Family Food Project – Fairmead Pilot

Steering Group meeting

The Source, 10.30am-12pm 27th June 2014

Agenda

1. Identify volunteer to take minutes
2. Apologies:
3. Agree minutes from last meeting
4. Food storage
   1. Refrigeration/freezer
   2. Hub
   3. Garage/electricity supply (cost)
5. Fare Share
   1. Contract
   2. Costs = £120 (Barbara)
   3. Pasta/rice from Fare Share/Mars
   4. Identify person/s to unpack/store delivery
   5. Identify person/s to transport food to Surestart each week
6. Menu
   1. Janey devise menu each week
   2. ?Caroline add agreed text and jazz it up.
7. Pots and pans
   1. To be washed
   2. Stored at garage? Who transport each week?
   3. Soup pans to be collected/returned to Homestart
8. Kitchen staff meeting
9. Information Table progress (John)
10. Activities
    1. Steve Taylor
    2. Munira
11. Funding update
    1. Overall budget
    2. Mars application
12. Volunteers
    1. Contacted (Barbara/Sue)
    2. Munira/Denise/Liz (Outreach) – 11-2pm
13. PCSC – Claire Gilbert
14. Safeguarding agreements (Jane/John)
15. Current Referrals
    1. families with no school age children
    2. 34 people, 20 on 15th
16. Booking sheets
    1. name/activity/lunch/add info x2 for 12 & 1pm sittings
    2. reception manage/permission
17. AOB
18. Arrange next meeting.