



## 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

#### Food Kitchen Team Leaders Meeting no 1

Meeting Details		Next Meeting	
Date:	20 June 2017	Date:	25 July 2017
Time:	19.30 – 20.30	Time:	19.30
Held At:	St Edwards Church Hall	Where:	St Edwards Church Hall
Present		Copies to	
1	Mary Adams	Cath Roberts	Canon John
2	Rita Ainsworth	Frank Rodgers	Parish web site
3	Karen Cannon	Hilary Rodgers	Neil Ashby
4	Ernie Clement	Chris Taylor	Maureen Davies
5	Marilyn Hughes	Pauline Widdop	Mary Markham
6	Eileen Quilter W		Tom McAuley
Subject / Assignment(s)		Who	When
<b>1</b>	<b>Teams</b>		
1.1	There are 45 volunteers split into seven teams of six or seven members. One additional person has been suggested who will be allocated into one of the current teams of six.	H Rodgers	30.06.17
1.2	The exact role of each team member will be organised on a team by team basis with the team leader taking responsibility to ensure this happens.	Team Leader	01.08.17
1.3	A key for each team leader will be cut and circulated.	C Roberts	30.06.17
<b>2</b>	<b>Training</b>		
2.1	The invoice for All Food Hygiene Ltd for the training will be paid in the next week. The results of the training examination and certificates will be circulated as soon as the results are known.	F Rodgers	30.06.17
<b>3</b>	<b>DBS</b>		
3.1	Not everyone has heard back from DBS regarding their checks. The safeguarding office will be followed up for status.	F Rodgers	Complete
3.2	Following communication after this Team Leaders meeting, the DBS checks have been returned to the parish safeguarding office, they will be circulated as soon as is practical. Follow up when needed.	F Rodgers	30.06.17
<b>4</b>	<b>Equipment</b>		
4.1	A supplier has been sourced for all equipment, Nesbitts, there is a store in Leicester which can be visited to collect all equipment. Total cost of all initial equipment, not including consumables is estimated at £626 including VAT. The equipment will be bought and made available before the opening day of 1 <sup>st</sup> August.	H Rodgers	24.07.17
4.2	A freezer is being donated by Theresa. The Knights of St Columba will be contacted to arrange collection and installation in the corner of the downstairs room.	F Rodgers	07.07.17



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4.3	A fridge/freezer was offered by Canon John and declined.	Statement	
4.4	A storage cupboard and containers will be researched and made available for storage of Food Kitchen equipment. This may be kept in the downstairs room next to the freezer. Actual details will be agreed with Nigel and meeting to take place to discuss.	H Rodgers	24.06.17
<b>5</b>	<b>Food Donation</b>		
5.1	Marks & Spencer have been contacted through neighbourly.com regarding donation of unwanted food. The maximum number of projects they will support is two and they already have two recipients of the food, which are Accommodation Concern and St Jude's. However, St Edwards Food Kitchen has been placed on the reserve list.	Statement	
5.2	Food share have been contacted regarding donation of food from Tesco. Official reply from them on the request is outstanding. Once this has been received the result of discussions will be circulated. If no reply is received by the end of June, they will be followed up.	H Rodgers	30.06.17
5.3	A good video of the activities of FareShare is available on YouTube. And at <a href="http://www.fareshare.org.uk">www.fareshare.org.uk</a>	Statement	
5.4	Tesco cannot be contacted directly, when the Food Kitchen is officially registered with FareShare, a procedure will be dictated by them which must be adhered to. This will be communicated to all when it is available.	H Rodgers	31.07.17
5.5	Some individuals have been asking how to support the Food Kitchen by donations. It was decided not to set up a Just Giving page because they take too big a percentage. All should spread the word to donate cash or cheques made to St Edwards and ensure it is communicated that is for the Food Kitchen or donate no perishable food for distribution each Tuesday.	Statement	
<b>6</b>	<b>Food Preparation</b>		
6.1	In reality, individuals will probably buy ingredients and make soup at home before bringing it to the church hall on a Tuesday afternoon.	Statement	
6.2	The money spent will be reimbursed by the Parish, all receipts to be kept and handed in.	Statement	
6.3	Investigate the possibility of keeping a small float to pay individuals for ingredients.	H Rodgers	31.07.17
6.4	The basic food hygiene rules to be followed for food preparation in the kitchen (including simply warming up of pre prepared soup) will be summarised and circulated. This will include items such as jewellery, washing hands and cleaning.	H Rodgers	31.07.17
6.5	Tea, coffee, sugar, milk etc. will be supplied by the parish.	Statement	



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<b>7</b>	<b>Funding</b>		
7.1	The initial application for grants from KBC (for equipment) and Northamptonshire Community Foundation (for training costs) have been prepared on line. Many documents such as the Constitution and Policies have to be submitted with eth applications. One document is outstanding; this is the Child Protection and Vulnerable Adults Policy. This has been requested from the diocese safeguarding team. When available, the grant applications will be submitted.	F Rodgers	30.06.17
7.2	Northamptonshire Community Foundation will pay the VAT within the grant application if St Edwards is not VAT registered and cannot claim back the VAT. The VAT status of the parish will be confirmed through the Parish Secretary.	C Roberts	30.06.17
<b>8</b>	<b>Additional Needs</b>		
8.1	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
8.2	The layout of the room was tested and looked good for operational purposes. This layout will be discussed with the Knights of St Columba ta their next meeting.	F Rodgers	07.07.17
8.3	Security of the Food Kitchen equipment will be discussed with Nigel Stokes and other users of the kitchen within the next few days. Possible purchase of a new secure cupboard and the area for locating the cupboard till be discussed and finalised.	H Rodgers	24.06.17
8.4	There is confirmation that the hall is booked every Tuesday from 14.30 – 19.00 between 1 <sup>st</sup> August and the end of 2017. This will be extended where possible to start at 10.00 to allow the food and soup to be prepared on the premises instead of at home, to allow the service to be more flexible.	H Rodgers	24.06.17
8.5	Flyers will be designed, printed and distributed to the following places to advertise the opening of the food kitchen. <ol style="list-style-type: none"> <li>1. Job Centre +</li> <li>2. Parish Church</li> <li>3. The Hub at the Open Door Church</li> <li>4. Johnny's Happy Place</li> <li>5. CAB</li> <li>6. Other churches in the parish and in the town</li> </ol>	F Rodgers	31.07.17
8.6	The hall will be booked for the next Team Leaders meeting.	H Rodgers	24.06.17
8.7	A meeting of the steering group will be confirmed if necessary and convened if required.	H Rodgers	31.07.17
8.8	Next meetings <ol style="list-style-type: none"> <li>1. Team Leaders meeting in St Edwards Church hall at 19.30 on Tuesday 25 July 2017.</li> </ol>		