

## **MINUTES OF AGM OF THE TRUSTEES OF KEYNSHAM FOODBANK**

The meeting took place on Friday 9<sup>th</sup> October 2020 in St Francis's Church Hall, Keynsham

1. **Welcome** from Alan Hale (Chair) to those present namely June Brassington and Mike Knight (Treasurer)
2. **Apologies for absence:** Lesley Jones
3. **Minutes of last meeting:** The minutes had been circulated and were agreed
4. **Matters arising:** It was agreed that there were no matters arising that would not be covered by items on the agenda.
5. **Presentation and Adoption of Financial Accounts from April 1st 2019 to March 31st 2020.**

A financial summary had been circulated to all the trustees for inspection prior to the meeting. At the meeting the treasurer produced the book where all the income and expenditure was recorded along with all the relevant receipts. There were 3 missing receipts the main one being for £702 which was for DL Removals of Bristol for moving the contents of the warehouse to Lok N Store. However, it was agreed that the cheque stub and the bank statement would provide the necessary proof for the transaction. This would be the same for the other missing receipts. All the monthly bank statements were also available for scrutiny and the beginning and end of year balances tallied up correctly.

After discussion it was agreed that there was a true record of all the financial details that occurred and a form was signed off by the 3 trustees who were present dated 9<sup>th</sup> October 2020. A copy of this document will be held on file.
6. **Resignations and Renewal of Trustee's Terms of Office:** There were no resignations offered at the meeting. The terms of office for June, Lesley and Mike expired during 2020. Both June and Mike agreed to extend their role as trustees for another 3 years until January 2023. Mike agreed to contact Lesley to ask if she would agree for a third term. There was a discussion on whether another trustee from outside the main committee should be invited to join the board of trustees. The finances of the food bank have increased considerably during the last year and annual external audits will probably be necessary in the future. It was agreed that Alan would invite Kevin Durrant from the Keynsham Baptist Church to become a trustee. Other alternatives mentioned if Kevin wasn't available were Anneka from St Francis Church and Daile from St Mary's Church in Saltford.
7. **Any other business:** The last 12 months has seen a significant change in the finances of the food bank which didn't greatly affect the last financial year 2019-20 but will greatly affect our finances in 2020-21. We have moved from an annual expenditure of £3,800 in 2018-19 to £8,946 in 2019-20 and to a projected expenditure of up to £25,000 in 2020-21. We have a 3 year lease on our new warehouse and £62,000 in the bank at the moment that almost covers us for that period. Our balance was only £21,165 on 1<sup>st</sup> April 2020. However, if we aim to take on the 5 year option on the lease we would need to raise at least another £125,000. We have received several grants this year already. Two questions were raised, do we need to continue applying for grants and should we have somebody to help the treasurer to look for other fund raising activities. After discussion it was agreed that the treasurer would continue to apply for grants and the trustees would review whether an extra volunteer is needed to help with fund raising in 3 months time, January 2021.