



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 3

Meeting Details		Next Meeting	
Date:	8 May 2017	Date:	Monday 8 June 2017
Time:	19.30 – 21.00	Time:	19.30
Held At:	Park View	Where:	Park View
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
1	Teams		
1.1	Eight teams were suggested at the last meeting on 02 May, these were reviewed after some confirmation of volunteers. They will be finalised after all confirmations obtained from Group Leaders, and final lists drawn up.	F Rodgers	06.06.17
1.2	Currently 19 people identified for Level 2 hygiene training.	Statement	
1.3	Numbers for training will be confirmed with Food Hygiene Ltd	F Rodgers	15.05.17
1.4	Training day start and finish times to be confirmed.	F Rodgers	15.05.17
1.5	The church hall will be booked for the all-day training on 9 June.	H Rodgers	12.05.17
2	DBS		
2.1	The feeling of the group was this could be the potential hold up which may delay the opening of the soup kitchen, targeted for July.	Statement	
2.2	Follow up on progress of DBS applications.	H Rodgers	15.05.17
3	Equipment		
3.1	Potential equipment needed includes <ol style="list-style-type: none"> 1. Soup bowls, soup spoons, mugs, tea spoons & butter knives 2. Storage boxes 3. Tupperware (4 litre capacity) to transport the soup 4. Electric soup warmer x 2 5. Thermometers. 6. Ladels and serving spoons 7. Small flower vases 8. Oven gloves 	Statement	
3.2	Consumables will includes <ol style="list-style-type: none"> 1. Disposable aprons and table cloths 2. Cling film and tin foil 3. Paper towels and tea towels 4. J cloths, washing up liquid and spray disinfectant 5. Bin bags 	Statement	



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4	Food		
4.1	Besides the raw materials for making soup, the following will be obvious <ol style="list-style-type: none"> 1. Salt & pepper 2. Butter 3. Biscuits 4. Tea, coffee & sugar 5. Milk on a weekly basis 	Statement	
4.2	An organisation called 'Foodshare' will be contacted to discuss the supply of food from Tesco or similar supermarket, and all details obtained.	F Rodgers	03.06.17
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 next steering group meeting after more information is obtained from 'Foodshare.	H Rodgers	08.06.17
4.5	A possible use of a freezer to be discussed with one volunteer who initially offered the freezer.	H Rodgers	08.06.17
5	Funding		
5.1	Northamptonshire Community Foundation will be contacted for possible funding	H Rodgers	20.05.17
5.2	An article in last week Evening Telegraph gave some details of a KBC fund for obtaining grants or community projects. This will be followed up.	H Rodgers	20.05.17
6	Additional Needs		
6.1	A constitution for the Soup Kitchen has been signed by Canon John and is available.	Statement	
6.2	There must be a poster from the first meeting to state no alcohol or drugs are permitted on the premises	F Rodgers	01.07.17
6.3	Discussions with The Knight of St Columba on what support they can give each week.	F Rodgers	15.05.17
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. Steering Group meeting in Park View at 19.30 on Monday 5 June 2017. 		