



Welcome to the Parish of St. Edward the Confessor in the Diocese of Northampton

*St. Edward, Kettering
Holy Trinity, Desborough*

*St. Bernadette, Rothwell
St. Nicholas Owen, Burton Latimer*

MEETING MINUTES

Soup Kitchen Group Meeting No 6

Meeting Details		Next Meeting	
Date:	07 November 2017	Date:	TBC
Time:	19.00 – 19.45	Time:	TBC
Held At:	St Edwards Church	Where:	TBC
Present		Copies to	
1	Cath Roberts	Canon John	
2	Chris Taylor	Parish web site	
3	Eileen Quilter Williams		
4	Frank Rodgers		
5	Hilary Rodgers - Coordinator		
6	28 team members		
Subject / Assignment(s)		Who	When
1	St Edward's Soup Kitchen		
1.1	Since the soup kitchen launched on 1 st August, there has been a total of 350 people served made up of 82 different individuals. Lowest for any week was 17 and highest has been 33.	Statement	
1.2	A number of people have asked for a reminder about hygiene. The food hygiene regulations are purely to reduce the possibility of food contamination. The regulations state that <ol style="list-style-type: none"> 1. The only jewellery which can be worn is a plain wedding band and ear rings which are a full enclosed circle. All other jewellery, including watches, must be removed. 2. Hands should be washed at regular intervals and always after touching your hair, nose, mouth etc and always going outside or going to the toilet. 3. Disposable aprons should be used, because if personal aprons are worn, the church is responsible for laundering them at an approved laundry or auditing the procedure for home laundering. It is easier to use disposable aprons. These again should be disposed of after going outside or going to the toilet. 	Statement	
1.3	The steering committee would encourage team members to claim for expenses incurred whilst making soup, cakes etc. It is also recognised that people will also want this expense to be their personal contribution to the cause. Where expenses are claimed, please pass the receipt to the team leader and then to Frank who will reimburse the cash from the bank account, again via the team leader.	Statement	
1.4	The main Tesco store now makes surplus food available to the soup kitchen every Monday night. A text is sent to Hilary every Monday night at 7.30, which is passed to the team leader for that week. The team leader will collect the food between 8.30pm and 9.30 pm that evening and take it to the church hall.	Statement	



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	Subject / Assignment(s)	Who	When
1.5	Fareshare, the third part organisation who have dictated this process make it a condition of the agreement that the food must go to the church hall and nowhere else.	Statement	
1.6	The Tesco Express next to St Edwards has guaranteed supply of crusty cobs, French sticks etc. every Tuesday afternoon. These will be collected each week.	F Rodgers	14.11.17
2	Extending Food Offered		
2.1	It has been discussed that the soup kitchen should extend the food offered every Tuesday, but only if the teams are comfortable with doing so.	Statement	
2.2	The following has been proposed <ol style="list-style-type: none"> 1. Jacket potatoes 2. Cheese and beans available for the jacket potatoes 3. Beans on toast 4. Reduce the soup option from two to one. The teams should not feel pressured or make members unduly nervous. It feels as though this proposal is a small step for the future.	Statement	
2.3	The new offering will start with Team C on 21 November.	H Rodgers	21.11.17
2.4	It may be necessary to buy extra cheese, and feedback will be given to all team leaders after this week.	H Rodgers	28.11.17
2.5	A new toaster and other equipment such as baking trays will be purchased.	F Rodgers	21.11.17
2.6	The food bank has offered tins of beans to support St Edward's as they have stocks which they would like to move. Some of these will be brought to St Edward's church hall.	F Rodgers	21.11.17
2.7	Anything left over at the end of the day will be given away as takeaways.	Statement	
2.8	The current stock of tins of soup in the cupboards will be sorted into various flavours for using over the next few weeks.	H Rodgers	21.11.17
2.9	Vending machine cups of soup and chocolate will be made available as takeaways from Chris, as these were donated by a vending machine supplier.	C Taylor	21.11.17
3	Christmas 2017		
3.1	Canon John has given his blessing to a meal supplied on Christmas Day for the guests. This is being coordinated with other churches in Kettering and will be funded by Churches Together. Two professional chefs have offered to cook the food on Christmas day. Volunteers are requested for Christmas Eve and Christmas Day. Anyone who wants to volunteer should contact Frank, (contact details below) saying if they are available for Christmas Eve, Christmas Day or both.	All	24.12.17
3.2	A list of volunteers will be collated, and jobs allocated as appropriate.	F Rodgers	20.12.17
3.3	Bookers have offered to supply a Bookers Card on receipt of a letter from Canon John stating the use of the card will support the work of the soup kitchen and the Christmas meal. Canon John will be asked to supply the letter.	F Rodgers	21.11.17



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4	Other Items		
4.1	It was requested to remind teams not to give out their address or contact/personal details to any of our guests.	Statement	
4.2	There has been a request to stack the long tables in a different place to avoid any potential health & safety issues when stacked against the other tables. Looking at the hall from the soup serving table, the long tables should be stacked against the wall to the right hand side.	All	On going
4.3	Instruction for turning on and off the heating system will be laminated and posted on the inside of the soup kitchen cupboard.	H Rodgers	14.11.17
4.4	Canon Joh will be asked to request from Kettering Borough Council, an extra black waste bin and an extra blue recycling bin.	H Rodgers	21.11.17
4.5	A clothes rail will be put into the hall to hand any donated clothes, particularly coats.	T McAuley	21.11.17
4.6	If they wish to, each team can bring donated clothes each week on their day, as appropriate.	All	On going
4.7	Contact details Hilary Rodgers: 07522 349 075, h.rodgers@uwclub.net Frank Rodgers: 07 584 207 019, frank@spokeguards.co.uk		