



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 Steering Group Meeting no 4

| Meeting Details | | Next Meeting | |
|-------------------------|---|-----------------|------------------------|
| Date: | 5 June 2017 | Date: | 20 June 2017 |
| Time: | 19.30 – 21.00 | Time: | 19.30 |
| Held At: | Park View | Where: | Upper room church hall |
| Present | | Copies to | |
| 1 | Eileen Quilter Williams | Canon John | |
| 2 | Cath Roberts | Parish web site | |
| 3 | Hilary Rodgers | Frank Rodgers | |
| 4 | Chris Taylor | | |
| 5 | | | |
| Subject / Assignment(s) | | Who | When |
| 1 | Teams | | |
| 1.1 | Seven teams have been confirmed, with some changes due to personal circumstances. Final teams to be drawn up after the group meeting on 6 June 2017. | F Rodgers | 10.06.17 |
| 1.2 | There will be no more group meetings after 6 June, only team leader meetings. It was proposed to have the next team leader meeting on 20 June; this will be confirmed after the group meeting on 6 June 2017. | H Rodgers | 06.06.17 |
| 1.3 | The soup kitchen opening will be Tuesday 1 st August 2017. This will be communicated to all at the group meeting on 6 June 2017. | H Rodgers | 06.06.17 |
| 1.4 | The teams have been renamed to allow experienced steering group members to run the first few weeks of the soup kitchen. Teams to be renumbered and distributed. | H Rodgers | 10.06.17 |
| 2 | DBS | | |
| 2.1 | It has been confirmed from Parish that not all volunteers have to be DBS checked, only two per team. | Statement | |
| 2.2 | A list of team leaders and seconders was checked and all appears to be OK, just three names have to be confirmed with Parish. | F Rodgers | 10.06.17 |
| 3 | Equipment | | |
| 3.1 | A supplier has been sourced for all equipment, Nesbitts, there is a store in Leicester which can be visited to collect all equipment. | Statement | |
| 3.2 | It was confirmed that there needs to be 3 x Tupperware boxes per team for transporting soup. This will be added to the equipment list for cost estimation purposes. | H Rodgers | 20.06.17 |
| 4 | Food | | |
| 4.1 | Fareshare have been contacted and a gentleman called Tommy has stated he or someone would return the call to Hilary for a decision on support from Fareshare. Follow up and report at next meeting. | H Rodgers | 20.06.17 |



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*

| | | | |
|----------|--|-----------|----------|
| 4.2 | It was stated that M&S might be in a position to supply food. They will be contacted for a confirmation either way. | H Rodgers | 20.06.17 |
| 4.3 | The method of obtaining raw materials for soup making are <ol style="list-style-type: none"> 1. Team leader obtains free raw materials and delivers to the soup maker the night before the soup kitchen. 2. Soup maker obtains free raw materials and the night before the soup kitchen 3. The team leader buys all raw materials a few days before, delivers them to the soup maker and will be reimbursed by the parish 4. The soup maker buys all raw materials a few days before and will be reimbursed by the parish. | Statement | |
| 4.4 | The final decision on the logistics of obtaining raw materials will be discussed at the team leaders meeting after more information is obtained from 'Fareshare. | H Rodgers | 08.06.17 |
| 4.5 | Theresa has been contacted who confirms she will donate an under the counter upright freezer. Arrangements to get this delivered to the kitchen and a place to locate will be organised. | H Rodgers | 30.06.17 |
| 5 | Funding | | |
| 5.1 | KBC have been contacted for a small grant. Certain documents have to be obtained from the Parish. It will be discussed with Cannon John at the group and an application will be submitted. | H Rodgers | 20.06.17 |
| 5.2 | An anonymous donation of £250 has been received to support the soup kitchen. | Statement | |
| 6 | Additional Needs | | |
| 6.1 | There must be a poster for the first meeting to state no alcohol or drugs are permitted on the premises | F Rodgers | 01.07.17 |
| 6.2 | It was decided the guests will be let into the hall through the rear door which exits on to The Grove. | Statement | |
| 6.3 | Keys to the hall need to be available or all teams. Discussions and arrangements to be made. | C Roberts | 20.06.17 |
| 6.4 | Next meetings <ol style="list-style-type: none"> 1. Group meeting in St Edwards Church hall at 19.30 on Tuesday 6 June 2017. 2. Team Leaders meeting in upper room at 19.30 on Tuesday 20 June 2017. | | |