

SANDBACH TOWN COUNCIL

Quality and Project Committee

Agenda for the meeting to be held on Thursday, 31 July 2008 at 7.15 pm in the Sandbach Literary Institution.

1. APOLOGIES FOR ABSENCE

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the Quality and Project Committee Meeting.

2. PROJECTS AND TASKS

Members are asked to bring forward suggestions of projects and tasks for consideration under the following headings:

i) **Sandbach Vision and its Thirteen Vision Statements**

Please refer to the attached Vision Update.

ii) **Local Government Reorganisation and Service Devolution**

Please refer to the attached document 'Possible Service Provision', this may form a starting point for discussion.

iii) **Other Project Work**

a) Town Design Statement

3. PRIORITISATION OF PROJECTS AND TASKS

To prioritise all projects and tasks arising from Item 2 (above) and agree to focus on the top two/three priorities.

4. AGREE NEXT STEPS

i. **Appointment of Project Leaders**

ii. **Agree Terms of Reference/Scope/Mandate**

5. MANAGEMENT OF PROJECTS

To agree a process of project management. Please refer to the attached document 'Ways of Working'.

6. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Quality and Project Committee will be held on Thursday 9 October 2008 at the Sandbach Literary Institution.