

# Holmes Chapel Partnership Meeting

Held on Wednesday 24th October 2012 at 7.00 p.m.  
at the Victoria Club, Holmes Chapel

**Present:** Jacqui Barton, Harry Brooks, Dorothy Davidson, Stuart Gammon,  
Les Gilbert, Phil Hargreaves, Hazel Sutcliffe, Bethan Wiggert,  
Glyn Chambers, David Steer

**Apologies:** Steve Ranger

## **1. Previous Minutes/Matters Arising**

The Minutes of the meeting held on the 26<sup>th</sup> September 2012 were approved.

### Actions from Previous Meeting

Stuart thanked everyone for their support and help in organising the AGM.

All other items were referred to the main agenda.

## **2. Correspondence.**

Stuart referred to an email received from John Clowes regarding the Jubilee tree planting which was now arranged for 3/11/12. All invited.

Stuart referred to emails received in response to suggestions for dealing with the cycle shelter damage and included several good ideas on how to repair it.

Harry agreed to look into all the options for replacing the plastic sheeting with other materials and to report back to a future meeting.

**Action Harry to investigate and report on options for the cycle shelter.**

Stuart reported that he had received an email from the Blue Sky group to discuss the future of the group within the Holmes Chapel Partnership.

## **3. AGM Review.**

Stuart reported that in spite of a disappointing turnout from the public the AGM had been extremely interesting with excellent presentations from the Guides and Fire Cadets.

It was subsequently agreed that the Partnership donate £50.00 to each of the two groups to assist in their fund raising efforts for their planned overseas voluntary work.

**Action: Phil to arrange cheques for the value of £50.00 for the Holmes Chapel Guides and the Fire Cadets**

Stuart advised of his conversation with Fiona Bruce MP at the AGM regarding contacts for Sports England grants. In particular Stuart referred to requirements at the Hermitage Play Area.

#### **4. Communication Strategy.**

Following and extensive debate on communication across age ranges it was agreed that Bethan and David work with fellow students to develop an appropriate communication strategy for the Partnership.

- The initial approach would be to ask students what they could do in support of community projects – rather than ask what projects they would like to be started.
- David would also seek help in improving the Partnership's channels for communications – including, but not limited to email, website, newsletters, and social media

Action. Bethan and David to develop Partnership communication plan.

#### **5. Christmas Market Update.**

Dorothy updated the Partnership on the current status of the Christmas market arrangements.

- Cost of lighting had been received and agreed with the electrician to include a free standing light... The cost of the generator will be £50.00 and it was confirmed that the organ doesn't need a generator. However there was a still a query as to whether we need one or two generators and Dorothy would investigate. It was also agreed that there would be no need for tower lighting.
- Letters to be sent out to organisations and businesses had been agreed and they would be required to have up to £5million public liability insurance. It was agreed that the charities would come under the Partnership insurance.
- Dorothy confirmed the existing list of stall holders, that Father Christmas would arrive at 16.00 hours and that Glyn would return the sleigh to Sandbach at the close of the event.
- The need for barriers, road closure signage and waste bins was identified Glyn agreed to investigate.
- Dorothy agreed to forward an action list to all members of the Partnership.
- It was also agreed that the Christmas Market Group meet at the Red Lion pub on Tuesday 27<sup>th</sup> November to review the arrangements including Health and Safety.
- It was agreed that Marshals would wear hi-viz jackets supplied by either the Partnership or borrowed from the Village Volunteers. Phil to pursue.

Actions-

- Dorothy to investigate the need for a further generator
- Dorothy to write to businesses to advise of final arrangements and to ensure that each has the appropriate public liability insurance.
- Glyn to procure Road Barriers and signage.
- Phil to procure hi-viz jackets.
- Dorothy to provide latest action plan for the 2<sup>nd</sup> December and forward to Partnership members.

**6. PartnerShop Initiative.**

Deferred to next meeting

**7. Any Other Business**

Stuart raised the issue of the discontinuation of Holmes Chapel today and agreed that the Partnership would maintain and make available a list of local organisations.

**Date of Next Meeting**

The next Meeting is due to be held on Wednesday 28<sup>th</sup> November 2012 at 7.00 p.m. Victoria Club, Holmes Chapel. With the Community Engagement officer from Cheshire East in attendance.