HELLESDON PARISH COUNCIL

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Minutes of Hellesdon Community Cafe Committee meeting
Thursday 22nd June 2023
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

Present
Cllr S. Smith (Chair of committee)
Cllr R. Forder
Cllr S. Gurney

Also in attendance:
Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending.

1. **Apologies and Acceptance for Absence**
None received.

2. **Declarations of Interest and Dispensations**
None raised

3. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
There were no members of the public in attendance.

4. **To Consider Summer Menus and Pricing for the Community Café**
A draft summer menu was provided for consideration, along with evidence of recent food inflation as part of the price review. Discussions occurred regarding cans of drink and whether these should remain at £1 or increase to £1.20. It was **AGREED** they should be raised to £1.20.
The options for specials were considered and it was **AGREED** that heavier items, such as Toad in the Hole, Cottage Pie, Chicken and Mushroom Stroganoff and Curry and Rice should be retained for the winter. Other options for the summer such and hamburgers and chicken burgers should be investigated. The Summer Menu and pricing, subject to feasibility of burgers and chicken burgers, was **AGREED**.

5. **To Receive Update on Wednesday Café Opening**
It was established that council had already agreed to opening on a Wednesday.
The Clerk reported that it was originally hoped that the first Wednesday opening would be 28th June, however the new fridge and freezer had yet to be delivered so there was currently not enough storage for food for an extra day. It is anticipated that these would be delivered early next week so the first Wednesday opening is likely to be 5th July.

6. New Projects

a) To Receive Update on Community Café Improvement Project

The Clerk advised that that the major pieces of equipment, the new fridge and freezer, has been ordered. The refrigerated display unit, which was requested by the previous Café Supervisor had not been ordered. This is because, having measured the equipment, it would not fit well on the counter, and there is nowhere else suitable for display and serving purposes. It was **AGREED** to ask the new Cook Manager whether an air fryer would be more suitable.

The 'Free Fruit and Veg' project for the summer holidays was discussed and it was **AGREED** to put up signage to request that customers only take what they need.

b) To Receive Update Report on Community Fridge Project

The Clerk reported that the fridge, freezer and display stands have been ordered. All persons working on the fridge need to have a food hygiene certificate, and so far one caretaker has achieved this. Other caretakers need to do this to clean the fridge, but the caretaking team is currently short staffed.

7. Items for the Next Agenda

Review of Menu.
Progress of grant funded projects.
Feedback on Wednesday opening.

8. To confirm the date, time and venue of next meeting

To be agreed.

Meeting closed at 11.45am

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Approved……

Date……