

SANDBACH TOWN COUNCIL

Quality and Project Committee

Agenda for the meeting to be held on Thursday, 4 October 2007 at 7.15 pm in the Sandbach Literary Institution.

1. APOLOGIES FOR ABSENCE

2. REVIEW OF ACTIONS FROM THE MEETING HELD ON 28 JUNE 2007

To review the actions as allocated at the last meeting of the Quality and Project Committee.

3. TOWN PLAN

To receive a report from the Chairman of the Quality and Project Committee. (Refer to Q&P minutes, 28 June 2007, item 8.2).

4. SANDBACH VISION

4.1 Progressing the Vision

Next Steps.

4.2 Budget

To consider the implications of the Sandbach Vision on the budget for 2008/09 and to report findings to the Finance Committee. A paper prepared by the Clerks will be tabled at the meeting.

4.3 Fair Trade

To form a steering group to guide the Council in becoming a Fair Trade Town. (Refer to Sandbach Town Council minutes, 20 September 2007, item 10.2).

5. QUALITY STATUS

To receive the attached Quality Status timetable.

6. SANDBACH LITERARY INSTITUTION

6.1 Building Maintenance Progress

To review the attached list of building maintenance tasks.

6.2 Learn Direct Room

To consider the viability of leasing the ex-Learn Direct Room. A Business Plan is attached.

7. USE OF COUNCIL CHAMBER

To consider future use of the Council Chamber, including the option to sub-let.

8. YOUTH COUNCIL

To receive a progress report from the Assistant Town Clerk.

9. COUNCILLOR SURGERIES

To consider the operational detail of setting up councillor surgeries. Sandbach Town Council agrees in principle to holding surgeries.

(Refer to Sandbach Town Council minutes, 26 July 2007, item 7.3).

10. MAIL DISTRIBUTION

To consider alternative methods of distributing mail to councillors.

11. WORK IN PROGRESS

To review the attached Work in Progress list.

12. LIVERPOOL YEAR OF CULTURE

To receive an update of current and new plans for the Borough's contribution to the Liverpool Year of Culture.

13. CORRESPONDENCE

None.

14. DATE, TIME AND PLACE OF NEXT MEETING

The next Quality Committee Meeting is scheduled to be held at 7.15 pm on 29 November 2007 at the Sandbach Literary Institution.