



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 2

Meeting Details		Next Meeting	
Date:	18 April 2017	Date:	Monday 8 May 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		
3	Frank Rodgers		
4	Hilary Rodgers		
5	Chris Taylor		
Subject / Assignment(s)		Who	When
1	Food Hygiene Training		
1.1	Quotations obtained from 6 suppliers, only one is accredited with Royal Institute of Public Health. For 12 people, costs range from £300 to £510.	Statement	
1.2	Introduction made to Liza Drage for training. Follow up and quotation needed.	H Rodgers	02.05.17
1.3	Price also to be obtained from Hollie Liquorice at KBC.	H Rodgers	02.05.17
1.4	Copy of all costings to be discussed with Cannon John.	H Rodgers	02.05.17
2	Teams		
2.1	Proposed teams of 6 put together (one team of 7) with a list of 44 volunteers.	Statement	
2.2	Make up of Team A to be confirmed with Marilyn as this has the potential for 8 members. Decision from Marilyn is Norrie Keaney not involved on a regular basis.	H Rodgers	Complete
2.3	Proposed teams to be typed in as a 'seating plan' examples in time for next group meeting due on 2 May 2017.	F Rodgers	02.05.17
2.4	Decision taken that there is no need to record the names of the customers attending each week, although there will be a requirement to record the names of the volunteers attending.	Statement	
2.5	Prepare a list of roles & responsibilities of the volunteer teams.	F Rodgers	02.05.17
3	DBS Checks		
3.1	There is a requirement from the parish Safeguarding Officer for each volunteer to have an up to date relevant BBS check.	Statement	
3.2	Each volunteer's application form will have the name of at least one reference. These will be followed up and checked.	H Rodgers	01.07.17
3.3	There is a possibility that the Disclosure & Barring Service (DBS) may not actually want these checks to be complete because the service being offered may not qualify. To test this, Hilary & Frank will submit their forms initially to investigate if the checks are relevant. Appointments have been made with the parish Safeguarding Officer for Saturday 29 April.	H Rodgers	29.04.17



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4	Funding		
4.1	Funding possibilities still be followed up and details submitted from two sources.	H Rodgers	15.05.17
5	Additional Needs		
5.1	A constitution for the Soup Kitchen to be drawn up and submitted to Cannon John for signing.	F Rodgers	02.05.17
5.2	Check if there is a first aid kit available in the hall or the kitchen.	H Rodgers	02.05.17
5.3	Next meetings 1. Group meeting in St Edwards Church hall at 19.30 on Tuesday 5 May 2017. 2. Steering Group meeting in Park View at 19.30 on Monday 8 May 2017.		