



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 10 SEPTEMBER 2014

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

PRESENT:

Councillors

Cllr Adele Heasman

Other Representatives

Robert Reed	Community Member (A/Chairperson)
Maureen Cotterell	Community Member
June Whelan	Community Member
Andrew McEwen	Community Member

Council Staff

Tom Miles	Food Services Coordinator (FSC)
Sandra Faase	Senior Community Development Officer (SCDO) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 10 September 2014, to consider the matters referred to it and now provides the following advice to Council.

OPEN	The meeting commenced at 3.10pm	
ITEM 1	APOLOGIES & LEAVE OF ABSENCE Cllr Jean Hay, Mayor (ex-officio), John Collins, Michelle Sas. Robert Reed agreed to act as Chairperson in John Collins' absence.	ACTION
ITEM 2	DECLARATION OF INTEREST Nil.	
ITEM 3	CONFIRMATION OF MINUTES The minutes of the Meals on Wheels Committee meeting of 13 August 2014 are confirmed. These minutes were adopted at Council's Ordinary Meeting on 8 September 2014.	Secretariat
ITEM 4	FINANCE REPORT FSC presented the 2014-15 Finance Report for August: • The reports show an operating surplus of \$30,691,85 • It was asked what the \$3,568.00 expenditure in the "Other" line was for. FSC advised: cost of Food Authority Licences, renewal of computer software, six-monthly servicing of the two ovens, and	ACTION

labels for meals. The bookkeeper will be asked to put such purchases under more meaningful categories.

- It was asked how much interest the service investments had yielded. The 2013-14 statement showed \$9,245.80 interest.
- FSC advised the bus had been damaged by a volunteer driver and 3 quotes would be sought to fix the scrape. The Committee agreed with this expenditure.
- With the increased costs in Master Catering meals from 1 September, clients are being surveyed about whether they would still like to pay a higher overall meals package price, or whether to pay for food items separately.

Recommendation:

The Committee recommends to the General Manager that:

1. The Finance Report for August 2014 be accepted and attached to the minutes for Council's consideration.

ITEM 5 COORDINATOR'S REPORT

FSC presented the August 2014 Coordinator's Report. Items of interest include:

Service Target for 2014-15:

- Target 2014-15 = 38,266 meals (monthly = 3,189)
- YTD target (July - **August** 2014) = 6,378 services
- Services/meals delivered in **August** = 1,840
- YTD delivered = 3,634 (57%)
- Meals/services delivered in **August** (to 212 CHSP clients): **1,474**
- Meals delivered to 5 non-CHSP clients (not in total): 70
- Meals sold at the Centre: **177**
- Manly Community Restaurant (5 Fridays): **53** clients
- Manly CBD Community Restaurant (4 Tuesdays): **81** clients
- Seaforth Community Restaurant – (1 Monday): **16** clients
- Shopping service to Warringah Mall (4 Wednesdays): **22**
- Social outing (held twice): **17**
- **Total services delivered in August = 1,840** (21 working days; 88 per day)

Service Sustainability & Growth

- The service currently has 145 volunteers.
- The marketing campaign generated 36 new clients; about half have remained with the service after the free meal offer.
- The cooking classes for older men have started in the main hall kitchen with 13 attending. Feedback has been largely positive. However, a Committee member who attends suggested: lower numbers to allow for better learning, consultation on the menu to accommodate dietary needs, and the oven needed fixing.
- The Community Visitors Scheme volunteers Job Description has been finalised, policies and procedures have been written, volunteers to undergo training, and Home Support Package providers have been contacted to refer clients.

Service governance and other matters

- A client survey will be administered in September.
- Volunteers are being offered Professional Boundaries training.
- Council's Volunteer Coordinator and WH&S Coordinator and working on an At Home Safety Check for staff and volunteers to fill in when they conduct home visits.
- A NSW Food Authority audit was conducted on 27 August with the

FSC

FSC

FSC/
Facilities

service passing the audit.

- The Committee agreed that the Volunteer Christmas Party be held at Balgowlah RSL as it provided better value for money.

FSC

Recommendation:

The Committee recommends to the General Manager that:

1. That the Coordinator's Report for August 2014 be accepted and attached to the minutes for Council's consideration.

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 8 October

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.55pm