



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 5

Meeting Details		Next Meeting																									
Date:	06 June 2017	Date:	TBC																								
Time:	19.30 – 20.30	Time:	TBC																								
Held At:	St Edwards Church	Where:	TBC																								
Present		Copies to																									
1	Danny Cannon – Chair	Eileen Quilter Williams																									
2	Canon John	Cath Roberts																									
3	Hilary Rodgers - Coordinator	Chris Taylor																									
4	Approx 28 parishioners	Parish web site																									
5		Team Leaders																									
Subject / Assignment(s)		Who	When																								
1	There are now 7 teams finalised with at least 6 people in each team. Each team has a team leader and a seconder.	Statement																									
2	The responsibilities of a team leader are, in 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). 5. To allocate a job for everyone in their team 6. To ensure members are swapped if they cannot make any particular afternoon 7. To coordinate communication with their particular group 	Statement																									
3	Food hygiene training will start at 09.30 on Friday 9 June in the upstairs room of the church hall. It will finish at approximately 16.00.	Statement																									
4	The start date for the soup kitchen is agreed at Tuesday 1 st August 2017 for Group A. A list of all groups, leaders and start dates is shown below. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th><u>Group</u></th> <th><u>Leader</u></th> <th><u>Start date</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Chris Taylor</td> <td>01.08.17</td> </tr> <tr> <td>B</td> <td>Karen Cannon</td> <td>08.08.17</td> </tr> <tr> <td>C</td> <td>Hilary Rodgers</td> <td>15.08.17</td> </tr> <tr> <td>D</td> <td>Cath Roberts</td> <td>22.08.17</td> </tr> <tr> <td>E</td> <td>Marilyn Hughes</td> <td>29.08.17</td> </tr> <tr> <td>F</td> <td>Ernie Clements</td> <td>05.09.17</td> </tr> <tr> <td>G</td> <td>Tom McAuley</td> <td>12.09.17</td> </tr> </tbody> </table>	<u>Group</u>	<u>Leader</u>	<u>Start date</u>	A	Chris Taylor	01.08.17	B	Karen Cannon	08.08.17	C	Hilary Rodgers	15.08.17	D	Cath Roberts	22.08.17	E	Marilyn Hughes	29.08.17	F	Ernie Clements	05.09.17	G	Tom McAuley	12.09.17	Statement	
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5	It has been confirmed that the Knights of St Columba will set out the tables at the beginning of each session and put them away at the end of each session. The rota will be organised and communicated to the co-ordinator.	D Cannon	31.07.17																								



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	Subject / Assignment(s)	Who	When
6	A key to the hall entrance with the ramp access will be obtained for each team leader and circulated to each team leader.	C Roberts	20.06.17
7	The entrance for our guests will be through the door at the rear of the hall which leads out into The Grove.	Statement	
8	This will be the last of the Group meetings until after the soup kitchen has started. The next meeting will be with team leaders to finalise details of each week.	Statement	
9	Nigel will be contacted to book the upper room in the hall for 19.30 on Tuesday 20 th June 2017 and confirm with all team leaders.	H Rodgers	13.06.17
10	A review meeting is planned for early November after each team has been on duty twice; this will be to discuss what has gone well and where improvements can be made. A meeting will be called.	H Rodgers	30.09.17
11	A whiteboard to be obtained to display what type of soup is on offer and what ingredients are used, for allergy or vegetarian purposes.	F Rodgers	31.07.17
12	Contact details of all volunteers will be circulated to all the teams, for when individuals need to swap weeks.	F Rodgers	13.06.17
13	It was confirmed that all volunteers do not need a DBS clearance. Only team leaders and one other in each team are required. Confirmation from Parish will be obtained of clearances to date.	H Rodgers	20.06.17
14	An anonymous donation of £250 has been received to support the soup kitchen activity.	Statement	
15	A funding application will be submitted to Kettering Borough Council through the small grants scheme that, if successful will pay for all the new equipment which needs to be bought. KBC will not allow this grant to be used for paying for training.	H Rodgers	20.06.17
16	The Community Foundation Trust will be contacted to understand if they would give a grant to pay for the training.	J Marriott	13.06.17
17	Exact details of the training costs to be provided to John to support the application.	F Rodgers	07.06.17
18	A freezer has been donated; arrangements will be made to transport this to the kitchen/hall.	H Rodgers	20.06.17
19	Fareshare will be followed up to confirm food donation by Tesco. Update at next meeting.	H Rodgers	20.06.17
20	There is a possibility M&S will also donate food. This will be confirmed.	H Rodgers	20.06.17
	Next meetings 1. Team Leaders. 20 June 2017 at 19.30 in the upper room, Church Hall.		