Clare College

 Cambridge

See Distribution 12th May 2021

**MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD BY ZOOM AT 09:30 AM ON WEDNESDAY 12TH MAY 2021**

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| Present | Jonathan BennMarie BouvierLee CorkeEmma EasterbrookAmy HowellAylmer JohnsonMartha RobertsAshley SargentPaula Yardy Saban | MCR RepresentativeFront of House ManagerCatering ManagerAssistant BursarUCS RepresentativeFellows’ StewardStaff RepresentativeHead ChefCatering Administration | Chair Secretary |
| Apologies |  |  |  |

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| **Item****(a)** | **Discussion and Decisions****(b)** | **Action****(c)** |
| 1 | 1. The minutes of the previous meeting on 25th November 2020 were approved. | Approved |
| 2Declarations of Interest | Nothing to Declare. |  |
| 3Catering Manager’s Report | The Catering Manager updated members of the meeting on services within the Department.The Catering Deparment have worked hard to accommodate all the requirements for the Fellows, Staff & Students whilst we have been in lockdown under Government Guidance.From 17th May, we are able to offer the option of eating in for the buttery and for Fellows lunch in the Latimer Room.The Colony will still be collection only from Monday – Friday and will be closed for meals over the weekend.Formal Halls will begin again on Monday 17th May with the first one being a Vegan Menu. We have capacity for 30 students for all formal Halls and these will take place in the Latimer Room. Monday, Tuesday & Thursday is for Undergraduates and Friday and Saturday will be or the MCR.Fellow’s high table will takeplace in the Latimer Room.If anybody has any suggestions for any improvements please let the Catering Manager know. | All |

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| **Item****(a)** | **Discussion and Decisions****(b)** | **Action****(c)** |
| 4Fellow’s Feedback |  Feedback. The Fellows Steward had nothing to report, but wanted to thank the catering team.The Fellows are pleased that we will be restarting Wednesday high table dinners and asked that the Catering Manager could keep pressure on the Silver group to follow Government guidance but not to add too much extra to the rules.  | Catering Manager |
| 5MCR Feedback  | General. The MCR rep reported that he had sent a survey out and had received back lots of positive feedback about the Buttery. All Graduates especially love the Sunday Roast dinners. Some Graduates have asked if we would be able to have a mixture of Vegetarian mains rather than all vegan as the vegetarians are really missing cheese.The only other comment was larger portion sizes and Graduates were finding it hard to book in a week and a half in advance for their meals.The Catering Manager explained that the reason we need the numbers in advance is the food ordering needs to be done in advance and we do not want to keep food wastage to a minimum.We have at least 30% of students not turning up for booked meals at both sites, which is causing a lot of wastage.The MCR rep advised that it is very difficult now for Graduates that are working at different places to get back for meals that they have booked.The places for the MCR formal have all been booked up and they now have a waiting list in place. |  |
| 6UCS Feedback | The UCS rep informed the committee that UCS students were also having the same problem as Graduates to book in advance and that they found the booking meals system a deterrent. The Catering Manager advised that we are still making daily changes for meals from students so we are being very flexible.A diabetic student has asked if we could look at the dishes that are served in the Buttery as a lot of them have many carbohydrates in them.  | Head Chef |
| 7Staff Feedback |  The Buttery The Staff Rep informed us that there was really positive feedback from all the staff.The staff were asking if the pre-packed Salads we would be able to have a Meat/Fish option as well as a vegetarian option each day. They also asked about the salad bar and if we would introduce this at some point. The Catering Manager advised that the salad bar would not be returning and that we would offer the pre-packed salads instead due to Covid 19 and cross contamination. He also advised about the new law, which will come into place on 1st October 2021. Natasha’s Law requires anything that is pre-packed will need to have a label that lists every ingredient that is contained within the product.We have been looking at new systems that will enable us to be able to produce these labels and are looking at a device that is provided by Data Genie.The staff also commented on when the catering staff are putting items into the takeaway boxes they sometimes use the spoon that they are using to move over different items in the box and were worried about cross contamination. The Front of House Manager will talk to the staff that serve the food on the Buttery. | Catering Manager/Head ChefFront of House Manager |
| **Item****(a)** | **Discussion and Decisions****(b)** | **Action****(c)** |
| 8AOB | The Catering Manager will be attending a Graduation meeting tomorrow to look at the requirements for Graduation Day.. | All to Note |
| 8Future Meetings | 1. The next meeting will be on 10th November 2021 at 09:30 am. Location to be advised at a later date. | All to Note |

L L CORKE

Catering Manager

Chair

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Distribution:

Jonathan Benn (MCR Representative)

Marie Bouvier (Front of House Manager)

Lee Corke (Catering Manager)

Emma Easterbrook (Assistant Bursar)

Amy Howell (UCS Representative)

Aylmer Johnson (Fellows’ Steward)

Martha Roberts (Staff Representative)

Ashley Sargent (Head Chef)

Paula Yardy Saban (Secretary)

Copy to:

Anthony, Lord Grabiner QC (Master)

Lily Rafalin (UCS President)

Paul Warren (Bursar)

Will Wood (MCR President)