

SANDBACH PARTNERSHIP MANAGEMENT TEAM

DATE: 26th January 2021

DURATION: 1.00 pm to 2.30 pm

VENUE: Zoom Link

ATTENDANCE: Dot Flint - Chair (DF); Mike Benson (MB) Sue Brereton (SB) Craig Bayley (CB) Sue Wood (SW) Cllr David Jacks (DJ) Keeley Todd (KT)

Item	Agenda Item/Discussion	Action/Comment
1	Apologies	Cllr Laura Crane
2	<p>AGM, Nominations</p> <p>DF informed the team that one nomination had been received for the position of Chairman, initially there had been 2 but one had been withdrawn.</p> <p>DF reported that she and SB had met with the nominee Keeley Todd and given her an up to date overview of the Partnership and had invited KT to join the meeting at 1.30am to introduce herself to the team.</p> <p>The team agreed that with the current situation, the AGM would not be able to go ahead in the physical sense and a virtual meeting would not be suitable for a nomination process.</p> <p>The team decided that as there was only one nomination, she would be invited to take the chairmanship for an interim period of one year. The remaining members of the group present agreed to remain on the Management Team and support KT for this interim period.</p>	<p>Cllr David Jacks and Cllr Laura Crane are representatives of their respective councils and therefore their terms of office on the Partnership Management Team is decided by their councils.</p>
3	<p>Way Forward</p> <p>Keeley Todd joined the meeting and introduce herself to the team.</p> <p>DF invite KT to give a brief introduction about herself and her aspirations for the future of Sandbach Partnership.</p> <p>KT was invite to take the role of Chairman of Sandbach Partnership for an interim period of up to one year, commencing on 23rd February 2021, KT accepted the position.</p> <p>DF advised the team to hold an AGM within the 12 month period and if that was not possible to hold an EGM to ensure that the Partnership is adhering to its constitution.</p> <p>DF suggested that the Management Team should revisit the current constitution as a priority, to ensure it continues to meet the needs of the team.</p> <p>DF reported that the Partnership has received the £8,000 grant funding from CEC for 2020.</p>	<p>MB agreed to support KT with the constitution.</p>

	<p>DF has secured grant funding of £8,000 annually from CEC for each Town Partnerships until 2022.</p> <p>DF reported that Sandbach Partnership has not received any funding from Sandbach Town Council for the financial year 2020/2021. However, STC has written to the Partnership stating that the new chairman can apply for the funding within a month of becoming Chairman and once the SLA had been signed the funding could be released.</p>	<p>Cllr David Jacks agreed to support KT in securing the funding from STC and agreeing the SLA.</p>
4	<p>Financial Report</p> <p>SB reported that the Partnership had a current bank balance of £10,200.</p> <p>Financial commitments to the end of February 2021 are £3,413, this includes IT support, telephone and employee's expenses.</p> <p>Other expenditure may include the end of year accounts prepared by the accountant £450 approx and the purchase of printer ink £250 approx.</p> <p>SB suggested that end of year accounts be prepared from 1st April 2020 to 28th February 2021, giving an 11 month period and the following year 1st March 2001 to 31st March 2022.</p> <p>The bank account is a community account with a cheque book, requiring 3 signatures, SB suggested that it could be an opportunity to open a new account with better services.</p> <p>SB discussed the Partnership contracts, telephone and IT support. They are both 30 day notice contracts, the IT support and office 365 subscription costs £110.40 per month and telephone cost £41.10 per month inclusive of calls.</p> <p>SB agree to supply KT with the Partnership website company details, enabling her to take control of the website and the Partnership Facebook page.</p>	<p>The team agreed to the expenditure, SB agree to purchase the printer ink.</p> <p>The team agreed to the preparation of accounts as suggested.</p> <p>The team agreed to continue with the contracts.</p>
5.	AOB - None	None
6.	Date of Next Meeting	TBC