



## 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 5

Meeting Details		Next Meeting	
Date:	22 August 2018	Date:	TBC
Time:	19.00 – 20.00	Time:	TBC
Held At:	Church Hall Upper Room	Where:	TBC
Present			Copies To
Mary Adams (F)	Rosemary Johnson (B)	Cath Roberts (D)	Canon John
Neil Ashby (A)	Jackie McAuley (G)	Frank Rodgers	Parish web site
Ernie Clement (F)	Tom McAuley (G)	Hilary Rodgers (C)	
Karen Cannon (B)	Irene Nicholson (E)	Chris Taylor (A)	
Marilyn Hughes (E)	Norma O'Donnell (G)	Pauline Widdop (C)	
Subject / Assignment(s)		Who	When
<b>1</b>	<b>Teams Update</b>		
1.1	Team A: All OK	Statement	
1.2	Team B: Eileen has left. Daisy and Mariella now attending on a casual basis as available. Danny has joined, Peter starting 04 September.	Statement	
1.3	Team C: Grace has left, Jo and Norah have joined.	Statement	
1.4	Team D: Maureen has left. Jean is often away. David starting in November. Could do with one more member.	Statement	
1.5	Team E: Pat has left, Maria and Rose sometimes attend. Brigit has joined. Brigit's contact details to be given to Hilary.	M Hughes	07.09.18
1.6	Team F: Cathy S and Tom Murphy have joined. Their contact details to be given to Hilary.	E Clement	07.09.18
1.7	Team G: Pat and Maria have left. Mary M, Liam and Jackie have started.	Statement	
<b>2</b>	<b>Training</b>		
2.1	As the teams have changed, additional team members have asked for Food Hygiene Training. St Edward's soup kitchen has stated that at least 2 – 3 members to be trained to FS Level2 with one team member being present each week.	Statement	
2.2	The following people have been suggested for training: Neil (A), Rosemary (B), David (D), Rita (E), Cathy S (F), Mary A (F), Ann (G).	Statement	
2.3	David will be contacted to confirm his acceptance to train.	C Roberts	07.09.18
2.4	Rita will be contacted to confirm her acceptance to train.	M Hughes	07.09.18
2.5	Cathy will be contacted to confirm her acceptance to train.	E Clement	07.09.18
2.6	Ann will be contacted to confirm her acceptance to train.	T McAuley	07.09.18
2.7	All Food Hygiene to be contacted for a quotation to deliver further training.	F Rodgers	07.09.18
<b>3</b>	<b>Finances</b>		
3.1	As at 5pm on 22 August 2018, the bank account stood at £384.67 and owed £58.23, leaving a workable balance of £326.44.	Statement	



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3.2	Kettering Rotary Club will be holding a fund raising evening to donate the funds to the soup kitchen. This will be a quiz and fish & chip supper evening on Friday 12 October to be held at the Ise Lodge Community Centre. Entrance will be £10 per person and all are encouraged to attend. Further details will be circulated when available.	H Rodgers	30.09.18
3.3	Mr I Taylor, who lives on The Grove has offered to donate to the Soup Kitchen from his work's fund raising activities. Telephone number for Mr Taylor will be given to Hilary.	K Cannon	07.09.18
3.4	Mr Taylor will be contacted to find more details and to say thank you.	H Rodgers	30.09.18
3.5	A Bookers card is available if anyone wants to buy produce at Bookers. Contact Frank.	Statement	
3.6	Canon John previously offered a second collection one Sunday. This will be followed up.	H Rodgers	30.09.18
<b>4</b>	<b>Equipment</b>		
4.1	A frying pan and two deep roasting tins have been bought and will be placed in the cupboard.	H Rodgers	28.08.18
4.2	The large pans in the cupboard are available for anyone wishing to take them home to make soup at home and returned to the cupboard.	Statement	
4.3	The current microwave is not good enough when used constantly. A new 900W microwave with increased capacity will be bought; it does not need a grill. Cost will be around £80 - £100	H Rodgers	09.09.18
4.4	A medium sized saucepan will be bought for smaller volumes of beans. Although it was stated some teams use the microwave for each individual serving of beans.	H Rodgers	09.09.18
4.5	Other equipment such as disposable aprons and more bowls will be bought.	H Rodgers	09.09.18
<b>5</b>	<b>Food</b>		
5.1	Some teams are serving meat dishes, others not. It is OK either way and has to be the choice of the individual teams.	Statement	
5.2	Discussion took place on various other offerings that could be made such as pasta bake, tuna mayonnaise. The choice will be left to the individual teams.	Statement	
5.3	Stocks of dried pasta will be obtained free of charge from the food bank.	F Rodgers	04.09.18
5.4	Rice should not be encouraged due to reheating problems with rice.	Statement	



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5.5	Suggestions were put forward was to put 20kg bags of potatoes and larger catering volumes of grated cheese. Prices, availability and storage space will be investigated.	<b>H Rodgers</b>	<b>30.09.18</b>
<b>6</b>	<b>The Petition</b>		
6.1	A few weeks ago, there was an incident on The Grove between two guests where the language was not acceptable and a resident of The Grove complained. This led to a petition being raised by some nearby residents to close down the kitchen. A council member was informed immediately of the incident and the existence of the petition, also of the measures taken to move the entrance/exit to the ramp door to avoid any further disruption on the Grove. KBC councillor confirmed that no petition had come to his notice. It would appear to have been a bit of a 'storm in a teacup'.	<b>Statement</b>	
6.2	A member of the council has been invited to come to the hall on a Tuesday afternoon to look at the good work which is being undertaken.	<b>Statement</b>	
<b>7</b>	<b>General</b>		
7.1	Bronte has returned and is very useful in the kitchen.	<b>Statement</b>	
7.2	Justin may be finishing soon, and his helpfulness has been excellent. His exact dates will be confirmed.	<b>H Rodgers</b>	<b>31.08.18</b>
7.3	The insurance for the hall will be checked particularly for under 16 year olds.	<b>H Rodgers</b>	<b>30.09.18</b>
7.4	The bin in the kitchen has been moved to avoid potential injury on the corner of the metal overhead cupboard, which has happened in the past. Thanks to Ernie for putting a corner guard on the cupboard.	<b>Statement</b>	
7.5	Hygiene: Once food preparation has been started, no one should be allowed to enter from outside through the kitchen door, to avoid potential contamination. Pinnies should be removed when going outside or to the loo and replaced before going back in the kitchen.	<b>Statement</b>	
7.6	Gloves do not need to be worn when making sandwiches, as long as hands are washed regularly and jewellery/nail polish is not worn.	<b>Statement</b>	
7.7	Blu tack should not be used to put posters on the church doors as this stains the door.	<b>Statement</b>	
7.8	A Christmas get together was discussed, with a potential to have it in the hall and everybody bring some food. This will be discussed with individual team members.	<b>Team Leaders</b>	<b>30.09.18</b>
7.9	As a requirement of receiving the grants, the soup kitchen has to have a formal AGM and elect officers. Proposal is for 7pm on 6 November. An agenda will be circulated.	<b>H Rodgers</b>	<b>30.09.18</b>



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