Clare College

Cambridge

See Distribution 6th February 2020

**MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD IN THE GODWIN ROOM AT 09:30 ON THURSDAY 6TH FEBRUARY 2020**

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| Present | Marie Bouvier  Lee Corke  Aylmer Johnson  Danny Parle  Martha Roberts  Paula Yardy Saban | Front of House Manager  Catering Manager  Fellows’ Steward  MCR Representative  Staff Representative  Catering Administration | Chair  Secretary |
| Apologies | Nicolas Gregory  Martha Roberts  Ashley Sargent | UCS Representative  Staff Representative  Head Chef |  |

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| **Item**  **(a)** | **Discussion and Decisions**  **(b)** | **Action**  **(c)** |
| 1 | 1. The minutes of the previous meeting on 7th November 2019 were approved. | Approved |
| 2  Declarations of Interest | Nothing to Declare. |  |
| 3  Catering Manager’s Report | The Catering Manager updated members of the meeting on services within the Department.  a. Buttery. The Catering Manager informed the Committee that we are now serving Vegan desserts once or twice a week and are now selling the Vegan chocolate bars.  The Chinese theme night was attended by 90 people, however the American night was attended by 150 people. Our only thoughts behind this is the fact that it was on a Saturday night. The next themed Buttery night will be a Mexican night on 20th February.    b. Old Court The Catering Manager informed the Committee that when the refurb takes place he will be looking to hold the following functions in the Temporary kitchen & Latimer Room on the following nights:  Monday – Sunday it will be the Buttery, the only difference is that on a Sunday evening the Chapel Supper will be served in there as well.  Latimer Room – Monday = CRA’s & Formal Hall UCS, Tuesday = Subject Dinners, Wednesday = Fellows High Table, Thursday = UCS Formal, Friday = MCR Formal and Saturday/Sunday private dinners.  The Latimer Room & Godwin room will come under the Catering Department. The Garden Room will be a backup and has some already planned dinners booked in by the Development Office.  The new office for Catering will be the Porter Cabin outside the Porters Lodge in Old Court. It will be a challenging time for Catering. |  |

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| 4  Fellow’s Feedback | Feedback. The Fellows Steward has received positive feedback all round.  Another Vegetarian Fellows High Table evening is to be arranged, the Catering Manager is to approach Dr Moore to discuss a suitable date.  The coffee machines in the SCR are now 6 years old and the Catering Manager has now changed the maintenance contract to Frankie who made the machines. So any issues with them now should be sorted out quickly. It was agreed not to look for new machines until after the refurb. |  |
| 5  MCR Feedback | Formal Halls. The MCR rep informed us that all is going really well and the themed formals have all been a success. The only negative feedback on formal halls is that they would like more variety for the Vegan options. The Catering Manager suggested sending that we could send some chefs on some new training Courses.  The Buttery has been more popular this year, but the Pizza night was not popular. | Catering Manager |
| 6  UCS Feedback | . The UCS rep passed on his apologies but asked the Catering Manage to update about the Buttery in the evenings where we will start to test from the new term onwards to having a meat/fish, vegan and vegetarian main course option only. We are at the moment offering a meat and fish dish and either a vegan or vegetarian main. This is because of a survey that was sent out by the UCS, however the MCR were not a part of this and it was only on Facebook and no email correspondence was sent out so maybe slightly biest. The UCS would like to be rudiment meat free in the next 2 years. | Catering Manager |
| 7  Staff Feedback | The Buttery The Staff Rep informed the committee, that overall the staff were very happy with the food and partically enjoyed the frittatas and chimichangas, and a thank you for bringing back the egg and chicken pots.  Just a couple of points of feedback were that somebody had asked if the coleslaw we made here was homemade, which it is and could we put less salt in it.  Also a request of whether it is possible to bring takeaway containers/tupperwares from home for salads. This has been declined. | Catering Manager/Head Chef  Catering Manager |
| 8  AOB | The new water bottles are very nice and are being used for Fellows, private dinners and Conference. | All to Note |
| 8  Future Meetings | 1. The next meeting will be held in the Godwin Room at 09.30am on Thursday 7th May 2020. | All to Note |

L L CORKE

Catering Manager

Chair

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Distribution:

Nicolas Gregory (UCS Representative)

Marie Bouvier (Front of House Manager)

Lee Corke (Catering Manager)

Ashley Sargent (Head Chef)

Aylmer Johnson (Fellows’ Steward)

Danny Parle (MCR Representative)

Martha Roberts (Staff Representative)

Ashley Sargent (Head Chef)

Paula Yardy Saban (Secretary)

Copy to:

Anthony, Lord Grabiner QC (Master)

Paul Warren (Bursar)

Nick Wise (MCR President)

Dan Wright (UCS President)