



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 10 JULY 2013

NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meeting.

PRESENT:

Councillors

Cllr Adele Heasman Manly Council

Other Representatives

Arthur Pasfield	Community Member (Chairperson)
John Collins	Community Member
June Whelan	Community Member
Maureen Cotterell	Community Member

Council Staff

Tom Miles	Food Services Coordinator (FSC)
Eric Poulos	Community Services Manager
Katie Acheson	Coordinator Community Development & Direct Services (CCD&DS) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 10 July 2013, to consider the matters referred to it and now provides the following advice to Council.

OPEN	The meeting commenced at 3.05pm	
ITEM 1	APOLOGIES & LEAVE OF ABSENCE Cllr Jean Hay, Mayor (ex-officio), Michelle Sas, Robert Reed, Sandra Faase - Senior Community Development Officer The Committee welcomed a new member, Katie Acheson	ACTION
ITEM 2	DECLARATION OF INTEREST Nil.	
ITEM 3	CONFIRMATION OF MINUTES The minutes of the Meals on Wheels Committee meeting of 12 June 2013 are confirmed.	Adele & John
	MATTERS ARISING Nil	
ITEM 4	FINANCE REPORT FSC explained the Draft 2012-13 Income & Expenditure Report YTD	

	to June 2013: - Operating deficit: \$36,338.59 - FSC noted the deficit was due to costs in this financial year not present in previous years ie. Council started rent to use the facility of \$42,000 per year, the purchase of the new freezer (\$23,760), purchase of a TV to be used for training and staff salary (FSC used 13 weeks leave). - The interest from the Term Deposit is not included in the Report. FSC to investigate where the interest is shown on the Council's ledger. - One-off transition funds (\$40,000) are not included in the Report. FSC to create an expenditure plan with the CCD&DS for this funding. Recommendation: Denis Astley to be thanked for his hard work in the midst of numerous changes. That the Finance Report for June 2013 be accepted and attached to the minutes for Council's consideration.	ACTION FSC FSC Adele
ITEM 5	COORDINATOR'S REPORT The FSC explained the June 2013 Coordinator's Report. Items of interest include: Client numbers and Service Target for 2012-13: - Target 2012-13 = 38,266 meals; monthly target = 3,189 - Meals/services delivered in May: 2,038 - YTD target (July 2012– June 2013) = 38,266 - Actual meals/services delivered YTD: 23,687 (61.9%) - Clients June: 203 HACC Clients + 6 Non-HACC Clients - Meals delivered to HACC clients: 1,653 - Meals delivered to non-HACC clients: 6 (not counted in total) - Meals sold at the Centre: 217 - Manly Community Restaurant (held 4 Fridays): 55 clients - Manly CBD Community Restaurant (held 4 Tuesdays): 67 clients - Seaforth Community Restaurant (1 Monday): 17 clients - Shopping service to Warringah Mall (4 Tuesdays): 29 - Volunteers: 167 - There are good bookings for the "Christmas in July" community lunches. - Clients are being encouraged to pay their monthly account by credit card, EFTPOS or cheque to reduce the number of clients that pay by cash. BPay is a possibility also. Manager of Community Services (MCS) will consult further about providing BPay as an option for MOW. - Meals from Simplot are now for sale to all clients of the Service. Further discussion on how to market these snacks without encouraging the option as a meal replacement. Service Sustainability & Growth - The NSW Food Authority visited on Wednesday July 10 from 9.30am and conducted an annual audit of the Service. The Service received an A rating with a 3 small minor issues to be addressed.	MCS FSC ACTION FSC

- The Television for training has arrived and will be installed in the Volunteer Room in the near future.
- FSC attended La Trobe University review of MOW industry (commissioned by the Department of Health & Ageing commission).
- Current Policies & Procedures need to be written and Council will apply some of the Transition funding to write the Policies and Procedures.
- Insurance information in the Volunteer Handbook has recently been updated but needs a full review.

**FSC +
CCD&DS**

Service governance and other matters

- Promotion of the Community Lunch in Manly is a priority – numbers are good averaging around 15 – 20 per Tuesday but there is a lot of room to expand.
- Clients who attend the Tuesday lunch can now call on a Monday, order frozen meals and have them delivered on a Tuesday.

Recommendation:

That the Coordinator's Report for June 2013 be accepted and attached to the minutes for Council's consideration.

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 14 August 2013

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.45pm