

**Alsager Partnership (AP) Management Team Meeting**

**Tuesday 16<sup>th</sup> November 2021**

**Venue: ZOOM Conference**

**Attendees: John Poulson (JP), Kath Reader (KR), Lou Davis (LD), Julian Goodrich, Mark Henshaw, Nicola Clark, Rachel White (from 11:15)**

**Apologies: Arthur Harding, Tony Collins**

**Meeting commenced at 10:00 to 12:00**

Item	Minute	Action	Owner	Completion Date
1.	<b>Welcome and Apologies</b>	Arthur Harding and Tony Collins		
2.	<b>Previous Minutes</b>	Reviewed and accepted.	John	14/09/21
3.	<b>Matters Arising</b>	<b>Projector</b> Option to purchase one from Ian Malcolm is being evaluated.	Arthur / John	Ongoing
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	Kath/ Arthur / Shay/ John/ Tony	At the end of each Month
7.	<b>Town Council Report</b>	Public Realm Working Group meeting with Cheshire East to discuss requirements for Alsager: The meeting was very positive and although there is no funding available, Cheshire representatives at the meeting agreed to help in anyway they can. They advised dividing the requirements into small projects. Highways representatives to visit Alsager to discuss issues with roadways and pavements.  CIL funding consultation £90,000 is available and the results from the smart survey consultation are being reviewed.	Nicola	Ongoing each month

8.	<b>AP Grant Application</b>	The AP grant request submitted to the Town Council has been delayed due to a change in the Grant procedure which is under review.	Nicola	Ongoing
9.	Update from Kath	<p><b>DFWG 29.10.21 – Minutes circulated.</b></p> <p><b>Memory Café</b> Low attendance – lots of apologies. Gerry now attending day placements. Jan will still attend when able to do so. One couple were self-isolating. Relatively new couple and gentleman from Rode Heath attended. Vera too. We were able to go through the Carers Pack, which I received from the Memory Clinic.</p> <p><b>Dementia Friendly Session</b> Session for 20 Cubs at the Scout Hall on 2<sup>nd</sup> December supported by Shay.</p> <p><b>Festival of Tress – Wesley Place</b> Kath received Festival of Trees information (rom Lesley Peake. Geoff and Kath will set up with DF Theme on Thursday 25<sup>th</sup> November and take the tree to the library on Monday 29<sup>th</sup>.</p> <p><b>CE Dementia Strategy</b> Meeting -10<sup>th</sup> November. The strategy has come through the first two governance hoops towards publication. This week it goes to the Health and Adult Committee and if accepted can go out to consultation. A one page document is being prepared as the strategy is lengthy. There’s considerable cross checking to do and when it goes live, we will all be expected to circulate it as widely as possible. The group have received the survey results from the September engagement process. Kath was invited to discuss her contact with the Memory Clinic and will be contacting the Practise Manager (Cedars)to try to confirm the current situation there.</p> <p><b>Care Communities (SMASH – Sandbach, Middlewich, Alsager, Scholar Green, Haslington)</b> Meeting on 10<sup>th</sup> November. Kath has been requested to attend these meeting. Dr Neil Paul – Clinical Director at Ashfields Medical Centre gave an overview of work undertaken and like Cedars Practice manager, said they have never been busier. The Quality Outcomes Framework (QOF) was mentioned, which follows a huge list of health indicators and there’s been a big influx of specialist pharmacists and social prescribers. There was a presentation from data expert which is based on 100 people. The data shows prevalence of certain conditions – translated into the areas that make up SMASH. There were a lot of questions around accuracy of the data, what it tells us and what we can do with it. At best it can inform staff of specific needs. The data cannot be shared, but I want to see how the dementia data fits with CE data in terms of prevalence.</p> <p><b>Orchard</b> – Work carried out Wednesday 3<sup>rd</sup> November. Second strimming may have taken place this week.</p>	Kath	Ongoing

10.	Orchard	Work carried out by CARE4CE on Wednesday 3 <sup>rd</sup> November. Second visit planned	Kath	Ongoing
11.	Milton Park	Next meeting 2 <sup>nd</sup> December Railway artwork for the park being considered.  For Info: Notes from previous CE will replace all planting cut down in error at no cost. Main points from general discussion: pruning takes place only in the winter, so given the vagaries of the weather, it's rarely at the right time. Graham had some good ideas around designing in areas left wild and suggested signage to explain this – all about education. Kath suggested we might get the schools on board. Could also help recruit volunteers – much needed.	Kath	Ongoing
12.	Connected Communities	<b>Connected Communities (Cheshire East)</b> Meeting on 11 <sup>th</sup> November. Youth Mental Health – we're completing a short questionnaire around activities – a mini update on Shay's project. I'm taking it to the DF session in December. The version for circulation is unlikely to be available before the end of the year. Consideration being given to a micro website for activities and services. First aid Adult MH training is available and may be tailored for Young People.	Kath	Ongoing
13.	Youth Forum	The following themes will be kept on the agenda for development at the appropriate time  <b>Single Use Plastic Competition</b> 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!  <b>Litter collection fun event</b> 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 they are fed into hungry hippo and there is a prize for the heaviest bag of litter!  <b>Re-Use Day</b> Invite contributions for the best recycling ideas. Turning something that is no longer used into something useful. Prizes for the most inventive!  <b>Car Rally</b> The idea here is to provide a more acceptable venue for the youngsters who meet on Fairview car park with their cars.  A specific venue with attendance by the police with their motorway patrol vehicle or maybe asking Andy from the Ferrari	Arthur /John/ Lou	Ongoing
			John	Ongoing

		<p>club to bring along a vehicle, so it is a venue for socialising as well as informative.</p> <p>John took an action to identify the use of a car park on the Radway Business Park and also Brit European.</p> <p>The Business Park is having construction work being done from November so there is no free space.</p> <p>Brit European park all their vehicles at the site over the weekend so that is not an option either.</p> <p>If anyone knows of any potential venues please let John Know</p> <p><b>Skate Park</b></p> <p>Site meeting took place on Friday 5<sup>th</sup> November with Eddie Yoxall (Ansa / CE) and Darcy (Canvas and a good discussion on how the skate park could be redeveloped. Much of it will have to come out, but the base is good and they will be able to re-surface over it. Hoping to use a bit more of the ground available, so may need planning permission. Ansa are looking into this. Darcy will produce a design together with options for us to consider depending on budget.</p> <p>When the design is available a meeting of the current group will be held to review. Kath suggested the group is called Alsager Skate Park Community Group as it avoids any confusion with other groups and may attract other individuals to join.</p> <p>Partnership to support with social media as required and contact local businesses.</p> <p>Kath contacted Julie Walker re forwarding any funding ideas. It is hoped that Cheshire East and Alsager Town Council will contribute.</p> <p>Lucie Ferneyhough is now set up with Grantfinder and will forward info. Sue Helliwell has forwarded funding info.</p>	ALL	Ongoing
			Kath	Ongoing
			John/ Lou	As reqd
14.	<b>Social Media</b>	<p>Lou presented the latest social media stats that continue to show steady growth.</p> <p><b>Facebook</b> Nov 16<sup>th</sup> – 4353, gaining 21</p> <p><b>Instagram</b> Nov 16<sup>th</sup> – 1036, gaining 16</p>	Lou	Ongoing
15.	<b>Business Update</b>  <b>Mail Chimp</b>	<p>Database of businesses now stands at 88 and is in line with Marks Alsager business information so our email targets are the same.</p> <p>Over half of businesses are not opening the emails so we need to address these by direct contact.</p> <p>Monthly flyer continues to be issued via mailchimp/social media.</p> <p>Lou put a poll on Instagram asking if followers found the monthly flyer was useful and 87% said it was.</p>	Mark/ John/ Arthur / Lou	Ongoing
16.	<b>Christmas Window Competition</b>	<p>Christmas Window competition was launched on Monday 15<sup>th</sup> November, 35 businesses have opened the email and since the meeting one has responded with a photo.</p> <p>Mark to help encourage businesses to take part.</p> <p>The five judges are:</p>	John/ Lou/ Mark	

		<p>John Lou Kath Mark Nicola</p> <p>Key dates are: 17<sup>th</sup> Dec – competition ends 20<sup>th</sup> Dec – Judges review and select their top 5 21<sup>st</sup> Dec – Judges meet via ZOOM and select the 3 winners 22<sup>nd</sup> Dec – Business presented with winners certificate indicating nominated charity. Promotion on web and social media. Donations paid to charities</p>		
17.	<b>Mini-Bus Outings</b>	<p>John is producing a report indicating trip and transport options/costs. Birds of prey centre is closed midweek between November and February. Probably best to delay trips till weather is warmer. Also to consider trips into venues in Staffordshire, like Trentham/Wedgewood museum tour.</p> <p>John to circulate report before the next meeting</p>	<p>John</p> <p>John</p>	<p>Ongoing</p> <p>01/12/21</p>
18.	<b>Cycling Maps</b>	<p>This project has a temporary pause due to other commitments on the part of our volunteer cyclists.</p>	<p>Tony/ John/ Arthur, Geoff Reader</p>	<p>Ongoing</p>
19.	<b>Health and Wellbeing Event</b>	<p>This event has been cancelled and put back to 2022.</p> <p>John agreed to prepare a programme of activities for the event and look at a selection of potential speakers for different aspects of Health &amp; Wellbeing for review at a future Team Meeting</p>	<p>John</p>	<p>Ongoing</p>
20.	<b>SWAY</b>	<p>Sway Life stories are no longer accessible from our website. After many emails to Lee Whitmarsh in Australia, Andrew Middleton in Holmes Chapel and Richard Middlebrook, head of Alsager School, John has established accessibility is due to the School credit card expiry preventing access to the files. Nick Cover has assured me the files are safe and will be restored. John has asked if we can hold a copy of the files has back up.</p> <p>Once we have got the files back and we know the existing stories are available Kath said she would look to restart the SWAY programme.</p>	<p>John</p>	<p>Ongoing</p>
21.	<b>Finance/ Insurance</b>	<p>John gave an update of where we are with our finances.</p> <p><b>Insurance</b> John reviewed the Partnership assets and established a replacement cost of 40k for the main items like PA Equipment Stackstage BAT Therapy Tennis Table Tovertafel Storage container (ASDA Lock Up)</p> <p>Insurance for these items has added £195 to the insurance cover and is now £1114.</p>	<p>John/ Arthur</p>	

22.	<b>Alsager Clean Team Proposal</b>	<p>Rachel White from the Community Support Centre joined the meeting and summarised the requirements.</p> <p>Rachel will manage the team and it will operate for 2 sessions and then reviewed to determine if it continues.</p> <p>The first session is on Saturday 4<sup>th</sup> December.</p> <p>Rachel has created a training document which all volunteers will be advised of before the start of the litter pick and they will each have a copy to sign.</p> <p>Partnership insurance and constitution covers the activity.</p> <p>It is accepted as a Partnership project.</p>		
23.	<b>A.O.B</b>	<p><b>Partnership Constitution needs revision.</b></p> <p>Kath has made some notations and will circulate before the next meeting.</p> <p>John to include on the agenda.</p>	<p>Kath</p> <p>John</p>	<p>01/12/21</p> <p>Next meeting</p>
24.	<b>Next Meeting</b>	<p><b>Next meeting will be on Tuesday 14<sup>th</sup> December at 10:00 to 12:30 via Zoom</b></p>		