



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a meeting of the **Meals on Wheels Committee** will be held:

DATE: Wednesday 11 September 2013

TIME: From 3pm – maximum 2 hours

PLACE: Volunteers' Room, Meals on Wheels Distribution Centre

COMMITTEE MEMBERS:

Councillors

Cllr Adele Heasman

Councillor

Other Representatives

Arthur Pasfield

Community Member

John Collins

Community Member

Robert Reed

Community Member

Michelle Sas

Community Member

June Whelan

Community Member

Maureen Cotterell

Community Member

Council Staff

Eric Poulos

Community Services Manager

Katie Acheson

Coordinator Community Development & Direct Services

Tom Miles

Food Services Coordinator

Sandra Faase

Senior Community Development Officer

All other Councillors are free to attend as observers and are invited to do so and to engage in discussions, but not in voting, on any matter before the Committee.

Kathryn Fayle

Divisional Manager

Human Services and Facilities

Date: 3.9.13



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 14 AUGUST 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)
Michelle Sas	Community Member
June Whelan	Community Member
Maureen Cotterell	Community Member

Council Staff

Tom Miles	Food Services Coordinator (FSC)
Eric Poulos	Community Services Manager (CSM)
Katie Acheson	Coordinator Community Development & Direct Services (CCD&DS)
Sandra Faase	Senior Community Development Officer (SCDO) - Minutes

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Meals on Wheels Committee** met on Wednesday 14 August 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), Robert Reed, John Collins.

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of 10 July 2013 are confirmed. The minutes were adopted at Council's Ordinary meeting on 5 August 2013

Secretariat

MATTERS ARISING

Nil

ITEM 4 FINANCE REPORT

FSC explained the 2012-13 Income & Expenditure Report YTD July 2013:

- Operating surplus: \$55,364.00.
- FSC noted that the one-off \$40,000 HACC transition funding would be reflected in the August statement. Planning for expenditure for these funds is underway.
- It may be considered soon to increase the price of a meals package, given increase in costs of some package food items. .

Recommendation:

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

ACTION**ITEM 5 COORDINATOR'S REPORT**

The FSC explained the July 2013 Coordinator's Report. Items of interest include:

Client numbers and Service Target for 2013-14:

- Target 2013-14 = 38,266 meals; monthly target = 3,189
- Meals/services delivered in July: **2,240**
- YTD target (July 2013) = 3,189
- Actual meals/services delivered YTD: 2,240 (70.2%)
- Clients June: 208 HACC Clients + 6 Non-HACC Clients
- Meals delivered to HACC clients: **1,755**
- Meals delivered to non-HACC clients: 103 (not counted in total)
- Meals sold at the Centre: **235**
- Manly Community Restaurant (4 Fridays): **69** clients
- Manly CBD Community Restaurant (5 Tuesdays): **118** clients
- Seaforth Community Restaurant (1 Monday): **21** clients
- Shopping service to Warringah Mall (5 Tuesdays): **36**
- Volunteers: 163

Service Sustainability & Growth

- Meals from Simplot are now for sale to all clients and there is room for growth. Further discussion on how to market these meals will occur and HACC transition funds can be used for marketing.
- Promotion of the Community Lunch via the A-Frame board and word-of-mouth has meant increased numbers in July.
- FSC has promoted the service via door-knocking Gosher Court in Manly and recently addressed Balgowlah-Clontarf Sub-branch of Balgowlah RSL, Manly Country Women's Association and Seaforth Bowling Club. A presentation will be made to the Peninsula View Club in August and Manly View Club in October.
- The Service brochure requires updating and if updated in time, will be distributed in Council's rates notices.

ACTION**Service governance and other matters**

- Service policies and procedures require completing and HACC transition funds will be used to undertake this task.
- The service television is now installed in the Volunteers Room and will be utilised soon for volunteer training and for National Meals on Wheels day in late August.
- Tom will report back from the Australian Meals on Wheels

FSC**FSC**

conference at the next meeting about the challenges meals services face and how other services are tackling these.

- To celebrate National Meals on Wheels day, on 28 August the service will have a special afternoon tea for volunteers. Clients will receive a special gift on the day.

Recommendation:

That the Coordinator's Report for July 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 September

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.45pm

DRAFT