

## Sandbach Partnership Management Team (the "SPMT")

### Minutes of a meeting of the Sandbach Partnership Management Team ("SPMT") held At Wheatsheaf, Sandbach

Wednesday 29 March 2023 at 19:30

**Attending Members:** Anne-Marie Robinson (AMR) (Chair) Co Vice-Chair – Sandbach Partnership  
Nicola Kapusniak (NK) Co Vice-Chair – Sandbach Partnership  
Cllr Laura Crane (LC) Member – Cheshire East

**Apologies:** Helen Dorney (HD) Chair – Sandbach Partnership  
Peter Darby (PD) Member – Sandbach Partnership

**Observer:** Cllr Sandra Broad (SB) Sandbach Town Council

#### 1 QUORUM & INTERESTS

1.1 AMR welcomed participants NK, LC to the meeting and requested interests be declared. LC noted position as Cllr with Cheshire East and with a quorum being present, declared the meeting open 19:45.

#### 2 APPROVAL OF PREVIOUS MINUTES

2.1 AMR requested any comments of accuracy or completeness of the meeting minutes from 27.02.2023. None declared, the minutes were approved for publication.

2.2 AMR to make noted the action to make the minutes available on the Sandbach Partnership ("SP") website.  
**ACTION**

#### 3 REVIEW OF ACTIONS

3.1 AMR conducted a run through of outstanding actions as at 27.02.2023:  
Action 1: Completed. New STC representative to be nominated post local election.  
Action 2: pending CEC annual diary 2023/24  
Action 3: pending STC annual diary 2023/24  
Action 4: Completed  
Action 5: On agenda  
Action 6: On agenda  
Action 7: Completed  
Action 8: On agenda  
Action 9: Completed. Due to vacation of premises, no longer viable.  
Action 10: Completed. Office to be vacated by 31<sup>st</sup> March.  
Action 11: Closed complete  
Action 12: Closed complete  
Action 13: in progress to be presented at the next meeting  
Action 14: Completed  
Action 15: On agenda  
Action 16: Closed complete  
Action 17: AMR to action  
Action 18: Closed complete  
Action 19: Completed  
Action 20: List created, need to request from IT for online distribution list.  
Action 21: Completed  
Action 22: Completed  
Action 23: Completed

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Action 24: Actions 2, 3 and 24 to be merged into one.  
Action 25: Completed  
Action 26: Completed  
Action 27: Completed  
Action 28: Completed outcome of application awaited  
Action 29: Ongoing

### 4 OPERATIONAL MANAGEMENT

#### *Handover*

- 4.1 AMR provided an update regarding access to the SP Bank account and advised the bank had confirmed all validation was complete. The next step was an online banking registration to access. HD to provide an update in the course of the next week. **ACTION**
- 4.2 AMR noted that one completion there were a number of outstanding invoices to be paid to the IT supplier, website designer and also reimbursement of costs already covered to HD.

#### *Constitutional requirements*

- 4.3 AMR advised that a list of members was now available and outstanding action 20 would be explored with the IT supplier shortly.
- 4.4 AMR thanked LC for attending the meeting and noted the requirement to hold these meetings monthly. The April meeting will be scheduled shortly but it was noted that representatives of CEC and STC may not be able to attend due to purdah ahead of the local elections. AMR to set next meeting and then look to resolve actions 2, 4 & 24. **ACTION**
- 4.5 NK provided feedback on the first quarterly forum members meeting held 28.03.2023 and advised that the meeting was well attended H/C16 representing 13 forum group members.
- 4.6 NK advised that there was healthy discussion and conversation within the group and positive feedback had been received, notably one member commenting a 'marked change in the dynamic of the meeting'.
- 4.7 LC asked whether it would be possible for the CEC and STC representatives to attend the forum meetings moving forward to aid transparency and to provide a voting mechanism for future officers of the Partnership.
- 4.8 AMR also expressed that the purpose of the meetings was to discuss projects and initiatives of the Partnership and the forum members. AMR noted that following the experience of the first forum meeting, the presence of Cllrs could cause a distraction to that purpose as it may be taken by members as an opportunity to raise issues with the respective Cllrs rather than using meetings organised by the councils for that purpose.
- 4.9 AMR advised that the Chair of the Partnership Chairs the Forum meetings which is then fed back to the Management Team so transparency should not be an issue. AMR added that the suggestion of Cllrs being present at the forum member meetings should be discussed with the Chair and put forward to members to provide a view.

#### *Insurance*

- 4.10 AMR noted that the subject of event insurance had been raised at the Forum Member Meeting 28.03.2023 and feedback was awaited.

#### *Licences*

- 4.11 AMR noted that a query had been raised regarding entertainment at the monthly Makers Market and whether they had the necessary permission to include this element. AMR updated that a note had been received from an STC representative pertaining to 'noise' on the subject and requesting a conversation about the issue of ownership/licence enforcement.
- 4.12 AMR now understood that the Makers Market was an issue for CEC. AMR advised she understood the need for the conversation. AMR opined that 'noise' may be occurring due to previous ill-management however as

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there is an issue of liability, this must be managed accordingly so the officers are not exposed to any penalty, fine and/or litigation.

- 4.13 LC advised that there was a long history behind how the Makers Market was established and Andy Latham would be best placed to discuss the premise licence further. LC also advised that it was important that permission from the licence holder was granted to ensure that any insurance in place was valid. AMR to set a meeting up between SP, STC and CEC to discuss further. **ACTION**

### ***Agreements***

- 4.14 No update.

### ***Operations manual***

- 4.15 AMR advised no update at this time.

### ***Office management***

- 4.16 AMR advised that following HD's meeting with CEC, HD had provided an update to advise that the decision to charge commercial rent would stand despite the proposals put forward to CEC to generate an income from the space. AMR advised that CEC had favoured 'rent paying' offers and therefore the management team had discussed the matter and made the decision to utilise money held on account to the benefit of the town and not to rent an office space.
- 4.17 AMR opined that the Partnership worked largely on a remote basis and the use of office facilities was mainly for meetings and printing provision which could be supported by other means.
- 4.18 AMR noted that HD had been speaking with STC as it was understood that they would shortly become tenants at the Enterprise Centre and that the partnership were hopeful of STC support for the continued use of the centre as its registered office, future meeting space and printing provision (utilising SP's existing printer which is on premise).
- 4.19 LC advised that any such agreements would have to go through a committee for approval which would now take place post-election. AMR to advise HD of the requirement to take forward to the next STC meeting. **ACTION**
- 4.20 SB suggested the idea of a SP Quiz to fundraise for the Partnership. AMR advised that this idea would be put forward to the wider management team for consideration. **ACTION**
- 4.21 AMR advised that she had reached to the IT supplier to terminate the internet services provision at the office as of 31<sup>st</sup> March. This will lead to a base cost saving. AMR noted that the officers had been present at the office to clear out and thankfully the Sandbach Baby Library also had a new location with storage at St Marys'.

## **5 STAKEHOLDER MANAGEMENT**

### ***Cheshire East Council (CEC)***

- 5.1 AMR advised nothing to update other than that reported at 4.16 above.

### ***Sandbach Town Council (STC)***

- 5.2 AMR noted SP's attendance at the Annual Town Meeting 22.03.2023 where HD provided a presentation to volunteer groups across the town. The event was a good opportunity to engage with other groups and local interested parties which had led to three new expressions of interest from groups in Sandbach.
- 5.3 [post meeting update: HD STC meeting 08.03.2023, SP presented a proposal for a member of STC to be represented on the management team of SP and that the constitution would be amended accordingly. The Council voted on the proposal and the proposal was agreed. It was decided that naming the specific Cllr would be done after the local election and SP will attend the first meeting of the new council to request the nominee.]

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### **Sandbach Partnership Forum Members**

- 5.4 AMR updated expressions of interest from Sandbach Pantry, Sandbach Animal Rescue and Friends of Sandbach Station to join the Partnership. Forms awaited for ratification.
- 5.5 See also 4.4 and 4.8 above.

### **5 Town Partnership**

- 5.6 AMR advised no update at this time.

### **Town noticeboards**

- 5.7 NK commented that all noticeboards were being updated regularly.

## **6 FINANCE**

### **Invoices**

- 6.1 See 4.2 above.

### **Grants**

- 6.2 Grant submitted to STC of £500 to support the proposed Coronation Big Hand Help Out event. Decision awaited.

### **Disputes**

- 6.3 No matters to discuss.

## **7 COMMUNICATIONS**

### **Website**

- 7.1 AMR noted that a proposal was put forward to forum members to profile their groups better on the SP website. AMR to issue a template and this work to be undertaken over the coming months. **ACTION**
- 7.2 AMR also noted that a statement will be posted on the website 31.03.23 regarding vacation of the office. AMR advised that this had been shared with CEC and STC ahead of publication.

### **Social Media**

- 7.2 AMR updated that the SP Facebook Group had gained over 100 group members to date.

## **8 EVENTS**

- 8.1 AMR requested updates on SP events pipeline including:
- cross-partnership walking event – next step draft proposal
  - repair café - HD received copy documents from affiliate group, next step draft proposal. LC was pleased that this idea was in progress and advised that she had access to volunteers for bicycle and IT repairs.
  - Youth Engagement Showcase – event proposal put to SPMT ahead of this meeting. AMR, LC & NK voted in favour of proceeding with the event as per the proposal.
  - Spooky Saturday – AMR to complete research and draft proposal
  - Toy Swap Shop – AMR advised that there is a proposal to include this in the Spooky Saturday plans
  - Lantern festival – AMR advised not likely to see movement until May.
  - Hot desk/warm space – AMR suggested this be removed now that SP will not have premises.
  - Skate Park – LC updated that there was an ongoing issue with a potential location. Project on hold pending local elections and future communications from STC.
  - Coronation events – NK advised that the BigHandHelpOut had been discussed at the forum meeting and the outcome of a grant application to STC was awaited. NK outlined that this would be a volunteering event open to all residents of Sandbach and locations were being proposed by members for consideration. NK advised a steering group would be established to move the idea, possibly under a theme of a Pick, Plant and Paint, event forward.
  - Volunteering project – NK advised that the idea was being worked up and would be discussed further with officers

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- PRIDE in the Park – AMR updated that no response had yet been received. LC advised that she was Chair of the PRIDE Committee. AMR offered SP's help at PRIDE, LC advised that the committee had everything under control. AMR advised that new officers at SP were wholly inclusive and open to collaboration. LC suggested that involvement in PRIDE as individuals (rather than under the banner of Sandbach Partnership level) could support collaboration in the short term.

#### 9 WORKS PLAN

9.1 AMR advised nothing to update at this time.

#### 10 AOB

10.1 AMR advised the date and venue of the next meeting will be communicated shortly.

**Meeting closed at 21:30**

 Vice-Chair
Date: 19.04.2023



Sandbach Partnership

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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	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	Propose close see action 20
3	01.02.23	4.8	Share STC meeting calendar for the forthcoming year in connection with 2 above.	CL/AMR	05.04.2023	Propose close see action 20
4	01.02.23	4.9	Finalise list of forum members.	PD	01.03.2023	Completed
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	Propose Close – see action 21
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	Propose Close – see action 21



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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	Completed
8	01.02.23	4.23	Reconcile concession stand payments to invoices once bank account access established	PD	01.03.2023	On Agenda
9	01.02.23	4.32	Further research to be conducted in relation to LaserJet recycling point – need assessment.	HD	05.04.2023	Complete – no longer taking forward
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	Completed
11	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
12	01.02.23	8.4.	Project proposal to be drafted and submitted to SPMT for approval – Youth showcase	AMR	01.03.2023	Completed
13	01.02.23	10.1	Add SP's purpose, vision, objectives and key themes to SP's website.	AMR	01.03.2023	Ongoing
14	27.02.23	4.2	Create email distribution list for forum members	AMR	03.03.2023	Ongoing
15	27.02.23	4.4	Check handover for outstanding membership applications	HD	10.03.2023	Completed
16	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	Propose close see action 20



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17	27.02.23	5.12	Speak with CL at STC regarding applications for grant from £2.5k coronation event pot.	NC	ASAP	Completed
18	27.02.23	5.16	Draft proposal for volunteering co-ordination via SP website for AMR review	NK	29.03.2023	Ongoing
19	28.03.23	4.1	Provide update on bank account access	HD	06.04.2023	
20	28.03.23	4.3	Set next SPMT meeting for April and co-ordinate diaries where possible for CEC and STC representatives	AMR	09.05.2023	
21	28.03.23	4.12	Set meeting between SP, STC and CEC to discuss market square ownership and premise licence enforcement	AMR	09.05.2023	
22	28.03.23	4.16	Inform HD of requirement for STC to approve via committee registered office and printing provision facilities at the enterprise centre	AMR	04.04.2023	Completed
23	28.03.23	4.17	Idea of a SP quiz to be added to list of initiatives for consideration	AMR	19.04.2023	
24	28.03.23	7.1	Issue template for forum member website profiling to forum members	AMR	07.04.2023	