

COMMITTEE: SOUTH WEST REF NO: SWAC/18/28
DATE: 7 MARCH 2019
SUBJECT: FUNDING REQUEST: ST FRANCIS
CHURCH POP UP SHOP
REPORT AUTHOR: SIMON LANNING
HEAD OF SERVICE: SHIRLEY JARLETT

Short description of report content and the decision requested:

This report requests that the Committee to consider allocating £1,154.08 to the South West Ipswich Team Ministry to purchase a refrigerator and shelving for the Pop Up Shop at St Francis Church on Hawthorn Drive.

Once a week in the church hall, the Pop Up Shop provides affordable groceries (£1 per bag) to local people experiencing financial hardship. The shop will also provide a school uniform bank from summer 2019.

The refrigerator is intended to increase the range of food on offer and the shelving will increase the quantity so that more people may benefit.

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This report was prepared after consultation with:

Internal consultees

External consultees

Rev Robert Hinsley, South West Ipswich Team Ministry

The following policies form a context to this report:

(all relevant policies must also be referred to in the body of the report)

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(papers relied on to write the report but which are not published and do not contain exempt information)

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OTHER HELPFUL PAPERS

(papers which the report author considers might be helpful – this might include published material)

1. Introduction

- 1.1 This report requests that the Committee to consider allocating £1,154.08 to the South West Ipswich Team Ministry to purchase a refrigerator and shelving for the Pop Up Shop at St Francis Church on Hawthorn Drive.
- 1.2 Once a week in the church hall, the Pop Up Shop provides affordable groceries (£1 per bag) to local people experiencing financial hardship. The shop will also provide a school uniform bank from summer 2019.
- 1.3 The refrigerator is intended to increase the range of food on offer and the shelving will increase the quantity so that more people may benefit..

2. Background

- 2.1 The South West Ipswich Team Ministry comprises three churches; St Mary at Stoke on Stoke Street, St Peter on Stoke Park Drive and St Francis on Hawthorn Drive. In December 2016, church volunteers at the latter formed the St Francis Community Project 'Pop Up Shop' with the aims of giving local people who are experiencing hardship access to affordable food and of reducing food waste.
- 2.2 The project was inspired by the [Basic Life charity](#) in Felixstowe and it is a partnership project with [FareShare East Anglia](#). The model allows people in need to buy food for a nominal fee rather than resort to a food bank. The principle is to alleviate the same hardship on an ongoing basis rather than on a crisis basis and to do so in a way that respects the dignity of those in need.
- 2.3 The food supplied would otherwise be waste for supermarkets and it is supplied by FareShare East Anglia. The organisation collects food that is surplus to the needs of supermarkets; because it was ordered mistakenly or it missed its delivery slot. The food is then purchased at an extremely discounted price by community groups such as the Community Project Pop Up Shop. The fee helps to cover the cost to FareShare of redistributing and warehousing the food.
- 2.4 Alongside this, the Pop Up Shop volunteers are able to collect food that is at the end of its sell-by-date for free from local supermarkets, under the FareShare Food Cloud scheme.
- 2.5 The [St Francis Pop Up Shop](#) runs once a week for two hours, 10am-12noon on Saturdays, and customers are able to buy up to two bags of groceries for £1 each. There are regularly 20-30 people attending each session and the available stock can be depleted within minutes. Alongside the shop, there is a free tea & cake and chance to socialise. This helps to provide emotional as well as practical support to residents.
- 2.6 The project is supported by the PCC (Parochial Church Council) of the South West Ipswich Team Ministry who provide the venue, refreshments,

volunteers and any shortfall in the costs of purchasing the food from FareShare East Anglia.

- 2.7 The Community Project volunteers have several ambitions to develop the project further; by creating a school uniform bank during the summer holidays, by increasing the amount of food that can be stored & offered and by increasing the range of food to include chilled goods.
- 2.8 The Uniform Bank would work on the same premise as the Pop Up shop and be an extension of it. The volunteers have identified school holidays, and particularly summer holidays as a difficult time for families. Where children receive Free School Meals during term time, the holidays mean a greater expense to the household budget. This is compounded in the longer summer holiday by the need to purchase new school uniforms.
- 2.9 The volunteers intend to solicit donations of school uniforms for children across the 7 primary schools and 2 secondary schools in South West Ipswich. They aim to work with each of the schools and the Fit and Fed holiday programme to ensure the donations reach those in need.
- 2.10 The PCC hopes to purchase shelving units in order to provide storage for the Uniform Bank and for food donations. The ministry churches receive dry & tinned food donations throughout the year and particularly at the Harvest festival. The shelving would enable the volunteers to increase the quantity of food available to the Pop Up Shop by incorporating direct donations and to extend the project to include the Uniform Bank. Five units are proposed for a total of £329.95 (see Section 9)
- 2.11 They also hope to purchase a fridge so that chilled food from FareShare East Anglia can be collected, stored overnight and then available for the Pop Up Shop following day. The shop is not currently able to offer chilled food as FareShare & Environmental Health have strict processes to ensure food at the shop is safe for customers. They have selected a refrigerator with a large capacity and a glass front to allow customers to view the available stock. The cost of this item is £785.40. There is also a delivery charge for all items of £38.73.
- 2.12 **The amount requested of the South West Area Committee is £1,154.08**

3. Relevant Policies and Area Action considerations

- 3.1 To alleviate deprivation in the domain of:
- Income

4. Options Considered / Under Consideration

- 4.1 **Option 1** – Approve allocation of funding of £1,154.08 to the South West Ipswich Team Ministry to purchase a refrigerator and shelving for the Pop Up Shop at St Francis Church.

4.2 **Option 2** – Approve allocation of funding of a lesser amount up to as contribution to the same.

4.3 **Option 3** - Do not fund

5. Consultations

5.1 The South West Ipswich Team Ministry volunteers have been running the Pop Up Shop for two years and speak to their customers every week about their need and experience. It is not rare for there to be more customers than food available. From these experiences, the volunteers are certain of the need for increased capacity at the Pop Up Shop. The purchase of a refrigerator is in response to the wishes of the customers to purchase staple foods that are chilled.

6. Risk Management

6.1 The South West Ipswich Team Ministry and the volunteers are responsible for the risks associated with running the Pop Up shop. The risks relating to the effective allocation of public funds are owned by the Committee.

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Perishable food stored unsafely	Food spoiled & wasted Food poisoning	Refrigeration (cold chain controls) Training	2	3
Actions to mitigate risk	The purchase of the refrigerator is intended to allow the Pop Up Shop to store safely perishable food according to FareShare and Environmental Health guidance. The lead volunteers for the Community Project have completed food hygiene training.			

7. Environmental Impact Assessment

7.1 The project is intended to have a positive impact on the environment by reducing food waste and increasing clothing reuse. Both elements divert waste from landfill. Where there are clothing donations that are unusable, they will be recycled through a textile-recycling scheme.

8. Equalities and Diversity Implications

8.1 The increased capacity of the Pop Up Shop is not anticipated to have a negative impact on any individual in relation to a characteristic protected by the Equality Act 2010. The St Francis Church Hall is accessible to people with mobility issues, including wheelchair users. The Pop Up Shop is open

to people of all backgrounds and the project is not selective on grounds of Faith or any other protected characteristic.

9. Financial Considerations

- 9.1 The South West Ipswich Team Ministry has committed to continue to home and support the Pop Up Shop and the running costs of the refrigerator.

Item	Cost
Shelving units 2 bay heavy duty metal garage shelving units £49.99 x 3 units	£149.97
Shelving corner units Heavy duty metal garage corner shelving units £89.99 x 2 units	£179.98
Refrigerator 700 litre capacity, double glass door, caster mounted with digital temperature display	£785.40
Delivery	£38.73
Total	£1,154.08

- 9.2 **The amount requested of the South West Area Committee is £1,154.08**

10. Legal Considerations

- 10.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 10.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e. the Area Committee terms of reference.
- 10.3 The South West Ipswich Team Ministry is a registered charity (No [1171465](#)) with named posts. It has supplied articles of association and year-end accounts. The named bank account has been verified through the Council's finance system. As such, the ministry meets the eligibility criteria set out in the Area Committee Funding Guidelines.

11. Performance Monitoring

- 11.1 The ministry would be required to complete the Area Committee monitoring report as part of the standard funding agreement. This would include confirmation of the installation of each unit. The organisation may be invited to present to the South West Area Committee after a year.

12. Conclusions

- 12.1 The South West Ipswich Team Ministry is seeking funding to increase the capacity and broaden the offer of the Pop Up Shop to residents of South

West Ipswich who are experiencing financial hardship. The volunteers of the St Francis Church Community Project hope to be able to help more people through increased capacity for the shop and to offer more by establishing the Uniform Bank & by adding chilled foods.

13. Recommendations

13.1 That the South West Area Committee considers the merit of the options for funding set out in section four and decides an option.

13.2 Reason:

- To support residents of South West Ipswich who are experiencing financial hardship.