

Sandbach Partnership Management Team (the "SPMT")

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

Wednesday 17 May 2023 at 19:30

Attending Members:	Helen Dorney (HD)	Chair – Sandbach Partnership
	Anne-Marie Robinson (AMR)	Co Vice-Chair – Sandbach Partnership
	Nicola Kapusniak (NK)	Co Vice-Chair – Sandbach Partnership
	Peter Darby (PD)	Member – Sandbach Partnership
Non-attendees	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. No declarations were made and the meeting convened without any apologies.
- 1.2 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 19.04.2023. 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 2: ongoing
 - Action 4: ongoing – propose complete. AMR commented that there is a contact list in Outlook and that she had taken the decision not to add to the global address list as each time new members would need to be added this had to be done at IT management level and would incur a cost. All agreed that an outlook contact group list was workable.
 - Action 5: complete – outline provided however cost of this initiative will be high and require ongoing financial support. NK to discuss with Lucie Ferneyhough and discover next steps **ACTION**
 - Action 8: On agenda
 - Action 12 – ongoing
 - Action 15 – on agenda
 - Action 16 – ongoing
 - Action 17 - on agenda
 - Action 18 – on agenda
 - Action 19 – complete – application filed into folder.
 - Action 20 – complete
 - Action 21 – complete
 - Action 22 – on agenda
 - Action 23 – on agenda
 - Action 24 – on agenda
 - Action 25 – ongoing

4 OPERATIONAL MANAGEMENT

Constitutional requirements

- 4.1 HD updated that a new member application had been received from Sandbach Animal Rescue. HD recommended that they be accepted as a Sandbach Partnership Forum Member. NK, AMR and PD all in favour. Sandbach Animal Rescue application approved AMR to send welcome email and add to next forum meeting invitation **ACTION**

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- 4.2 HD also noted contact with Orbitas who are involved with Sandbach Cemetary. NK advised that a meeting is set for Tuesday 23rd May for an open discussion. HD and NK to attend and feedback outcomes. **ACTION**
- 4.4 HD requested an update from PD regarding the securing of an auditor for the accounts. PD advised that he had not received links to sign up to online banking so unable to obtain quotes. HD to provide contact details to rectify. **ACTION**
- 4.5 AMR suggested in the meantime, she will pull down via online access last 12 months of statements and save to Finance folder and noted the importance of timely completion of this action. **ACTION**
- 4.6 PD updated that he had identified 5 accountants in Sandbach and with the statement will obtain quotes by Friday 19th May. **ACTION**

Insurance

- 4.7 HD advised that the insurance position regarding Big Help Out was resolved without the purchase of any additional cover. NK advised that she had received a form from the supplier regarding employers liability insurance and future cover. A discussion was had regarding the purpose of the insurance and AMR opined that it would be unlikely that we would need separate EL and PL insurances.
- 4.8 AMR opined that SPMT should be now considered events insurance which includes four cover areas, PL, EL, cancellation and equipment cover. AMR advised that the events to be listed should be kept broad to allow scope for new suggested events during the period of the cover. NK to revert back to the insurance provider for quote. **ACTION**

Licences

- 4.9 HD provided an update of a conversation held with the officer at STC which included a suggestion to provide further information about the management of the cobbles to STC. HD to provide a supporting document regarding the management of the cobbles as an information paper to the next STC committee as one of the papers. The content, once provided, is then proposed to be added to SP's website together with a booking form. HD to draft paper and attend the STC committee meeting post their AGM (date not yet known). **ACTION**
- 4.10 AMR updated that an email had been received from the organisers of the Sandbach Transport Festival. AMR outlined that the organiser had felt 'let down' by the Partnership, as no representative of the Partnership was present to allow them access to the electrical provision on the cobbles.
- 4.11 AMR advised that a reply was provided to advise that the feeling was mutual, as the Partnership had received no communication requesting their presence, providing a time and name of representative to meet ahead of the event and that this was a case of lessons learned for both parties to be more pro-active in such matters. AMR confirmed that no further reply was received.
- 4.12 AMR added that the circumstances of the day were that a call was received from an STC representative stating that they could not locate their key and asked if we could attend to facilitate. AMR called HD who mobilised and attended promptly with the key (the STC representative located their key just moments before HD's arrival). AMR opined that the matter was considered closed with the booking form to also include details of electrical requirements and a statement to request contact ahead of the event to make arrangements for attendance.

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4.13 HD advised that she had also successfully made contact with the organisers of the Monthly Makers market and obtained an email address. HD to provide details to AMR. AMR to compose email reiterating licence responsibilities and new management. **ACTION**

4.14 HD updated that she had successfully contacted CEC regarding the re-issued licence that had been paid for but had an issue date of 2016. HD advised that she was informed that the date on the licence would only be updated if the licence details were updated/amended and since they have remained the same, so has the date.

Agreements

4.15 HD requested an update regarding outstanding action 17. PD advised that that the email has been drafted and he will send to AMR for review for dissemination by Friday 19th May.

Operations manual

4.16 HD advised no update at this time.

Office management

4.17 HD advised she had held a conversation with STC representatives Ceri Lloyd and Katie Pepper and handed over her keys to the Enterprise Centre. NK and AMR also handed their fobs to HD at the meeting to be returned by HD. **ACTION**

4.18 HD updated that the recommendation from STC was for SP to discuss with CEC, as the building owner, whether the Partnership and its forum members (C/o the Partnership) could continue to use the Enterprise Centre as its registered office and whether permission could be granted for access to post and use of the board room for meetings. HD to set meeting with CEC. **ACTION**

4.19 HD advised that STC had agreed to house the SP printer. AMR raised the issue of access now fobs had been removed which may make servicing forum member requests difficult and suggested that the printer be relocated to AMR home address (which is where the majority of other assets are stored). HD to discuss removal from the Enterprise Centre with STC. **ACTION**

5 STAKEHOLDER MANAGEMENT

Cheshire East Council (CEC)

5.1 HD requested NK to confirm Lucie Ferneyhough attending next forum meeting. NK confirmed and requested that Lucie be first on the agenda. HD confirmed.

5.2 HD advised that request had been received from CEC for an annual report for the last financial period. AMR opined that as the new SPMT had only been active since January 2023 and had spent the first few months understanding the operational aspects of the Partnership there was nothing of significance to report. It was suggested that HD provide a reply with a brief outline of operational handover. **ACTION**

5.3 NK updated and provided thanks to Lucie Ferneyhough who had been a good contact in providing information about the Afghanistan refugees and encouraging their participation in the Big Help Out event.

Sandbach Town Council (STC)

5.4 HD noted that the local elections had taken place and Cllr Laura Crane had been successful in retaining her seat on CEC and STC and that SP looked forward to welcoming Cllr Crane to future SPMT meetings.

5.5 HD advised that the STC AGM of new Councillors will take place on 24th May. HD will attend. HD will also request a public speaking slot at the following meeting anticipated 14th June. HD advised that an information paper will be submitted to correct assumptions of the last STC meeting and provide information about the management of the cobbles for entertainment. **ACTION**

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Sandbach Partnership Forum Members

- 5.6 See 4.1 above re new member.
- 5.7 AMR advised that a request had been received from the Dementia Friendly group for assistance with printing. AMR advised that this support was provided and delivered to agreed deadlines.

5 Town Partnership

- 5.8 HD advised that was not available to attend the last 5 Town Partnership meeting on 10th May but had received a communication that Alsager Partnership had taken the decision to wind down and close. HD noted that they had provided the lack of funding from CEC as the reason for closure. SPMT expressed sadness that they had chosen this course of action rather than looking at other opportunities to sustain what is a successful organisation that has delivered so much for Alsager.

Town noticeboards

- 5.9 NK advised that there had been two complaints received from the Concert Series regarding posters not being present in the noticeboards.
- 5.10 AMR advised that the first complaint came a few weeks ago from [female name redacted GDPR] via phone call to her personal line, new posters were provided and these passed to NK to display. The second, also a call, was received last week by HD [male caller]. posted. AMR advised that posters were received and posted out. Updated notice for the boards.
- 5.11 NK advised that the posters for Concert Series were displayed, when the replacements were received NK advised when she came to display them that some of them had been replaced by an unknown person. NK noted that there may be an individual with a key who is placing things in the noticeboard and that this was most probably causing confusion.
- 5.12 AMR suggested that we update the notices in the boards advising on the process for displaying items. AMR to draft and NK to display. **ACTION**

6 FINANCE

Invoices/purchases

- 6.1 HD advised that she had created reimbursement folder for the operational expenses that she has covered to date containing all invoices/receipts. AMR to action refund via online banking. **ACTION**
- 6.2 HD noted AMR expenses with regards to the YES event are approved for reimbursement – HD to action. **ACTION**
- 6.3 NK provided an overview of costs in relation to the BHO event. NK updated that following a conversation with STC that only the cost of the refreshments can be deducted from the grant provided by STC. NK advised that this cost was £16.38 meaning a balance of £83.62 remained.
- 6.4 HD requested the balance of £83.62 be returned to STC. AMR advised that she had the details of the Finance Officer and would obtain the details required to action this request. **ACTION**

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- 6.5 NK outline other costs as £1.99 hand sanitisers (paid by NK), donation of £20 to St Marys for use of the hall and £30.38 for first aid provisions (paid by AMR). In the absence of PD having access to online banking, HD advised she would action these refunds. **ACTION**
- 6.6 HD advised that invoices had been received from the IT supplier which she would take an action to pay. **ACTION**
- 6.7 HD also advised that the debit card for the account is still awaited and noted that until this is received she is continuing to pay for the Microsoft Licences from her own account. HD suggested that she provided the invoices for monthly refunds. AMR suggested that as these are a small amount, if agreeable that these been refunded quarterly. HD agreed and will provide the invoices when next due.
- 6.8 AMR updated that the invoice had been received for the SP promotional flight banner. HD approved payment and would action. **ACTION**
- 6.9 AMR noted the email circulated ahead of the meeting providing the booking form and terms for the reservation of St Mary's Hall for Spooky Saturday. AMR advised the cost was £160 for the hire and carried little risk as a full refund would be provided so long as 7 days or more notice was provided. On this basis the booking and payment was approved. **ACTION**

Grants

- 6.10 AMR noted that SPMT would seek a grant from STC to support Spooky Saturday with a proposal to be worked up for the next meeting. HD advised that the proposal would need to be approved by SPMT ahead of the STC meeting on 14th June to meet the grant deadline. AMR to write up and circulate. **ACTION**

Disputes

- 6.11 HD requested an update in relation to the ANSA discrepancy. PD advised as he has not had access to the account online he has not been able to reconcile. PD advised that he had spoken with Ruth Lloyd with the intention of replying by the end of this week. AMR offered to pull down statements so that PD can action. **ACTION**

7 COMMUNICATIONS

Website

- 7.1 AMR noted that changes were occurring on the website and requested any feedback from SPMT. AMR advised that the page which will feature forum members is now in development following receipt of a few profiles from members. AMR advised that a reminder to complete the template will be sent to forum members as part of this months' regular email. **ACTION**

Social Media

- 7.2 AMR advised the Facebook group continues to grow its following (155 as at 17.05.2023), nothing of significance to report this month.
- 7.3 AMR updated that an Instagram account had been set up for the Partnership which PD was managing. AMR opined that it would take some time to gather a following but had some ideas to work with PD on to engage younger residents.

8 EVENTS

- 8.1 HD requested close out reports on the following:
- Youth Engagement Showcase (YES) –

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AMR advised this event on Sunday 23rd April was a great success. AMR advised that over 200 people attended the 3hr event which took place on the second day of the transport festival.

AMR submitted costs outline for the event as against the permitted budget of £175 - venue and sundries total £166.50, donations received for hot drinks £30.78, total cost for the event £135.72.

AMR advised that all of the feedback from those attending and the exhibitors on the day were extremely positive and complimentary.

AMR advised that the youth survey was still running and a report from that would be provided at the next meeting. **ACTION**

- Coronation event – BigHelpOut (BHO) -

NK advised that this event on Monday 8th May, despite the weather, was well attended. NK advised that over 75 volunteers turned out to pick and plant at the train station and Scotch common. NK made special thanks to Mark Cook, Barbara West, Keith Haines and John Scarrott who had led their designated task groups admirably.

NK advised that due to the conditions, the painting had to be postponed. However, as per the contingency plan those volunteers were happy to get involved in the other activities. NK advised that the paint purchased was returned however there were plans to reschedule and align with a future Clean Team monthly litter pick. NK commented that a new grant application would need to be made for funding for paint.

NK provided a cost outline for the event against the permitted SP budget of £250 – first aid provisions and other sundries £32.37, donation to St Marys for use of the hall £20, total £52.37. NK reiterated costs against STC grant of £100 being £16.32 with the balance to be returned to STC as agreed at 6.4 above.

NK advised that there was a great amount of support and positive comments received online for the work undertaken together with a very complimentary article by Sandbach Nub News.

A new date for painting to be agreed – HD to discuss with mark Cook. **ACTION**

- 8.2** HD requested an update on Spooky Saturday – AMR advised that as per 6.9 above she will secure St Marys hall. AMR also noted that she had found the details of the previous subcontractor and was due to speak with them Friday 19th May to discover the previous terms of engagement and statement of work.

AMR requested PD assist in developing the event with initial ideas around having adults, children and pet fancy dress competition, including some of our forum members in the event I,e, street theatre – Saxon Players and Sandbach Animal Rescue etc having a stall, toy swap shop could also be part of the day. AMR also advised that the contacts made at the YES event provides other options around dance and musical entertainment.

9 WORKS PLAN

- 9.1** HD advised nothing to update at this time.

10 AOB

- 10.1** HD to return first aid kit to AMR and requested that a first aid log book be purchased. **ACTION**
- 10.2** NK raised the previous suggestion of providing educational experiences for our forum members as part of the quarterly meetings. AMR advised that we had Lucie Ferneyhough on grants in June and had received other contacts. HD to add the suggestion to the agenda for June to discuss with members. **ACTION**
- 10.3** HD raised the issue of the venue for the next forum meeting and commented that the last was well attended and therefore the Enterprise Centre may be too small. AMR suggested the Board room at the Town Hall and HD added that St Marys Hall may also be an option. HD to reach out to Town Hall in the first instance. **ACTION**
- 10.4** AMR suggested a teddy bears picnic event that could be held in the summer holidays. AMR suggested that the event could be supported by the Partnership by way of small funding for refreshments and promotion, and delivered by the various forum members which represent the parks across the town. HD advised will add this to the agenda when created for discussion with forum members at the next forum member meeting in June. **ACTION**



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- 10.5** HD set next meeting date as 21st June 19:30 Old Hall with a reoccurring meeting to be set thereafter once sight of the STC calendar has been gained. AMR to send out invitation. **ACTION**

Meeting closed at 21:30

	Chair
	Date 21.06.2023



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	4.23	Reconcile concession stand payments to invoices once bank account access established	PD	01.03.2023	Completed
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	Completed
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 outline 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



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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/HD	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	Completed
10	28.03.23	7.1	Issue template for forum member website profiling to forum members	AMR	07.04.2023	Completed
11	19.04.23	2.2	Make minutes of SPMT available on SP website	AMR	28.04.2023	Completed
12	19.04.23	4.1	Complete the removal of previous officers from the bank account	HD	28.04.2023	
13	19.04.23	4.2	Diary invitation to be issued to SPMT next meeting 17 th May.	AMR	28.04.23	Completed
14	19.04.23	4.3	Diary invitation to be issued to SP forum next meeting 27 th June.	AMR	28.04.2023	Completed
15	19.04.23	4.9	Provide three cost quotes for audit of annual accounts and seek approval to proceed.	PD	17.05.2023	
16	19.04.23	4.11	Arrange SPMT constitutional review workshop	HD	30.06.2023	



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17	19.04.23	4.22	Prepare cover letter and send to concession holders to recover three outstanding invoices. AMR to provide contact email addresses.	PD/AMR	17.05.2023	AMR provided contact info
18	19.04.23	4.25	Arrange meeting with STC regarding administrative support at Sandbach Enterprise Centre	HD	28.04.2023	On Agenda
19	19.04.23	5.3	Save membership form to FOSS file and send welcome email.	HD/AMR	28.04.2023	AMR sent welcome email
20	19.04.23	5.5	Request STC Coronation posters be printed and posted to NK home address for posting in noticeboards.	HD	28.04.2023	Propose Close
21	19.04.23	5.6	Print BHO posters and put in noticeboards.	NK	24.04.2023	
22	19.04.23	6.4	Move Microsoft licence payment details to SP account.	HD	17.05.2023	Propose Close
23	19.04.23	6.5	Provide receipts/proof of payment for all SP expense to PD for reimbursement.	HD	17.05.2023	Propose Close
24	19.04.23	6.11	Investigate ANSA debits and credits and provide report to HD for decision to repay.	PD	17.05.2023	
25	19.04.23	8.1	Research card payment readers for donations etc.	PD	17.05.2023	