

Meeting Minutes: Partnership Executive Meeting

Date: 12th September 2023 **Time:** 5:30 pm **Location:** Congleton Town Hall

Peter Aston (Chair), Glen Williams (Vice Chair), Cathy Dean (Officer), David McGifford, Margaret Gartside, Kay Wesley, Patti Pinto, Amanda Martin, Jackie MacArthur, Susan Munro, Bob Edwards, Anna Maluk, Vic Brown, Diana Ritherdon, Chris Booth (Resident), Richard Wharfe (Resident).

Apologies: Peter Holdsworth, Heather Sneddon, Diane Ritherdon, Jo Money, Suzy Firkin, John Davies.

Next meeting: Tuesday 13th December Congleton Town Hall 5:30 pm

1.	<p><u>Welcome</u></p> <p>Peter chaired the meeting and welcomed everyone to the group, this meeting followed the AGM. Minutes were approved from the last meeting on 13.06.23</p> <p>Outstanding Actions:</p> <ul style="list-style-type: none"> • Cathy to compile a list of defibs and understand the spread around the town. (Carry Forward). • Cathy to support Congleton Solar with the share offer (Ongoing). 												
2.	<p><u>Budgets 23-24</u></p> <p>Cheshire East confirmed no further grant funding for partnerships from 2023 onwards. The only support Congleton Partnership now receives is via Congleton Town Council unless we apply for grants for specific projects.</p> <p>Projects with agreed budgets need to be reviewed as they haven't moved forward, and we need to approve group budgets for 23/24.</p> <p>Projects agreed:</p> <p>Currently, there is £17,000 allocated to projects:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Mini Bus Driver</td> <td style="text-align: right;">2000</td> </tr> <tr> <td>Recycling Scheme</td> <td style="text-align: right;">2000</td> </tr> <tr> <td>Link Rd Roundabouts – Originally 6k</td> <td style="text-align: right;">5000</td> </tr> <tr> <td>Sports Pop-Ups – Originally 8K</td> <td style="text-align: right;">7000</td> </tr> <tr> <td>Town Trail</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Air Quality Project/Cycling project</td> <td style="text-align: right;">500</td> </tr> </table>	Mini Bus Driver	2000	Recycling Scheme	2000	Link Rd Roundabouts – Originally 6k	5000	Sports Pop-Ups – Originally 8K	7000	Town Trail	500	Air Quality Project/Cycling project	500
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Glen is still planning to move forward with minibus driver training and sports pop-ups. I want to propose we reassign the remaining money and if/when these projects come to fruition we can find the funds then.

£9000 Mini Bus Driver Training & Sports Pop-Ups

£8000 would be made available.

£11,323 of unallocated money.

Active Projects:

£25,719 reserved funds for active projects, these would continue.

Public Relam has an underspend of £3214, we are in the process of removing the trees from Mountbatten Way, these funds are reserved for replacement planting.

Partnership Group Budgets:

Youth Forum we would like to restart: £1778 unspent budget

Dementia Friends remaining budget £3222

Senior Forum has no agreed budget.

CSG needs a budget for the Green Fayre.

Proposed:

Youth Forum £2000 (£225 extra)

Dementia Friends £4000 (£778 extra)

Senior Forum £10,000 – Health & Wellbeing Fayre & Changing Lives Contract plus new projects.

CSG £2500 – Green Fayre

Total – £18500 (£13503 new money)

Running Costs

****Note any grants applied for should include a 10% provision for Partnership running costs:**

Website: £150 hosting per year

Social Media Management dashboard: £180 per year

Insurance - £157 per year

Zoom - £120 per year

	<p>Phone - £118 per year</p> <p>Est: £725 yearly costs.</p> <p>If the above budgets are agreed it would leave £5820 available for new projects, plus £9000 ringfenced from CTC.</p> <p>**Not including running costs or room hire costs</p> <p>Diane commented that Dementia friends wouldn't need a £4000 budget, so we will assign 2K to Senior Forum, giving them a total budget of £12,000.</p>
<p>3.</p>	<p><u>Health and Wellbeing Hub Update</u></p> <p>Usman from Plus Dane sent in the following update:</p> <p>Here is a brief project update and proposed outline for the lead organisation role.</p> <p>Below are the delivery partners who are interested in using the office space, Plus Dane is currently working up a proposal document which will be shared with senior leadership team in early October to seek project approval.</p> <ul style="list-style-type: none"> ▪ Aura ▪ Making Space ▪ Daisy's Dream Cheshire East Hub ▪ Friends for Leisure ▪ Mentell ▪ Picture House Consultancy Swans CIC ▪ Visyon ▪ Wirral Community Service NHS Foundation 0-19 service ▪ Your Purple Life ▪ Congleton and Holmes Chapel Social Prescribing Link Workers ▪ Rubys Fund <p>Role of the lead organisation;</p> <ul style="list-style-type: none"> ▪ To oversee the management and coordination of the Congleton Wellbeing Hub project, support and contract management will provided by Plus Dane

	<ul style="list-style-type: none"> ▪ Plus Dane will have a contract with the lead organisation on a 12monthly rolling basis ▪ To be the first point of contract for delivery partners, to coordinate bookings, monitor project and work with Plus Dane to further develop and establish the project ▪ To chair the partnership steering group (representatives from various organisations who are interested in the project) who will meet on a monthly/bi-monthly basis to review the project, update on footfall, discuss new opportunities including joint funding bids to make the project sustainable ▪ In terms of time commitment we propose 10hrs per week for the lead origination <p>A detailed brief is currently being worked on so I will share this once ready but in the meantime I'm happy to follow up with colleagues after the partnership exec meeting.</p>
A	Partnership agrees to continue to support the project, Cathy to follow up with Usman.
4.	<p><u>Project Updates</u></p> <p>Congleton VCP</p> <p>We will be continuing with developing the volunteer project, Volunteer Action Congleton headed up via Alison Wright at the Old Saw Mill. We intend to work with CVS and they have agreed to add a Congleton volunteer page to their website.</p> <p>Green Fayre</p> <p>The countdown is on for the Green Fayre 30th September on Congleton's High Street and & Town Hall. Also held on the same day as Congleton's Makers Market so plenty to see in Town!</p> <ul style="list-style-type: none"> ✓ We have the Big Clothes movement, fill a bag for just £2 - including Halloween costumes! ✓ Don't worry if you forget a bag we Claire making 100 'Morsbags' a free bag made from recycled materials. If you have any old fabrics you would like to recycle they can be dropped off with Claire on the day. ✓ Visit the repair café with your preloved items that need a little TLC, repairs will be inside the town all ready to fix your stuff! ✓ Northwest Ambulance service are joining us with their defib dummy's, learn how to use a defibrillator - the lifesaving repair! ✓ Get a selfie with the Hedgemen and collect some free information from Congleton's Green Working group. ✓ Join in with some circus skills and taste some of our delicious vegan food samples from Bluey's. ✓ Plus 30 plus stalls, from electric bikes to solar panels we have something for everyone!

As part of the Green Fayre CTC, Cheshire East Chamber & Partnership have organised a business Net Zero Business Conference on the 28th September.

Congleton Solar

Congleton Solar share raise is well underway, as soon as the money is raised they can proceed pretty quickly. The share offer is due to close on 31st October, please catch the latest information

www.congletonsolar.co.uk

New Project Request.

Community Projects submitted a project request form:

An updated edition of the Get Involved Booklet – an Index of local groups and organisations with descriptions and contact details. Feedback shows us that a hard copy of the booklet is welcome. The information in the booklet will also be on CCP's new website with direct links to groups etc so we will reduce the number of copies printed as costs have doubled since the last edition. Research work has already started for projected printing in October 2023. C4C contributed to costs last time but this funding stream is no longer available. 4000 copies will be printed.

Amount requested £1000

Amounts raised £495 from Town Trust & £500 from CTC.

Printing quote from Full Colour – only one quote as we will be using them as they have all the artwork from the previous edition which will save on costs. They are a local company, efficient and competitive on price.

Total cost £1998

All agreed in principle, two more quotes requested to check the price is competitive.

A.O.B

Actions:

Cathy to compile a list of defibs and understand the spread around the town.

Cathy to support Congleton Solar with the share offer

Partnership agrees to continue to support the Health & Wellbeing hub project, Cathy to follow up with Usman.

Next Meeting Dates (All take place at Congleton Town Hall).

12th December 2023 5:30 pm (This will follow an Extra General Meeting TBC).