



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 4

Meeting Details		Next Meeting	
Date:	02 May 2017	Date:	06 June 2017
Time:	19.30 – 20.30	Time:	19.30 – 20.30
Held At:	St Edwards Church	Where:	St Edwards Church Hall
Present		Copies to	
1	Danny Cannon – Chair	Eileen Quilter Williams	
2	Canon John	Cath Roberts	
3	Hilary Rodgers - Coordinator	Chris Taylor	
4	33 parishioners	Parish web site	
5			
	Subject / Assignment(s)	Who	When
1	With the four meetings to date, there are 48 volunteers, enough for 8 full teams of 6 people.	Statement	
2	Teams were allocated before this meeting and asked to come together to recommend a team leader from each team, details below.	Statement	
3	The responsibilities of a team leader are general <ol style="list-style-type: none"> 1. To undertake the Level 2 food safety training 2. To coordinate the team when it is their week 3. To confirm who in the team is making soup and how to transport it to the church hall 4. To coordinate who will pick the free food from Tesco (or other available source) with which to make the soup 5. To allocate a job for every one of their allocated night to attend 6. To ensure members are swapped if they cannot make any particular afternoon 7. To coordinate communication with their particular group 	Statement	
4	Seven teams had originally been proposed, an eighth team on the night was made up from extra numbers, team sheet attached to these minutes.	Statement	
5	Contact details of team members will be sent to team leaders.	F Rodgers	08.05.17
6	Team leaders will confirm if their team members will still volunteer and feedback to Hilary Rodgers.	Team Leaders	15.05.17
7	It was confirmed that all volunteers will need DBS checks. Parish application forms were distributed to those that needed them, and they will be given back to Canon John to forward to the Parch Safeguarding office. The safeguarding officer will be contacted to confirm the application are being completed	H Rodgers	08.05.17
8	Funding for equipment is still being investigated from Northamptonshire Community Foundation. Update at next meeting.	H Rodgers	06.06.17



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*

	Subject / Assignment(s)	Who	When
9	A constitution for the soup kitchen has been drawn up and signed by Canon John.	Statement	
10	Formal first aiders are not present at either the Open Door or Parish Church. It was decided St Edwards's does not need a formal trained first aider at every week.	Statement	
11	All team leaders have been invited and confirmed to undertake the Level 2 Food Safety training. This will be delivered by an accredited company called All Food Hygiene. It will be delivered in the Church Hall on Friday 9 June 2017; it will take all day and the exact start time to be confirmed to participants by email.	F Rodgers	18.05.17
12	All Food Hygiene will be contacted to confirm the date of training.	F Rodgers	Complete
13	Nigel to be contacted to book the church hall for the next group meeting.	H Rodgers	15.05.17
14	Next meetings 1. Steering Group. 08 May 2017 at 19.30 in Park View. 2. Parish Group. 06 June 2017 at 19.30 in Church Hall		