

Management Team Meeting

Monday 14th September at 10am

Venue: ZOOM Conference

Attendees: John Poulson (JP), Kath Reader (KR), Shay Norman (SN)(Part Time), Lou Davis (LD), Barry Curtis (BC), Arthur Harding (AH),

Apologies: Bob Simpson (BS), Derek Hough (DH), June Buckley(JB)

Due to a late meeting change Bob, Derek and June were not able to make it.

Meeting commenced at 10am,

Item	Minute	Action	Owner	Completion Date
1.	Previous Minutes	Reviewed and accepted		
2.	Matters Arising	<p>Meetings Youth Forum is 28th September Partnership Forum 30th October AGM is 25th November</p> <p>Connected Communities meeting venues</p> <ul style="list-style-type: none"> • Institute is not available • Civic Bar Lounge is available as a drop in venue if we wish to use this option <p>Friends of Milton Park Meeting took place and minutes will be circulated. Items discussed included improvements to the Skate Park and access from Sandbach Road South</p>		
3.	Any Conflicts of Interest	None were raised		
4.	Health & Safety	Health & Safety forms for volunteers need to be completed and issued. Arthur had prepared an outline for the Memory Café and the Games Activity and Kath is to update John to prepare an outline for the Memory Choir and Kath to finalise	KR JP/KR	18.09.20 18.09.20
5.	Volunteers	As agenda item 4 above		
6.	GRIPP Update	Arthur announced that we have achieved GRIPP accreditation which is fantastic news. The team thanked Arthur for his efforts over the last 18 months and his perseverance in assembling all the relevant documentation. This achievement demonstrates that we are well-run organisation with effective systems and procedures in place. I refer everyone to the following link https://www.cvsce.org.uk/help-your-organisation/gripp-assurance The accreditation lasts for 3 years.		

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		<p>We will ensure we publicise our success in our social media and web outlets as well as the local press and other outlets.</p> <p>John to inform the Town Council.</p> <p>Need to think how we use the GRIPP accreditation logo on letterheads and email signatures.</p>	<p>JP/AH</p> <p>JP</p> <p>JP/AH/LD</p>	<p>In Progress</p> <p>18.09.20</p> <p>In Progress</p>
7.	Social Media & website Stats	Latest stats are attached at the end of the minutes		
8.	Action Plan 20/21	<p>Italian festival The results of this first venture into a virtual event have been very satisfying and we have learnt a lot. We have had a small team made of John, Lou, and Arthur and helped enormously by Johnny Gibbs from The Lodge whose creative skills stitched all the separate components together. All the artists got into the spirit of this new venture and we had some great input from Peppe and the team at Romazzinos. We have had over a 1000 views of the video releases but we need to gain more subscribers as this releases more YouTube functionality. There is going to be another promotion of the channel to encourage anyone who has not yet seen it.</p> <p>Station Walking Map We have received the 7,500 maps and John is organising the distribution across Alsager, reserving some for when we are able to distribute through the Library and Hanley Museum and Middleport Pottery and the nearby stations.</p> <p>An Online version of the map is available and John is to release to Shay so it can be available from the Partnership Web site</p> <p>Dementia Friendly Community Update The next Connected Partnership meeting is on 7th October</p> <p>Tovertafel Sign Off – Kath has completed all the new forms and waiting for Naomi Smith for sign off Kath is going to contact the Library to see if there is an opportunity to get the school back in to use the Tovertafel in a Covid safe way.</p> <p>Memory Café continues and Arthur and Beth did a</p>	<p>LD</p> <p>JP</p> <p>JP/SN</p> <p>KR</p> <p>KR</p>	<p>16.09.20</p> <p>30.09.20</p> <p>In progress</p> <p>In progress</p> <p>In Progress</p>

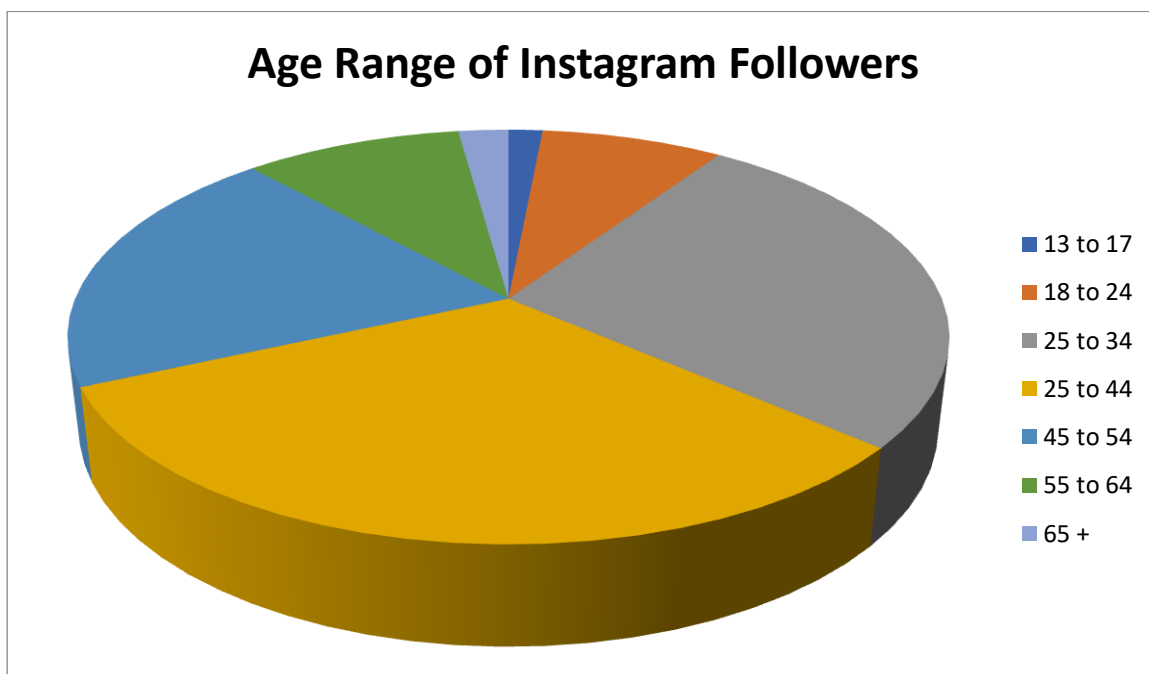
Item	Minute	Action	Owner	Completion Date
		<p>great quiz last week. Kath has also arranged for a schedule of speakers/entertainers over the coming months with a Christmas quiz towards the end of November.</p> <p>Youth Forum John and Shay handed over the certificates and prizes on Saturday to the winners of the Photography competition. Press released to be prepared</p> <p>Kath had a meeting with Ian Cottrill of Franklyn Financial Management Limited and he has expressed an interest in attending the next Youth Forum. Kath to arrange</p>	<p>KR</p> <p>KR/SN/JP</p> <p>KR</p>	<p>In Progress</p> <p>18/09/20</p> <p>In Progress</p>
9.	Review Panel Response	<p>John produced some key facts relating to the questions being asked by the Review Panel and these were reviewed before discussing and agreeing an appropriate response.</p> <p>Because of the change of date Derek and June were unable to attend so it was agreed the response would be sent to both before it is sent to the Review Panel.</p> <p>The response to be sent to the Town Clerk.</p> <p>Attached to the response will be the Independent Examiners Report on our Accounts and the GRIPP Accreditation Report from CVS.</p>	<p>JP</p> <p>JP</p>	<p>15.09.20</p> <p>17.09.20</p>
10.	Finances	<p>John Reported on the latest Financial situation up to the end of August. The Town Council have agreed to release the Q3 payment on 1st October.</p> <p>We will continue to monitor the Partnership outgoings and review what we will be able under the current Covid-19 restrictions.</p> <p>Lou Davis's contract is due for renewal at the end of September and she has asked if her time can be reduced as her business is stopping require more of her time. She is happy to continue with the Social Media side of the job if we are unable to find a replacement. John to agree a more flexible arrangement.</p>	<p>JP</p> <p>JP/LD</p>	<p>Ongoing</p> <p>30.09.20</p>
11.	Q2 Report	<p>John will prepare the Q2 report listing all our achievements in this quarter such as Youth Forum Activities Resuming of DFC working group Station Walking Map</p>		

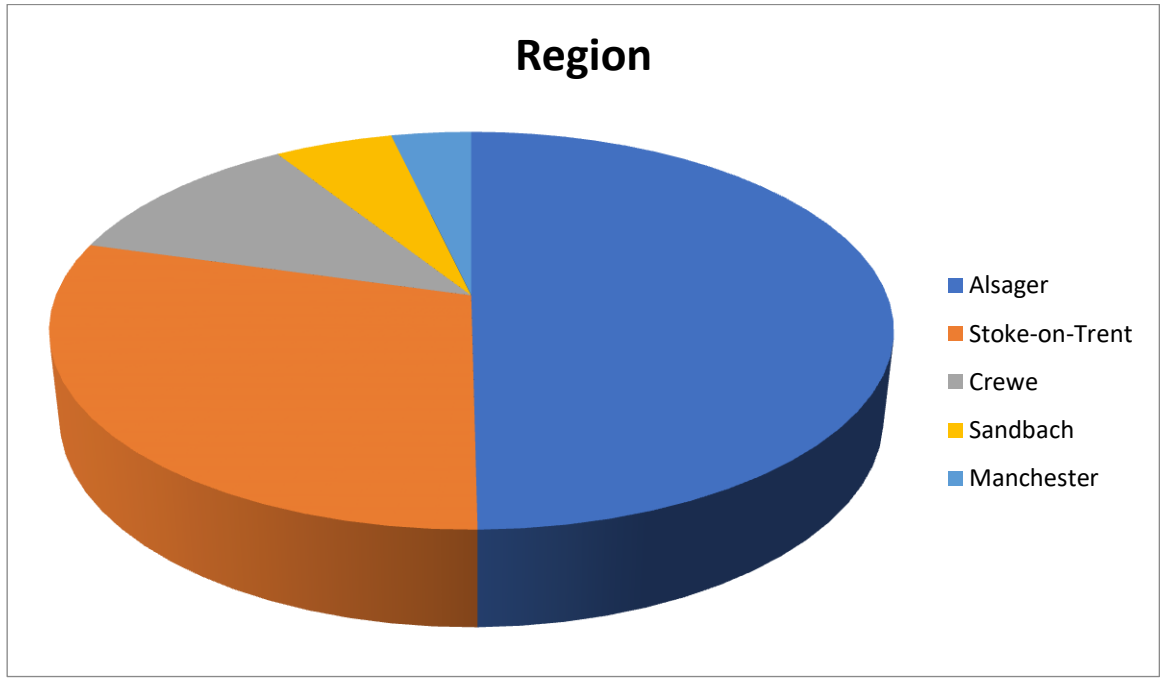
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		The Italian Festival Social Media following. Audit GRIPP He will also include the updated spreadsheet provided for the last Review Panel meeting in August. John will prepare a draft and circulate to the team before distribution to the Panel. The Review Panel meets on 19 th October.	JP	30.09.20
	NEXT MEETING	October date to be confirmed		

SOCIAL MEDIA STATS

FACEBOOK	Likes	New	Followers
February	3630		
June	3774	144	
July	3810	36	4003
August	3833	23	4036
Sept	3861	28	4072

INSTAGRAM	Followers	New
March	179	
June	472	293
July	652	180
August	695	43
Sept	720	25





Gender	Women	Men
	73%	27%

WEB STATISTICS

Users

271

↓ 18.4%

Sessions

328

↓ 20.6%

Bounce Rate

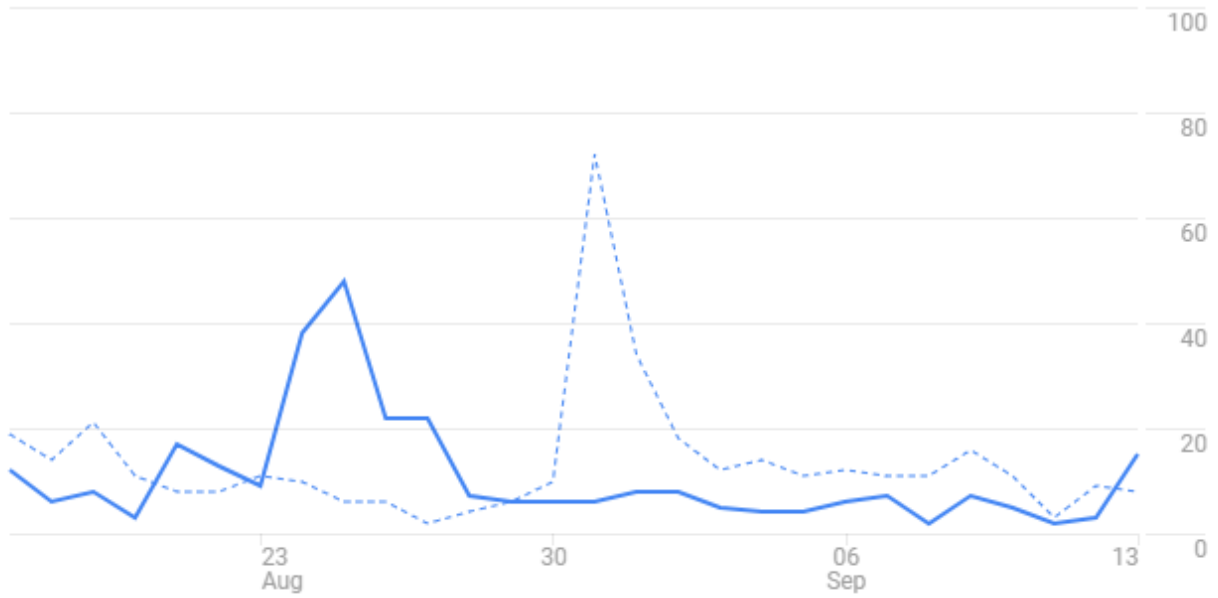
57.32%

↓ 22.6%

Session Duration

1m 35s

↑ 28.8%



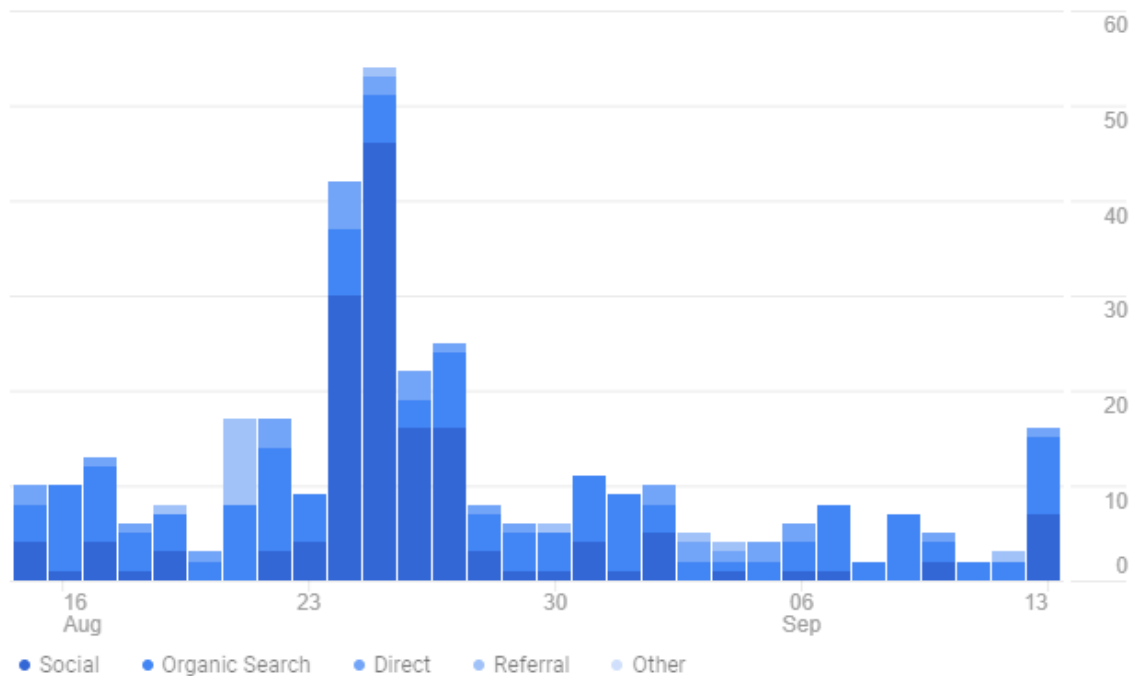
Last 28 days ▾

[AUDIENCE OVERVIEW](#) >

Traffic Channel

Source / Medium

Referrals



Last 30 days ▾

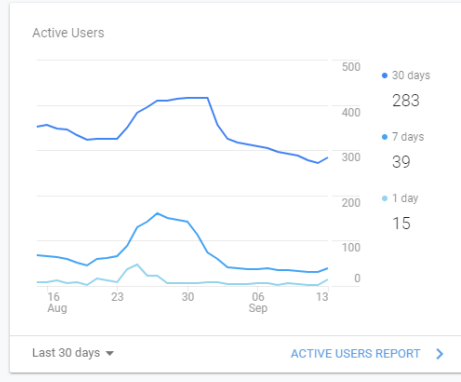
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/contact-us	22	£0.00
/forum	20	£0.00
/about-us	19	£0.00
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