



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 9 JULY 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

John Collins

Community Member (A/Chairperson)

Robert Reed

Community Member

June Whelan

Community Member

Council Staff

Tom Miles

Food Services Coordinator (FSC) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 9 July 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), Michelle Sas, Maureen Cotterell, Katie Acheson (Coordinator Community Development & Direct Services)

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of 11 June 2014 are confirmed. These minutes were adopted at Council's Ordinary Meeting on 14 July 2014.

Secretariat

ITEM 4	FINANCE REPORT	
	There was no Finance Report to present to the Committee. The FSC advised that the figures for the month of June 2014 had not yet been received by Dennis Astley and as a result, no report could be presented.	ACTION

The Committee recommends to the General Manager that:

FSC

FSC

Client numbers and Service Target for 2013-14:

- Target 2013-14 = 38,266 meals (monthly target = 3,189)
 - YTD target (July 2013 - June 2014) = 38,266 services
 - Services/meals delivered in June = 1,608
 - YTD services delivered = 21,668 (56.6%)
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- Meals/services delivered in June (to 197 HACC clients): **1,297**
 - Meals delivered to 5 non-HACC clients (not in total) = 77
 - Meals sold at the Centre: **108**
 - Manly Community Restaurant (4 Fridays): 47 clients
 - Manly CBD Community Restaurant (4 Tuesdays): **104** clients
 - Seaforth Community Restaurant – (1 Monday): **19** clients
 - Shopping service to Warringah Mall (4 Wednesdays): **20**
 - Social outing (held twice): **23**
 - **Total services delivered in August = 1,608** (22 working days; 77 per working day)

- Service currently has 202 volunteers.
- The marketing campaign is underway. Information in the Manly Daily, brochure redesign, a print and digital advertising campaign, ad in the Manly Hospital Patient Guide, banners on the Whistler Street car park gates, a teardrop banner outside the Seniors Centre and a banner on the fence near the roundabout. A letterbox drop with a free trial offer has gone ahead and the take up has been good.
- Social outings are very popular and are now held twice a month. There may be 3 outings per month in future.
- Cooking classes for older men who are carers are being discussed with the Dept. of Health, with the Meals on Wheels kitchen a possible venue.
- The Community Visitors Scheme has been advertised and applications closed on July 7.

Service governance and other matters • A client survey will be administered in July / August. • All service staff attended a Manual Handling Course and the FSC has renewed his First Aid Certificate. • A volunteer< Andrew McEwen has lodged his paperwork with Council to participate in the Committee. Recommendation: The Committee recommends to the General Manager that: The Coordinator's Report for June 2014 be accepted and attached to the minutes for Council's consideration.	ACTION
ITEM 6 GENERAL BUSINESS As Arthur Pasfield has passed away, John Collins was nominated by Clr Heaseman to be the new Chairperson and this was seconded by Robert Reed. ITEM 7 NEXT MEETING DATE: Date: Wednesday 13 August 2014 Time: 3.00pm Venue: Volunteers Room, Meals on Wheels Distribution Centre Meeting closed at 3.55 pm	Secretariat