

## Refreshments Rota 2018/19

For each half term we have 3 volunteers (1 as back up if one of the pair is unavailable)

Please make sure that one of each pair has transport to take home the crate of refreshments. Arrange between yourselves how you share the box and who brings the milk. Please don't buy too many biscuits, not only to keep freshness, but also to allow people their choice of biscuits when it's their turn.

If anyone is unable to make a week, please ensure you let your partner and the back-up know. If you are the back-up, and you know you won't be at choir then let your two team members and myself know. Please then try to find someone to cover for you and, should this prove impossible, let me know and I will arrange for someone (probably myself) to help.

Autumn Term 2019		Back up
11 <sup>th</sup> Sept - 16 <sup>th</sup> Oct	Mary de Silva Gill Taylor	Rosemary Stern
6 <sup>th</sup> Nov - 4 <sup>th</sup> Dec	Shirley Smalley Karen Orriss	
Spring Term 2020		
15 <sup>th</sup> Jan - 12 <sup>th</sup> Feb	Marjorie Dear Margaret Norman	Carolyn Backway
26 <sup>st</sup> Feb - 25 <sup>th</sup> Mar	Valerie Slocombe Andrea Leonard	Chris Fensom
Summer Term 2020		
22 <sup>nd</sup> April-20 <sup>th</sup> May	Pat Meese Yvonne Barker	Chris Fensom
3 <sup>rd</sup> June - 1 <sup>st</sup> July	Kate Burry Namrata Dhopatkar	Gerry Meech

## REFRESHMENTS

(Items for crate of refreshments)

Tea Bags

Coffee

Sugar

Milk (2pts) Semi Skimmed

Bottle of cordial

Biscuits

Teapot (our own) - usually 3/4 tea bags are sufficient per pot

Try to keep an eye on stock. A perk of the job is to buy biscuits you like yourself, however please keep an eye on supplies and don't buy too many ahead of time. Last year we had to dispose of some biscuits as they were out of date before there was an opportunity to use them.

There are 2 electric kettles in the kitchen. Fill and boil water before choir starts to speed up the process at the break. (Sue usually gives a cue for when to go out - something like 'Just before we have our break....')

Any items that need to be purchased - milk, biscuits etc, please buy; give the receipt to Jill Kilsby who will reimburse. (Check with her before but it may be OK to take what you need from the 'collection' then leave the receipt in the white plastic box).

Please collect the box from Jill before choir and then return it to her after the break) Charge 50p per cup.

Please empty & disconnect kettles and leave the kitchen tidy and one of you take home the crate of refreshments at the end of the evening. I will contact the next pair to ask them to contact you re the changeover.

Thank you very much for helping with the refreshments. Pass on the box to the next 'team' as we break for the holiday.

Marjorie Dear, September 2019