

SANDBACH PARTNERSHIP MANAGEMENT TEAM

Minutes of meeting held on:

DATE: 22nd March 2021
DURATION: 7:00 pm to 8:00 pm
VENUE: Zoom Link Meeting ID: 375 531 7448 Passcode: 7N8eBD



Present: Keeley Todd - Chair (KT); Mike Benson (MB) Craig Bayley (CB) Sue Wood (SW)
Cllr David Jack (DJ) Cllr Laura Crane (LC)

Item	Agenda Item/Discussion	Action/Comment
1	Apologies None	n/a
2	Agreement of minutes from the previous meeting	All received minutes and no amendments requested
3	Bank Account: Progress update on the set up of the new account and interim period procedure	New Nat West Account has been progressing. Last communication was received on 17 th KT obtain status update from bank. Emergency signature agreed at previous meeting has been reversed. KT stated not willing to expose the previous management team to any unjust accusations. Guardian & Logict UK have agreed to wait until the bank account is transferred for payment. No other expenditure had been agreed and the other comms cost are on direct debit.
3	Insurance Insurance has lapsed due to COVID-19. Further deferral proposal.	Agreed to defer and add the agenda of the May management meeting.
4	Vice Chair Proposal It was proposed that with the reduced workload instead of looking to recruit a project office we distribute the workload between members via a temporary trial period of vice chair positions	It was proposed that we have 2 – one for event and one for the online strategy/work. MB Proposed Sue Wood and KT Proposed Craig Bayley Both accepted and it was agreed by the full management team.

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5	<p>SLA with STC</p> <p>KT explained the request by STC to dispense with the liaison group for the SLA and recent discussions with STC relating to request to restart the meeting.</p> <p>KT explained the proposal and request made to STC to treat this current year separate to the SLA as the cost base is drastically different and trying to tackle both in one agreement would be impossible.</p> <p>KT made a proposal that we seek to obtain a contribution towards to costs for the current year. This request would be for £5K.</p>	<p>LC stated she was not aware of this approach and was not aware that it had been approved. This understanding was also confirmed by DJ</p> <p>It was agreed that we need to confirm the reduction in costs with actual costs. KT does not feel the plans for the first two events are secure enough to provide a detailed budget to STC. Therefore, it is proposed we delay any discussion on the SLA until we have this ready.</p> <p>KT will continue to work on the budget with a view to present this at the next management meeting. This will then make the basis of a funding request put to STC to start the agreement process. It was agreed that the Partnership would prefer the liaison group remained as the process moving forward.</p> <p>It was agreed that we would request £5k contribution to overheads which make 2020/21 consistent with prior years. KT to issue request with supporting documentation.</p>
6	<p>Web Page and online strategy</p>	<p>Basic update still in progress. Strategy not progressed Town Partnership meeting next week that will assist the strategy. KT to continue to progress</p>

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7	Recognition for Dot and Sue update	<p>MB updated the team and the recognition we were hoping for can only be applied for while the individual is still in position</p> <p>The Mayor has requested we put in a formal letter rather email. KT to progress</p>
8	Partnership Projects KT updated the team on presentation made at the Annual meeting and meeting CEC	<p>Local Directory of Groups and Clubs – CE Live Well is a good start that we can build on This detail will then be used for: Youth Forum Sandbach Today – this was disbanded but needs restarting with a fresh approach</p> <p>KT Updated on conversations with suppliers to the two agreed events and prices</p> <p>KT updated the team on ideas and contact made for ideas regarding the spooky Saturday event – KT to progress</p> <p>KT asked for ideas on how to make the Tree of light more special: MB suggested we speak to Dot – KT to arrange LC suggested an NHS choir. LC to investigate and feedback.</p>

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9	Partnership Policy: Harassment KT explained some issues regarding some communication she had received from a member of public.	It was agreed by the complete management team that any communication that was of a personal or intimidatory nature should be responded to once, in a professional and polite manner with no comment or engagement on the content of communication.
10	Constitution Review	KT asked for volunteers to assist with the review. DJ & MB volunteered. KT to issue further instructions
11	Management Response to allegations made by a member of the public The 2 communications made, attempting to resolve the issue and re-assures the enquirer had not resolved the issue and the enquirer had escalated to the Mayor and leader of CEC.	As the matter had been escalated it was agreed that it was no longer appropriate for the Partnership to engage further. The partnership is not subject to FOI and it is the responsibility of the 2 funding parties to provide the justification for what they are funding.
12	Review and approval accounts KT had provided the draft accounts, cash book and a 3-year analysis of the accounts to aid validation and understanding before the meeting	The accounts were agreed and the Chair is approved to sign the accounts. KT to sign and arrange the accountant to sign.
13	AOB There is Town Partnership meeting on Monday 29 th 10:30. KT asked if anyone would like to attend with her.	SW volunteered. KT to send agenda and meeting details
14	Date of next meeting	19 th April @ 7pm TBC