

Sandbach Partnership Management Team (the "SPMT")

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

Wednesday 19 July 2023 at 19:30

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

1 QUORUM & INTERESTS

- 1.1 HD welcomed all participants, noting apologies from LC and DH. HD requested interests be declared, none made.
- 1.2 With a quorum being present, HD declared the meeting open 19:35.

2 APPROVAL OF PREVIOUS MINUTES

- 2.1 HD requested any comments of accuracy or completeness of the meeting minutes from 21.06.2023. None declared, the minutes were approved for publication by HD and seconded PD.
- 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 18.07.2023:
Review of Actions
- 1 on agenda
 - 2 HD confirmed that a mandate update request had been sent, although unable to see whether this action had been successful. AMR suggested HD reach out to Sue Woods for confirmation. **ACTION**
 - 3 complete. PD updated that a provider had been selected and was in receipt of queries to enable completion.
 - 4 complete. HD confirmed date set.
 - 5 PD advised that the supplier had been in hospital. All agreed a grace period of 7 days before following up.
 - 6 ongoing
 - 7 complete. AMR advised that the refund had taken place.
 - 8 HD agreed to close the action pending future work plan being devised.
 - 9 HD agreed to close the action pending further contact from Orbitas.
 - 10 on agenda
 - 11 ongoing
 - 12 ongoing. HD confirmed that messages had been left but no return.
 - 13 complete
 - 14 complete
 - 15 complete
 - 16 complete
 - 17 complete
 - 18 ongoing
 - 19 complete. HD updated that the venue would be St Peters Church Hall 19th October – 18:30 set up – 19:00 2 hrs meeting - 30 minute clear down. NFP cost £11.50 per hour totalling £34.50
 - 20 ongoing
 - 21 complete. AMR updated that July and August dates agreed, remaining dates to be agreed post constitutional workshop.
 - 22 ongoing

Sandbach Partnership Management Team (the "SPMT")

- 23 complete
- 24 complete
- 25 AMR proposed closure of this action and confirmed that a contact had been provided to facilitate this enquiry. HD agreed to close action.
- 26 complete
- 27 complete – pending receipt
- 28 ongoing. HD advised that this will be completed this week ahead of the STC Finance meeting 9th August.
- 29 complete
- 30 ongoing
- 31 ongoing
- 32 ongoing

4 OPERATIONAL MANAGEMENT

Constitutional requirements

- 4.1 PD confirmed that Certax has been appointed to conduct the review and audit of SP accounts.
- 4.2 PD highlighted 8 invoices that he was unable to locate. HD confirmed awareness of invoices and would forward as soon as possible. **ACTION**
- 4.3 AMR confirmed email evidence can be provided for credits received and will forward to PD. **ACTION**
- 4.4 NK asked how long following the provision of the information could SPMT expect the work to be complete. PD advised the expectation to be 5 working days.
- 4.5 HD asked what the payment terms were with Certax and PD confirmed payment on completion.
- 4.6 HD confirmed the AGM venue had been selected. See action 19 above.
- 4.7 AMR noted that a new Stroke Survivors group was set to commence in Sandbach and the lead had been in touch. AMR advised that a meeting was set for 28th July.

Insurance

- 4.8 NK provided a background on the insurance position for SP and noted that the 2018/19 events insurance terms outlined public liability only at £5m and the following period 2019/20 a 15 event policy with public liability of £5m only with special condition requiring third parties to have their own liability insurance.
- 4.9 NK updated that Henshalls had provided a competitive combined liability insurance for the activity of Sandbach Partnership with £1m Public liability and £5m employers liability.
- 4.10 A discussion was held on requirements; AMR stated that event cancellation protection should be included in the cover and HD noted that the public liability limit was required to be at £5m (this specifically addressed a need under the terms of operation for the proposed Repair Café project).
- 4.11 HD also raised the matter of forum member cover and NK commented that the advice received was that cover would need to list affiliated members. AMR asked if activities included SP could these not be considered as 'the activities of Sandbach Partnership'.
- 4.12 NK advised that she would revert to the broker on the three matters of increasing the PL amount and, inclusion of cancellation cover and affiliate members for a requote. HD advised that cover would be required to be in place by 18th August to allow the Repair Café induction to go ahead on 19th August. AMR agreed that this would also be the latest should the grant be approved for Spooky Saturday. **ACTION**
- 4.13 PD asked whether the existing PL insurance was on auto-renew. NK to check. **ACTION**

Licences

- 4.14 HD referenced the ongoing action 22 and would continue to try and contact the relevant parties.

Office management

Sandbach Partnership Management Team (the "SPMT")

- 4.15 HD referenced the ongoing actions, 11 and 12 and would continue to try and contact the relevant parties.
- 5 STAKEHOLDER MANAGEMENT**
Cheshire East Council (CEC)
- 5.1 HD referenced ongoing actions 11 & 22 and noted that she would continue to make contact and set the required meetings.
- 5.2 HD also noted that she had reached out to Lucie Ferneyhough to utilise the Grant Finder tool in relation to the Repair Café proposal however no response had been received.
- Sandbach Town Council (STC)***
- 5.3 AMR noted that the STC Finance Meeting was scheduled for 9th August and this would be where the grant application for Spooky Saturday would be heard. AMR to provide update post event. **ACTION**
- 5.4 HD advised that a request was made for SP to attend the cenotaph as the Makers Market had left the electrical supply open, however this was cancelled as STC were able to resolve.
- 5 Town Partnership***
- 5.5 HD updated that following the news that Alsager would be winding up, we have since learned that Middlewich Vision will also wind up.
- Town noticeboards***
- 5.6 HD noted that posters for volunteer recruitment for the Repair Café would be provided shortly to NK. **ACTION**
- 5.7 NK advised that Mike Benson had also provided access to the noticeboard at the far side of the park recently.
- 6 FINANCE**
Invoices/Refunds
- 6.1 HD updated that there were no outstanding invoices or refunds.
- 6.2 HD noted the outstanding concession payments remained expected to be received (see 3.1 above Action 5).
- 6.3 HD advised that a further process had been undertaken to obtain a debit card for the account and awaited receipt.
- Grants***
- 6.4 See 5.6 above.
- Disputes***
- 6.5 Nothing to report.
- 6.6 AMR requested a review of core costs now that past invoices and accounts were up to date. AMR requested an appraisal be undertaken of the regular monthly costs and what this looked like on an annual balance.
- 6.7 AMR opined that with no core funding contribution this financial year and, with the next financial year being unknown, SPMT should look to consider what its core costs are, how long they plan to operate and thereafter what the surplus would be to utilise for project initiatives.
- 6.8 All agreed and PD will conduct the appraisal and bring forward to the planned constitutional workshop. **ACTION**
- 7 COMMUNICATIONS**
Website
- 7.1 AMR updated the feature forum member page is now live, however still awaited more profile returns from members which can be added in time.

Sandbach Partnership Management Team (the "SPMT")

7.2 AMR next priority was to set up website analytics and review the mobile version of the site.

Social Media

7.3 AMR advised that a SP page had been added to Facebook to complement the SP group. AMR noted that this would be used for strategic initiative and specific SP information posts.

7.4 HD asked whether media outreach could be done to support the Repair Café. AMR confirmed that we have a contact at Nub News however the Chronical contact had moved on but we had a general email address.

8 EVENTS

8.1 Spooky Saturday – AMR advised that suppliers were held pending outcome of grant application.

8.2 Repair Café – HD reference the initial project proposal circulated ahead of the meeting and thanked NK for feedback.

8.3 HD outlined the initiative to be held once a month - 3rd Saturday at rotating locations in Sandbach. HD advised all repairs are on the basis of best efforts and our requirements were to conduct a risk assessment by location, induct volunteers and have a qualified PAT tester.

8.4 HD noted that the online tool which facilitated volunteer registration and visitors provided the necessary GDPR requirements courtesy of our affiliated to Repair Café Wales.

8.5 HD advised the process for those attending would be: Sign in – triage – routing to correct repair station (6-8 stations). Electrical station would be the final desk for the required PAT test to be conducted. HD added that the online tool provided monthly feedback to the administrator.

8.6 HD updated that a thorough assessment 9 locations had been understand with two locations confirmed as St Peters Church Hall and Wheelock Methodist Church with dates that can be secured for the next 12 months. HD commented that venues had been assessed a various requirements and that the Repair Café Sandbach would need to provide to repairers' electricity, extension leads, appropriate lighting, small consumables, floor and table protection. Volunteers bring tools (these would also be PAT tested if electrical).

8.7 HD outlined set up costs:

PAT purchase £300-£500 training can be provided by Repair Café Wales.

Set up consumables - £200

Monthly repair consumables - £10 (first month – expected café sales to fund)

Monthly café consumables - £20 (first month – expected café sales to fund)

Venue hire costs - £20 per hour x 4 hours £80 per month. £960 per annum.

Total £1690

HD noted that the PAT purchase could be deferred if an appropriate volunteer could be sourced. PD supported the investment in the PAT purchase to provide resilience for the initiative.

8.8 HD advised that there had been a keen interest from a broad skill set of volunteers with 22 subscribed and that the intention was to conduct an operational induction for volunteers on 19th August.

8.9 HD requested approval to set up a task and finish group, 3 months funding of halls and a £200 set up budget.

8.10 AMR expressed a view that the core cost appraisal and apportionment of project funds should be conducted before SPMT make any long-term commitment.

8.11 NK opined that there was a dependency on volunteers for this initiative and that their commitment would need to be understood before making a long-term commitment of funds.

Sandbach Partnership Management Team (the "SPMT")

8.12 AMR suggested that the approval be for hire of the venue for the induction event and £50 on any initial set up. NK agreed and PD seconded.

8.13 HD to take the plan forward and provide an update at the next meeting in August for next steps approval.
ACTION

9 WORKS PLAN

9.1 HD advised that it was intended that this would be further discussed at the constitutional workshop planned.


9.2 AMR proposed the further idea for the works plan, a youth masquerade ball with the aim of raising money for SP.

9.3 NK put forward an idea to partner with a local business which has afternoon available to facilitate some sort of youth cafe.

10 AOB

10.1 Next meeting scheduled Wednesday 30th August.

Meeting closed 21:30.

	Chair
30.08.2023	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	8.3	Project proposal to be drafted and submitted to SPMT for approval – Repair Shop and cross-town walking events	HID	05.04.2023	On Agenda
2	19.04.23	4.1	Complete the removal of previous officers from the bank account	HID	28.04.2023	Ongoing
3	19.04.23	4.9	Provide three cost quotes for audit of annual accounts and seek approval to proceed. Update 21.06.2023: PD to get final quotes from two selected suppliers and set deadline for completion of audit.	PD	23.06.2023	
4	19.04.23	4.11	Arrange SPMT constitutional review workshop. Update 21.06.2023: HD to send poll with available dates.	HID	30.06.2023	Ongoing
5	19.04.23	4.22	Prepare cover letter and send to concession holders to recover three outstanding invoices. Update 21.06.2023: PD to make payment arrangement with supplier.	PD	30.06.2023	
6	19.04.23	6.4	Move Microsoft licence payment details to SP account.	HID	17.05.2023	Ongoing



Sandbach Partnership Management Team (the "SPMT")

7	19.04.23	6.11	Investigate ANSA debits and credits and provide report to HD for decision to repay. Update 21.06.2023: HD to arrange refund of incorrect credit.	HD	30.06.2023	
8	17.05.23	3.1	Discuss volunteer initiative with Lucie Ferreyhough re next steps following initial assessment	NK	21.06.2023	Propose close - activity not timely and financing would be an issue
9	17.05.23	4.2	Feedback outcomes of Orbitas meeting 23.05.2023. Update 21.06.2023: meeting to be rescheduled new dates awaited	NK/HD	21.06.2023	Propose close as not heard back from Orbitas
10	17.05.23	4.8	Obtain quote for events insurance	NK	21.06.2023	On agenda
11	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	Ongoing
12	17.05.23	4.19	Arrange collection of printer and movement to AMR premises	HD	21.06.2023	Ongoing
13	17.05.23	8.1	Provide summary of youth survey by email	AMR	30.06.2023	Completed
14	17.05.23	10.1	Return First Aid equipment to AMR	HD	21.06.2023	
15	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
16	21.06.23	2.2	Add minutes of the last SPMT May to website	AMR	30.06.2023	Completed



Sandbach Partnership Management Team (the "SPMT")

17	21.06.23	3.1	Provide a copy of the report sent to CEC to DH	HD	30.06.2023	Completed
18	21.06.21	4.4	Make a connection with Arnold Lang – Communities Co-ordinator at Co-op	HD		
19	21.06.23	4.7	Book venue for AGM – proposed date 19 th October	HD	31.07.2023	Completed
20	21.06.23	4.8	Create notice and publish AGM date and venue 28 days ahead of event,	AMR	01.09.2023	Ongoing
21	21.06.23	4.9	Create a provisional list of SPMT meetings for the financial year and circulate to SPMT members	AMR	23.06.2023	On agenda
22	21.06.23	4.14	Set meeting to discuss next steps regarding the premise licence	HD		Ongoing
23	21.06.23	4.16	HD to upgrade three online MS office licences to full licences	HD	30.06.2023	Completed
24	21.06.23	5.12	Add process for posting in the noticeboards to the noticeboards	NK	30.06.2023	Completed
25	21.06.23	5.13	Collect copy of the Sandbach leaflet to resolve query from Sandbach Library	HD	19.07.2023	Ongoing
26	21.06.23	6.6	Credit cash donations from YES event to SP account	AMR	19.07.2023	Completed



Sandbach Partnership Management Team (the "SPMT")

27	21.06.23	6.7	Initiate round robin process to request a debit card for SP bank account	HD	19.07.2023	Completed
28	21.06.23	6.13	Review Spooky Saturday grant application considering feedback to enhance chances of success	HD	19.07.2023	Ongoing
29	21.06.23	7.2	Create a mock up of the forum members page as visual aid for members to encourage engagement with bio completion	AMR	26.06.2023	Completed
30	21.06.23	8.1	Reschedule Big Help Out painting as volunteer opportunity in collaboration with Clean Team	HD	19.07.2023	Ongoing
31	21.06.23	8.8	Submit initial project proposal re Christmas Market stall	HD	19.07.2023	
32	21.06.23	10.1	Create social media post for speculative assistance on meeting space	AMR	19.07.2023	Ongoing pending action 21