

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

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

Wednesday 19 April 2023 at 19:30

<b>Attending Members:</b>	Helen Dorney (HD) Anne-Marie Robinson (AMR) Nicola Kapusniak (NK) Peter Darby (PD)	Chair – Sandbach Partnership Co Vice-Chair – Sandbach Partnership Co Vice-Chair – Sandbach Partnership Member – Sandbach Partnership
<b>Apologies</b>	Cllr Laura Crane (LC)	Member – Cheshire East

#### 1 QUORUM & INTERESTS

- 1.1 HD welcomed participants NK, AMR & PD to the meeting and requested interests be declared. PD advised that he had provided some voluntary support to a local Cllr in the forthcoming elections. HD confirmed that so long as political views did not impact the discussions at this meeting there would be no conflict.
- 1.2 HD advised that she had a current complaint with Cheshire East Council of a personal nature. HD commented that this is a separate matter and should have no impact on the Partnership.
- 1.3 With a quorum being present, HD declared the meeting open 19:45.

#### 2 APPROVAL OF PREVIOUS MINUTES

- 2.1 HD requested any comments of accuracy or completeness of the meeting minutes from 29.03.2023 from NK and AMR as attendees. None declared, the minutes were approved for publication.
- 2.2 AMR noted the action to make the minutes available on the Sandbach Partnership ("SP") website. **ACTION**

#### 3 REVIEW OF ACTIONS

- 3.1 HD conducted a run through of outstanding actions as at 27.02.2023:
- Action 1: on agenda
  - Action 2: ongoing – no update.
  - Action 3: ongoing – will address post YES event.
  - Action 4: ongoing – will address post YES event.
  - Action 5: ongoing – no update.
  - Action 6: Complete – bank account access has now been achieved. Debit card still awaited.
  - Action 7: Complete
  - Action 8: On agenda
  - Action 9: On agenda
  - Action 10: Completed.

#### 4 OPERATIONAL MANAGEMENT

##### **Handover**

- 4.1 HD advised that access to the bank account had now been resolved however a debit card was still awaited. HD to take steps to remove old officers from the account **ACTION**

##### **Constitutional requirements**

- 4.2 HD provided date options for the next SPMT in May given holidays etc. Date agreed of 17<sup>th</sup> May 2023 venue to be communicated. AMR to send diary invitation. **ACTION**

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

- 4.3 HD noted the date of Tuesday 27<sup>h</sup> June as the next SP Forum meeting at 19:00 and that a venue would be communicated. NK updated an invitation had been sent to Lucie Ferneyhough to attend to present on grants. AMR to send diary invitation. **ACTION**
- 4.4 AMR raised roles and responsibilities and noted that now that we had access to the bank account it would be appropriate for one of the officers to be appointed into the role of Treasurer. AMR noted that there is no requirement to be qualified i.e. as an accountant for the role and that the role responsibilities involved the management and monitoring of expenditure, cash flow and preparing the accounts for annual audit.
- 4.5 PD advised that he would be happy to take forward this responsibility on behalf of the Partnership. HD noted that as an appointed officer, PD can be nominated by majority of the SPMT, NK and AMR agreed. PD appointed Treasurer.
- 4.6 HD noted that the appointment of a Treasurer does not replace or revoke the agreed rules which are in place regarding approval of large invoices and payments.
- 4.7 HD commented that the financial year end had now passed and preparations were to be made for the audit of SP's annual accounts. HD requested views on the approach noting possible options as; using the same provider as previous, getting quotes from alternative provider, utilising an existing contact (services could be provided free of charge).
- 4.8 AMR opined that in the interest of good governance and transparency, SPMT should seek independent quotes for the audit of the accounts. NK and PD agreed.
- 4.9 PD proposed three quotes are sought from local providers and noted that one should be the previous provider from 2022. All agreed. PD to seek quotes and prepare a proposal for approval at the next meeting. **ACTION**
- 4.10 AMR advised that a comment had been made on social media (see 7.4 below) from a member of the public which suggested accounts be published sooner than the AGM in October. HD advised that this was aligned to the current constitution however suggested that the publication schedule be reviewed when SPMT are reviewing the constitution. AMR, PD and NK in favour of this action.
- 4.11 AMR suggested SPMT set a date for a workshop to consider the constitution and the changes that should be made to better reflect the organisation Sandbach Partnership (SP) is now. HD agreed and a session will be arranged in the coming months. **ACTION**
- Insurance**
- 4.12 NK raised the matter of insurance in relation to the Big Help Out event being organised for 8 May 2023. NK noted that the advice received indicated employers' liability insurance would be required for the volunteers but, there was no absolute certainty this would be appropriate. NK advised that she had conducted additional research ie reviewing the insurance and volunteer advice from the National Council for Voluntary Organisations Ncvo.org.uk. <https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/volunteers-and-the-law/insurance-and-volunteers/#/> Our volunteers could not be described as employees (as no contracts in place) and would be classed as 3<sup>rd</sup> parties. Our public liability insurance therefore covers our current volunteering position.
- 4.13 HD queried whether event insurance would cover. AMR advised that, whilst not an insurance specialist, she was aware that event insurance is made up of public liability, employers' liability, equipment damage and

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

cancellation cover so it would not have any benefit with respect to the 8<sup>th</sup> May event however for an event where SP employed a contractor I.e. Spooky Saturday then it would be required.

- 4.14 HD opined that she was satisfied with the research undertaken and concluded that public liability would be sufficient.
- 4.15 AMR added that the event had been set up on Eventbrite which included notices regarding damage to personal items and belongings. HD satisfied no further action required.

### *Licences*

- 4.17 AMR noted that a query had been raised with STC regarding entertainment at a proposed 'thanksgiving service on the cobbles' 7<sup>th</sup> May which had been discovered via social media with no approach made to access the premise licence. AMR updated that a reply had been received from STC which noted that this was not their event and that they would contact us in the first instance if this was the case. STC advised that the event was being conducted by St Mary's and that AMR should contact the Reverend.
- 4.18 AMR advised that she reached out to the Reverend explaining SP's status as the premise licence holder and asked the nature of the event and whether it did include 'entertainment' (singing) and noted that access to the licence would be granted with a small administration fee (no amount discussed). AMR updated that a response was received, and St Mary's were under the impression that STC were arranging the necessary permissions. AMR provided St Mary's with the information that this did not seem to be the case and left it with St Mary's to discuss with STC further.
- 4.19 AMR went on to provide an overview of a social media posting made 15 & 16 April (see 7.1 below). AMR noted the outstanding action to set a meeting up between SP, STC and CEC to discuss further.

### *Agreements*

- 4.20 AMR noted that following reconciliation of the bank accounts against the park concession agreement that there were three outstanding invoices.
- 4.21 HD commented that at the time of handover, HD has approached Black Water & Grubb who advised that the payments were made by DD and up to date.
- 4.22 HD requested PD prepare a letter be sent with the three outstanding invoices requesting payment as per the terms of the agreement. AMR to provide PD with the email addresses for the contract parties. **ACTION**

### *Operations manual*

- 4.23 HD advised no update at this time.

### *Office management*

- 4.24 HD advised that after a significant clear out, the office at Sandbach Enterprise Centre was vacated as per end of notice 31<sup>st</sup> March. HD noted that some items had been donated to reduce storage requirements and anything retained was now being stored at the home addresses of the officers.
- 4.25 AMR noted that the printer remains in situ with the intention that SP can have access via STC. HD noted that STC had requested a meeting to discuss these administrative requests in the forthcoming week and HD will update on progress thereafter. **ACTION**

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

4.26 HD advised that notification of the vacation had been provided to Cheshire East Council (CEC) however no response has been received and so HD is still in possession of the keys until such time as directions are received on how to return them.

4.27 AMR advised that the internet had been cancelled and this will lead to a small monthly saving for services.

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

5.1 HD advised nothing to update.

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

5.2 HD noted that STC had requested that SP attend the next town meeting to be present at the nomination of an STC representative to the SPMT. HD advised that she would attend and provide a background paper for review of those present at the meeting.

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

5.3 HD advised that a new membership form had been received from Friends of Sandbach Station (FOSS) that was complete. HD proposed that FOSS be accepted as a member to the Sandbach Partnership Forum. NK, AMR and PD agreed – decision carried. HD to save form to FOSS file and AMR to issue welcome email. **ACTION**

#### **5 Town Partnership**

5.4 HD advised no contact had been received.

#### **Town noticeboards**

5.5 HD updated that a request had been received from STC to add Coronation posters to the noticeboards. NK requested that these be printed by STC and posted to her home address (local to the town hall). **ACTION**

5.6 AMR also requested that the Big Help Out poster be added. **ACTION**

### 6 **FINANCE**

#### **Invoices/purchases**

6.1 AMR updated that all received invoices from the IT supplier had now been paid up to date.

6.2 AMR also updated that a payment for the renewal of the website domain had also been paid.

6.3 HD updated that an invoice had been received regarding non-domestic rate demand. HD noted that SP was in receipt of rate relief based on its non-profit status which resulted in a nil balance.

6.4 HD advised that she would take steps to move the Microsoft licence payments back to the SP account from her personal account. **ACTION**

6.5 HD also advised that she would collate receipts and invoices for other payments personally made whilst awaiting access to the bank account and submit them to PD for reimbursement. **ACTION**

6.6 HD updated that a SP promotional flight banner had been purchased for use at events. AMR advised that this would not be received in time for the YES event but will be available for the BHO event.

#### **Grants**

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

- 6.7 HD updated re the grant submitted to STC of £500 to support the proposed Coronation Big Help Out event. HD noted that only an amount of £100 was approved. AMR confirmed that this had been received to the account.
- 6.8 AMR noted that SPMT would seek a grant from STC to support Spooky Saturday with a proposal to be developed.

### *Disputes*

- 6.9 HD advised at the time of handover a notification was received from ANSA advising of a discrepancy regarding a contribution of £2036.54 towards the Improvements at Sandbach Park in May 2022. HD was informed that the cheque subsequently bounced, a replacement issued however both had cleared in the bank. HD advised that ANSA had requested SP's bank account details to return one of the payments and the monies had been received.
- 6.10 HD updated that further contact had been received from another representative of ANSA which stated that this was an error and they had 'forgotten' that the first payment bounced and so the refund of the second had meant they had received no funds.
- 6.11 HD requested PD investigate the matter on the SP bank account from May 2022 to date to substantiate the information received from ANSA and report to HD as soon as possible. HD requested, in accordance with payment controls, that if it is found that no monies have left the account and SP had been incorrectly credited that the monies be returned to ANSA. AMR, NK and PD agreed. **ACTION**

## 7 COMMUNICATIONS

### *Website*

- 7.1 AMR noted that the website is operational again after a short downtime due to an unpaid invoice. AMR updated that changes were gradually being made to the website to improve user experience and update information.

### *Social Media*

- 7.2 AMR advised a Facebook post was made on Sandbach Life by Ann Nevitt on Saturday 15<sup>th</sup> April which contained disparaging remarks about SP. AMR advised that the individual had indicated that SP was being prohibitive to events being held on the cobbles and 'charging' to hire the cobbles.
- 7.3 AMR updated that a response was provided which set out as per 4.17-19 above, that no approach was made to utilise the premise licence that SP holds and that if an approach was made it would be accepted with a small administration fee of £5 applied given the nature of the event.
- 7.4 AMR commented that the post attracted many comments and AMR provided factual information to any questions raised. AMR noted that Ann Nevitt had raised that £300 had been requested from the transport festival which was then reduced to £50.
- 7.5 AMR advised that an in-person discussion was held with organisers of the transport festival in February who advised that CEC had a damage waiver regarding use of the park. AMR advised that it was suggested that the same be applied to the cobbles and the representative advised that they would put this to the committee. AMR advised that an email was later received from another representative advising that the committee felt it would be inappropriate to donate £300 as monies come from public funds. Following this AMR advised that an email response was sent to advise that this specific amount was not requested as part of our discussions, just a donation. AMR therefore suggested a more reasonable £50 donation to help us cover our costs which was agreed and paid.

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

- 7.6 AMR noted that during the in-person discussion, the transport representative was aware that they could apply for a temporary licence via CEC, however advised that they wanted to work collaboratively with the Partnership. AMR opined that there seemed to be a miscommunication between what was discussed at SP's office and how that was communicated to the transport committee (SP was not invited or present at the transport committee meeting).
- 7.7 AMR advised that she had publicly invited Ann Nevitt and John Beddows to discuss the licence matter directly and provided contact details however nothing had been received to date. AMR reiterated the action at 4.19 above and advised when arranged CEC and STC should look to invite 'interested parties' in the interest of transparency.
- 7.8 HD agreed that the £50 received from the transport festival was a donation and noted HD was in the office when the meeting took place. HD advised that the administration in ensuring the premise licence is applied correctly exceeds the proposed £5 administration fee and that decisions regarding any administration fee would consider whether the event has a commercial or community purpose. HD to attend the meeting at 4.19 above.

## 8 EVENTS

8.1 HD requested updates on SP events pipeline including:

- Youth Engagement Showcase (YES) – AMR provided an overview of the forthcoming event Sunday 23rd April. AMR outlined logistics for the day with AMR, NK, HD and PD attending to facilitate. PD suggested a card reader for donations and will undertake research for future events. **ACTION**
- Spooky Saturday – AMR advised that an availability enquiry had been raised with St Mary's and a booking form was awaited to firm up a venue. AMR advised next steps were to arrange a meeting with the previous sub-contractor to discuss potential collaboration,
- Coronation event – NK advised that the BigHelpOut (BHO) had now been developed into a credible offering. NK advised that there were weekly sub-group meetings taking place and plans had been moving at pace. NK updated that that event had been publicly launched utilising Eventbrite for registrations and that this, together with a poster, had been shared on social media and with our forum members. NK noted that she was waiting to speak with STC regarding access to discretionary funding which may cover the cost of the paint needed for bins and cauldrons. NK advised that the cost of the paint had been estimated up to circa £400. NK requested, should discretionary funding not be forthcoming from STC that SPMT approve up to £300. AMR opined, considering the £100 from STC from the Coronation fund and other non-monetary donations received from local businesses, that up to £250 seemed more reasonable as this would match external funding (SP would therefore be providing 50% of the overall funding). HD and PD agreed. NK will seek to exhaust other avenues before accessing the approved SP funding and work within the agreed funding limit.
- AMR raised the proposed idea of an SP quiz as suggested by Sandra Broad. HD opined that we had set our events for this year and that our forum members and other groups in the community hold these types of events regularly in the town.

## 9 WORKS PLAN

9.1 HD advised nothing to update at this time.

## 10 AOB

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

**Meeting closed at 21:45**

Chair



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

Date
------



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	4.23	Reconcile concession stand payments to invoices once bank account access established	PD	01.03.2023	On Agenda
2	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
3	01.02.23	10.1	Add SP's purpose, vision, objectives and key themes to SP's website.	AMR	01.03.2023	Ongoing
4	27.02.23	4.2	Create email distribution list for forum members	AMR	03.03.2023	Ongoing
5	27.02.23	5.16	Draft proposal for volunteering co-ordination via SP website for AMR review	NK	29.03.2023	Ongoing
6	28.03.23	4.1	Provide update on bank account access	HD	06.04.2023	Completed





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

7	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	Completed
8	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	On Agenda
9	28.03.23	4.17	Idea of a SP quiz to be added to list of initiatives for consideration	AMR	19.04.2023	On Agenda
10	28.03.23	7.1	Issue template for forum member website profiling to forum members	AMR	07.04.2023	Completed