

Held in Dunfermline Foodbank Client Centre

Liberty Centre, Pitreavie Way, Pitreavie Business Park, Dunfermline, KY11 8QS

Attendees:

Trustees:

- Martin Smith (Chairperson)
- Jon Farrimond (Treasurer)
- Janet Brand (Secretary)
- Mitchell Skinner
- David Henderson
- Peter Lloyd

Staff:

- Sandra Beveridge, Foodbank Manager
- Vicky Gorn, Assistant Foodbank Manager
- John Thompson, Admin Assistant

Volunteers/Interested parties who registered to attend:

- Dave Brand
- Nupur Gandhi
- Gillian McLaughlin
- Lee Wildish
- John Longmuir
- Alison Henderson
- David Linton
- Calum Mitchell

1. Welcome & Agenda Overview

The meeting was opened by Martin Smith, Chairperson, who welcomed all attendees and outlined the agenda. The AGM presentation slides were used to guide discussions.

Agenda Items:

- Chairperson Report
- Financial Report
- Foodbank Manager Report and Look Ahead
- Charity Trustees Update

2. Chairperson's Report – Martin Smith

Key Highlights:

- The operation of the Foodbank has continued effectively throughout the past year.
- Financial position remains stable, despite the increasing demand.
- Attendance at Trussell Trust Trustee cluster meetings and training events has helped to strengthen governance.
- Implementation of contingency planning and ongoing strategic review.
- Continuous efforts to secure new funding for long-term financial sustainability.
- Completion of Trussell governance health check will be done this year.
- No Trustee changes in the past year.

3. Financial Report – Year to June 2024

Key Financial Figures:

- Full-year financial report was presented, showing an overall stable financial position.
- Donations remain critical, with supermarket top-ups continuing to provide a vital contribution.
- Individual donations have decreased slightly, in line with the national trend post-pandemic.
- Stock purchases have increased due to declining food donations, impacting expenditure.

- The warehouse lease was renewed with a significant cost increase.
- Other expenses remained fairly consistent.

No questions were raised by attendees.

4. Foodbank Manager's Review – Sandra Beveridge

Foodbank Statistics (1st April 2023 – 31st March 2024):

- Total individuals served: 8,814 (5,467 adults, 3,347 children)
- Client use down by 4% compared to the previous year.
- Food donated: 98,055kg (down 10% from the previous year).
- Food distributed: 94,665kg (down 20% from the previous year).

Key Updates:

- In September 2024, Vicky Gorn joined as Assistant Foodbank Manager, supporting daily operations.
- Trussell Trust rebranded as 'Trussell' in September 2024, with a new logo, vision, and mission.
- E-Referring: 99% of referrers now use the e-referral system, with red vouchers being phased out.
- Working with new corporates, who will share their expertise through volunteering.
- Ongoing improvements to volunteer training and operational efficiency.

Looking Ahead (2025):

- Recruitment of an Income Maximisation Officer in March 2025.
- Development of a new Strategic Plan to strengthen long-term sustainability.
- Continued focus on Cash First Approach Pilots in collaboration with the Dunfermline and South West Fife Poverty Action Group.
- Prioritising efforts to increase public awareness and secure a steady donation stream.
- Maintain a strong reputation by continually improving our service.

Questions from the floor regarding operational issues of the new IMO were answered.

5. Trustee Appointment Update

No public vote for Trustees was made at the meeting. The Trustees had decided in advance that Jon Farrimond would step down as Treasurer, with Martin Smith assuming that role. Janet Brand remains as Secretary, and Peter Lloyd has taken on the role of Chairperson.

At the conclusion of the meeting, Peter Lloyd officially assumed the role of Chairperson. He expressed his gratitude to Jon Farrimond and Martin Smith for their hard work and dedication over the years, acknowledging their contributions to the stability and growth of the Foodbank.

6. Closing Remarks

Sandra Beveridge thanked all volunteers for their ongoing dedication and hard work in keeping Dunfermline Foodbank running effectively. The contributions of the community, corporate sponsors, and funding partners were acknowledged with deep appreciation.

The meeting was formally closed at 8:30 pm.