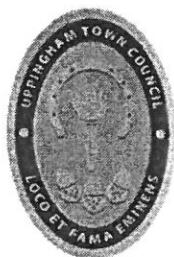


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## UPPINGHAM TOWN COUNCIL

Town Clerk: Neil Wedge

Telephone: 01572 822681  
Email: [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk)  
Website: [uppinghamtowncouncil.gov.uk](http://uppinghamtowncouncil.gov.uk)  
Twitter: @UppinghamTC

Address: Town Hall, High Street East, Uppingham,  
Rutland LE15 9PY

### Grant Aid Application Form

#### Part 1 – Information about you or your organisation:

Name of Organisation:	Rutland Foodbank	
Name of Representative	Caroline McCabe	
Telephone Numbers:	Main – 01572 759659	Mobile – 07813 875154
Email Address:	<a href="mailto:Cmccabe.accountancy@hotmail.co.uk">Cmccabe.accountancy@hotmail.co.uk</a>	
Address of Organisation:	Unit 3, 40 Melton Road, Oakham, LE15 6AY	
Address of Representative:	11 Ruddle Way, Langham, LE15 7NZ	
To whom should the grant aid cheque be made payable to?	Rutland Foodbank	

#### Part 2 – What is your idea and reason for applying for grant aid funds from Uppingham Town Council?

Rutland Foodbank provides three days of food for a client (and the members of their household) who find themselves in a crisis situation, whereby they have no food, or no money for food. Clients are given a foodbank voucher from a local professional (social worker, health professional etc) who assess their need before offering a voucher.

The client then brings the voucher to one of our distribution centres, in either Oakham or Uppingham, to receive their food parcel. Our centre in Oakham is open on Monday (1-3pm), Wednesday (1-3pm) and Friday 10-12noon), and the Uppingham centre opens each Friday morning in St Peter and St Paul Parish Church, Uppingham.

#### Part 3 – Who in the community would benefit from your project and what difference would it make?

The criteria for being issued with a voucher is based solely on need. Therefore everyone in the County of Rutland (and adjoining areas) is eligible to be assessed by local professionals.

Due to cut back in social care provision, without Rutland Foodbank operating it is highly likely that people facing an unexpected crisis would be unable to buy food. State Aid to support people facing an immediate crisis has been withdrawn or reduced.

Volunteers regularly receive positive comments from clients about the warm welcome they receive when collecting their food parcel from a distribution centre. Whilst it may be difficult for a person to initially admit they are in a crisis, they frequently comment they are put at ease by our volunteers and never judged by the friendly welcome they are given. This welcome can often make their situation a little more bearable.

Rutland Foodbank enables clients, and their families, to both eat and maintain their dignity whilst at a difficult point in their life.

**Part 4 – How will you know the project has been a success having used the money requested?**

Client details are recorded on their voucher so we can assess where clients reside and the reason for their crisis. Whilst we cannot predict who will receive a food parcel or where they reside in the future, our current statistics suggest demand is rising and, in particular, demand is set to increase by 50% year on year within the Uppingham Town Council ward.

In the year to 31<sup>st</sup> March 2017, 559 people were fed by Rutland Foodbank, of which 187 were children. In the first 5 months of this financial year, food parcels have fed 335 people, so demand is rising.

Figures relating to Uppingham Ward alone show 88 people last year and 51 people so far this year have been fed with an address in the Ward.

The main cited reason for the crisis in the last year was low income i.e. the client has had a sudden expense that has caused them to choose between eating or paying that additional expense.

Additionally, the number of clients for whom debt is the main reason for crisis has doubled in the last year. With inflation rising and the low value of the pound, it is reasonable to assume these factors will not ease in the forthcoming year.

We will continue to monitor the service we offer. Whilst we would like demand to be falling, in the current climate, success will be providing food whenever a need is identified.

The Supervisor at the Uppingham centre is reporting much greater demand this financial year. It has previously been re-stocked monthly and that has moved to fortnightly. In the past few weeks she has re-ordered stock from our warehouse weekly to ensure that has a ready supply to meet the rising demand. She is reporting that more families are presenting vouchers.

**Part 5 – What is the total cost of your project or idea? (please enclose any quotes you have received)**

The vast majority of food is donated at collection points in local supermarkets and we have a team of about 90 volunteers who enable the foodbank to operate. Tasks range from collecting food from donation boxes around the county, sorting the food at the warehouse, staffing the distribution centres, organising rota's and running the charity.

Whilst we are very fortunate to have such support, it still costs about £7,000 to run the foodbank each year. This covers our insurance costs, rent, utilities, administration costs and any additional food purchases we need to make (last year we spent approximately £650 on food items).

We have previously been very fortunate to have had a very generous individual donor. This donor has recently died. Rutland Foodbank needs to seek ways to spread its income base across churches, councils and from private individuals.

**Part 6 – How much are you applying for?**

Of the total running costs cited above, some relate solely to the Oakham distribution centre, so I will specifically request funding to cover costs that relate to running the centre in Uppingham. As such, Rutland Foodbank would like to request £500.

**Part 7 – Have you applied for funding elsewhere and if so to please provide details?**

We have individuals who support financially, as well as one off donations from local businesses. Requests from Rutland Town and Parish Councils have been sent.

We have applied for a grant to cover some of the running costs of the Oakham Distribution centre.

**Part 8 – Please give a description and breakdown of how you will spend the money including the date when it is needed?**

Employers & Public Liability Insurance £150 (Proportion of annual charge) Due December

Food supplies £300

(Proportion of estimated costs. Most items are supplied through food donation points throughout the county. However, there are items that we regularly run short of, so we need to top up the donations) Spent on an ongoing basis

Admin costs £50

(mobile phone top up, stationery, postage etc) Spent on an ongoing basis

**Part 9 – If your application is unsuccessful do you have other funds available to ensure your project or idea progresses? Please give details.**

The Trustees have built up reserves to fund the charity for 6 months. However, we do not feel it is prudent to use these funds to cover ongoing running costs. If insufficient funds are generated each year, the charity will not be able to continue to operate or will have to reduce the services it offers.

**Part 10 – You will need to supply the most recent set of accounts for your organisation including a balance sheet where available or applicable. Please state the date of the accounts and attach a copy.**

End of year accounts to 31<sup>st</sup> March 2017

**Part 11 – Please confirm by attaching a letter of authority for this application to be made on behalf of the organisation or alternatively a set of formal minutes signed by the Chairman where a decision has been agreed to apply.**

Please find enclosed: Approved minutes from Trustees meeting 04/10/2017

**Part 12** – Please confirm the following information if you are sports club or organisation:

A	Does your organisation include participation by children under the age of 18?		No
B	If 'yes' to A above do you have a safeguarding policy in place and operational? (if so please attach a copy)		
C	Does your organisation include participation by both able and disabled individuals?	Yes	

**Part 13** – Please confirm the following:

A	Do you agree to allow members of council inspect the project for the grant aid monies have been applied for?	Yes	
B	Do you agree to confirm that the funds have been used for the specific purposes set out in this application?	Yes	
C	Do you consent to provide an update for the annual town meeting held in May each year if requested to do so?	Yes	

**Part 14** – Emergency funding application:

Please explain why this is an emergency funding application (only complete if this application needs to be granted outside of the months of May and November):

Not applicable

Full Name: Caroline McCabe

Signature: 

Date: 9/10/17

Please return the form and enclose a set of accounts (if applicable) to Neil Wedge, Uppingham Town Council, 49 High Street East, Uppingham, Rutland LE15 9PY

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**Rutland Foodbank**

**Trustees' Annual Report and Annual Accounts**

**for the period**

**1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017**

## Rutland Foodbank

### A. Reference and Administration

**Principal Address:** Unit 3, 40 Melton Road  
Oakham  
Rutland  
LE15 6AY

**Website:** <http://rutland.foodbank.org.uk/>

**Names of the charity trustees who manage the charity:**

Suzanne Johnson (Chair to 31<sup>st</sup> March 2017)  
Helen Baggott (Secretary)  
Caroline McCabe (Treasurer)  
Dominic Coad (resigned 12/09/2016)  
Janet Evans  
Pat Anderson (from 12/09/2016)  
David Clark (from 23/03/2017)  
Marlene Branagh (from 23/03/2017)

### B. Structure, Governance and Management

**Type of governing document** Constitution

**How the charity is constituted:** Charitable Incorporated Organisation (CIO)

**Trustee selection methods:** Nominated and elected by current Trustees

**Additional governance issues:**

Rutland Foodbank is franchised to the Trussell Trust and receives continuous support and advice from their regional manager. Their guidance has been followed in the setting up and continued running of the structure of Rutland Foodbank.

The trustees of Rutland Foodbank have considered their responsibility in respect of safeguarding its clients and volunteers. As such, a safeguarding policy has been adopted. Volunteers work in teams at the distribution centres and are never left alone with clients. Therefore, Rutland Foodbank has not requested DBS checks for any of our volunteers.

Safeguarding awareness training has been given to all volunteers who deal with clients with regard to the actions they should take in the event a disclosure is made to them. Refresher training was provided to volunteers during the year.

Designated Safeguarding Officer: Helen Baggott

**C. Objectives and Activities**

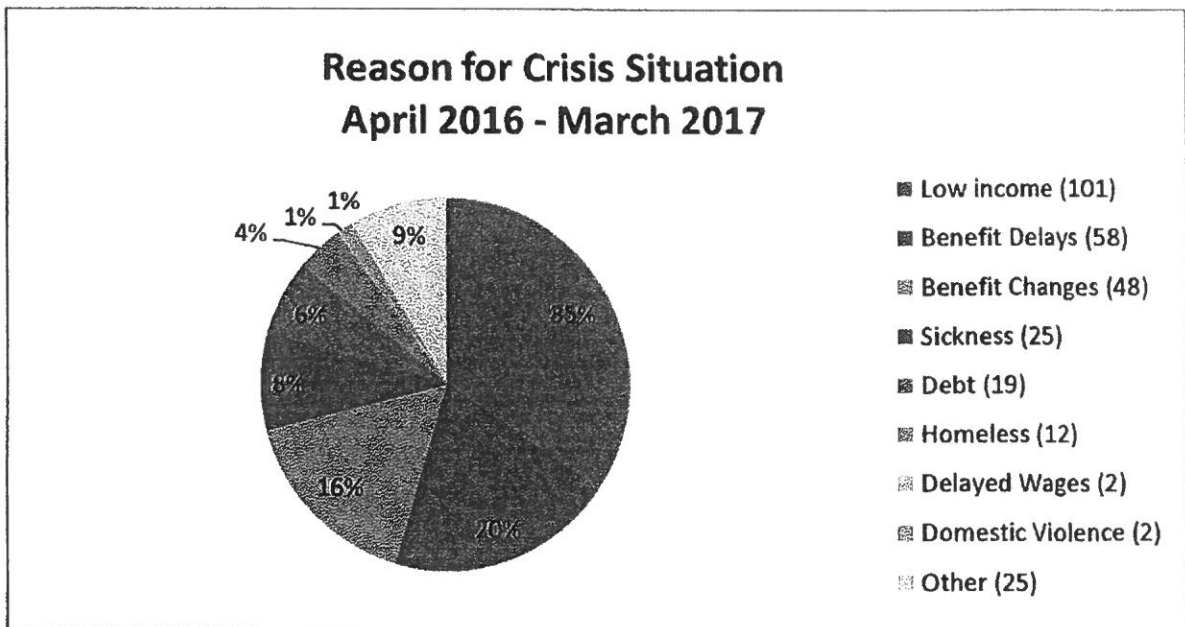
The objects are to provide the prevention or relief of poverty hardship of people living in Rutland and neighbouring districts by providing food and other services, information, advice and education, and supporting in such other ways as the trustees shall from time to time think fit.

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Through its network of voucher holders, 292 food parcels have been distributed feeding 546 people of Rutland, including 180 children. This is a very similar to the previous 12 months ending March 2015, where 300 vouchers were issued. However, the total number of people fed this year fell from 652 people of which 232 were children. The main reason for this is that 64% of clients issued with a voucher were single people, so the voucher fed 1 person rather than a couple or household with children.

The single most cited main reason for the crisis continues to be low income, where an expected expense has pushed the client/family into a crisis. This has risen from 91 vouchers last year to 101 this year. Benefit delays and changes have been named as the main reason for the crisis in fewer cases compared to last year – falling from a total of 123 vouchers to 106.

However, debt has doubled as the main reason for the crisis. This has increased from 9 cases last year to 19 this year. Whilst this only represents 6% of the total it may increase further if the current low interest rates rise and inflation continues to rise faster than wages.

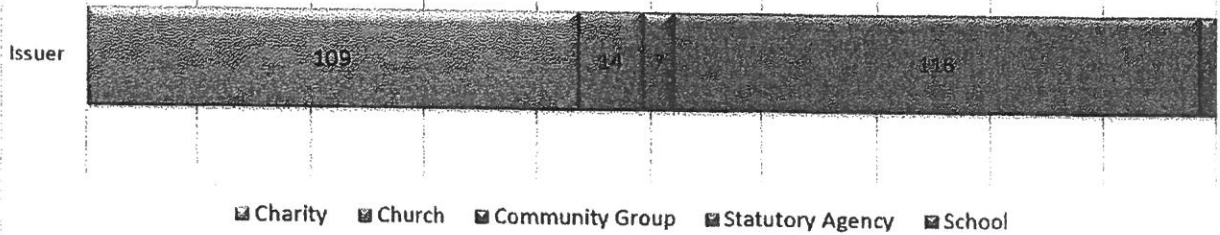


These clients have all been assessed as being in a crisis situation by a professional and would otherwise have no means of providing basic food for themselves or their families. Eligibility of receiving food parcels from Rutland Foodbank remains to be based solely on need within the geographical area we operate in.

## Rutland Foodbank

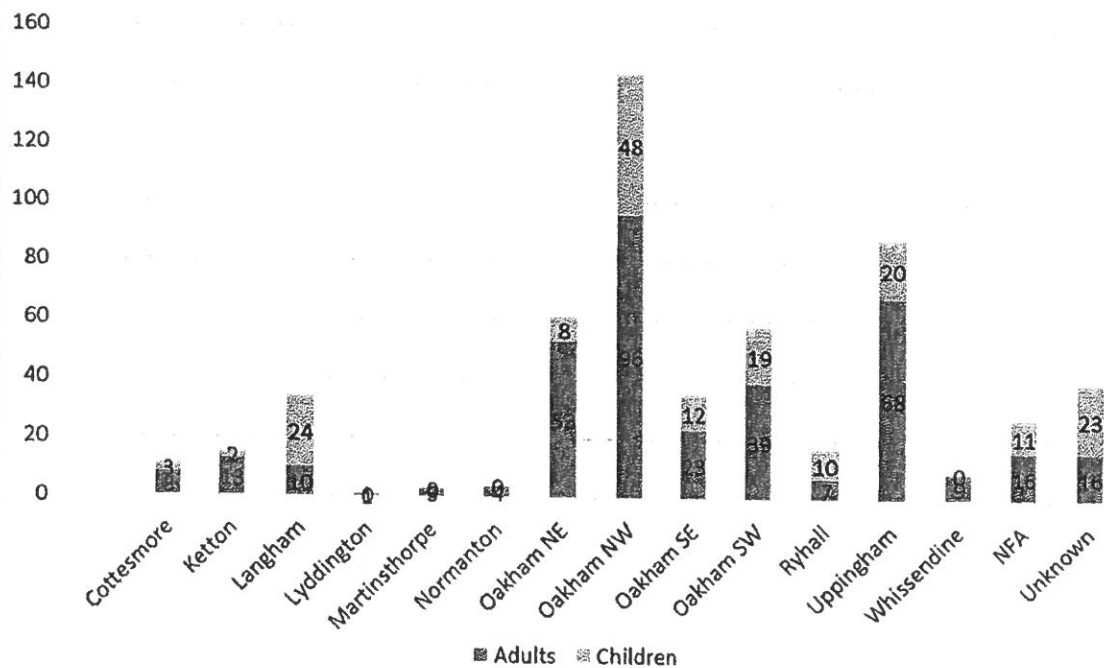
There are currently 92 agencies (or departments within those agencies) who hold vouchers to issue to clients in crisis.

### Breakdown of Voucher Issuers April 2016 - March 2017



In this year, Rutland Foodbank has distributed over 7.3 tonnes of food to people of Rutland. Many churches and schools donated food as part of their harvest festival celebrations. Over 1.5 tonnes of food was collected from the harvest festival period in Autumn 2016, of which nearly 1.1 tonnes (96%) was collected from schools in Rutland – a fantastic achievement.

### Location of Clients April 2016 - March 2017



The trustees of Rutland Foodbank have considered the charity commission guidance on public benefit and have sought to ensure our efforts have been focussed on meeting the needs of people in crisis. Regular training is provided to volunteers to ensure signposting to other agencies is continually up to date.



## Rutland Foodbank

Rutland Foodbank recognizes that food parcels only provide a very short term solution to a crisis. Therefore, the trustees have, and will continue to, explore opportunities for collaborative working with other organisations to improve the long term outcomes for the clients of the services we provide.

There is a team of around 70 volunteers involved in delivering the services of Rutland Foodbank. The trustees would like to express their sincere thanks for the commitment and dedication of everyone involved - without whom Rutland Foodbank simply couldn't operate.

#### **D. Achievements and Performance**

April 2016 to March 2017 has demonstrated once again how much we rely on the individual and personal commitment of so many wonderful volunteers.

##### **Trussell Trust Annual Audit**

Our annual audit by the Trussell Trust went extremely well; we were again commended for having an efficiently-run Foodbank with helpful, friendly and informed volunteers. All our statutory requirements are in place, but the main commendation is in the wonderful welcome and service our clients receive. The Trustees continue to believe it is important to belong to the Trussell Trust, not just to receive their support and national collection campaigns, but also to add weight to their political lobbying and national statistics

##### **Oakham Distribution Centre**

We have seen a steady year, with similar numbers to the previous year. The number of people fed is slightly down from 650 to 550, but the proportion of single people has risen quite dramatically; currently 2/3 of our clients are single or single parents. The Trussell Trust report an increase in Foodbank use in areas where Universal Credit has been rolled out, so we expect to see an increase in these numbers in the coming year and beyond.

We were sorry to see Rev Dr Dominic Coad leave us in October, but delighted that he was appointed vicar at a church in Newcastle where the local Foodbank is a main focus of the church's ministry. We are very grateful for all that he brought to Rutland Foodbank, for his compassion and commitment to the clients, and his clear and strategic thinking on Steering Group. He will be very much missed in Rutland, not just at Foodbank. His position was not directly filled, but tasks taken up by existing volunteers, notably Marlene Branagh and Jane Duce.

With funds in the bank, and no significant overheads, the Trustees took the decision to ask Dan Gill if he would like to relinquish his monthly financial support. He initially committed to paying our rent in May 2014 for a year, to get us on our feet, and continued to support us for a further year. We cannot express our gratitude for the opportunity his support gave us, to have our own dedicated premises. Rutland Foodbank in its current form, and in particular the Oakham premises, could not possibly have happened without his support.

##### **Uppingham Distribution Centre**

The team at Uppingham continue to be very committed, and have great relationships with their clients, some of whom visit for a cup of tea on a regular basis, even if they don't have a voucher. They have also made excellent progress in partnering with various agencies in the area, and frequently get visits from the Community Agents, Citizens Advice, etc. The numbers at Uppingham continue to be low but steady, and the whole team there feel they are providing a valuable service in Uppingham, and their dedication is very much appreciated.

### **Warehouse Team**

We are very grateful for the hard work and commitment of the warehouse team, led by Hilary Smith, who do hard, physical work, often with very little thanks. Hilary has built a team of 4 or 5 volunteers, a couple of whom help to drive the stock around Rutland. We remain extremely grateful to Jane Duce for the kind donation of the premises, which greatly enables us to carry out our work without a large rent liability.

### **Harvest Festivals**

We were once again grateful to receive a large quantity of "harvest" donations, which were sorted by our dedicated team in Langham. It is always a blessing to receive unsolicited donations from a variety of schools and churches at this time of the year, despite the sorting and stock control challenges it can bring!

### **Christmas Hampers**

Heading towards Christmas, we again decided to produce hampers of Christmas treats for people in crisis across Rutland, to be distributed through our various agencies. These were sponsored largely by individual donations of £15, and with some funds left over from the hamper collection last year, we did not overtly push for donations and were delighted to fully cover our costs, and produced 180 hampers.

Once again, huge thanks to D'reen Foulkes who organised a coffee morning at Oakham Baptist Church to raise money to put a game in each family hamper. The morning was well attended, and a good amount of funds collected. D'reen was able to provide around 60 games, wrap them, label them and get them to Foodbank before she jetted off to Australia to spend Christmas with her family. Thank you, D'reen, for this amazing commitment.

Following last year's Christmas cracker appeal, led by Andy Wright, Housing Services Manager at Spire Homes, we decided to run it again, but widened it to receive donations from a number of sources, notably a huge number received on hamper packing day from Lands' End. This was organised by Nicola Twose, who has been a stalwart supporter of Foodbank. The clients were delighted to receive at least 6 crackers in their hampers.

### **Working with Agencies**

We have continued to develop our working relationships with local agencies; in particular, we have been delighted to welcome Sheila Fletcher from Citizens Advice Rutland to sit in on foodbank sessions in Oakham on a regular basis. We have also welcomed Community Agents to our sessions, at both Oakham and Uppingham.

A huge "thank you" to Helen Baggott for organising a comprehensive training day for existing and prospective volunteers, which was well attended and much appreciated by all. We were delighted that Andrew Featherstone of the Rutland Community Agents came and spoke to volunteers about their work, and expressed his gratitude to the Foodbank for the service we provide.

**Future Plans**

This has been a great year of consolidation of our offer and services, and of volunteers picking up greater responsibilities. It was with confidence in the ongoing viability of the Foodbank that I personally took the decision at Christmas 2016 to seek to pass on my role as Chair. This was largely for personal reasons, and to spend more time with my young family. In February I was delighted to be introduced to David Clark, who quickly showed an interest (not to mention a huge amount of competence and a lovely, kind manner) in taking over. The trustees took him through a slightly formal interview process to ensure we were meeting our legal obligations as trustees of a charity, and we were so, so pleased that he agreed to take over the reins from 1 April.

Although I am stepping back as Chair, I will continue as a trustee of this wonderful charity. I cannot begin to express my thanks to everyone involved with Foodbank along the way, since we started talking about it in January 2013, and opened 23 September 2013. I have got so much out of my time at Foodbank, made many friends along the way, and found it really rewarding to serve the community in this way. Whilst the vision is always to close through lack of need, as long as people in Rutland are going without food, I am confident that it is in extremely compassionate and competent hands. I am very proud of all we have achieved together, with God's help.

**E. Financial Review**

**Reserves Policy**

The charity has had no formal policy on reserves. Expenditure has only been committed based on income received. We have ensured there are sufficient reserves to cover the committed lease at 40 Melton Road. There have been issues identifying our meter and electricity supplier, so Rutland Foodbank has never received an electricity bill for the period it has occupied 40 Melton Road. This is now being resolved and provision of £2,500 has been set aside in the reserves, which will be paid to settle the account shortly into the new financial year.

The trustees are satisfied that the level of reserves are now at an acceptable level to manage any risk/liability posed to the organisation. As such, we have released Mr Gill to use his financial generosity to support other worthy causes. His financial assistance since 2014 has enabled Rutland Foodbank to take on the premises lease at Oakham and provide a stable footing for us to move forward.

There are no funds in material deficit.

**Funding Sources**

The charity has been principally funded through private monetary donations. The trustees would particularly like to acknowledge the generous support from Mr Dan Gill for the past 2 years.

Additionally, a local charity, Rutland Grants, gives money for the specific purpose of providing personal care items with the food parcels. This is treated as restricted income and recorded separately in the accounts.

Much of the achievements would not have possible without the many gifts in kind received from numerous sources. Uppingham Church also continues to allow their building to be used every Friday, as has been the case since it opened in September 2013.


The largest proportion of food for the parcels is provided through the generous donations at Co-Op superstore Oakham, the Co-Op store Braunston Road, Oakham, Tesco Oakham, Briar Convenience Store, Oakham and donation boxes at other locations around the county make up the remainder of regular donations. Based on an average price per kilogram of £1.68, the estimated value of food donated this year is £10,780.


The trustees of Rutland Foodbank continue to be especially grateful for the use of 2 storage units in Langham for the warehouse facility, provided at no cost by Mrs Jane Duce.

**F. Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signatures:   
Full name: SUZANNE JOHNSON  
Position: TRUSTEE  
Date: 12.6.17

  
DAVID CLARK  
CHAIR - TRUSTEE  
12-6-17

Rutland Foodbank

Receipts and payments account for 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017

Receipts	£ Unrestricted	£ Restricted	£ Total Funds 2016/17	£ Total Funds 2015/16
Donations	3,927	1,948	5,875	11,622
Tesco Top-Up				587
Leicester and Rutland Comm Foundation				1,575
Fundraising	185		185	205
Gross income	4,112	1,948	6060	13,990
<b>Payments</b>				
Supplies for food parcels	656	3,290	3,946	4,077
Trussell Trust Membership	360		360	360
Premises	4,567	46	4,613	4,690
Travel				292
Marketing	36		36	-
Admin & Insurance	1,020	297	1,317	1,257
Repairs & Renewals	<u>121</u>	<u>114</u>	<u>235</u>	<u>694</u>
Total Payments	6,760	3,747	10,507	11,369
<b>Net of receipts</b>	<u>(2,648)</u>	<u>(1,799)</u>	<u>(4,447)</u>	<u>2,621</u>
Cash funds last period end	11,269	1,998	13,267	10,645
Cash funds for period end	<u>8,621</u>	<u>198</u>	<u>8,820</u>	<u>13,267</u>

Rutland Foodbank

Statement of assets and liabilities as at 31<sup>st</sup> March 2017

Cash Funds	General	Restricted	Consolidated
Bank	8,530	198	8,729
Cash in Hand	<u>91</u>		<u>91</u>
Total cash funds	<u>8,621</u>	<u>198</u>	<u>8,820</u>



**Other Monetary Assets**

Deposit, 40 Melton Road, Oakham Held by Murrays Estate Agent Repayable at end of lease	£1,050	General Fund
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**Assets retained for the charity's own use**

Warehouse storage units & scales	2,217 (cost)	General Fund
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Approved by the Trustees on 12<sup>th</sup> June 2017 and signed on their behalf by;

Signatures:	 _____	 _____
Full name:	SUZANNE JOHNSON _____	DAVID CLARK _____
Position:	TRUSTEE _____	CHAIR - TRUSTEES _____
Date:	12.6.17 _____	12-6-17 _____

## Minutes of Rutland FoodBank Trustees Meeting: 4th October 2017

Present: David Clark, Helen Baggott, Caroline McCabe, Suzanne Johnson, Jane Duce (Guest)

Apologies: Pat Anderson, Jane Reynolds (Guest)

1. Minutes of Meeting 27th July 2017 - agreed and signed.
2. Matters Arising

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**Financial Statement** provided to the September Operations Meeting was well received and Caroline will provide for future meetings (or a brief update). Caroline commented that, in recent times, it is only toiletries that have been purchased. Caroline is in contact with Rutland Grants requesting further funding of toiletries.

### **Stock Deficit:**

- i) the additional stock take was completed in September. This time the deficit was 39kg positive, meaning more stock was found at the warehouse than expected from the Dashboard. The June stock take deficit had been negative. A manual adjustment will be made to the stock on Dashboard. (ACTION: Caroline)
- ii) David has reviewed the process operated by warehouse staff and is convinced that all volunteers whose role involves measuring the weights and recording the data are clear on the correct procedures. We will undertake regular stock takes (minimum yearly) to maintain appropriate monitoring.

**Aldi:** Aldi have replied that their national policy is not to have collection points at their branches.  
**Empingham:** Helen confirmed that Empingham have never been voucher holders.

**Harvest 2017:** David thanked Jane for kindly opening up another unit for donations which is greatly helping the process of receipt and storage of donations.

### 3. **Financial Report**

Caroline presented the year-to-date picture compared to budget. We are now half way through the year.  
**Income:** we have received total donations of £2763 which exceeds the amount budgeted for the full year. This reflects the conservative nature of the budget in regard to donations.  
**Expenditure:** All expenditure items are exactly where we would expect halfway through the year. Some items (e.g. Trussell Trust fees) are at 100% because we have fully paid for the whole year. So in terms of both income and expenditure, all is on track.

### 4. **Future Funding and Plans**

Caroline has received confirmation from Leicester, Leicestershire and Rutland Community Foundation that we shall receive a grant of £1,532 towards premises running costs of Oakham Distribution Centre. Paperwork to accept the grant was signed.

The Standing Order and Gift Aid forms have been updated. (ACTION: Forward to all Trustees - David).



Parish Councils: We are receiving responses to Caroline's letters to councils requesting donations. Indications are positive. [REDACTED]. Several others have replied that the matter will be addressed at their next meeting. Comments on the draft grant application circulated by Caroline for Uppingham were provided and Caroline will send off the form. (ACTION: Caroline).

Churches: David is to meet Churches Together on November 9th. Consider how best to approach Uppingham churches. (ACTION: David)

Schools: Can Uppingham and Oakham Schools help us? the support of Rev James Saunders at Uppingham was mentioned. (ACTION: follow up - David).

5. **Drainage at Oakham Distribution Centre**

[REDACTED]

[REDACTED]

6. **Risk Assessments**

Caroline offered to take a view on all the Risk Assessments before the next meeting and as a team, Trustees shall review/ revise these at our next meeting. Thereafter revised RAs will be sent out in advance of the Operations Meeting in January so that supervisors can go through them at the meeting with the purpose of improving awareness and possible further enhancement of the procedures from the resultant discussions. (ACTION: Caroline)

Caroline commented that she had come across an on-line manual handling training course (cost £25 per session). It may be helpful for our warehouse staff.

7. **Christmas Hampers**

We agreed to increase the requested donation per hamper to £20 (previously £15). Pack Up Day will be Thursday, December 7th 2017. We envisage 200 hampers being the target number.

Notify voucher holders and request them to tell us how many vouchers each require (ACTION Helen to supply contact list. David to issue email).

Boxes: apple box take too much space and cause transportation problems so we shall source flat-pack boxes "book boxes". (ACTION: Identify appropriate boxes - Jane and Suzanne).

Could Land's End supply/ sponsor boxes? (ACTION: contact Nicola Twose - David)

Cards: Caroline offered to suggest that Brooke Priory School children might like to make individual cards for inclusion in the hampers.

8. **Freezer/ McCains**

We received an offer of a chest freezer and coincidentally became aware that McCains are willing to donate frozen chips in quantity. McCains already do this for Grantham FB. Following discussion, we decided not to proceed. The potential benefit does not overcome concerns regarding the additional workload and the complexity involved in a move into offering frozen food. Furthermore it would be difficult to set up due to space considerations in the kitchen area in Oakham.

9. **New Trustees (Trustees Only in Attendance)**

We agreed to ask Jane Duce and Charlotte Osborn to be Trustees. Respectively Suzanne and Helen will make the approach.

**Next Meeting:** Wednesday, November 15th. 7:45pm. Suzanne's house.

