

**Minutes of Hellesdon Community Cafe Committee meeting
Thursday 1st November 2023 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr S. Smith (Chair of committee)
Cllr R. Forder
Cllr S. Gurney
Cllr B. Johnson

Also in attendance:

Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr Douglass.

2. Declarations of Interest and Dispensations

None raised.

3. To Agree the Minutes of the Meeting of 22nd June as a True and Accurate Record of the Meeting.

The minutes were **AGREED** following a proposal from Cllr Gurney and a second from Cllr Forder.

4. Public Participation

There were no members of the public in attendance.

5. To Consider Fund Raising Event Request in the Cafe

It was reported that requests are being received to hold fund raising events in the foyer on the days that the café is in session, so as to have a captive audience. The committee discussed the merits of supporting charitable organisations but also the balance of the café customers not feeling like they have to participate in a charitable event. There were also concerns about the perception of prioritising some charities over others. It was **AGREED** that charities should not be permitted to fund raise in the café.

6. Community Fridge

a) To Receive Update on Community Fridge since launch.

The Fridge receives very generous donations from the Premier Store on Reepham Road, and can still be supported by the free fruit and veg grant from the Broadland Healthy Eating Fund. Two large potential

suppliers, Fareshare and Neighbourly, continue to process the Parish Council's respective applications, although the former has been outstanding since July. The Clerk is to press these organisations to process the applications.

The Parish Council has been accepted to use 'In Kind Direct', a site where toiletries can be purchased at very low cost, and a grant application has been placed with the Veolia Sustainability Fund to make purchases from this site. It has also been recommended to open an account with Foodiverse, which is a similar system but with food products. The Clerk is to find out when a decision on the Veolia grant will be made.

An appeal can also be made on social media.

b) To Receive Report into Community Fridge Abuse and Consider Sanctions

A report was received by members about the abuse of the community fridge by a member of the public, causing food to be wasted and those most in need to miss out. Other considerations were raised about reported abuse at other sites. Sanctions in the form of reduced visits to the fridge and a restriction on items taken had already been put in place, but have had little impact, and it is impossible to monitor the fridge permanently. The following was **AGREED**:

- 1) That the Fridge should be moved to inside the foyer (site to be agreed).
- 2) That the Fridge should only be open during café hours.
- 3) The parishioner in question should be barred from the Fridge as there was not a need identified for use, and the impact it was having on other Fridge users.

7. To Agree Christmas Closure Days for Cafe

It was **AGREED** that the café should be closed during the week between Christmas and New Year. For the following week, opening hours should be:

Monday 1st January 2024 – closed for Bank Holiday

Tuesday 2nd January 2024 – Prep Day

Wednesday 3rd January 2024 – Café open as usual

Thursday 4th January 2024 – Café open as usual

8. Finance

a) To Receive Stock Taking Report for Half Year

The stock taking report had been circulated to members showing a GP of 41%

The wastage was analysed and it was **AGREED** to try and sell end of life stock at a 50% discount. It was further **AGREED** to conduct a customer survey, as the café had now been open for a year.

b) To Receive Half Yearly Finance Report for the Café

The half yearly finance report had been circulated to members. Discussions occurred as to the intentions of the café was to precept for staffing costs so that the café can remain a community service.

It was noted that the opening hours of the café means that it does not benefit from economies of scale. It was always the intention to open the café more days. The Clerk is to look at the staffing figures for four day opening.

c) To Agree Café Budget for 2024/2025

It was **AGREED** that the budget should reflect a 4 day opening:

Income: £36,000

Cost of food: £21,240

Consumables: £1,750

Cleaning Materials: £150

Profit (ex staffing): £12,860

9. Items for the next agenda

Four day opening
Results of customer survey

10. To confirm the date, time and venue of next meeting

To be agreed.

Meeting closed at 9pm

DRAFT