

Management Team Meeting

Tuesday 16th February 2021

Venue: ZOOM Conference

Attendees: John Poulson (JP), Kath Reader (KR), Shay Norman (SN), Lou Davis (LD), Arthur Harding (AH), Derek Hough (DH), June Buckley (JB)

Apologies: None

Meeting commenced at 10.00

Item	Minute	Action	Owner	Completion Date
1.	Previous Minutes	Reviewed and accepted	John	16/02/21
2.	Matters Arising	Arthur requested that for all future AP management meetings that the TC and EC reps supply a written report of actions that their councils are in the process of doing which may impact on the AP team. This report please to be forwarded to Arthur in advance of the AP meeting	Derek & June	
3.	Any Conflicts of Interest	Derek stated he is Chair of the Finance Committee and head of the Grants Panel		
4.	Health & Safety	John advised us that since the Office shutdown he is now holding the first aid kit and the accident book at his home. Arthur is looking at using an online accident book	Arthur	
5.	Volunteers	Everyone to continue to collate Volunteer hours on a weekly basis and forward to Arthur or update the AP calendar yourselves. Please use the AP electronic calendar within the G-drive. If you are unable to do this please email Arthur with your diary details so that we can keep a history of everything that we do within AP (this does not include June and Derek)	Kath/ Arthur/ Shay/John	At the end of each week
6.	GRIPP	Gripp document renewal dates to be added to the G-Drive calendar	Arthur	
7.	Town Council Report	Town council activities. 1. Town centre manager. The Town Council employed Town Centre manager but he turned the job down. His/her role is to coordinate a response from traders to establish their role in Alsager. Public realm. 2. Town council activities to see beyond Covid. a) staffing with new posts in place. Civic staffing b). New procedures for Grants panel. Work by Pauline Hubbard. Mention of SLA. c) New capital programmes. E.g. Cedar Avenue. Adventure playground. Wood Park. Wayside Linley. d) Budget e) SLA panel meet on 9 th March then to full council for ratification. f) public realm. See piece of ground Behind Sandbach Road currently car park. g) youth council grant of £1,000. Not auctioned.	Derek	16/02/21
8.	East Cheshire Report	1. Congleton tip is under threat and may close this winter 2. Children's services are looking for more foster parents and also respite foster parents 3. The environment department is running a task and finish group looking as the causes of flooding, how to avoid it, how to react if a flood happens 4. The council is moving from the cabinet system and back to the committee system	June	16/02/21

		5. The council is continuing to move on with its ambitious to be carbon neutral by 2025		
9.	SLA	<p>Comments have been emailed back to Nicola.</p> <p>Derek informed us that the next Town Council (TC) meeting that will be discussing the SLA will be on the 9th March.</p> <p>Our main issue is that the TC Grants policy states the Max grant value is £5000 but the TC amended draft SLA version says £10000 and can be applied via the Grant process. Therefore, the AP management team need to wait until we see the TC final agreed Grants Policy to confirm that the figure is £10000.</p> <p>We also wanted the number of TC reps moved from the draft version of 2 to 1 and we wanted the Reps to be associate members thus allowing 2 more members to be added to the AP management team.</p> <p>We also wanted the TC to note that the AP are all volunteers (non- Paid) and that we would NOT be liable for any financial liability.</p>	John & Arthur	
10.	AGM	The new AP committee was formed and we had a few reps from the Forum present. Full details are in the G-Drive	Info only	16/02/21
11.	Dementia Friendly Community Update	<p>Kath attached several documents and these are placed in the G-Drive</p> <p style="text-align: center;">DFC NOTES FOR MTM 16th February 2021</p> <ol style="list-style-type: none"> 1. Contacted Dawn Brown (CE Carers Manager) This was about a potential zoom meeting of carers. Looks like first Friday in the month. Before lockdown some groups were meeting socially distanced – 15 could meet. Potential for smaller groups to meet after lockdown. Dawn to make contact Helen Nesbitt (working with Dorothy Davidson -Holmes Chapel) I'll be kept in the loop. CE. do have a chatline and outgoing chat can be arranged with operators. 2. Making efforts to renew contact with Twyford House management. Original manager and I had plans to share resources and activities for residents living with dementia. Have sent email to Joanne and Brett. May have to resort to the phone. 3. Quote requested from City Signs Midlands to replace Town Centre sign opposite Railway Station. Action completed and all agreed with Town Council and NS Community Rail Partnership. The latter have agreed full payment. Good example of community effort and ownership of the project. 4. Chair based exercise info circulated. No indication that anyone has picked this up. 5. Enthusiastic response from Kevin Gately (Cedars Practice Business Manager) He is conducting a survey on the effectiveness of Dementia Workers. I gave my thoughts. 6. Response from Rachel White re Befriending. Some contacts from carers of people living with dementia and people living with dementia. Requested she forward my contact details. She is putting the request to Liz which we had agreed. 7. Have not heard of anyone being contacted by Jill Grimshaw – Singing for the Brain. Contact people expecting to be linked in. 8. No further contact from DFCs re Music grants – timing too tight. If available later in the year – it might be something to work on with Twyford House. Came through from Julie Walker. 9. Next meeting of CE Dementia Strategy – March. Information from meeting is confidential. 10. Safeguarding and Domestic Abuse Guidance has been released. No meeting arranged. 11. Magic Little Grants Fund 2021 – grants are up to £500 12. Cheshire East Day Opportunities –I have responded highlighting Dementia and Social Isolation. Been assured by Mark Hughes and Gerard Buckley that both will be included and there will be paper consultation docs as well as online. I've already had a response from Jan Rodwell about her need for some meaningful and stimulating activity day activity for Gerald that frees her. Difficult times. I'm thinking because the consultation period is across three months, of asking our respondents to copy responses to me and I can put in an additional Alsager response. At best there's us and Heydays, which had dropped to a half day each week. 13. Brain Health papers circulated. Some very positive responses. 	Kath	

		14. Signed up for 2 sessions – Alzheimer’s Conference – How can national policy best support local change? & The Dementia Pathway.		
12.	Youth Forum	Connected Communities -Youth – Skate Park – online survey goes live on 1 st March. Item in SMASH Newsletter March. Sent (since meeting) to Sarah for U3A website. Thanks to Shay for generating the survey form.	Kath & Shay	
13.	Five Town Partnerships	John reported back that there was now a new Chair for Sandbach as Dot and Sue were retiring. Also Cheshire East ref additional funding requests may require the partnerships to use Crowd Funding and then CE would give a percentage as well but that amount is not yet fixed and can vary depending on the project applied for. Spacehive appears to be CE choice of Crowd funding. The next meeting is on the 29 th March at 10:30	Arthur John Kath	
14.	Business Directory	John explained that Holmes Chapel have a very good Newsletter which is electronically distributed via Mail Chimp and that a meeting via zoom with Peter Whiers was attended by John, Arthur and Lou where Peter demonstrated there use of MailChimp. This has lead onto John setting up a free MailChimp account for the AP and he has started to add in the Alsager Businesses emails etc so that we can use this as a means to communicate with the Alsager Businesses. It will need a fair amount of testing and building but the foundation is now in place.	John	
15.	Community & Voluntary Services (CVS)	We discussed the Survey that CVS have just done on what the AP’s were expecting from them this year. One issue that came up was that the CVS would like a list of our volunteers for there records. The management team felt this was not a favourable piece of information to give them but they were happy to give them the AP Management teams info. Arthur was also in March going to talk to Mark at CVS ref funding requests and funders that may be able to assist in some of our Social Media projects	Arthur	
16.	Work Streams	We have 4 work streams in our new way of working: Social Media Health and well being Youth Business In all four cases we have active projects/items going on but there was a possibility of a focus on the Health and wellbeing area in that it might be possible to look at some sort of social media project to promote mental health, Dementia etc etc We will be focusing on this throughout the spring and summer.	All	
17.	Finance	John gave us an update of our finances	John	
18.	AOB	John is attending an Alsager town public realm meeting on Monday 22 nd Feb	John	
18.	Next Meeting	Next meeting will be at 10:00 of Tuesday 16 th March	All	