



## 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 2

Meeting Details		Next Meeting	
Date:	25 July 2017	Date:	TBC
Time:	19.30 – 20.30	Time:	TBC
Held At:	St Edwards Church Hall	Where:	TBC
Present		Copies to	
Canon John	Irene Nicholson (E)	Parish web site	
Mary Adams (F)	Eileen Quilter W (B)	Ernie Clement (F)	
Neil Ashby (A)	Cath Roberts (D)	Norma O'Donnell (G)	
Danny Cannon	Frank Rodgers		
Karen Cannon (B)	Hilary Rodgers (C)		
Maureen Davies (D)	Chris Taylor (A)		
Marilyn Hughes (E)	Pauline Widdop (C)		
Tom McAuley (G)			
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	Complete
1.5	Currently Frank Rodgers has internet banking facilities on this account.	Statement	
1.6	Neil Ashby has agreed to be the independent checker for all credits and debits on the account. A meeting will be arranged to go through the expenditure so far	F Rodgers	18.08.17
1.7	Tom has kindly agreed to donate at least £150 from his sponsored walk into the soup kitchen funds. This will be collected once the walk is completed and monies collected from sponsors.	T McAuley	30.09.17
1.8	It was further agreed that money from coffee mornings will be donated to the soup kitchen.	Statement	
1.8	Potential other fund raising exercises could be undertaken in the future, such as coffee mornings or bag packs. This to be discussed at a later date.	H Rodgers	30.09.17
1.9	Projected running costs of the kitchen will be estimated and presented at the next meeting.	F Rodgers	31.10.17
1.10	A float of £300 has been made available from the parish and this will be used to reimburse people on expenses.	F Rodgers	On going



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<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	The cabinet is installed and all equipment stored in there. Keys will be cut, distributed and signed for.	F Rodgers	01.08.17
3.2	Keys for the kitchen door were distributed, signed for and records retained.	Statement	
3.3	Collection of the freezer from Theresa will be confirmed and arrangements made for collection and installation	F Rodgers	29.07.17
3.4	Seven more boxes to be ordered to give each team 4 in total.	F Rodgers	28.07.17
3.5	The remaining items such as Clingfilm, disposable gloves and aprons, aluminium foil, kitchen roll, J-cloths, spray cleaner, tea towels, salt & pepper, labels & pens, freezer bags, blue plasters and a power board extension will be purchased before the kitchen opens.	H Rodgers	01.08.17
3.6	Flower vases are available in the coffee morning cupboard and available for every Tuesday.	Statement	
<b>4</b>	<b>Food</b>		
4.1	St Edward's soup kitchen is on the waiting list to have supplied 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
4.2	Purchase of raw materials each week will be organised by the team leader. This will include bread, butter, cheese, milk and biscuits	Team Leader	On going
4.3	The float to reimburse costs as receipts are presented.	F Rodgers	On going
4.4	The committee will ensure tea, coffee; sugar are always available	H Rodgers	On going
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.	H Rodgers	01.08.17
4.6	Canon John agreed to have a box at the back of each church for parish donations of tins of soup. This will be administered by The Knights of St Columba.	D Cannon	On going
<b>5</b>	<b>Delivery</b>		
5.1	The hall will have a deep clean on Saturday 29 July by Izabella and thereafter approximately every 3 months.	H Rodgers	29.07.17
5.2	A Do's & Don't sheet for environmental health issues, obtained from the Parish Church, was circulated to the team leaders. This will be displayed in the kitchen.	H Rodgers	01.08.17
5.3	A Good Practice sheet will be made available for all and circulated, mentioning such things as first names only, no details of addresses to be given etc	H Rodgers	01.08.17
5.4	It was agreed that the team leader and number 2 attends the kitchen the week previous to 'their' week to get a firsthand understanding of the running of the kitchen	Team Leaders	30.09.17



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5.5	There will be a Day Sheet made available for the team leader to ensure it is completed each week with any comments for that session, advice for others and the number of guests attending. This will be put inside a separate folder kept in the cupboard.	H Rodgers	01.08.17
5.6	Hil and Frank will attend each week for the first 7 weeks to aid the first time teams.	H Rodgers	30.09.17
5.7	The method of measuring and recording soup temperature and fridge/freezer temperature will be explained each week.	H Rodgers	30.08.17
5.8	The Environmental Health record folder will be made ready for keeping records from 1 August.	F Rodgers	01.08.17
5.9	A 'No Alcohol & No Drugs' policy poster will be produced to put up at the entrance door	F Rodgers	01.08.17
5.10	List of ingredients of the homemade soup to be displayed on the serving table	Team Leaders	On going
5.11	All rubbish generated during the soup kitchen activities to be taken home and disposed of at home instead of at the church.	Team Leaders	On going
5.12	The Listening & Prayer Ministry Group has said they wish attend where possible when there will be fully trained listening councillors available, however, most of them work full time and may not be available from 16.00. This will be kept under discussion.	H Rodgers	30.09.17
<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	
6.2	Next meetings <ol style="list-style-type: none"> <li>1. Team Leaders meeting in lower room at 19.30 on a date to be confirmed after each team has undertaken two separate weeks.</li> <li>2. Steering Committee meeting TBC.</li> </ol>	H Rodgers	30.11.17