

**SANDBACH PARTNERSHIP MANAGEMENT TEAM**

**Agenda**

**DATE:** 15<sup>th</sup> June 2021

**DURATION:** 2:00 pm to 3:30 pm

**VENUE:** Sandbach Partnership Office

**Present:** Keeley Todd - Chair (KT); Mike Benson (MB); Craig Bayley (CB); Sue Wood (SW) and Cllr Sandra Broad (SB)



Item	Agenda Item	Action/Comment
1	<b>Apologies &amp; previous meeting agreement of minutes</b>	Apologies give for Cllr Laura Crane, who was unable to attend due to a prior commitment
2	<b>Bank Account Update</b> New bank account set up and running. Missed the date the transfer the Direct Debits so cannot close the RBS account yet. New DD set up for Microsoft licenses rather Logict paying and recharging New bank details have been sent to CE and STC	Agreed to refund KT personal funding when CEC grant is received. Agreed that fund in old account will only be transferred when the DD's have been successfully transferred.
3	<b>Accounts</b> Update on expenses – Cash book and accounts attached	All agreed and no queries received
4	<b>Expenses</b> Approval of chair expenses to be repaid – attached – receipts available at meeting	Approved
5	<b>Insurance</b> Public liability paid. Proposal to defer Events until a confirmed event is booked.	Agreed
6	<b>Connected Communities Update</b> Asked to provide feedback on the strategy and out plans for this year. Verbal update to be given by chair	Some confusion over what CEC are asking of us but team happy with feedback given on the priorities and plan
7	<b>CE Funding</b> Approved but funds can take 2 weeks to get through the CE accounting system	Chair will inform team when funds are received

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<p>8 <b>Funding from STC</b> Update on meeting with Mayor Response to councillor questions from 8<sup>th</sup> April ready for Council meeting on 17<sup>th</sup> June</p>	<p>Approach agreed</p>										
<p>9 <b>SLA with STC</b> Verbal update from chair</p>	<p>Agreed on approach. Draft proposal to be prepared by chair and will schedule a short management meeting to review.</p>										
<p>10 <b>What's been happening</b> Verbal update from chair on RBL 100<sup>th</sup> Dementia Friendly shops initiative and DAW Elworth Park Meeting – Elworth Volunteers Week</p>	<p>n/a</p>										
<p>11 <b>Upgrade office internet &amp; telephone</b> Quote from Logict attached</p>	<p>Agreed to upgrade internet and move to soft phone.</p>										
<p>12 <b>Recognition for Dot and Sue update</b> Still no feedback from STC</p>	<p>n/a</p>										
<p>13 <b>Partnership Agreed Projects Update:</b> Local Directory of groups and clubs Youth Forum Sandbach Today Accessible Walk – discuss attendance Spooky Saturday</p>	<table border="1"> <tr> <td>To Start</td> <td>n/a</td> </tr> <tr> <td>To Start</td> <td>n/a</td> </tr> <tr> <td>To Start</td> <td>n/a</td> </tr> <tr> <td>In Progress</td> <td>Agreed to contact more groups with the hope to increase attendance. All staff and SB will attend.</td> </tr> <tr> <td>In Progress</td> <td>Activities discussed and no issues raised</td> </tr> </table>	To Start	n/a	To Start	n/a	To Start	n/a	In Progress	Agreed to contact more groups with the hope to increase attendance. All staff and SB will attend.	In Progress	Activities discussed and no issues raised
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<p>Tree of light</p> <p><b>New Proposals</b></p> <p>Volunteer Thank You CE have invested in a celebration of the PHP volunteers. What about the other volunteers? Opportunity to recruit new volunteers? Thank you to volunteers who stepped down?</p> <p>Parks and Woodlands</p> <p>Social Media</p> <p>Street Clinic</p> <p>STC Well-being The Mayor requested we take part. No other local groups have been approached to take part. Have asked for event information but have received no details.</p> <p>Local Parks With no overseas holidays and the UK holiday market being expensive there will lots of lower income families who won't be able to get away this year. Can we do something?</p>	<p>To Start</p> <p>New</p> <p>New</p> <p>New</p> <p>New</p> <p>New</p> <p>New</p> <p>New</p>	<p>n/a</p> <p>Funds available only if STC didn't take grant. MB did state that most volunteers do not do it for recognition to has reservations on how it would be received. Chair will investigate further when Forum group is allowed to meet</p> <p>n/a</p> <p>To be proposed at next Town Partnership meeting</p> <p>n/a</p> <p>Chair updated team that no feedback was received from STC on the specifics of the event. Agreed that we cannot participate in something we know nothing about.</p> <p>Support received to trial an event in Elworth if we can. Chair to investigate and progress.</p>
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14	<b>Draft Budget first Review</b> Still finalising – will distribute at meeting	Brief verbal update as short of time. Detailed budget attached to the minutes. Please note this document is confidential and not to be shared with anyone outside the management team. MB to review and provide feedback
15	<b>Constitution Review</b>	Another person interested in joining the Partnership Team – to be invited to meet the team at next meeting.
16	<b>AOB</b>	Forum contacts – missing details of who belongs to which organization. KT to share list with MB to see if they can assign unknown to groups
17	<b>Date of Next Meeting</b>	13 <sup>th</sup> July 2pm @ Partnership Office



Sandbach Partnership - 2021/2022

Budget	March	April	May	June	July	August	September	October	November	December	January	February	March	Total
Telephone	45.00	45.00	45.00	45.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	774.00
Internet and phone Upgrade					100.00									100.00
Domain	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	78.00
Website	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	260.00
IT - Support & Microsoft	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	1,690.00
Insurance				300.00			400.00		70.00					700.00
CEC Cobbles License									10.00					70.00
Stationary/Office Supplies	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	130.00
Accounts		400.00												400.00
<b>Fixed Asset Replacement Reserves</b>	<b>211.00</b>	<b>611.00</b>	<b>211.00</b>	<b>511.00</b>	<b>332.00</b>	<b>232.00</b>	<b>632.00</b>	<b>232.00</b>	<b>302.00</b>	<b>232.00</b>	<b>232.00</b>	<b>232.00</b>	<b>232.00</b>	<b>4,202.00</b>
2 x Laptops					2,500.00									2,500.00
1 x Desktop					750.00									750.00
1 x Printer and New Ink					500.00									500.00
Other Equipment					500.00									500.00
<b>One Off equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,250.00</b>
Shelving & Gazabo					300.00									300.00
New Fridge					200.00									200.00
IT Upgrade					200.00									200.00
Signs and Banners					900.00									900.00
<b>Events</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>
First Aid Training					500.00									500.00
Youth Forum Set Up							3,500.00		4,000.00					3,500.00
Street Clinic								1,500.00		1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
Social Media														4,000.00
Spooky Saturday								1,500.00		500.00				1,500.00
Youth Event									500.00					500.00
Summer Holiday										2,000.00				2,000.00
Volunteer Thank you										1,000.00				1,000.00
Parks and Woodland											2,000.00			2,000.00
Tree of Light														1,500.00
Sandbach Today														1,500.00
<b>Grand Total</b>	<b>211.00</b>	<b>611.00</b>	<b>211.00</b>	<b>511.00</b>	<b>5,982.00</b>	<b>3,232.00</b>	<b>4,632.00</b>	<b>1,732.00</b>	<b>4,802.00</b>	<b>3,732.00</b>	<b>1,232.00</b>	<b>1,232.00</b>	<b>2,732.00</b>	<b>30,852.00</b>