



NOTICE OF MEETING

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

DATE: Wednesday 9 October 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

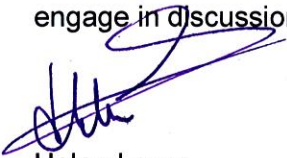
Tom Miles

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.



Helen Lever

Acting Divisional Manager

Human Services and Facilities

Date: 30/9/13



MINUTES OF MEETING

MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 11 SEPTEMBER 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)
Robert Reed	Community Member
John Collins	Community Member
Maureen Cotterell	Community Member

Council Staff

Tom Miles	Food Services Coordinator (FSC)
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 11 September 2013, 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, June Whelan and Eric Poulos

ACTION

ITEM 2 DECLARATION OF INTEREST

Nil.

ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of 14 August 2013 are confirmed. These minutes were adopted at Council's Ordinary Meeting on 9 September 2013

Secretariat

MATTERS ARISING

Nil

ITEM 4 FINANCE REPORT

FSC explained the 2013-14 Income & Expenditure Report YTD August 2013:

- Operating surplus: \$82,425.00
- One-off \$40,000 HACC transition funding is included in the operating surplus and needs to be expended by end December.
- Transition funds need to be ear-marked for expenditure by end September. It is planned to run a marketing campaign including the production and distribution of a new flyer, as well as engaging a consultant to write the service policies and procedures.

Recommendation:

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

ITEM 5 COORDINATOR'S REPORT

The FSC presented the August 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)
- YTD target (July - August 2013) = 6,378
- Services/meals delivered in August = 2,086
- YTD services delivered = 4,284 (67.2%)
- Meals/services delivered in August (to 189 HACC clients): **1,684**
- Meals delivered to 7 non-HACC clients (not in total) = 119
- Meals sold at the Centre: **175**
- Manly Community Restaurant (5 Fridays): **68** clients
- Manly CBD Community Restaurant (4 Tuesdays): **112** clients
- Seaforth Community Restaurant (1 Monday): **16** clients
- Shopping service to Warringah Mall (4 Tuesdays): **23**
- Social outing (1): **8**
- **Total services delivered in August = 2,086**

Service Sustainability & Growth

- Simplot meals are now for sale at \$8 for a 3 course package and there is room for growth. Promoting this meals line will be part of the new marketing strategy. It was suggested the Simplot meals leaflet, which shows colour photos of the meals, should be posted on the Meals on Wheels page of Council's website.
- National Meals on Wheels Day was celebrated on 28 August with clients receiving a small gift. Volunteers along with Councillors and Council staff were invited to an afternoon tea. A press release went to the Manly Daily resulting in an article and photo, an editorial, and volunteer photos the following week.
- The first anniversary of the St Matthews Community Lunch was on 27 August with 39 clients attending. Usual numbers are 20-25 and there is room to expand. The A-frame has assisted in publicising the lunch.
- FSC is concerned the Snack Pack range offered is being used as a meals replacement, and not as a snack between meals. He will be discussing this with clients and/or their families/carers.
- FSC has been promoting meals to Housing NSW tenants and will address the Seaforth Bowling Club in September and Balgowlah School for Seniors and Manly View Club in October.

ACTION

ACTION

FSC

Service governance and other matters

- FSC attended the Australian Meals on Wheels conference in Canberra in September and submitted a summary report to share the information from the conference. It was interesting to note that meals services operate with different models in other states.
- FSC and service bookkeeper are preparing the annual Financial Accountability Report (FAR) for the service required by the service funding body DoHA, by end of September.
- Service policies and procedures require completing and HACCC transition funds will be used to undertake this task with a consultant's brief being prepared.
- FSC is undergoing an on-line training course on dementia and community restaurant volunteers will undergo training in food handling.

Recommendation:

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

ITEM 6 GENERAL BUSINESS

Nil

ITEM 7 NEXT MEETING DATE:

Date: Wednesday 9 October

Time: 3.00pm

Venue: Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 3.55pm