

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

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

Wednesday 21 June 2023 at 19:30

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

#### 1 QUORUM & INTERESTS

- 1.1 HD welcomed all participants, particularly Cllr Donal Hegarty (DH) who has joined SPMT as the Sandbach Town Council (STC) representative. HD requested interests be declared. LC and DH both declared their status on the respective Councils but indicated no expected conflicts.
- 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 17.05.2023. 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 20.06.2023:  
Review of Actions  
Action 1: ongoing – progress update to be provided at this meeting  
Actions 2 & 3: complete  
Action 4: to be closed – see action 23  
Action 5: ongoing  
Action 6 – ongoing, PD updated that the selection process had now been reduced to two suppliers who had both provided general estimates. PD advised that documentation had been sent to each to provide accurate quotes. AMR requested that this action is expedited and the providers be given deadlines for provision of the quotes by the end of the week and for the work to be undertaken by mid-July. PD to liaise with suppliers.  
**ACTION**  
Action 7: HD updated that she will send a date poll to all SPMT members to fix a date. HD noted that the revised constitution will need to be circulated at least one month before the AGM to allow comment from forum members. **ACTION**  
Action 8: PD updated that the letter for three overdue invoices had been issued to Blackwater Grubb and a response received. PD advised that the correspondent advised that to their knowledge all invoices had been paid and disputed the third invoice as they had ceased trading in October 2022. AMR advised that the agreement was in place until notice to terminate was received, that date being 14<sup>th</sup> December (received by CEC), and therefore the third invoice remained outstanding and payable. PD to revert to the correspondent and making fixed arrangements for repayment. **ACTION**  
Action 9: to be closed – see action 26  
Actions 10 & 11: complete  
Action 12: ongoing  
Action 13: complete  
Action 14: AMR updated that on review of the SP account only one transaction had occurred from ANSA. AMR advised that following the email trail, SP had been incorrectly credited by ANSA and that this should be refunded. AMR opined from the email that the monies should have originated from Grassroots Disability and

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

not SP. LC verified this and provided a final financial statement of Grassroots Disability for reference. HD to reply to the email and refund the incorrect credit. **ACTION**

Actions 15 & 16: complete

Action 17: ongoing

Action 18: complete

Action 19: ongoing - HD confirmed that the meeting did not take place and new dates were currently awaited

Action 20: to be closed – PD is now in contact with NatWest

Action 21: complete

Action 22: on agenda

Actions 23, 24, 25: complete

Action 26: ongoing – HD advised difficulty making contact but will continue to try

Action 27: ongoing

Action 28: complete – HD to send DH a copy **ACTION**

Actions 29 – 35: complete

Action 36: on agenda

Action 37: ongoing

Action 38: complete

Action 39: on agenda

Action 40: complete

### 4 OPERATIONAL MANAGEMENT

#### ***Constitutional requirements***

4.1 HD updated that no new member applications had been received since the last meeting.

4.2 DH asked whether SPMT were actively recruiting members. HD confirmed that SPMT are doing this on a face to face basis but there was no specific campaign at this time.

4.3 AMR added that the focus for this year was to build a good offering to current forum members and look to secure future financial support prior to running specific membership campaigns.

4.4 DH suggested building a network of key contacts, i.e. Arnold Lang – Communities representative at Co-op. HD to create a connection. **ACTION**

4.5 HD confirmed that the next quarterly forum members meeting was due to be held on 27<sup>th</sup> June in the boardroom at Sandbach Town Hall.

4.6 HD advised to keep costs to a minimum soft drinks only would be provided. HD advised Lucy Ferneyhough would present on grant applications and the rest of the agenda will be devised and circulated.

4.7 HD noted the constitutional requirement to hold an AGM in October each year. A discussion was held as to availability and a date of 19<sup>th</sup> October set as the provisional date (depending on venue availability). HD to check availability and book venue. **ACTION**

4.8 LC confirmed the requirement to publish the date of the AGM with 28 days' notice. AMR to diarise and create communications for various channels. **ACTION**

4.9 HD advised that now both Councils had fixed their meeting calendars for the forthcoming year, SPMT will now set SPMT meeting for the same period. HD noted that best efforts will be made for all SPMT members to attend. AMR to circulate a provisional date list. **ACTION**

#### ***Insurance***

4.10 NK updated that quotes were awaited from Blackfriars in relation to employer and event insurance.

4.11 LC made a recommendation of Henshall Insurance Brokers (Wheelock), if further delays in receipt became an issue.

#### ***Licences***

4.12 HD provided an update of the presentation made at the recent STC meeting regarding the premise licence of the Market Square.

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

4.13 DH advised that further discussion by the Cllrs (post HDs departure) centred around the potential liability being carried by the officers. DH updated that the Chief Officer had been actioned to review.

4.14 HD advised that she would discuss the matter with STC's Chief Officer to discover next steps. **ACTION**

### **Office management**

4.15 HD advised outside of any outstanding actions (see 3.1), the office had been wound down successfully.

4.16 HD noted that the officers were currently operating on one full MS licence and three online MS licences. HD proposed that all officers are upgraded to the full MS licence at a cost difference of £20.88 (inc VAT) which would improve administration tasks. This was agreed by NK and PD. **ACTION**

## 5 STAKEHOLDER MANAGEMENT

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

5.1 HD advised that other than completion of action 28 and chasing on action 26, no other interactions have occurred with CEC.

5.2 AMR advised that an email exchange had taken place with the planning section to ensure that the Makers Market had the proper licence to conduct the restricted activity of entertainment on the Market Square and therefore did not require the use of the licence held by SP.

5.3 AMR updated that the enquiry was resolved satisfactorily with good contact from both CEC and Makers Market organisers. AMR added that the Makers Market had offered SP a stall at the market and that SP were pencilled in for October to promote Spooky Saturday

5.5 NK updated on the recent Connected Communities event and advised that the recent call out for a first aid volunteer for the cooking classes had a positive result for those events to go ahead.

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

5.6 HD updated on the recent STC AGM and the appointment of DH as the STC representative on the SPMT.

5.7 HD advised that an information paper was submitted ahead of the meeting on 14<sup>th</sup> June, where she also provided an update on recent activity.

5.8 AMR requested a view on the general discussion points. HD updated that the discussion points centred around the cobbles (see 4.12-4.14 above) and that positive remarks were received from other Cllrs regarding the successes of the YES and Big Help Out events.

5.9 HD noted a difference of opinion by one Cllr, however this was a standalone voice.

### **5 Town Partnership**

5.10 HD advised that there had been no communications from the other town partnerships.

### **Town noticeboards**

5.11 NK advised that the noticeboards were quite full at this moment in time which indicated a good range of activity in the town.

5.12 NK noted that the process for displaying in the noticeboards had now been created and these would be placed in the noticeboards in due course. **ACTION**

5.13 HD advised that an enquiry had been received from Sandbach Library regarding white Sandbach leaflet that they were now running low on stock. HD noted that the enquiry was regarding ownership. SPMT unable to provide further information, HD to collect a copy. **ACTION**

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

### 6 FINANCE

#### *Invoices/Refunds*

- 6.1 AMR noted the only refund to be made was in respect of the incorrect ANSA credit (see 3.1 Action 8).
- 6.2 HD provided an update on current IT suppliers and noted that the service provided by Prism had been terminated as it was no longer required resulting in a small monthly saving.
- 6.3 HD also noted that the telecoms contract had also been reduced following the cancellation of internet services at the Enterprise Centre but that the landline service charge would remain as this service is cloud based and helpful to local residents.
- 6.4 HD advised that the invoices for the IT service provider are up to date.
- 6.5 HD noted the outstanding concession payments were the only monies expected to be received (see 3.1 above Action 8).
- 6.6 AMR added that there was a small amount of cash donated at the YES event for hot drinks which had not yet been credited to the SP bank account. AMR advised that due to having no local branch the intention was for a transfer of the funds from a personal account. Amount verified by PD. **ACTION**
- 6.7 HD advised that the debit card for the account is still awaited and will, following two failed individual attempts, request a group round robin request for debit cards. HD to initiate process and NK, PD, AMR to complete as required. **ACTION**
- 6.8 NK questioned if officers had a debit card, whether that would give them access to withdraw cash. AMR responded that whilst this will be an option, as per previously agreed rules amongst the officers payment amount limits were in place and no cash withdrawals will be permitted unless agreed under the scope of a project i.e. for a float.

#### *Grants*

- 6.9 HD noted that the grant application for Spooky Saturday was submitted to STC in time for the AGM on 14<sup>th</sup> June. DH questioned as to why this did not appear on the STC agenda for the meeting. HD updated that a decision was taken by STC for the application to be heard at the August Finance meeting. HD confirmed AMR would be present to support the application.
- 6.10 DH provided feedback on the application and noted that there could be an opportunity for businesses to sponsor the event so that it could become self-funding.
- 6.11 AMR thanked DH for the feedback and noted that this may be an option for future years, however provided the view that SP was in a regenerative status and re-establishing itself as a positive benefit to Sandbach. AMR further added that there was scope in the application to request help from local businesses in the form of prizes but that a budget line was included in the event that this could not be achieved.
- 6.12 AMR opined that there are numerous groups and charities in need of funding at this time and that SP would seek to fund initiatives from outside of Council budgets depending on the project. AMR noted that Spooky Saturday had, in effect, always been funded by CEC and STC by way of the grants historically provided to SP.
- 6.13 HD noted the feedback received. LC advised that the grant application could be amended up to one week prior to the meeting. HD will review the application to see if there are any adjustments which could enhance the chances of success. **ACTION**

#### *Disputes*

- 6.14 Nothing to report, other than previous incorrect credit from ANSA.

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

### 7 COMMUNICATIONS

#### *Website*

- 7.1 AMR noted that changes were occurring on the website. 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 more bios needed to be provided for this page to be viable and will raise at the forum meeting on 27<sup>th</sup> June.
- 7.2 HD suggested displaying a mock up of what the page would look like so that members can see the benefit. AMR to create mock up for next forum meeting. **ACTION**
- 7.3 PD questioned as to whether there are any plans to make the website more mobile friendly. AMR replied to advise that the way in which the website was built makes it difficult for a substantial change to be made without significant cost/investment. AMR advised that should SP grow and continue in the forthcoming years then this could be considered again in the future.

#### *Social Media*

- 7.4 AMR nothing of significance to report this month.

### 8 EVENTS

- 8.1 HD requested close out reports on the following:
- Youth Engagement Showcase (YES) – survey update. AMR advised that a report will be circulated over the coming week. **ACTION**
  - Coronation event – BigHelpOut (BHO) - new date for painting to be agreed. HD to discuss with mark Cook. **ACTION**
- 8.2 Spooky Saturday – AMR advised that St Marys Hall has been secured. AMR updated that as the grant application will not be heard until August, discussion were in progress with suppliers as to whether they would placehold the date until the outcome was known (without charge).
- 8.3 PD asked what the plan would be should STC not provide funding. AMR noted that this was a considerable outlay for SP to self-fund considering the monies held on account and that there were not many other routes to fund this type of event. AMR advised that the project would need to come back to SPMT for consideration of increased spend.
- 8.4 Repair Café – HD advised that discussions had been held with the parent organisation of the affiliates regarding insurance, process, onboarding etc. HD advised that research into venues had been conducted and it was intended that these be rotated in the various wards of the town each month. HD noted that the plan would be to launch a volunteer recruitment campaign at the beginning of July for a pre-event in August and first official repair café in September.
- 8.5 Sandbach Pride – AMR had previously circulated the Sandbach Pride sponsorship pack with a recommendation to sponsor at either gold or platinum level. AMR noted that this had two key drivers, 1) to support the diverse community of Sandbach and 2) to provide commercial advertising for Spooky Saturday (with the events being 6 weeks apart).
- 8.6 LC noted that Sandbach Pride had reached its sponsorship goals and an offer from SP would not be accepted. LC advised that volunteers were required for the day, which was an alternative option to demonstrate support by the officers or forum members.
- 8.7 AMR had previously raised the idea of a teddy bears' picnic which would be organised by the various park groups across Sandbach in the summer holidays. AMR added that SP's involvement would be to provide a small amount of funding to each for refreshments. AMR noted that Friends of Wheelock Playing Fields had subsequently reached out about holding a fun day and requesting insurance and first aid cover. AMR advised that a reply was provided for the forum member to bring it to the forum members meeting on 27<sup>th</sup> June.
- 8.8 HD proposed SP hold a stall at the Sandbach Christmas Market to raise funds for SP. Further plan to be developed as to what the stall will feature. HD to submit initial project proposal. **ACTION**

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

**9 WORKS PLAN**


**9.1** AMR prompted on the subject of a works plan for next year and proposed that this be drawn up to be presented at the AGM in October.

**9.2** AMR proposed two ideas for the works plan, 1) town harvest festival with a call to action for residents to donate to the local foodbank/pantry and also a resource market which could feature the produce of local growers, the allotment society and other interested parties and, 2) a Human Library – creating a library of diverse people to tell their stories and the stories of Sandbach.

**9.3** HD agreed that the works plan should be created for the AGM.

**10 AOB**

**10.1** AMR to circulate proposed dates and thereafter set next meeting. AMR suggested a social media post for meeting space in the hope of somewhere local offering facilities. **ACTION**

	Chair
	Date 19 <sup>th</sup> July 2023



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	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
2	27.02.23	4.2	Create email distribution list for forum members	AMR	03.03.2023	Completed – see 3.1 17.05.2023
3	27.02.23	5.16	Draft outline proposal for volunteering co-ordination via SP website for AMR review	NK	29.03.2023	Completed
4	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	Propose Close - see action 23
5	19.04.23	4.1	Complete the removal of previous officers from the bank account	HD	28.04.2023	Ongoing
6	19.04.23	4.9	Provide three cost quotes for audit of annual accounts and seek approval to proceed.	PD	19.05.2023	Ongoing.
7	19.04.23	4.11	Arrange SPMT constitutional review workshop	HD	30.06.2023	Ongoing



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

8	19.04.23	4.22	Prepare cover letter and send to concession holders to recover three outstanding invoices.	PD	19.05.2023	<b>Ongoing – Letter issued</b>
9	19.04.23	4.25	Arrange meeting with STC regarding administrative support at Sandbach Enterprise Centre	HD	28.04.2023	<b>Propose Close – see action 26</b>
10	19.04.23	5.3	Save membership form to FOSS file and send welcome email.	HD/AMR	28.04.2023	<b>Completed</b>
11	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	<b>Completed</b>
12	19.04.23	6.4	Move Microsoft licence payment details to SP account.	HD	17.05.2023	<b>Ongoing – awaiting debit card</b>
13	19.04.23	6.5	Provide receipts/proof of payment for all SP expense to PD for reimbursement.	HD	17.05.2023	<b>Completed</b>
14	19.04.23	6.11	Investigate ANSA debits and credits and provide report to HD for decision to repay.	PD	17.05.2023	<b>Ongoing – AMR provided email with view.</b>
15	19.04.23	8.1	Research card payment readers for donations etc.	PD	17.05.2023	<b>Completed</b>
16	17.05.23	2.2	Add approved minutes and actions from 19.04.2023 SPMT meeting to SP website	AMR	24.05.2023	<b>Completed</b>





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

17	17.05.23	3.1	Discuss volunteer initiative with Lucie Ferreyhough re next steps following initial assessment	NK	21.06.2023	Ongoing
18	17.05.23	4.1	Send welcome email to new SP Forum member Sandbach Animal Rescue and add to invitation to next forum meeting	AMR	24.05.2023	Completed
19	17.05.23	4.2	Feedback outcomes of Orbitas meeting 23.05.2023	NK/HD	21.06.2023	Ongoing
20	17.05.23	4.3	Provide Natwest business contact details to PD to rectify online access	HD	24.05.2023	Propose Close – could not locate and advised PD
21	17.05.23	4.4	Download from Natwest online last 12 month bank statements and provide to PD	AMR	24.05.2023	Completed
22	17.05.23	4.8	Obtain quote for events insurance	NK	21.06.2023	Ongoing
23	17.05.23	4.9	Provide information paper as part of STC committee meeting regarding management of the cobbles and the associated entertainment licence	HD	10.06.2023	Completed
24	17.05.23	4.13	HD to provide Makers Market contact details	AMR	31.05.2023	Completed
25	17.05.23	4.17	Return officer keys and fobs to STC	HD	31.05.2023	Completed



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

26	17.05.23	4.18	Set meeting with CEC representative regarding use of SEC as registered office and boardroom meeting facilities	HD	31.05.2023	<b>Ongoing</b>
27	17.05.23	4.19	Arrange collection of printer and movement to AMR premises	HD	21.06.2023	<b>Ongoing</b>
28	17.05.23	5.2	Respond to CEC for annual report.	HD	26.05.2023	<b>Completed</b>
29	17.05.23	5.12	Draft process for noticeboard displaying items and provide to NK	AMR	31.05.2023	
30	17.05.23	6.1, 6.2, 6.5	Arrange repayment of expenses as documented	As documented	26.05.2023	<b>Completed</b>
31	17.05.23	6.4	Obtain STC details for refund of unused grant funds and reimburse	AMR	31.05.2023	
32	17.05.23	6.6 & 6.8	Arrange payment of suppliers for IT and marketing materials	HD	31.05.2023	<b>Completed</b>
33	17.05.23	6.9	Confirming booking and pay hire fee to St Marys in respect of Spooky Saturday	AMR	26.05.2023	<b>Completed</b>
34	17.05.23	6.10	Prepare STC grant application for Spooky Saturday	AMR	05.06.2023	<b>Completed</b>
35	17.05.23	7.1	Email reminder to Forum members to return group template forms for inclusion on new website page	AMR	26.05.2023	<b>Completed</b>



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

36	17.05.23	8.1	Provide summary of youth survey	AMR	21.06.2023	On agenda
37	17.05.23	10.1	Return First Aid equipment to AMR	HD	21.06.2023	Ongoing
38	17.05.23	10.2	Source and book venue for next Forum meeting 27 <sup>th</sup> June	HD	21.06.2023	Completed
39	17.05.23	10.4	Create agenda for next forum meeting and add summer event 'Teddy Bear picnic' to next forum meeting agenda	HD	21.06.2023	Completed
40	17.05.23	10.5	Issue invitation to SPMT for next meeting 21 <sup>st</sup> June	AMR	26.05.2023	Completed