**Crewe Town Council**

**Community Plan Committee**

1 Chantry Court,

Forge Street,

Crewe,

Cheshire,

CW1 2DL

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[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

**Minutes of the Meeting held on Monday 27th January 2020**

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| **19/6/01** | Present:- |
|  | Councillors Tess Buckley, Alan Coiley, Tom Dunlop, Hazel Faddes, Benn Minshall, Phoenix Morrissey, Jill Rhodes, Dennis Straine-Francis and Nanette Walton |
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|  | Apologies:- |
|  | Apologies for absence were received from Councillor Brian Roberts |
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|  | In attendance:- |
|  | Hannah Marr (Community Engagement Officer) |
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| **19/6/02** | To note declarations of Members’ interests |
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|  | Councillor Dennis Straine-Francis declared a non-pecuniary interest in Item 11 (Minute Reference: 19/6/11) and Item 12 (Minute Reference: 19/6/12) in light of being a member of the Royal British Legion Crewe Branch and 95 (Crewe) Squadron  |
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|  | Councillor Alan Coiley declared a non-pecuniary interest in Item 6 (Minute Reference: 19/6/6) in light of being a participant of Parkrun Crewe |
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| **19/6/03** | Public Participation |
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|  | A period not exceeding 15 minutes for members of the public to ask questions or submit comments |
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|  | No questions were asked or comments submitted to the Community Plan Committee from members of the public |
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| **19/6/04** | To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 4th November 2019***(minutes attached)*** |
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|  | The Minutes of the Community Plan Committee Meeting held on Monday 4th November 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee |
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| **19/6/05** | To note the financial position of the Community Plan Committee***(document attached)*** |
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|  | Members noted the financial position of the Community Plan Committee |
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| **19/6/06** | To consider recommendations from the Grants Working Group in relation to applications submitted to the Crewe Town Council Grants Scheme submitted to the Town Council before Sunday 5th January 2020 |
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|  | The Grant Applications submitted are:- |
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|  | 1. Organisation: Friends for Leisure

Project Title: Crewe Youth Activities 2020 Amount Requested: £1,700.001. Organisation: Inner Trust CIC

Project Title: Moving MindsAmount Requested: £2,400.001. Organisation: Deafness Support Network

Project Title: Crewe Youth VibeAmount Requested: £2,446.481. Organisation: The Cat Community Radio CIC

Project Title: The Cat Making It LiveAmount Requested: £2,294.001. Organisation: LS Gymnastics Crewe Academy

Project Title: To Seat and ShareAmount Requested: £1,800.001. Organisation: Crewe Junior Parkrun

Project Title: Crewe Junior ParkrunAmount Requested: £2,500.00***(grants applications circulated)*** |
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|  | Members of the Community Plan Committee considered applications submitted to the Crewe Town Council Grants Scheme before Sunday 5th January 2020 and:- |
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|  | 1. ***Resolved*** to award £1,700.00 to Friends for Leisure towards their Crewe Youth Activities during 2020 from the Crewe Town Council Grants Scheme
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|  | 1. ***Resolved*** to award £2,400.00 to Inner Trust CIC for their Moving Minds Project from the Crewe Town Council Grants Scheme
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|  | 1. ***Resolved*** to award £2,446.48 to the Deafness Support Network towards their Crewe Youth Vibe Project from the Crewe Town Council Grants Scheme subject to the Community Engagement Officer obtaining clarification on information contained within the application
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|  | 1. ***Resolved*** to award £2,294.00 to Cat Community Radio CIC towards the Cat Making it Live Project from the Crewe Town Council Grants Scheme
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|  | 1. ***Resolved*** to award £1,800.00 to LS Gymnastics Crewe Academy towards their To Seat and Share Project from the Crewe Town Council Grants Scheme
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|  | 1. ***Resolved*** to award £2,500.00 to Crewe Junior Parkrun from the Crewe Town Council Grants Scheme
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|  | The Grants Working Group rejected the following applications to the Crewe Town Council Grants Scheme:- |
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|  | 1. Organisation: Crewe FC

Grounds: The application is ineligible for consideration under the current criteria due to the organisation having received funding from the Crewe Town Council Grants Scheme in the previous financial year 2018 / 20191. Organisation: Crewe and Nantwich Gymnastics Club

Grounds: The application is ineligible for consideration under the current criteria due to the organisation having received funding from the Crewe Town Council Grants Scheme in the previous financial year 2018 / 2019 |
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| **19/6/07** | To consider a recommendation to the Finance and Governance Committee to transfer the funds allocated for Environment and Wildlife Projects contained within budget line 474 / 4744 to the Operations and Improvements Committee budget line 310 / 4180 |
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|  | Members ***resolved*** to make a recommendation to the Finance and Governance Committee to transfer the funds allocated for Environment and Wildlife Projects contained within budget line 474 / 4744 to the Operations and Improvements Committee budget line 310 / 4180 |
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| **19/6/08** | To consider matters related to an ‘Our Crewe’ Project submitted by the Cultural Economy Department of Cheshire East Council***(document circulated)*** |
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|  | Members ***resolved*** to allocate £2,000.00 to support the ‘Our Crewe’ Project submitted by the Cultural Economy Department of Cheshire East Council |
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| **19/6/09** | To consider a proposal from Crewe Lyceum to fund a Play Reading Club***(document circulated)*** |
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|  | Members ***resolved*** to allocate £1,510.00 towards the Play Reading Club facilitated by Crewe Lyceum |
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| **19/6/10** | To consider a request to support the Inspirational Women of Crewe Campaign organised by Motherwell Cheshire CIO dedicated in memory of Councillor Dorothy Flude***(document circulated)*** |
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|  | Members ***resolved*** to allocate £500.00 to support the Inspirational Women of Crewe Campaign organised by Motherwell Cheshire CIO dedicated in memory of Councillor Dorothy Flude |
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| **19/6/11** | To consider matters relating to the celebration of VE Day on Friday 8th May 2020 and Battle of Britain Day on Tuesday 15th September 2020 |
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|  | Members ***resolved*** to allocate funds of £1,000.00 from the Community Plan Budget for the financial year 2020 / 2021 to support community activities to celebrate VE Day and Battle of Britain Day in 2020  |
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| **19/6/12** | To consider matters in regards to presenting new Squadron Colours to mark the 80th Anniversary of 95 (Crewe) Squadron Air Training Cadets***(document circulated)*** |
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|  | Members ***resolved*** to hold a civic ceremony to present 95 (Crewe) Squadron Air Training Cadets with their new Squadron Colours  |
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| **19/6/13** | To consider matters related to community development at St. Peter’s Church***(document circulated)*** |
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|  | Members ***resolved*** to allocate £6,820 to St Peter’s Church to support community development activities |
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| **19/6/14** | To consider making a recommendation to Council to allocate funds of £10,000.00 from the 2020 / 2021 Community Plan Budget to support a Homeless Destinations Worker facilitated by Crewe YMCA |
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|  | Members ***resolved*** to make a recommendation to Council to allocate £10,000.00 from the 2020 / 2021 Community Plan Budget to support a Homeless Destinations Worker facilitated by Crewe YMCA |
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| **19/6/15** | To consider a proposal from CVS Cheshire East to support the work undertaken via A Vision for Crewe – Crewe’s Community Plan and the Community Engagement Officer***(document circulated)*** |
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|  | Members ***resolved*** recommend that this item be deferred to the forthcoming Personnel Committee for a formal decision |
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| **19/6/16** | To note the date of the next meeting of the Community Plan Committee for the Council Year 2019 / 2020 |
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|  | * Monday 23rd March 2020
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|  | Members noted the date of the next meeting of the Community Plan Committee |
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|  | **The Community Plan Committee Meeting closed at 8.39pm** |

Our Crewe Project

Report to Community Plan Committee

Monday 27th January 2020

*‘Our Crewe’* is a programme of creative public engagement and has been identified as a key action of the Crewe Cultural Strategy by the Crewe Cultural Forum

The programme will deliver a six month-long campaign of weekly challenges set by local community groups, championed by diverse residents and participated in by as many people as possible in Crewe both at in-person meet- ups and on social media

Identified outcomes are:-

* Engagement - as many people in Crewe engaged as possible
* Community cohesion - stronger bonds and contact between community members
* Civic pride - a sense of celebration and belonging

The work will align with Crewe’s new Cultural Strategy by:

* Involving young people in exploring their cultural identity
* Offering opportunities for creative exploration and celebration of Crewe’s unique culture and heritage
* Promoting positive health and wellbeing through creative activity
* Inviting everyone to share their responses and experiences, creating a vibrant, colourful Crewe

Crewe Cultural Strategy was launched in September 2019 and has been formally endorsed by the Council as a key partner in its delivery

The programme will begin in February 2020 with identification of community groups to work with and awareness building ready for launch of the actual project in March 2020

The programme costs £12,000.00 to deliver

Cheshire East Council have allocated £10,000.00 towards the project and have made a request to Crewe Town Council for £2,000.00

Inspirational Women of Crewe

Report to Community Plan Committee

Monday 27th January 2020

Role models can have a huge impact on all of us.  It can be extremely inspirational to have someone positive and supportive to look up and ask for guidance

You can be a 16 year old school leaver or a Chief Executive; at some point someone special will have inspired you to reach towards your goals!

We want to help bring about significant culture change so that it becomes commonplace that girls, wherever they live and whatever their social background, get the chance to shine

The campaigns aim is to recognise inspirational women in Crewe and is dedicated in memory of Councillor Dorothy Flude who sadly passed away in December 2019

**Now is your chance to get involved!**

We are looking for the residents of Crewe to nominate a local person that they would describe their role model; this can be a teacher, a GP, a neighbour, friend or relative. We would love to hear your stories

Each nomination will then be celebrated (with permission) on social media and the shortlisted women will be celebrated with their name being added to our “fly high” flag that will be made and flown at our Crewe Women’s day event in March 2020

A request is being made to Crewe Town Council for £500.00 to cover the cost of creating the flags, one of which will have the Town Council’s logo on, as well as additional promotions materials to promote the campaign and raise awareness

St. Peter’s Church

Report to Community Plan Committee

Monday 27th January 2020

**Purpose**

To support growth of community activity at St Peter’s Church, Earle Street

Current activity to develop includes; monthly Coffee Stop and Crafty Natter with the recent addition of a crafters market, looking at potential conflicts with other crafters events and looking to engage further with visitors to the retail park nearby

New ideas to explore include, Seedlings at St Peter’s following the successful model used at All Saints Church, after school activities to engage two local primary schools. Extending the weekly worship and fellowship session on a Wednesday morning into a lunch and friendship group in the afternoon, inviting and involving the local community. Faith Yoga classes

Currently undertaking a community development role with four other churches in the town I would bring experience of working with churches to establish and deepen links with the local community. I have also been developing activities to engage a wide range of people, recruiting volunteers to run the activities and building capacity within the churches to support ongoing initiatives. Activities I have been involved in over the past eighteen months include toddler groups, children’s sessions and social engagement for adults, particularly refugees and those for whom English is not their first language. Having a good understanding of how churches operate and already having a good working relationship with the current Curate at St Peter’s I would be able to quickly build relationships with the congregation and church leadership to work together to instigate successful and sustainable community engagement and development from the church building at St Peter’s

**Budget**

Salary: 1 day a week at £20,000/year pro rata = £4,000

Expenses: £10/month = £120

Equipment/resources for currently planned activities:

 Indoor barriers to section off areas for children’s activities: £750

 Toys and resources for children’s activities: £250

 Kitchen equipment for café/friendship group: £250

 Food for lunches, 52x£25 = £300

 Printing and publicity: £150

**Total £6,820**

**CVS Proposal for Support**

**Report to Community Plan Committee**

**Monday 27th January 2020**

**Background**

As Crewe Town Council is working through its period of review and change we are proposing that CVS is able to provide additional capacity to support the Town Council to continue to deliver its plans for 2020. This would enable the Town Council to continue to support its residents through the work of Community Groups and Voluntary activity. Support the existing volunteers in Crewe and inspire more people to volunteer and support the community

**Proposal**

CVS supported the refresh of the action plan for the ‘A Vision for Crewe – Crewe’s Community Plan’ during 2019 and part of this proposal is to provide additional capacity to the community engagement function to enable The Town Council to deliver the actions within this plan

Following initial discussions with The Community Engagement officer we would be able to provide capacity through our staff and volunteer team to:-

* Manage the community grants programme
* Deliver a volunteering campaign for Crewe and support employer supported volunteering
* Plan and support a VE day celebration Event (something a bit different)
* Provide support to the Community Engagement Officer when carrying out their role
* Undertake specific project development
* Support with communications, marketing and promotion ensuring the Town Councils work with communities is recognised and celebrated

The programme of support would be led by CVS Managers, but would include input from:

* A Crewe based Development Officer – support on resourcing and funding plan
* Andrew Luisis, Marketing and Design Manager – Support on development of info graphics if required

The Development officer could work from the Crewe Town Council offices as needed

**Delivery Plan**

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| **Delivery Elements** |
| **Community Grants Programme** –* Refreshing the application process and documentation as and when necessary
* Promotion of the grants scheme
* Carrying out initial assessments of applications, with recommendations to panel
* Facilitation of the Grants Working Group
* Administration of the paperwork and grants agreements
* Ensuring that grant recipients use the Town Council Logo on all funded work, and utilise Town Council marketing and communications methods to promote the funder, and the outcomes of this grant
* Collecting and assessing monitoring reports, including outcomes and case studies
* Producing an annual report of funded activity

 Staffing: Development Officer and Marketing Manager |
| **Crewe Volunteer Campaign**The refreshed Vision for Crewe includes an aim to ‘Empower a volunteering culture within Crewe’. CVS will support this aim to be achieved through:-* Bringing together Community groups based in Crewe, to design and deliver the campaign to ensure that it focuses on recruiting volunteers most needed in the community
	+ To do this we will utilise a new Marketing Network which will lead the campaign, but who will take direction from our Volunteer Managers Network to identify the skills and individuals most needed to fill volunteer roles
* Building on the previous Volunteer Campaign material refresh this to fit any changes, including multi-media case studies that can be used by all Crewe Community organisations can use
* Engaging in community events to promote and showcase the impact of volunteering
* Build volunteer roles with Crewe voluntary, community and Faith organisations to give Crewe residents a variety of ways to engage in volunteering
* Work with local businesses to engage employees, both as individuals and through Employer Supported Volunteer Schemes

Staffing: Development Officer and Marketing Manager  |
| **VE Day Celebration Event – Friday 8th May 2020**  Planning a vibrant and creative celebration of the 75th Anniversary of VE day for Crewe alongside key Town Council members:-* Facilitating the event and managing the budget
* Marketing and promotion of the event
* Evaluation of the event

CVS has a wealth of experience co-ordinating conferences, events and even a mini festival. The Crewe Town Council event will be delivered to a specification as agreed with key Council members, and to budgetStaffing: Events Co-ordinator and Marketing Manager |
| **Capacity Building Community Engagement**To compliment the work undertaken by the Crewe Town Council Community engagement officer – creating additional capacity in 1:1 support of local organisations to:-* Set up
* Refresh governance and policies
* Help income generate
* Support to find suitable volunteers
* Other development needs as they arise

A clear referral process would be included, so that Crewe community organisations have a seamless offer of support when they need itStaffing: Development Officer |
| **Specialist project development**Crewe Town Council has identified the following priorities for services in Crewe:-* Social Isolation
* Bereavement
* Health and Wellbeing
* Family and Early Intervention
* Sustaining the Network

CVS would work to address these through:* Mapping current community assents and services, to identify strengths and gaps
* Facilitating collaboration and partnerships between organisations already offering services
* Mobilising other VCFSE sector organisations to develop services to meet any gaps
* Building strong relationships between providers, and with the Town Council

Staffing: Development Officer |
| **Additional bolt-ons****Support with Communications, Marketing and Promotion**Provide facilitation and content for Crewe Town Council marketing and communication channels ensuring that the work of the Town Council with the community is effectively promoted**Annual review** Create an online and printable document showcasing the work of the Town Council, including infographics.Staffing: Marketing manager |

CVS could also provide some support with infographics to report on Crewe Town Council’s work and this support can begin as soon as Crewe Town Council require it

**Costs**

3 days per week Development Officer for 12 months

1 day a week Marketing Officer for 12 months

1 day a week Events Co-ordinator over between March, April and beginning of May to support VE Day

**Total Cost – £29,933.00**

(This is not subject to VAT)