

SANDBACH PARTNERSHIP MANAGEMENT TEAM

Minutes of meeting held on:

DATE: 25th February 2021
DURATION: 6:30 pm to 7:30 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 Jacks (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	Change of mandate on current RBS accounts need to be progressed. (KT) Continue progress with set up of new Nat West account (KT) Emergency signature will be Dot but with written approval to sign on behalf of the Partnership. Email to be issued with all management team copied listing the payment required.
3	Insurance Insurance has lapsed due to COVID-19	Agreed no requirement to renew yet. Will be reviewed again at the next meeting.
4	Office opening hours	Due to Covid 19 it was agreed the office will change its opening times to Monday only on a temporary basis. Craig has agreed to take calls at home if we can get the phone set up to be controlled via computers rather than a manual office located handset

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5	Project Officer Vacancy It was explained by KT that here is not adequate funding for an employed project officer at this moment in time. KT has a different skill set that covers the duties of the project office	It was agreed not to seek to recruit a project officer at this moment in time due to the funding situation and different skill set available on a volunteer basis. We will look at the option of a vice chair on a voluntary basis. To be discussed further at the next meeting.
6	Web Page and online strategy General update of data First Article – Thank you to Dot & Sue and list the major wins. Testimonials from groups that have benefited Second Article? Facebook	It was agreed the web site and social media Facebook page needs updating (KT). A social media strategy including a web page update will be presented at the next meeting. This will include focusing on forum members and hopefully running competitions etc (KT)
7	Ideas on how to recognise and mark the achievements of Dot and Sue	Recognition from the town. Investigate process etc (MB) Possible Tree donations into the park funded by forum members. ANSA to be approached (KT)

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8	Event & Competition Discussion Correspondence from STC and a member of the public	<p>It was agreed that the with the other events being organised elsewhere the partnership would focus on the SLA, supporting forum members that the first public event we would look hold would be the Halloween event and the second would be the tree of lights ceremony.</p> <p>The STC wellbeing day was discussed and it was agreed the Partnership would support this event where possible.</p>
9	Outstanding STC SLA and 2020/2021 funding and general funding discussion KT update on last STC general meeting and correspondence with STC Clerk	The Liaison group needs to be restarted ASAP with a view of getting the SLA agreed. This needs to be a priority as no funding was received from STC.
10	AOB	None
11	Date of Next Meeting	1 month – subject to availability. KT to organise.