



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 3

Meeting Details		Next Meeting	
Date:	20 September 2017	Date:	TBC
Time:	19.30 – 20.30	Time:	TBC
Held At:	Park View	Where:	TBC
Present		Copies to	
Karen Cannon (B)		Canon John	
Tom McAuley (G)		Parish web site	
Irene Nicholson (E)		Ernie Clement (F)	
Frank Rodgers		Marilyn Hughes (E) by hand	
Hilary Rodgers (C)		Eileen Quilter W (B)	
Chris Taylor (A)		Cath Roberts (D)	
Subject / Assignment(s)		Who	When
1	Fareshare Update		
1.1	A copy of the Fareshare Training Pack was given to each team member. Two others for Ernie Clement and Cath Roberts will be distributed.	H Rodgers	Complete
1.2	Fareshare have informed St Edward's Soup Kitchen that the kitchen has been accepted into the scheme. Donated food will be available for collection from the large Tesco at Pytchley Way every Monday night.	Statement	
1.3	The procedure is that Hilary will receive a text each Monday evening around 7.30pm and must text a reply with Yes or NO if the food will be needed or not needed.	Statement	
1.4	This text will be forwarded to the team leader for them to collect or arrange collection from the large Tesco between 8.30 and 9.30 on the Monday evening. The text should be shown to Customer Services at the store on collection. The food must be taken to St Edward's kitchen that evening and it is not allowed to be taken home. There should be at least 2 people to make the collection.	Team Leaders	On Going
1.5	If food is labelled as 'Best Before', it can be given out or used on Tuesday. If it is labelled as 'Use By', it has to be used on the Monday night or frozen on the Monday night.	Statement	
1.6	This procedure will be used over the next few weeks to understand how it works and the effectiveness.	Statement	
1.7	There is also a potential for Tesco to donate tokens to shoppers for them to put in a box as they leave the shop. This will be progressed and details of the arrangement gathered from Tesco at the appropriate time.	H Rodgers	31.10.17



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2	Equipment		
2.1	The freezer had been turned off by mistake one evening, probably over a weekend, fortunately nothing has thawed. A blue plaster was put over the plug to ensure it is kept switched on at all times.	Statement	
2.2	It has been requested to put a clock in the kitchen. This will be sourced and erected.	F Rodgers	31.10.17
2.3	Please ensure that laundered tea towels are returned to the soup kitchen as supply is getting low.	Team Leaders	Ongoing
2.4	A catering size toasties sandwich maker will be sourced and purchased for making toasties.	H Rodgers	31.10.17
2.5	A catering size toaster will be sourced and purchased.	H Rodgers	31.10.17
3	Food		
3.1	Tins of soup may be used as the 'second source' of soup over the next few weeks to use up the stocks.	Team Leaders	On going
3.2	The range of food will be extended from the third round of teams, with Team A starting on 7 th November.	C Taylor	07.11.17
3.3	Food will be extended to toasted sandwiches, jacket potatoes with beans/cheese, beans on toast.	Statement	
3.4	Additional items such as tomato sauce and brown source will be sourced and purchased on an on going basis.	H Rodgers	31.10.17
4	Expenses		
4.1	The team leader should stress to all team members that if they buy anything for the soup kitchen, including soup ingredients, biscuits etc, that this expense will be reimbursed by F Rodgers on production of the receipt.	Team Leaders	On Going
4.2	The team leader should collect the receipts each week and pass them to F Rodgers. Money will be given back to the team leader to distribute as appropriate through the team.	Statement	
4.3	A big thank you to Tom who will donate the money from his El Camino walk, which will be approximately £475.	Statement	
5	Communication		
5.1	With the extra food coming from Tesco and with potential food left over, it was decided the team leader should contact the team leader for the following week and give a status of the food left and the food required. If any staples such as tea, coffee, sugar, squash, salt, pepper, washing up liquid etc need additional stocks, this should be communicated to H Rodgers who will organise.	Team Leaders	On Going
6	Christmas Period		
6.1	A proposal was for the teams to give out Christmas cards, chocolate and a small present of a hat/scarf/gloves/socks etc at Christmas.	Statement	
6.2	All the team to look for potential gifts and report back at the next meeting.	All	07.11.17
6.3	A night to wrap up the presents will be organised.	H Rodgers	25.12.17



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6.4	Team A will be on duty as usual on Boxing Day.	C Taylor	26.12.17
6.5	The possibility was discussed to open on Christmas Day with a special Christmas meal because the information is The Hub is not providing a Christmas meal this year.	Statement	
6.6	Confirmation will be obtained from The Hub, Salvation Army, Parish Church and Johnny's Happy Place on their plans for opening on Christmas Day, the a further discussion will take place.	F Rodgers	07.11.17
7	Additional Needs		
7.1	Request to be asked through Canon John for additional donations from the congregation, such as toothpaste, soap, clothes (good quality coats, scarves, gloves and socks) etc in addition to soup	H Rodgers	Complete
7.2	Next meetings <ol style="list-style-type: none"> 1. Open meeting for all team members on 7 November at 19.00 in the Church Hall. Hall to be booked. 2. Steering Committee meeting TBC. 	H Rodgers	07.11.17