



## MINUTES OF MEETING

### MEALS ON WHEELS COMMITTEE

HELD WEDNESDAY 12 MARCH 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 (Acting Chairperson)
Maureen Cotterell	Community Member
Robert Reed	Community Member
Michele Sas	Community Member

##### Council Staff

Eric Poulos	Community Services Manager (CSM)
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 12 March 2014, to consider the matters referred to it and now provides the following advice to Council.

**OPEN** The meeting commenced at 3.15pm

#### ITEM 1 APOLOGIES & LEAVE OF ABSENCE

Cllr Jean Hay, Mayor (ex-officio), Arthur Pasfield, June Whelan, Katie Acheson, Coordinator Community Development & Direct Services (CCD&DS)

**ACTION**

#### ITEM 2 DECLARATION OF INTEREST

Nil.

#### ITEM 3 CONFIRMATION OF MINUTES

The minutes of the Meals on Wheels Committee meeting of 12 February are confirmed as a true record of the meeting.

**Secretariat**

These minutes were tabled at Council's Planning & Strategy Meeting on 4 March 2014.

#### MATTERS ARISING

As above

**ITEM 4 FINANCE REPORT**

The FSC presented the 2013-14 Income & Expenditure Report YTD to February 2014:

- Report shows an operating surplus of \$7,107.85
- The \$34,941 expenditure in November 2013 was expenditure of the HACC one-off transition grant on the drafting of the service policies and procedures and for the service marketing campaign.
- The Committee requested a line item in future monthly financial reports showing interest from the Meals on Wheels investment account, in order to give a complete picture of service finances.

**Recommendation:**

The Committee recommends to the General Manager that:

1. Council's Finance section provides information for the monthly service I&E statement in relation to interest earned on the Meals on Wheels investment account.
2. That the Finance Report for February 2014 be accepted and attached to the minutes for Council's consideration.

**ITEM 5 COORDINATOR'S REPORT**

The FSC presented the February 2014 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 2013 - Feb 2014) = **25,512** services
- Services/meals delivered in February = **1,705**
- YTD services delivered = **15,178 (59.5%)**
- Meals/services delivered in February (to 177 HACC clients): **1,377**
- Meals delivered to 9 non-HACC clients (not in total) = **129**
- Meals sold at the Centre: **112**
- Manly Community Restaurant (4 Fridays): **55** clients
- Manly CBD Community Restaurant (4 Tuesdays): **102** clients
- Shopping service to Warringah Mall (4 Wednesdays): **24**
- Social outing (held twice): **19**
- Seaforth Community Lunch (held once): **17**
- **Total services delivered in February = 1,705** (85 per working day)

**Service Sustainability & Growth**

- The service currently has 160 volunteers.
- A tear drop banner is proposed for the service to publicise that meals can be purchased at the Centre.
- The social outings have increased to two per month due to their popularity.
- A recent report from Local Government NSW suggested that funding for meals services may be block funded from July 2015.
- CCD&DS and FSC met with Council's Communications team to discuss the service marketing strategy. The strategy will show the uniqueness of the service featuring clients' stories and will include a new brochure, print and digital advertising, banners for the gates of Whistler Street car park, and a revamp of the Meals on Wheels page on Council's web site.
- Service staff along with Council Community Development staff, ran a successful information stall at Stockland Balgowlah promoting the service as well as seniors information, including Council's Seniors Week program and activities.

**ACTION****CSM - Finance****ACTION**

**Service governance and other matters**

- Using the HACC transition funding, the service Policies & Procedures (P&Ps) are being completed by Practical HR Solutions. A meeting was held on 3 February with the consultant and a draft is now completed for approval.
- Seniors Week events planned include an Afternoon Tea at the Seniors Centre on Thursday 20 March and accompanying a busload of clients to the Premier's Seniors Week Concert in the city.
- All volunteers are being asked to provide their driver's licence and comprehensive car insurance information to ensure correct documentation is available in case a claim is made.
- Master Catering has rebranded and repackaged their meals. They are now promoted as Master Meals and have a clear plastic cover.

**Recommendation:**

The Committee recommends to the General Manager that:

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

**ITEM 6 GENERAL BUSINESS**

Nil

**ITEM 7 NEXT MEETING DATE:**

**Date:** Wednesday 9 April 2014

**Time:** 3.00pm

**Venue:** Volunteers Room, Meals on Wheels Distribution Centre

Meeting closed at 4.05pm