



Alsager Partnership (AP) Management Team Meeting

Tuesday 10<sup>th</sup> August 2021

Venue: ZOOM Conference

Attendees: John Poulson (JP), Kath Reader (KR), Lou Davis (LD), Arthur Harding (AH), Julian Goodrich (JG),

Apologies:

Meeting commenced at 10:00 to 12:00

**G-Drive Link for documents:**

[Click here for the Documents.](#)

Item	Minute	Action	Owner	Completion Date
1.	<b>Welcome and Apologies</b>	Apologies from Tony who was on holiday today		
2.	<b>Previous Minutes</b>	Reviewed and accepted. By John and Kath	Arthur	10/08/21
3.	<b>Matters Arising</b>	None arising		
4.	<b>Any Conflicts of Interest</b>	None at this time.		
5.	<b>Health &amp; Safety</b>	Arthur is looking at using an online accident book. Still outstanding	Arthur	Ongoing
6.	<b>Volunteers</b>	Everyone to continue to collate Volunteer hours on a monthly 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  Arthur needs the names of the volunteers that we are using at the moment to produce the GRIPP documentation for them.	Kath/ Arthur/ Shay/ John/ Tony  Kath	At the end of each Month  End of Sept 2021
7.	<b>Town Council Report</b>	Town Council info link <a href="https://drive.google.com/drive/folders/17WdlKqy-d-6Eiy2fSCz73hw5MkWru5Rf?usp=sharing">https://drive.google.com/drive/folders/17WdlKqy-d-6Eiy2fSCz73hw5MkWru5Rf?usp=sharing</a> 2 new councillors <b>Amelia Helliwell</b> <b>Rosie Redstone</b>	Arthur	Ongoing each month
8.	<b>East Cheshire Report</b>	No report from East Cheshire as currently we do not have a rep on our management committee		
	<b>Health and wellbeing</b>  <b>Dementia Friendly</b>			

	<p><b>Community Update</b></p>	<p><b>Memory Café</b>  The MC was cancelled on 30<sup>th</sup> July on account of rising Covid19 cases locally and lack of helpers, who have stepped back as they are supporting vulnerable persons. I am hopeful that we will meet at the end of this month. Jackie and I will contact everyone from the 23<sup>rd</sup>. I have another helper, who has been with us in the past.</p> <p><b>CE Dementia Strategy</b>  July 29<sup>th</sup> all change with plans for the webinar. After discussion we have settled for face to face / paper consultation across the DFCs. Feedback to be taken into account in the strategy. Agreed the form of wording – open to DFC Leads to tweak to suit their particular groups. Have sent out in three separate emails and will collate after brief discussion at the next Memory Café. Looking for priorities and possible case study.  Meeting 5<sup>th</sup> August - completed discussion on final pillar – Dying Well (Caring and Planning Well)  Possible mop up webinar in mid - September as an alternative. A service directory will be compiled to accompany the strategy as a separate document.</p> <p><b>Care Communities (SMASH – Sandbach, Middlewich, Alsager, Scholar Green, Haslington)</b>  Met Beverley Price - Care Communities Development Facilitator (SMASH). 1½ hrs. Basically giving info and have sent various links since. Meeting of group on 11<sup>th</sup> August and every second Wednesday. Good to be in at the beginning. First meeting will set the priorities. Hope to get dementia taken on. Have got two Town Councillors attending, which will be really helpful.</p> <p><b>Connected Communities (Cheshire East)</b>  Lucie Ferneyhough is starting from the beginning again and has circulated priorities to a huge number of people, with no idea of attendance on teams. I have advised that when we go back to face to face we use the Library – late afternoon as we always did. With Covid 19 and staff being moved to cover support roles, we’ve not really settled and the priorities have grown. We remain committed to Health &amp; Wellbeing (Dementia), Green Spaces and Youth. The latter is currently suspended but the Skate Park project is ongoing. See below.</p> <p><b>Health &amp; Wellbeing Event</b>  Are we committed to a walk/walks for Alzheimer’s? A short walk could involve the children through the schools – we haven’t had contact with the schools since Covid began. Younger children to be accompanied by an adult /older sibling etc. This is a good way to remind youngsters about the project and what they learnt in the DF sessions. I’ve enquired about getting an information pack from Alzheimer’s and can apply as October. We will need to advertise this widely and contact the schools if we go ahead with involving them. Perhaps a letter to take home at the start of term? Could we use the Charity Market to promote this?</p>	<p>Kath</p>	
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9.	<b>Youth Forum</b>	<p>Link to Youth Forum Information  <a href="https://drive.google.com/drive/folders/1TriJMCADdeZbYj5wUnqShuodljJw61Zd?usp=sharing">https://drive.google.com/drive/folders/1TriJMCADdeZbYj5wUnqShuodljJw61Zd?usp=sharing</a></p> <p>The management team decided at this stage to ease up on the Youth Forum objectives but will contact the schools when back in September to look at some ideas ref</p> <p>Competition to develop a Single Use Plastic campaign poster involving all schools with the winners poster being turned into a jigsaw.  Jigsaw can be used to raise funds!</p> <p>Litter collection fun event ( although not directly about single use plastic, its all about reducing the litter in the town and involving Alsager Youngsters)  Make litter collection a fun event.  Borrow a skip from local business or get them to donate and collect when full.  Decorate it has a hippo and invite children to collect litter to feed the hungry hippo and save the environment from litter  The bags of litter could be weighed before the are fed into hungry hippo and there is a prize for the heaviest bag of litter!</p> <p>Re-Use Day  Invite contributions for the best recycling ideas.  Turning something that is no longer used into something useful.</p>	Arthur	End of October

		Prizes for the most inventive!		
10	<b>Business</b>  <b>Business Directory</b>  <b>Mail Chimp</b>  <b>Business Flyer</b>	<p><b><u>Business Directory</u></b></p> <p>A good discussion with Mark Henshaw, Town Centre Manager has resulted in a regular monthly meeting with Mark, Arthur, John and Lou. Listed below is a summary of Marks notes from this meeting</p> <ul style="list-style-type: none"> <li>• Mark is visiting businesses in the town centre (53 to date) in order to create a database with primary contact details. He is also conducting a Business Survey with them in order to find out what they think about different aspects of the town centre.</li> <li>• Following on from this, Mark will promote the Alsager Partnership and its Social media sites to them. Receive any offers / incentives/ news that the businesses may have for to share. Alternatively, to share with them any information the Partnership wants to share with businesses.</li> <li>• Other opportunities discussed were: <ul style="list-style-type: none"> <li>○ 'Family Day Event' for the end of September.</li> <li>○ a Youth 5 a side tournament maybe for April 2022</li> </ul> </li> <li>• Events in general - mini ones for during the Summer School holidays? Class Car / Bike?</li> <li>• Promotion of the town and businesses via Alsager Partnership YOU TUBE Video (shared on social media &amp; Web page) for the Autumn. Coincide with promoting Alsager is 'Open' after 21st July</li> </ul> <p>A new post has gone out and the following are businesses with either no email address or have not responded</p> <p>A new business flyer is being produced to be personally delivered to businesses to increase our hit rate with Alsager businesses</p>	Mark/ John/ Arthur/ Lou	Ongoing
11	<b>Public Realm</b>	Mark and John gave an update to where they are ref the Public Realm survey.		
12	<b>Social Media</b>	August and Sept Dates for social media adding to Instagram and Facebook Lou presented the statistics indicating steady growth in our audience.	Lou	Ongoing
13	<b>5 Towns Partnership</b>	Minutes are in the link below. <a href="https://drive.google.com/file/d/1o8jyMFqqxq9KGGCzKfS8_IBWWRXfDCPx/view?usp=sharing">https://drive.google.com/file/d/1o8jyMFqqxq9KGGCzKfS8_IBWWRXfDCPx/view?usp=sharing</a>  Next meeting is on Monday 11 <sup>th</sup> October at 1030		
14	<b>Health and wellbeing</b>  <b>Cycling Project</b>	Link to Cycling project <a href="https://drive.google.com/drive/folders/1ceHaaknQ1XNwuXQuiisoFT6qBnrWZg5R?usp=sharing">https://drive.google.com/drive/folders/1ceHaaknQ1XNwuXQuiisoFT6qBnrWZg5R?usp=sharing</a>  We are looking towards adding some cycling routes to our AP web site to run alongside our walking routes. Geoff Reader and Tony are doing	Tony/ John/ Arthur, Geoff Reader	Ongoing  target date Oct 2021

		<p>all the cycling routes and John is doing a great job in adding the information into a workable format.</p> <p>Tony is arranging to do a map template that can be used by Geoff as well.</p> <p><b>Michael Unett has agreed to test run some of the cycle routes. Awaiting feedback</b></p>		
15	<b>Health and Wellbeing Event</b>	<p>Kath has booked the Civic centre for the 23<sup>rd</sup> October 2021 AM subject to Covid changes for the Health and Wellbeing event. We may use that venue to launch the AP cycle maps.</p> <p>Meeting held with Tom the Civic manager to discuss the event and how many stalls etc.</p> <p>Room hire charges for the event hiring from 9am – 2pm are £258.75. This is for the whole building including the prep and clearance time as indicated and use of the laptop and projector.</p> <p>In regards to a café or refreshments served from the kitchen there are a few points you could consider. There may be a local café who would be interested in coming along to offer this provision, such as ey up duck or liv's deli, so you could approach a local business in order to offer that opportunity. Another alternative could be to offer the use of the kitchen to a charity or organisation such as guides/scouts, one of the sports clubs or animals in need as a fundraising opportunity. Bear in mind that if the kitchen is used for commercial use (to make a profit) it becomes chargeable as extra; Cold food prep is priced at £18 and hot food prep is charged at £28.50, therefore if you choose to proceed with a business using it they will be responsible for that cost.</p>	All	Ongoing
16	<b>Work Streams</b>	<p>We have 4 work streams in our new way of working:</p> <p><b>Social Media</b>  <b>Health and wellbeing.</b>  <b>Youth</b>  <b>Business</b></p>	All	Ongoing
17	<b>Finance</b>	<p>John gave us an update of where we are with our finances:</p>	John	

ALSAGER PARTNERSHIP 2021/2022  
Actual and Forecast as at 30th July 2021

Start of Year status		Income Forecast for 21/22	
Grant from Town Council	8000.00	Grant from Town Council	8000.00
Cheshire East Grant	8000.00	Cheshire East Grant	8000.00
AP Fund Raising	0.00	AP Fund Raising/Sponsorship	1000.00
<b>Total</b>	<b>16000.00</b>	<b>Total</b>	<b>17000.00</b>

Protected Funds at start of April 2021		Bank Balance as at 1st April 2021		Bank Balance as at July 30th 2021		Variance		Protected Funds as 1st May 2021	
Revenue	10000.00		£18,268.00		£26,213.92		£12,945.90	Revenue	1,000.00
DP	4508.50							DP	4,477.77
HF	1317.50							HF	1,212.54
Protected	15426.03							Protected	£10,795.30

	Income	Outgoings	Total
April Actual	ATC Funding 8000.00	164.65	7855.40
May Actual	0.00	359.21	-359.21
June Actual	CE Grant 8000.00	1239.18	6760.81
July Actual	0.00	604.86	-604.86
Aug Forecast	0.00	715.19	-715.19
Sept Forecast	0.00	349.18	-349.18
Oct Forecast	0.00	233.18	-233.18
Nov Forecast	0.00	604.86	-604.86
Dec Forecast	0.00	1404.86	-1404.86
Jan Forecast	0.00	604.86	-604.86
Feb Forecast	0.00	604.86	-604.86
Mar Forecast	0.00	1404.86	-1404.86
<b>Total</b>	<b>16000.00</b>	<b>13472.79</b>	<b>2927.30</b>

Comments regarding Outgoings

MF Insurance £434

Need to add accountancy fees, insurance at this point that could be £500 + cycle maps est. £1200

Office 365 sub £80 + health & wellbeing event est. £1000

Christmas competitions estimate £800

Easter Bunny!

2527.30 Variance

18 AOB

We discussed the possibility of a car rally/exhibition ref the drivers by the asda car park area with the possibility at Radway area

Kath reminded us that we need to check/amend the constitution of AP

We discussed Cheshire Easts track and trace requirements

The skateboard project was discussed, and a Project Manager would be required which we felt was beyond the remit of the existing AP members

It was decided to add Connected Communities to our main Agenda Items again

Ice Rink Possibility

19 Next Meeting

**Next meeting will be on Tuesday 14<sup>th</sup> Sept at 14:00 via Zoom**  
**We will invite Nicola Clarke to our next meeting**