



## 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 5

Meeting Details		Next Meeting	
Date:	24 July 2017	Date:	TBC
Time:	19.30 – 21.00	Time:	TBC
Held At:	Park View	Where:	TBC
Present		Copies to	
1	Eileen Quilter Williams	Canon John	
2	Cath Roberts	Parish web site	
3	Frank Rodgers		
4	Hilary Rodgers		
5	Chris Taylor		
Subject / Assignment(s)		Who	When
<b>1</b>	<b>Funding</b>		
1.1	Kettering Borough Council has granted the soup kitchen a grant of £941, exactly what was requested. This will be paid into the St Edward's account around 7 August.	Statement	
1.2	A response from Northamptonshire Community Foundation is still outstanding. When an answer is received, it will be circulated.	F Rodgers	31.08.17
1.3	A bank account has been opened with Lloyds called Soup Kitchen. A £300 float has been received from St Edward's which has been paid into this account.	Statement	
1.4	A further £20 donation from Wendy has been received and will be paid into this account.	F Rodgers	26.07.17
1.5	Currently Frank Rodgers has internet banking facilities on this account.	Statement	
1.6	An independent checker will be requested from the group leaders meeting on 25.07.17 to verify any expenditure or money transfers before they take place.	F Rodgers	25.07.17
<b>2</b>	<b>DBS</b>		
2.1	All applications for DBS checks have been received apart from 3 outstanding.	Statement	
<b>3</b>	<b>Equipment</b>		
3.1	Some equipment was collected from Nesbits of Leicester on 21 July or delivered on 24 July. The cabinet is due for delivery on 25 July. These will be checked and coordinated before the group leaders meeting.	H Rodgers	25.07.17
3.2	A list of outstanding items such as Clingfilm, disposable aprons etc. will be collated and bought from Nesbits.	H Rodgers	01.08.17
3.3	Seven more boxes to be ordered to give each team 4 in total.	F Rodgers	28.07.17
3.4	Cath may be able to source some disposable aprons. To be confirmed.	C Roberts	08.08.17



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3.5	Collection of the freezer from Theresa will be confirmed and arrangements made for collection and installation	F Rodgers	29.07.17
3.6	Keys have been cut for the kitchen door and will be distributed and records kept at the team leaders meeting.	F Rodgers	25.07.17
3.7	Extra keys will be cut for the cupboard and distributed and records kept.	F Rodgers	01.08.17
<b>4</b>	<b>Food</b>		
4.2	St Edward's soup kitchen is on the waiting list to have supplies of food from both Tesco (through Fareshare) and M&S (through neighbourly.com). When this changes, the teams will be advised.	H Rodgers	On going
4.3	Raw materials for the first week on 1 August will be purchased and the soup made by Chris. Time spent and amount of soup made to be shared by Chris.	C Taylor	01.08.17
4.4	Other items to be bought are bread, butter, cheese, milk and biscuits.	C Taylor	01.08.17
4.5	Tins of soup will also be bought to store and used as a backup if the amount of homemade soup is not enough for the clients.	C Taylor	01.08.17
4.6	The float to reimburse costs as receipts are presented.	F Rodgers	01.08.17
4.7	The committee will ensure tea, coffee; sugar and are always available.	H Rodgers	On going
<b>5</b>	<b>Delivery</b>		
5.1	Trained councillors may be available at the soup kitchen if any of the clients need to talk in private. This will be organised through Rose Stokes, although the time may not be the best for them because most of the councillors work full time. This will be kept on the back burner and supplied if available.	H Rodgers	On going
5.2	The hall will get a deep clean on Saturday 29 July by Izabella. This will be arranged for a regular cleaning, perhaps every 3 months.	H Rodgers	29.07.17
5.3	A Do's & Don't sheet for environmental health issues, obtained from the Parish Church, will be circulated to the team leaders at the meeting on 25 July.	H Rodgers	25.07.17
5.4	A 'No Alcohol & No Drugs' policy poster will be produced to put up at the entrance door	F Rodgers	01.08.17
5.5	List of ingredients of the homemade soup to be displayed on the serving table.	All	On going
5.6	It will be suggested at the team leaders meeting that the team leader attends the kitchen the week previous to 'their' week to get a firsthand understanding of the running of the kitchen.	H Rodgers	25.07.17
5.7	The Environmental Health folder kept in the kitchen will be populated with the relevant items to record training etc. Copies of the certificates will be kept in the file and area to be completed each week will be highlighted.	F Rodgers	01.08.17



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<b>6</b>	<b>Additional Needs</b>		
6.1	Prayers will be said for the soup kitchen at 19.30 Benediction on Thursday 27 July. All are welcome to attend where possible.	Statement	
6.	Next meetings 1. Team Leaders meeting in lower room at 19.30 on Tuesday 25 July 2017. 2. Steering Committee meeting TBC.		