

**MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD IN THE GODWIN ROOM AT 09:30 ON FRIDAY 8TH FEBRUARY 2019**

Present	Jesse Anthony Oliver Boddy Marie Bouvier Lee Corke Aylmer Johnson Lydia Parkinson Paula Yardy Saban	UCS Representative Acting Head Chef Front of House Manager Catering Manager Fellows' Steward MCR Representative Catering Administration	Chair  Secretary
Apologies	Martha Roberts	Staff Representative	

<b>Item (a)</b>	<b>Discussion and Decisions (b)</b>	<b>Action (c)</b>
1	1. The minutes of the previous meeting on 8 <sup>th</sup> November 2018 were approved.	Approved
2 Declarations of Interest	Nothing to Declare.	
3 Catering Manager's Report	<p>1. The Catering Manager updated members of the meeting on services within the Department.</p> <p>a. <u>Buttery</u>. The Catering Manager informed the Committee that the Buttery would be open from Easter Monday 22<sup>nd</sup> April 2019 but closed from Thursday 18<sup>th</sup> April after lunch until this time. Over the rest of the holidays the Catering Manager asked the UCS &amp; MCR Reps to try and engage numbers for the kitchens to prepare food for the correct numbers.. The Chinese New Year night was a success in Buttery.</p> <p>b. <u>Formal Halls</u>. The Catering Manager informed the Committee that the UCS Marriage Formal Hall had still not been booked and to let us know a date as soon as possible. In term time when it is quiet the Catering Manager suggested to cancel a Formal Hall on these weeks e.g. Tuesday's as it was not worth while doing Formal Halls as the numbers were very low. If MCR members want to attend Formal Halls Monday – Thursday they need to book their tickets through the Pantry or to buy tickets from the Buttery as if they pay on U-Pay they are receiving the UCS prices. The Catering Manager informed the committee that they are in the process of looking at a new till system and had been to St Catherine's to see their system.. This would enable students a quicker way to pay as we could have two cashier points, one with a till and one with a tablet.</p>	<p>Catering Manager UCS Rep &amp; MCR Rep</p> <p>UCS Rep</p> <p>MCR Rep</p>

Item (a)	Discussion and Decisions (b)	Action (c)
Cont. Catering Manager's Report	The system also was able to record sock levels of goods and wine so would help with month end. The Fellows will also be able to swipe there University card against a reader to register for lunch. However dinner would still need to be booked in the same way. The Catering Manager asked if the signing in book in the SCR could be taken away as only 3 Fellows use this to book in for dinner. The Fellows' Steward asked if the Front of House Manager could let him know the names of the Fellows using the signing in book.	Front of House Manager & Fellows' Steward
4 Fellow's Feedback	a. <u>Feedback</u> . Date to be set for the tasting for the up and coming Feast. The Catering Manager to advise when this will happen. To look at reducing the wastage level of Claret and sweet wine in the SCR. To be passed onto the wine committee to agree what should be served in the SCR. The Vegetarian High table was very successful.	Catering Manager
5 MCR Feedback	a. <u>Formal Halls</u> . The MCR rep informed us that the Christmas Formal Halls were very successful and they liked the jugs of gravy on the tables. The Super hall and Burns night events were also enjoyed by all and they liked the fact that chicken and haggis was served. A survey was sent out and the comments back were that they would like Vegan butter or oils to be available for the MCR Formal Halls. No comments on portion sizes. They also wondered if it would be possible to put on the back of the Menu's the history of Clare as they had seen this at another college. Catering Manager to look into. We are finding that a lot of Vegetarians still require the dessert which has gelatin in it even though they are vegetarians which means that we do not have enough desserts. MCR Rep to let graduates know that if they have ordered a vegetarian meal they will also receive the vegetarian dessert. b. <u>Buttery</u> . The graduates have asked for soup in the evenings. The Head Chef explained that this was stopped as only 1 or 2 portions were being taken each evening. They also asked if it was possible to get more of a variety of sides and less potatoes. Head Chef to look into.	Catering Manager To feed back to Head Chef Catering Manager MCR Rep Head Chef
6 UCS Feedback	a. <u>Formal Halls</u> . The UCS Rep asked about Super Halls and pricing. The Catering Manager to send through details. Also asked about the Vegan butter or oil could be served at Formal's. b. <u>Buttery</u> . The UCS representative also said there had been no complaints about the buttery but if we could do more dishes for the lactose intolerant and gluten free students. The Catering Manager asked the UCS Rep to ask the students to contact him to arrange a meeting to discuss any allergen requirements. c. <u>Milk</u> . The UCS representative asked for more Almond/Soya milk to be available, 1 carton per day. The Catering Administrator to sort this out.	Catering Manager Catering Manager Head Chef Catering Administrator
7 Staff Feedback	The Staff Representative did not attend	Catering Manager

Item (a)	Discussion and Decisions (b)	Action (c)
8 AOB	Nothing to report.	All to Note
8 Future Meetings	1. The next meeting will be held in the Godwin Room at 09.30am on Thursday 9 <sup>th</sup> May 2019.	All to Note

L L CORKE  
Catering Manager  
Chair  
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Distribution:

Jesse Anthony (UCS Representative)  
Marie Bouvier (Front of House Manager)  
Lee Corke (Catering Manager)  
Ashley Sargent (Head Chef)  
Aylmer Johnson (Fellows' Steward)  
Lydia Parkinson (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)  
Matt Wright (UCS President)