

Sandbach Partnership Management Team (the "SPMT")

**Minutes of a meeting of the Sandbach Partnership Management Team ("SPMT") held
At Sandbach Enterprise Centre, Wesley Ave, Sandbach CW11 1DG**

Wednesday 01 February 2023 at 20.00

Attending Members:	Helen Dorney (HD) Nicola Kapusniak (NK) Anne-Marie Robinson (AMR) Peter Darby (PD)	Chair – Sandbach Partnership Co Vice-Chair – Sandbach Partnership Co Vice-Chair – Sandbach Partnership Member – Sandbach Partnership
Apologies:	Cllr Laura Crane	Member – Cheshire East
Observer:	Ceri Lloyd (CL)	Sandbach Town Council

1 QUORUM & INTERESTS

1.1 HD welcomed participants HD, NK, AMR, PD to the meeting and requested interests be declared. No interests to declare and with a quorum being present, declared the meeting open.

2 APPROVAL OF PREVIOUS MINUTES

2.1 HD noted that this was the first meeting of SPMT since new officers were in post and therefore no previous minutes to approve.

2.2 HD added that the previous SPMT was 18 months ago and those minutes were available on the Sandbach Partnership ("SP") website.

3 REVIEW OF ACTIONS

3.1 HD reiterated 2.1 above and noted that the officers (HD, NK, AMR, PD) had held informal meetings since appointment in November to affect a handover and read-in.

4 OPERATIONAL MANAGEMENT

Handover

4.1 HD advised that a handover meeting was held between HD and members of previous management team. HD noted that the discussion was open and constructive. HD expressed thanks to the previous management team for an efficient handover and the diligence of the interview panel in establishing the new management team.

4.2 HD updated that the handover included the exchange of keys to the office premises and noticeboards, details of the Partnerships finances including accounts, stakeholder contact details together with all digital IT files.

4.3 Ceri Lloyd (CL) joined 2010 – conflict of interest reconfirmed. No conflict.

4.4 NK asked if there was anything outstanding from the handover process. HD confirmed that the only matter outstanding was access to the SP bank account. HD noted that two previous SMPT members still had access but that they could not be removed until the new officers had completed the identification and verification process of the bank to be added (see 6 below).

4.4 AMR confirmed that access to the computer files and website had been ceased for previous SPMT members.

Constitutional requirements

4.5 HD confirmed that all officers had signed the 'Declaration of Acceptance' in accordance with the SP constitution.

Sandbach Partnership Management Team (the "SPMT")

- 4.6 CL noted that attendance was in the capacity as an observer, as Sandbach Town Council (STC) is not written into the current constitution. CL also commented that joining SPMT would require approval by STC. CL advised that she will make a recommendation to STC to approve representation of STC at SPMT by way of an officer and a politician. **ACTION**
- 4.6 AMR commented that whilst agreeable to two representatives on SPMT, STC would only have a value of one vote. CL advised that this would also be the recommendation and all other officers agreed.
- 4.7 HD recognised CL's comment regarding STC not being written into the constitution. HD advised that the officers had discussed this and were of the view that collaboration between the town and county councils was the key to success so that SP can achieve its vision. HD noted that the officers would be making changes to the current constitution which will be brought to an AGM in October.
- 4.8 HD noted the apology from Cllr Laura Crane citing a clash with a quarterly County Council meeting on this occasion. AMR to review Cheshire East meeting schedule to ensure future availability. **ACTION**. CL advised would share STC meeting calendar for the forthcoming year when available for the same purpose. **ACTION**
- 4.9 HD updated that as per the constitution, PD was collating a list of members. As part of the handover a set of 24 paper application forms from members together with a list of contacts. HD commented that some of the contact details were out of date and on research of the members it appeared that some were no longer operating. PD is continuing to gather information and will report at the next meeting. **ACTION**
- 4.10 HD advised that there is a quarterly forum meeting proposed for 22nd March which will be communicated out pending venue confirmation.
- 4.11 HD noted that preparation of accounts will commence following the close of the period (31 March 2023) by a local accountant (to be appointed) and advised that these will be presented at the AGM in October.
- 4.12 CL asked whether SP had money on account. HD confirmed that at the last statement seen during handover meeting with old management team the balance was circa £11k. HD updated that a duplicate cheque presentation refund had been received so the balance was circa £13k however unable to be specific until access to the bank account is complete.
- 4.13 CL noted that it was good that there was money to support the SP. AMR commented that the officers had assessed that there were sufficient funds for 2023/24 however SPMT will need to plan how operating costs will be met thereafter.
- Insurance**
- 4.14 HD noted SP's legal status as a community unincorporated constituted group and noted that following research by NK and a local insurance broker, it transpires that insurance such as trustee insurance would not offer protection to the officers. HD commented that the officers had discussed the assets and liabilities of the organisation and made the decision not to take trustee insurance.
- 4.15 HD noted that the officers had put in place mitigating risk controls to offer protection. These controls include joint signatures required to operate the SP bank account, that any amount for payments in excess of £500 will require management group sign off and that a minimum amount of £4k be held in the bank account to cover liabilities.
- 4.16 HD updated that SP had public liability insurance which was taken out in November by the previous management team. This policy is in place for 12 months.
- 4.17 HD advised that there was currently no events insurance in place as the policy had lapsed. HD advised that this would be assessed again once the work's plan was established.
- 4.18 AMR advised that the considerations for events insurance should be broader and include events held on 'the cobbles' for which SP hold the premises licence in respect of entertainment. AMR noted that there was a

Sandbach Partnership Management Team (the "SPMT")

carol concert event held in December and it was not known whether insurance was in place by the organisers as no approach was made to SP.

- 4.19** CL noted that most organised events would have their own insurance however commented that if they did not have the consent of the premise licence holder or their own premise licence then the insurance in place may be invalid. HD to speak with Katie Pepper regarding events held on the cobbles. **ACTION**
- 4.20** NK queried why SP hold the premises entertainment licence for the cobbles. CL provided the view that this was linked to the renovation some time ago and that NK should speak with David McGifford at Congleton Partnership to get more of a history. **ACTION**
- 4.21** CL noted that SP paid for purchase and installation of the street furniture and queried who was responsible for the maintenance. HD to follow up. **ACTION**
- Licences**
- 4.22** HD noted that SP held only one licence and related to the aforementioned entertainment premises licence for the market square (also known as the cobbles).
- Agreements**
- 4.23** HD noted that there was only one active agreement which related to the park concession stand. HD updated that this was currently held on a monthly rolling contract with Blackwater & Grubb. HD advised that she had spoken with the contract party who advised that to his knowledge all payments were up to date. PD to reconcile invoices to bank account once access is established. **ACTION**
- 4.24** NK asked why SP are responsible for the management of the concession. AMR advised unable to locate history as to how this came about. CL directed NK to Cllr Laura Crane for further history.
- 4.25** AMR noted that the contract party had not changed. AMR advised that it would be SP's intention to review the contract for the park concession later in the year.
- 4.26** HD confirmed that there was a lapsed voluntary cleaning contract for the toilets on Sandbach Park. HD advised that on further investigation it had been discovered that ANSA are responsible for the cleaning and maintenance of the toilets and this was not a responsibility of SP.
- 4.27** CL raised a query regarding the grant request made to STC by SP for the compostable toilet next to the bowling green in the park. HD advised that from the information gathered, the plans were facilitated by SP however following the deterioration of the relationship between the officers at the time and STC, STC awarded directly to ANSA. CL confirmed that STC awarded ANSA.
- Operations manual**
- 4.28** HD advised that SP are creating an operations manual to provide transparency in the operation of SP which will be made publicly available when ready.
- Office management**
- 4.29** HD advised that the occupancy licence for the SP office is due for renewal and a meeting is set with Cheshire East representatives for 17th February (see 5 below).
- 4.30** HD confirmed that the printer was now functional following the purchase of new ink cartridges. HD advised that she had purchased these using her own credit card the cost of which will be submitted as an expense in due course and access to the bank account is granted.
- 4.31** HD confirmed that the print facility was available to all members on request. This had been used already by a forum member with the request received and actioned promptly.
- 4.32** HD advised that she had undertaken some research into recycling of inkjet and laser toner cartridges and found no such destinations in Sandbach. HD advised that she had registered the SP office as a recycling point for inkjet cartridges and that this had a small financial advantage (70p per cartridge). HD noted that laser collection is not free and a charge is applicable. HD to conduct further research on require for the town and cost assess against need. **ACTION**

5 STAKEHOLDER MANAGEMENT

Sandbach Partnership Management Team (the "SPMT")

- 5.1 HD updated that the officers had recently held a stakeholder workshop to understand who we were working with. The session went well and has provided a better understanding to the officers.
Cheshire East (CE)
- 5.2 HD advised that a meeting had taken place with Julie Walker and Lynsey Cooper who advised that no Cheshire East Partnerships will be receiving funding in the forthcoming financial year.
- 5.3 HD advised that there is a 5 towns partnership meeting planned for 15th February which will be the first opportunity for HD to meet chairs of the other partnerships and discuss how they plan to overcome the withdrawal of Cheshire East's funding.
- 5.4 HD advised there is also a meeting with Joanne Jones (occupancy licences CE) and Helen Meacher-Jones (building manager CE) meeting 17th Feb to discuss SP occupancy at the Enterprise Centre which is current provided free of charge.
- 5.5 CL commented that STC were due to move into the Enterprise Centre imminently. HD advised that she had considered various alternatives to occupancy including SP not having a physical office and will communicate the outcome of the meeting in due course. **ACTION**
- 5.6 NK updated in attendance at a Connected Communities meeting. NK reported that the meeting was well attending and Lucie Ferneyhough chaired. NK advised the meeting raised an opportunity for a grant application via CEC's newly launched Wellbeing Fund to support volunteer initiatives. STC had run a successful volunteering initiative during covid. NK advised meeting with Katie Pepper on 7th February to discuss further. The next Connected Communities meeting is scheduled in a couple of months.
- 5.7 CL advised that People Helping People was a COVID initiative which was well received. CL of the view that SP ideally placed to support volunteer projects.
- 5.8 NK advised of an additional meeting held with Lucie Ferneyhough who has only been with CE since last year. NK updated that the discussion centred around Connected Communities which had been focused on initiatives aimed at the cost-of-living crisis however they had a Youth Café initiative which aligned with our key themes that could be discussed further.
Sandbach Town Council (STC)
- 5.9 HD detailed a prior meeting held with CL and discussed SP and STC working collaboratively which was received well.
5 Town Partnership
- 5.10 See 5.3 above.
Town noticeboards
- 5.11 HD noting that NK was now managing the 5 noticeboards within SP's control. NK advised that the content had been refreshed.
- 5.12 HD added that assistance was provided to Friends of Elworth Park who were struggling to access their own noticeboard.
- 6 FINANCE**
Invoices
- 6.1 HD updated that there were two invoices outstanding for payment and these would be paid as soon as access to the bank account had been established. AMR requested unpaid invoices be put in the relevant folder on the system. HD to send to AMR. **ACTION**
- 6.2 HD advised that all signatory and ID checks had been completed with the bank and the online banking registration is the next step for all to follow in the chain. HD to follow up with NatWest as to why NK had not received the next call to action. **ACTION**
Grants
- 6.3 No matters to discuss that has not already been noted (see 5.2).
Disputes
- 6.4 No matters to discuss.

Sandbach Partnership Management Team (the "SPMT")

7 COMMUNICATIONS

Website

- 7.1 AMR noted that she now had access to the website and had updated with all the new officers' details. AMR commented that the website will need to be brought up to date which will be completed over time. AMR put forward ideas to introduce a youth club repository and commercially an independent business catalogue by way of future innovations to the website.
- 7.2 AMR advised that a discussion had been held with the Sandbach Chronicle and an article supplied which made the front page. The article was well balanced and a good indicator of change for SP. In addition, HD had spoken with Sandbach Nub News and an [article published online](#).
- 7.3 AMR updated that the SP Facebook Group had been set up from new and had gained 62 group members to date. AMR commented that the purpose was to showcase what the town has to offer.

8 EVENTS

- 8.1 HD advised that the officers had discussed events with a number of suggestions in the pipeline including a cross-partnership walking event, repair café, youth showcase, spooky Saturday, robot wars, and toy swap shop. HD highlighted other events where SP could also collaborate across the town i.e. Coronation, PRIDE in the Part, Skate Park and Lantern Festival.
- 8.2 CL advised that there is a meeting regarding the skate park on Monday 6th February with CE. CL advised Cllr Hoffman was a lead and a request could be made for an SP officer to be co-opted on to the working group.
- 8.3 HD updated that she had met with Trevor Boxter regarding the walking event and visited Moorland's repair shop. HD reported that both meetings were productive and will write up a project proposal to be submitted to SPMT for approval to proceed. **ACTION**
- 8.4 AMR advised that she had spoken with Molly at STC regarding the use of the ballroom for the idea of a potential Youth showcase and is awaiting availability. CL advised that discretionary rates may be applicable and will check and revert with the cost. **ACTION** Thereafter AMR to write up a project proposal to be submitted to SPMT for approval to proceed. **ACTION**
- 8.5 AMR raised the topic of the return of Spooky Saturday and asked CL whether this was something STC were looking to host. CL advised that this is not in STC's event remit however SP could make a grant application for supportive funding to STC. CL to send Aggie's details. **ACTION**
- 8.6 HD advised that she attended the STC events committee meeting and a closed working group had been set up for the proposed coronation event. At the same meeting a working group was set up for the Lantern Festival and SP will be asked to join this as a co-opted member.
- 8.7 AMR advised that there was an open working group meeting for PRIDE on 9th February which she would attend.

9 WORKS PLAN

- 9.1 AMR highlighted of the events and initiatives put forward to date, SP would look to create a works plan that will aim to deliver the cross-partnership walking event, repair café, youth showcase, spooky Saturday and toy swap shop with collaborative initiatives to be discussed further.


10 AOB

- 10.1 AMR put forward SP's purpose, vision, objectives and key themes for approval by SPMT (see appendix 1). All being in agreement these were approved and will be added to the SP website. **ACTION**
- 10.2 PD updated on a communication with Sergeant Craig Hodgeson regarding the Antisocial Behaviour initiative. PD advised that stakeholder discussions were ongoing which were hoped to be progressed this week.

Sandbach Partnership Management Team (the "SPMT")

- 10.3 CL requested that any communications for STC be routed through her in the interim whilst relationships are established with the new officers (or in the least CL copied in). Noted by all for action. **ACTION**
- 10.5 AMR advised the date of the next meeting to be 1st March 2023 at 19:30 (venue TBC).

Meeting closed at 22:00

	Chair
	27.02.2023 Date



Sandbach Partnership Management Team (the "SPMT")

Appendix 1 – Sandbach Partnership – PVO



Sandbach Partnership Purpose, Objectives and Vision

Purpose

To promote, for public benefit, the improvement of economic, social, environmental and cultural health of the Sandbach area (source: Sandbach Partnership Constitution)

Vision

To provide professional, trusted support as a collaborative delivery partner – promoting a thriving, inclusive and engaged membership community.

Objectives 2023/24

1. Secure the financial viability of the partnership for 2023/24 and develop the organisation further (CIC application membership)
2. Promote and support the activities of our partnership forum members (e.g., insurance, advice, website promotion)
3. Support and promote activities that bring our community together in line with the Partnership's key themes (e.g., events)
4. Work collaboratively to build powerful partnerships to enhance the life chances and well-being of residents and surrounding area and reduce inequalities (e.g. projects)

Key themes

The Partnership will look to enhance its offering beyond its membership organisations by providing, promoting or supporting initiatives which specifically look to enhance or improve the following areas:

- ❖ Youth
- ❖ Physical and mental wellbeing
- ❖ Environment



Sandbach Partnership

Sandbach Partnership Management Team (the "SPMT")

Sandbach Partnership Management Team ("SPMT") Actions and Matters Arising

Item No.	Meeting	Minute No.	Action	Owner	Due Date (by Management meeting)	Status Update (On Agenda, Ongoing, Propose Close, Completed)
1	01.02.23	4.6	Recommendation to be made to STC to approve representation of STC at SPMT by way of an officer (CL) and a politician.	CL	05.04.2023	(On Agenda, Ongoing, Propose Close, Completed)
2	01.02.23	4.8	Check Cheshire East meeting calendar to ensure future availability of Cllr Laura Crane at SPMT meetings.	AMR	05.04.2023	On Agenda
3	01.02.23	4.8	Share STC meeting calendar for the forthcoming year in connection with 2 above.	CL/AMR	05.04.2023	
4	01.02.23	4.9	Finalise list of forum members.	PD	01.03.2023	
5	01.02.23	4.19	Speak with Katie Pepper at STC regarding STC events on the cobbles and how this works with SP owning the premises licence	HD	01.03.2023	
6	01.02.23	4.20	Speak with David McGifford at Congleton Partnership regarding the origins of the premises licence for the cobbles.	NK	01.03.2023	



Sandbach Partnership Management Team (the "SPMT")

7	01.02.23	4.21	Research to be undertaken in relation to the maintenance of the street furniture owned by SP on the cobbles.	HD	01.03.2023	
8	01.02.23	4.23	Reconcile concession stand payments to invoices once bank account access established	PD	01.03.2023	
9	01.02.23	4.32	Further research to be conducted in relation to LaserJet recycling point – need assessment.	HD	05.04.2023	
10	01.02.23	5.5	Update SPMT following occupancy call with CE 17 th Feb 2023.	HD	01.03.2023	
11	01.02.23	6.1	Unpaid invoice for premises licence to be sent to AMR – or placed unpaid invoice folder.	HD	01.03.2023	
12	01.02.23	6.2	Follow up with NatWest as to why NK had not received next call to action for access to online banking.	HD	ASAP	
13	01.02.23	8.3	Project proposal to be drafted and submitted to SPMT for approval – Repair Shop and cross-town walking events	HD	05.04.2023	
14	01.02.23	8.4	Rates and date availability to be provided to AMR for hire of the Town Hall ballroom.	CL	20.02.2023	
15	01.02.23	8.4.	Project proposal to be drafted and submitted to SPMT for approval – Youth showcase	AMR	01.03.2023	



Sandbach Partnership

Sandbach Partnership Management Team (the "SPMT")

16	01.02.23	8.5	Aggie's details to be provided in connection with SP potentially holding a 'spooky Saturday' event	CL	01.03.2023	
17	01.02.23	10.1	Add SP's purpose, vision, objectives and key themes to SP's website.	AMR	01.03.2023	
18	01.02.23	10.3	Any communications with STC to be routed through CL.	All	N/A	Propose close