



## All Night Café

### Interim Management Meeting

**22 August 2018**

**Attendees:** Karley Harding  
Tom Upton  
Carole Ann Cole  
Nichola O'Sullivan

**Apologies:** N/A

**Previous Minutes agreed by all present.**  
N/A

#### **New Teams**

To ensure consistency within the running of the Café, and also to ensure we can continue to provide a service it was agreed to appoint specific roles, which will also help with any issues. It was agreed to call a Team Meeting to nominate roles and responsibilities. This would be ideally with the following people involved:

Tom  
Colin  
Kerry  
Ingrid  
Jane Parker  
Toni Frost  
Linda  
Ulrika  
Karley

The team leaders will be invited to re-apply, and be nominated. This will give them opportunity to have a say in how the Café is run.

#### **Roles**

The following areas will need to be covered within the responsibilities:

Volunteer Recruitment  
Marketing & Development  
Code of Conduct (Including CONFIDENTIALITY & GDPR/DATA PROTECTION)  
Collections  
Food Outreach  
Food Hygiene



### **Cooks/Food Hygiene**

A cooks meeting needs to be called to discuss the rotation of food, the way it is served, and to check food hygiene certificates. It was also suggested that new aprons were purchased with the logo on. Maxine/Katrina ?

### **Food Collections/Outreach**

With the Café currently closed, the donations could be used for either stocking the freezers or to provide an outreach service. Karley happy to sort.

Future collections will be part of the shift, to be collected as following:

Tesco – Sun, Mon, Weds, Fri, Sat

Lidl – Sun

M&S 10.30 – every night.

It was also suggested to have a separate team/rota just for food collection, and a database of local people/families who need food.

**Reporting procedure** – needs updating

**Laundry** – run a service?

**Decision making** – needs updating with clear structure

**Opening times** – needs clarifying with no early visitors

**Security** – address the loss of 7 beds, lock needed, two more cameras?

**Volunteers** – specific roles with tick boxes on volunteer forms

**Team/Shift Leaders** – will allocate roles at the start of a shift.