HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of Hellesdon Community Cafe Committee meeting Wednesday 20th March 2024 3pm at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

Present
Cllr S. Smith (Chair of committee)
Cllr R. Forder
Cllr M. Hicks
Cllr B. Johnson

Also in attendance:
Mrs F. LeBon (Parish Clerk), Mr K. Tickner (Community Café Manager) and Mrs D. Tobias (Café Assistant)

Welcome

The Chairman opened the meeting at 3pm and thanked everyone for attending.

1. **Apologies and Acceptance for Absence**
   Apologies were received from Cllr Gurney and Cllr Douglass.

2. **Declarations of Interest and Dispensations**
   None raised.

3. **To Agree the Minutes of the Meeting of 1st November 2023 as a True and Accurate Record of the Meeting.**
   The draft minutes had been circulated and were **AGREED**. The minutes were signed as a true and accurate record by Cllr Smith.

4. **Public Participation**
   There were no members of the public in attendance.

5. **To Receive Financial Report for the Community Cafe**
   A financial report to Month 11 had been previously circulated to the committee. Cllr Smith commented on the clear signs of growth between the beginning of the financial year and month 11. The Clerk advised that there had been minimal promotion for Friday opening, until some volunteer assistance had been put in place to support the café staff.
   It was noted that the café had turned over in excess of £400 today.

6. **Volunteer Arrangements**
   a) To Receive Report into Volunteer Requirements for Community Café and Community Fridge
   The community café is becoming increasingly busy over the period of 11am – 1pm.

As the community café is designed to be low cost in support of local people, it is not in a financial position to recruit further members of staff, but there is an opportunity for volunteering, Volunteering is designed to be of benefit to both the volunteer, allowing for social well-being, and for the Parish Council.
For the café, the work which would be envisaged of a volunteer would be to:

- Take orders politely from customers.
- Operate the till and card machine.
- Clear tables, clean tables and operate the dishwasher.
- Serve cakes from the counter
- Operate the barista machine

Full training will be given by the Parish Council, and the Parish Council would pay for their L2 food safety certificate.

From the perspective of the Community Fridge, a volunteer co-ordinator as well as volunteer collectors will be required, due to the collection times specified by local establishments. The Parish Council is currently on a back up collection from Neighbourly at Aldi in Costessey, although has had no collections as of yet.
The community fridge was inspected by Fareshare on 4th March and has been passed through to agreement for collection by local establishments. However the availability of slots is very limited.
The following collection slots have been accepted:
Bookers (Sunday pm)
Tesco Cromer Road (Monday pm)
Makro (Saturday and Sunday pm)
Sunday collections have now been made possible by Sunday opening at the community centre.
Cllr Smith reported that she has a keen volunteer for the café and will pass the details on to the Clerk.

b) To Agree Volunteer Policy and Agreement

A draft volunteer policy and agreement had been circulated to members. It was **AGREED** to adopt these documents, subject to additional clauses on volunteer car insurance, volunteer wellbeing, the accurate recording of mileage and timely payment of expenses by the Parish Council.

7. Items for the next agenda

The draft café survey was shown to members. It was **AGREED** to launch this after the Neighbourhood Plan survey has been completed and the volunteers are in place.
Summer menu.

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

To be agreed.

Meeting closed at 3.35pm

DRAFT