

## 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

Monday 27 February 2023 at 20.00

<b>Attending Members:</b>	Helen Dorney (HD) Nicola Kapusniak (NK) Anne-Marie Robinson (AMR)	Chair – Sandbach Partnership Co Vice-Chair – Sandbach Partnership Co Vice-Chair – Sandbach Partnership
<b>Apologies:</b>	Cllr Laura Crane (see 1.2) Peter Darby (PD) Ceri Lloyd (CL)	Member – Cheshire East Member – Sandbach Partnership Observer – Sandbach Town Council
<b>Observer:</b>	Cllr Nicola Cook (NC)	Sandbach Town Council

#### 1 QUORUM & INTERESTS

- 1.1 HD welcomed participants HD, NK, AMR, NC to the meeting and requested interests be declared. No interests to declare and with a quorum being present, declared the meeting open 20:15.
- 1.2 HD noted a message from Cllr Laura Crane that she was running late. Note: Post meeting it was understood that Cllr Laura Crane was detained further and not able to attend.

#### 2 APPROVAL OF PREVIOUS MINUTES

- 2.1 HD requested any comments of accuracy or completeness of the meeting minutes from 01.02.2023. None declared, the minutes were approved for publication.
- 2.2 HD requested AMR to make the minutes available on the Sandbach Partnership ("SP") website. **ACTION**

#### 3 REVIEW OF ACTIONS

- 3.1 AMR advised that no response had been received from action owners ahead of the meeting.
- 3.2 HD conducted a run through of outstanding actions:
  - Action 1: recommendation of STC representative on SPMT being taken to STC meeting 8th March.
  - Action 2: pending CEC annual diary 2023/24
  - Action 3: pending STC annual diary 2023/24
  - Action 4: PD confirmed the forum member list is now complete. AMR unable to locate. Action can be marked as 'Propose close' pending confirmation on location.
  - Action 5: action remains with HD for completion
  - Action 6: NK has been in touch with David McGifford who has provided the details of Dot Flint for a response which is awaited
  - Action 7: action remains with HD for completion
  - Action 8: access to bank account still awaited

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Action 9: initiative paused pending outcome of occupancy of the current office at Sandbach Enterprise Centre

Action 10: HD was due to speak with CEC representatives 17<sup>th</sup> Feb however rescheduled to 3rd March

Action 11: Closed complete

Action 12: Closed complete

Action 13: in progress to be presented at the next meeting

Action 14: AMR confirmed rates had been received but needed to reach out on availability

Action 15: AMR to draft once action 14 complete

Action 16: Closed complete – provided by Nicola Cook

Action 17: AMR to now action as minutes had been approved (see 2.1 above)

Action 18: Closed complete

**3.3** HD noted two matters arising received by email post the last meeting from Cllr Laura Crane. A request for a copy of the premise licence for the market square. AMR confirmed that this had been sent. AMR confirmed the second was an email from Cllr Laura Crane regarding the Blackwater & Grubb terminating the existing contract in relation to the concession in the park.

**3.4** AMR noted that outstanding action 8 to reconcile payments received by SPMT to termination to be conducted so that the matter can be closed. AMR asked whether it was within SPMT's scope to put out a tender. HD confirmed that SPMT's responsibility for the concession was due to be handed to ANSA as of April 2023 meaning that there is no ongoing role for SPMT to fulfil.

## **4 OPERATIONAL MANAGEMENT**

### ***Handover***

**4.1** HD provided an update regarding access to the SP Bank account and advised that following further discussions with the bank, it had been discovered that the ID documents provided by PD were not listed as 'approved' documents. HD confirmed that the bank will now resend the ID requirement stage to PD to complete again. Once completed HD confirmed that the new officers should now have access to the bank account.

### ***Constitutional requirements***

**4.2** HD advised pending confirmation of the location of the forum member list consolidated by PD, we should now have a complete list of forum members. AMR to create a distribution list for all forum members. **ACTION**

**4.3** AMR confirmed receipt of a new application for membership from Saxon Players. AMR had met with their representative; David Muncaster. AMR noted that mutual opportunities were evident which could be beneficial to Sandbach residents in promoting the arts within the town. AMR recommended their membership and this was agreed by HD and NK. HD to provide notification to Saxon Players and AMR set up member file. **ACTION**

**4.4** HD recalled from the handover process that there were also outstanding membership approvals awaited for Friends of Sandbach Cemetary and another organisation. NC asked whether there was still appetite from the organisations to join given the history. HD to check the consolidated forum member list recently completed. **ACTION**

**4.5** HD raised the subject of forum member communications and how this would be managed. AMR opined that there be a monthly email communication to members. The communication should be issued in the week after a SPMT meeting and contain a notification of the release of the minutes from the previous meeting on the

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website and any other salient updates i.e., upcoming initiatives, engagement opportunities, forum meeting dates etc. HD and NK agreed to this methodology. AMR will mock up an initial template to be circulated to the SPMT for input before agreement and distribution to forum members. **ACTION**

4.6 HD included in the agenda a list of all SPMT meetings planned for the year ahead for agreement. CL and Cllr Laura Crane to provide any feedback on potential diary clashes by date of the next meeting 29 March 2023. **ACTION**

4.7 HD advised that following STC announcement of the volunteering event to be held at the Town Hall on 22<sup>nd</sup> March 18:30 to 20:30, other dates had been explored for the first of the quarterly forum member meetings. HD advised that the revised date of Tue 28th March at SP Offices is proposed. Agreed by AMR and NK. AMR to include date in first of monthly forum communication emails. **ACTION**

4.8 HD advised that SP will be present at the STC event on 22<sup>nd</sup> March and will provide a presentation and will be developing an information pamphlet.

### ***Insurance***

4.9 HD noted no update required.

### ***Licences***

4.10 HD updated that she had personally paid the renewal of the premise licence for the market square (also known as the cobbles). HD advised that receipts are retained for reimbursement from SP once access to the bank account had been established.

### ***Agreements***

4.11 See 3.3 above.

### ***Operations manual***

4.12 HD advised no update at this time.

### ***Office management***

4.13 HD advised that she had personally purchased new ink cartridges and paper for the printer. Receipts have been retained for reimbursement by SP once access to the bank account had been established.

4.14 HD advised that the leaflet printing for the Woodland Wildlife group had been completed with thanks from our member.

4.15 HD updated that with the help from Nathan (Logict – IT support) she had gained access to SP's Microsoft admin portal to investigate the payment reminder regarding licences. HD advised that to ensure SP were operational, she had added her personal debit card for the renewal. Receipts had been retained for reimbursement by SP once access to the bank account had been established.

4.16 HD updated on the occupancy License and noted that the scheduled meeting with CEC for 17<sup>th</sup> February had been rescheduled to 3<sup>rd</sup> March. In the interim, HD advised that she had received a draft occupancy licence which outlined proposed rent costs for the current office. HD advised that she had spoken with Helen Meacher-Jones last week to explore as to whether there was scope to discuss alternative options to commercial rent rates. HD commented that the response was unclear.

4.17 HD advised that she had undertaken a comparison on price per sq meter which showed that the rent was reasonable for a business. HD explained that she had also conducted a hot desk analysis of the surrounding areas with the idea that the space could be run as such a facility in Sandbach as an alternative revenue stream for CEC. HD advised that a meeting was planned with CL this week to discuss. HD stated that as the officers are personally liable for any contract entered into we could not enter into a commercial rent agreement for such a large amount. AMR opined that it seemed heavy handed by CEC to withdraw the partnership grant of circa £10k per year and replace it with a charge for premises.

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4.18 NK asked whether the building management were aware that SP had historically obtained £350k which was provided to CEC for purchase and renovation of Sandbach Enterprise Centre. HD advised that she was unaware but would note this for the scheduled calls.

4.19 HD advised that SP still had options to explore and would update further following the scheduled calls.  
**ACTION**

4.20 HD noted other elements for consideration, should SP be unable to retain an office, were to request a mailbox from STC at Sandbach Enterprise Centre once they were in residence and that the Baby library would also have to find alternative storage.

## 5 STAKEHOLDER MANAGEMENT *Cheshire East Council (CEC)*

5.1 HD advised due to postponement of occupancy meetings no updates relating to CEC.

### *Sandbach Town Council (STC)*

5.2 HD reported on recent attendance at Macclesfield Lantern Festival and noted some elements that were great, some that required improvement and others that did not work well. HD noted that the start was well organised with road closures, wardens and first aid provision. HD commented that the route was not circular which led to some confusion for those not familiar with the area. HD added that there were street performers, stilt walkers, large balloons, circus performers etc that distracted the parade participants which led to the parade becoming disjointed. Overall HD noted that there were some good learnings which could be taken forward into the planning for the STC event in early 2024.

5.3 NC corrected the agenda and noted that she was member of the working group for the Coronation plans not the Chair but that she was Chair of the STC Events Committee.

5.4 NC advised that STC are in a holding stage on most activities at the current time due to entering purdah 6 March ahead of the local election (STC commencing earlier than CEC), with the exception of the Coronation events.

5.5 NC updated that a proposal had been approved for a £12k budget for Coronation events. NC advised that all events were due to take place at the rugby club with bunting to be put up around the town. NC advised that there would be a free Fodens concert on evening 6<sup>th</sup> May, 7<sup>th</sup> May there would be large screens live streaming the coronation concert and 8<sup>th</sup> May will be the Big Hand help out initiative. NC, also a member of Sandbach Clean Team advised that the committee had met recently and tested the appetite of doing something on 8<sup>th</sup>. NC advised that the response was positive and advised that the Woodland Wildlife group and Allotment group were also happy to get involved.

5.6 NC opined that thoughts were to do something a little larger or more difficult to bring groups together and end with a small social. NC advised that STC had set aside a grant pot £2500 to which constituted groups can apply to put on events.

5.7 HD suggested known eyesore patches – Sandbach bypass (deemed too high risk due to health and safety) and the Salt Line. HD proposed a route taking in the Salt Line and canal for a litter pick and also the potential to fix the bog on the canal. AMR noted that it was a low risk route which would not require extensive road closures. HD noted that the road conjuncture was minimal and could be managed with Stop/Start marshals.

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- 5.8** AMR also noted that SP could reach out to the Canal River Trust to see if they wanted to be involved and have people clean up the canal on their float.
- 5.9** NC commented that the route passes the football club who have worked with the Clean team previously and there could be an option to put on refreshments. AMR also suggested Malkins Bank golf club as a possible Start/End point again with refreshments.
- 5.10** NC noted that another option that could be included would be the refurbishment of street furniture to include benches, bins etc. HD noted that this would need to be restricted to over 18s for health and safety reasons.
- 5.11** HD Discussed finances for the coronation volunteering day and NC advised that the intention was for the £2500 to be made up of 5 awards of £500.
- 5.12** HD asked when the deadline for applications for the grant need to be made. NC confirmed draft proposal papers need to be received by Wednesday 1<sup>st</sup> March. NC will speak with CL as to whether joint enterprises I.e., compromising of one or more groups collaborating to bring an initiative forward can make one application.  
**ACTION**
- 5.13** HD to draft proposal once NC has reported back on funding position. **ACTION**
- 5.14** NK asked how the logistics would work. AMR noted that the initiative could be suggested in the first monthly forum members email and discussed at the meeting proposed 28<sup>th</sup> March. If all groups are aligned a free Eventbrite event can be set up and shared on various channels social media, Sandbach Hub news etc to encourage people to register to take part. HD opined that this method could also be used get consent for anyone who may want to volunteer in other ways moving forward.
- 5.15** NC updated on the position with regards to the 'Sandbach Light Festival' 2024. NC noted that the event is aimed at embracing all heritage and culture. NC advised that STC had secured budget for the event with the intention to use the central town park which would also include local restaurant pop-up stalls. NC advised that the parade would look to feature lanterns as created by connecting with local schools and arts facilities. NC advised that three months' notice needed to be provided to CEC to use the park. NC is chair of the group and is happy to co-opt a member of SP. NC anticipated the first planning meeting mid-May

### ***Sandbach Partnership Forum Members***

- 5.16** NK updated on meeting held with Katy Pepper 14th Feb regarding volunteering. NK noted that given our membership base are all volunteering groups, SP would be well placed to drive a volunteering type offer for the town. NK suggested the use of the SP website to deliver this function. AMR requested that any development of the website be routed through AMR so that it could be closely managed. NK to work up proposal. **ACTION**
- 5.17** See also 4.3 and 4.14 above.

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### **5 Town Partnership**

- 5.18 HD updated regarding meeting on 15th Feb including Holmes Chapel, Congleton and Alsager. HD advised that the call largely centred on the CEC decision to remove grant funding to all town partnerships. HD advised that CEC joined the call a little later and HD had made suggestions about other ways CEC could support the partnerships which would have little or no cost implications to CEC i.e., extending items such as insurance, Microsoft licences etc. HD updated that the CEC representative advised that they were open to discussions.
- 5.19 HD advised that she put forward the proposed inter-town walking event – to which all were supportive.

### **Town noticeboards**

- 5.20 HD provided NK with new materials provided by Dementia group.

## **6 FINANCE**

### **Invoices**

- 6.1 See 4.10, 4.13 and 4.15 above.

### **Grants**

- 6.3 No matters to discuss.

### **Disputes**

- 6.4 No matters to discuss.

## **7 COMMUNICATIONS**

### **Website**

- 7.1 AMR noted that work had been undertaken to refresh the minutes page on the website and this will be sent live with the minutes approved at 2.1 above.

### **Social Media**

- 7.2 AMR updated that the SP Facebook Group had gained 82 group members to date. AMR reiterated that SP are politically neutral and by its constitution is formed for the benefit of the town. Posts around reducing library hours have therefore been highlighted for residents to be aware of.

## **8 EVENTS**

- 8.1 HD requested updates on SP events pipeline including:

- cross-partnership walking event – HD discussed with other towns, next step draft proposal
- repair café - HD received copy documents from affiliate group, next step draft proposal
- youth showcase – AMR to reach out to Sandbach Town Hall for availability
- spooky Saturday – AMR to reach out to Aggie regarding grant funding application
- toy swap shop – HD advised no progress to update
- Lantern festival – discussed at 5.15 above
- Hot desk/warm space – dependent on outcome of occupancy discussion with CEC
- Skate Park – NC updated that there was an STC meeting shortly to discuss the future viability of the project. Update to be provided in due course.
- Coronation events – discussed at 5.5 - 5.13 above
- PRIDE in the Park – AMR updated that a reply had been received from Joe Lynn regarding information shared on possible funding for PRIDE. Joe advised that this would be passed to the Treasurer, who is understood to be Graham Whitehouse. No contact received. NC will mention when next in discussion.

## **9 WORKS PLAN**

- 9.1 HD advised nothing to update at this time.

## **10 AOB**

- 10.1 HD advised that following an act of vandalism at the war memorial, HD together with her son, was involved in retrieval of wreaths and other commemorative items from the brook and had assisted in the restoration. The incident had been covered on social media and local press .



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**10.2** AMR advised the date of the next meeting to be 29<sup>th</sup> March 2023 at 19:30 (venue SEC).

**Meeting closed at 22:00**

 Vice -Chair
Date 29.03.2023



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### 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	Ongoing
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	Ongoing
3	01.02.23	4.8	Share STC meeting calendar for the forthcoming year in connection with 2 above.	CL/AMR	05.04.2023	Ongoing
4	01.02.23	4.9	Finalise list of forum members.	PD	01.03.2023	Propose Close
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	Ongoing
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	Ongoing





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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	Ongoing
8	01.02.23	4.23	Reconcile concession stand payments to invoices once bank account access established	PD	01.03.2023	Ongoing
9	01.02.23	4.32	Further research to be conducted in relation to LaserJet recycling point – need assessment.	HD	05.04.2023	Ongoing
10	01.02.23	5.5	Update SPMT following occupancy call with CE 17 <sup>th</sup> Feb 2023. Deferred to 3 <sup>rd</sup> March.	HD	01.03.2023	Ongoing
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	Completed
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	Completed
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	Ongoing
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	Completed
15	01.02.23	8.4.	Project proposal to be drafted and submitted to SPMT for approval – Youth showcase	AMR	01.03.2023	Ongoing



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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	Completed
17	01.02.23	10.1	Add SP's purpose, vision, objectives and key themes to SP's website.	AMR	01.03.2023	Propose close
18	01.02.23	10.3	Any communications with STC to be routed through CL.	All	N/A	Completed
19	27.02.23	2.2	Minutes of SPMT meeting 01.02.2023 to be added to website	AMR	03.03.2023	Completed
20	27.02.23	4.2	Create email distribution list for forum members	AMR	03.03.2023	
21	27.02.23	4.3	Send notification of membership to Saxon Players and set up member file	HD/AMR	03.03.2023	Completed
22	27.02.23	4.4	Check handover for outstanding membership applications	HD	10.03.2023	
23	27.02.23	4.5	Mock up initial email template for monthly forum member communications	AMR	03.03.2023	Completed
24	27.02.23	4.6	Check list of scheduled SPMT meetings for the year ahead and notify AMR of clashes	CL/LC	14.03.2023	
25	27.02.23	4.7	Notification of first quarterly forum member meeting to be issued – 28 <sup>th</sup> March.	AMR	03.03.2023	Completed



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26	27.02.23	4.19	See action 10 above	HD	29.03.2023	
27	27.02.23	5.12	Speak with CL at STC regarding applications for grant from £2.5k coronation event pot.	NC	ASAP	
28	27.02.23	5.13	Draft proposal for Big hand Help Out co-ordinated initiative and submit to STC	HD	01.03.2023	Completed
29	27.02.23	5.16	Draft proposal for volunteering co-ordination via SP website for AMR review	NK	29.03.2023	