



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 4

Meeting Details		Next Meeting	
Date:	06 March 2018	Date:	TBC
Time:	19.00 – 20.00	Time:	TBC
Held At:	Church Hall	Where:	TBC
Present		Copies to	
Mary Adams (F)	Irene Nicholson (E)	Canon John	
Rita Ainsworth (G)	Norma O'Donnell (G)	Parish web site	
Jo Alexander (C)	Cath Roberts (D)	Ernie Clement (F)	
Danny Cannon (B)	Frank Rodgers		
Karen Cannon (B)	Hilary Rodgers (C)		
Marilyn Hughes (E)	Chris Taylor (A)		
Tom McAuley (G)			
	Subject / Assignment(s)	Who	When
1	Teams Update Some changes have taken place with some people dropping out and others joining		
1.1	Team A. All OK, may struggle when couples in the team go on holiday. This can be covered by H Rodgers	Statement	
1.2	Team B. Eileen has left and Rosemary is now number 2 on the team. Mariella has joined, who is a friend of Daisy. Mariella's contact details to be given to H Rodgers.	K Cannon	31.04.18
1.3	Team C. Grace has left and Jo has joined. Ideally there would be one more member.	Statement	
1.4	Team D. This team needs one or two more members.	Statement	
1.5	Team E. Pat has never attended, Bridget and Cathy have joined. Contact details of Bridget and Cathy to be sent to H Rodgers.	M Hughes	31.04.18
1.6	Team F. All OK.	Statement	
1.7	Team G. Pat has left, Jackie, Liam, Mary, Maria and Claire have joined. Contact details of new members to be given to H Rodgers	T McAuley	31.04.18
1.8	A proposal to be made to move Maria and Claire from Team G to team D.	H Rodgers	31.04.18
1.9	Two of our guests have been volunteering unofficially over the last few weeks which had led to team volunteers having little to do especially at the start of the session. Concerns were also raised about security of belongings in the downstairs room and the unofficial volunteers having an unfair advantage in choosing the giveaway clothes.	Statement	
1.10	The unofficial volunteers will be spoken to and asked not to come early to the soup kitchen and their volunteering activities will not be needed in future unless they wish to help pack away at the end of the day.	F Rodgers	08.03.18



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2	Team Coordination		
2.1	Hilary and Frank will be away for almost 4 weeks from 09.03.18. Karen has agreed to be the coordination for Food Share during this time and the texts from Tesco will be sent to and forwarded to the team leaders by Karen.	K Cannon	12.03.18
2.2	Bread is available every week from the Tesco Express opposite the church hall. This needs to be collected each Tuesday afternoon.	Team Leader	Each week
2.3	The attendance list will be updated for today and left in the cupboard for the following weeks.	F Rodgers	07.03.18
2.4	The ramp door was locked but open when the team arrived today. Discussion on how it must be closed firmly before locking.	Statement	
2.5	A cold tap in the lady's toilets had been leaking, now water turned off temporarily to the cold taps.	Statement	
2.6	There had been an unsuccessful attempt to break into the small sliding door cabinet sometime between Sunday afternoon and Tuesday afternoon. This now cannot be locked.	Statement	
2.7	These problems will be shared with Nigel.	D Cannon	07.03.18
2.8	Two suspect small empty plastic bags had been found in the hall vestibule and gents toilets after today's soup kitchen. A new sign saying 'No Drugs' will be made and put in the cupboards for display each week on the toilet doors.	F Rodgers	07.03.18
2.9	It was agreed by the team that if anyone is caught with drugs, they will be banned from the soup kitchen for a month. If they are caught a second time, they will be banned for life.	Statement	
3	Expenses		
3.1	A generous lady called Pam will donate money to the soup kitchen from her sponsored run on 02 June 2018.	Statement	
3.2	The church has to be registered with Just Giving in order for sponsorship money to be collected for Pam. This is being organised through the diocese by the parish secretary.	Statement	
3.3	As at 6pm on 07 March 2018, the soup kitchen had money in the bank of £682.67 and owed £20.21 in receipts leaving a workable balance of £662.46	Statement	
4	General		
4.1	Discussion took place regarding the clothes rail at the back of the hall and suggested it perhaps did not look good for groups who hire the hall. It was commented that the boxes of clothes are sorted regularly and those clothes which are not suitable for the soup kitchen are either given to charity shops or recycled in the clothes bank at the tip.	Statement	
4.2	Since the meeting, a new bin has been bought and is in the corner of the lower room. It was suggested this can be used in the hall to collect food waste.	Statement	