



MEETING MINUTES

St Edward's Soup Kitchen AGM 2018

Meeting Details		Next Meeting	
Date:	20 November 2018	Date:	12 November 2019
Time:	19.00 – 19.40	Time:	19.00 – 20.00
Held At:	St Edward's Church Hall	Where:	St Edward's Church Hall
Present		Apologies	
Mary Adams	Cathy Nichols	Canon John	Peter Rae
Pauline Anderton	Irene Nicholson	JoAnn Alexander	
John Brewer	Norma O'Donnell	Neil Ashby	
Sammy Brewer	Cath Roberts	Carol Bretherick	
Danny Cannon	Frank Rodgers	Breege Conway	
Karen Cannon	Hilary Rodgers	Isobel Collins	
Ernie Clement	Maria Somauroo	Michael Collins	
Phil Clement	Cathy Spencer	Marilyn Hughes	
Jean Galbraith	Diane Swift	Mary Markham	
Rosemary Johnson	Chris Taylor	John Marriott	
Norrie Keany	Phil Taylor	Jackie McAuley	
Eileen Lovatt	Pauline Widdop	Tom McAuley	
Sheelagh Morris		Tom Murphy	
Subject / Assignment(s)		Who	When
1	Introduction and Apologies		
1.1	H Rodgers thanked everyone for coming and read apologies.	Statement	
1.2	This first AGM is called due to the constitution of the soup kitchen, which was in turn needed as part of the process to apply for a grant from KBC and the Northamptonshire Community Foundation.	Statement	
2	Finances – Treasurers Report		
2.1	Since planning for the soup kitchen started, the total income has been £3,097.46 and total expenditure of £3,022.79 leaving a positive bank balance of £74.67. In addition there are transactions pending of £352.00 income from a donation by Kettering Tresham Rotary club and expenses receipts of £122.95. This leave a workable positive balance of £303.72	Statement	
2.2	Canon John has offered the opportunity for a retiring collection after mass when required. Timing will be decided by the steering committee.	H Rodgers	31.03.19
2.3	There exists the opportunity to apply for further grants for specific requirements e.g. training or more equipment. The grants will not be given for ongoing expenses.	Statement	
2.4	The Co-op is donating £200 in vouchers to spend in a Co-op store for Christmas presents for our soup kitchen guests. These will be bought and wrapped to give out at the soup kitchen before Christmas on 18 December.	H Rodgers	18.12.18



3	Co-ordinators Report		
3.1	Including today, we have served 241 different people and a total of 2,156 meals since the soup kitchen opened on 01 August 2017. Attendance numbers are generally 35 – 45.	Statement	
3.2	The numbers of volunteers has remained steady with very few people leaving. A huge thank you to everyone. If we need any more volunteers in the future, there is the possibility of making an announcement after mass.	Statement	
3.3	Generally the atmosphere is positive with most guests appreciating what we do. There have been a couple of minor incidents which have been overcome.	Statement	
3.4	Thanks go to Tesco for supporting us with food donations on a Monday night and Tuesday afternoon.	Statement	
3.5	A number of people have requested Food Hygiene training, so we will verify numbers and obtain a quotation.	H Rodgers	31.03.19
4	Election of Officers		
4.1	The current officers are Co-ordinator – Hilary Rodgers Treasurer – Frank Rodgers Acting Secretary – Frank Rodgers Co-ordinator and Treasurer are willing to stand again for a further 12 months. A secretary is ideally needed.	Statement	
4.2	Nominations for officers were asked for. One was received for the position of Secretary. Cath Roberts nominated Karen Cannon. This was seconded by Chris Taylor. Karen Cannon was elected as Secretary. The duties of secretary will be handed over to Karen with thanks.	F Rodgers	31.12.18
5	Any Other Business		
5.1	Ernie requested that people keep the salt & pepper sachets in the bowls and not empty the bowls each week.	Statement	
5.2	Cornettos are available in the bottom drawer of the freezer and can be given away to our guests.	Statement	
5.3	There is also some frozen food in the freezer which will be used in the week before Christmas.	H Rodgers	18.12.18
5.4	The Christmas Day free lunch will be held at The Open Door Church on Montague Street, not at St Edward's this year.	Statement	
5.5	The dance class originally scheduled for 7pm on a Tuesday night will now not take place, however, the hall may be hired out for other events from 7pm on a Tuesday.	Statement	
5.6	The hot food such as chilli, shepherd's pie etc. has been well welcomed, however, it is still the decision of each individual team if they wish to make and serve hot food in addition to soup and jacket potatoes. This is not compulsory.	Statement	
5.7	A lesson learnt from a couple of weeks when home made cakes are presented is that a number of guests fill their plate and leave little for others. They should be encouraged not to take more than 2 and consider keeping some behind in the kitchen to serve later in the day.	Statement	



5.8	Team Leaders have a list of all volunteers, so if anyone wants to try and swap a week, they should discuss with their team leader to try and find a swap.	All	
5.9	A Christmas get together for all volunteers will be arranged for Tuesday 11 December at 7pm. Those attending should bring their own drink and the committee will provide nibbles and mince pies.	All	
5.10	The hall will be booked for Tuesday 11 December with Nigel.	H Rodgers	23.11.18
5.11	The next AGM will be held in St Edward's Church Hall on Tuesday 12 November 2019 at 7pm.		