

Sandbach Partnership Management Team (the "SPMT")

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

Wednesday 30th August 2023 at 19:30

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

1 QUORUM & INTERESTS

- 1.1 HD welcomed all participants, noting apologies from LC. 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 19.07.2023. 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 29.08.2023:
- Action 1: propose close. Repair Café on the agenda. HD commented that after the dissolution of the partnerships in Middlewich and Alsager, the proposed cross-town walking event would not be taken forward. AMR seconded closure of actions
- Action 2: propose close - on agenda
- Action 3: HD advised that a debit card had now been successfully received and that this action will be undertaken in the next week.
- Action 4: complete – see 5.1.
- Action 5: ongoing – AMR provided availability.
- Action 6: ongoing
- Action 7: propose close, communications in draft to be published shortly.
- Action 8: propose close, see 4.24 - 4.26
- Action 9: complete
- Action 10: HD noted change of intention and would not now be proposed. Propose close – AMR seconded closure of action.
- Action 11: ongoing
- Action 12: complete
- Action 13: ongoing – check yet to take place.
- Action 14: complete
- Action 15: complete
- Action 16: complete

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Action 17: propose close – NK advised replacement extended cover due to commence September following which the existing policy would be cancelled.

Action 18: propose close - on agenda – see 5.5 - 5.7

Action 19: propose close - on agenda – see 6.1

Action 20: propose close - on agenda – see 8.1 - 8.4

4 OPERATIONAL MANAGEMENT

Constitutional requirements

Annual accounts

- 4.1 PD confirmed that the annual accounts report had now been received from the supplier and circulated.
- 4.2 HD requested points of note. AMR noted no funding received to the Partnership in the budget year Apr 2022 to Mar 2023.
- 4.3 AMR also raised a query regarding the ring-fenced total. PD explained its composition and HD advised an amendment was required to correct. PD to report amendment to accountant for correction. **ACTION**
- 4.4 HD asked PD how the supplier had performed. PD reported that the supplier had experienced a delay due to gathering of information however the turnaround had been good and the cost reasonable.
- 4.5 AMR put forward a copy of the report to be set before the AGM and published on SP's website. AMR advised this required signature from the Accountant and SP Chair to substantiate authenticity. PD to arrange for the document to be signed by supplier and passed to HD for counter signature. **ACTION**

AGM and SPMT meetings

- 4.6 HD advised that the venue for the AGM had now been booked.
- 4.7 AMR reminded all that the AGM is a public meeting and therefore is open to all interested parties.
- 4.8 HD raised the matter of setting future SPMT meetings and noted that September was problematic for availability.
- 4.9 AMR suggested widening to any day of the week in September. HD agreed and requested that all officers provide their availability for any dates in September to AMR. **ACTION**

Revised constitution

- 4.10 HD updated that, as planned, a constitution workshop was held with officers on 10th August ahead of which preparatory work was undertaken by HD for requirements. The workshop took views from the officers on the requirements to reach consensus terms.
- 4.11 HD advised a draft was then created with an accompanying comparison to the existing constitution and circulated to officers. HD invited comments specifically on Exclusion, introduction of membership fees and officer roles.
- 4.12 DH requested clarification on 2.1 and 3b in relation to the definition of statutory duties and obligation to personal liability. HD provided an example and explanation.
- 4.13 DH also asked current membership levels and these were clarified as the officers as the only 'ordinary members' and 23 member groups.
- 4.14 HD raised the new suggestion within the draft constitution of membership fees. NK provided a view that this was unnecessary and may serve to drive organisations away rather than attract.
- 4.15 DH provided an alternative view that a small fee would demonstrate a commitment and investment by the members.
- 4.16 AMR agreed with DH and noted that there was a building value proposition for those that are members in the shape of peer networking, education and upskilling opportunities, increased marketing opportunities and other support.

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- 4.17 HD opined that maybe now was not the time but did not rule out the inclusion in the future. AMR noted that no amount was specified with the draft constitution and that it could easily be decided as nil with forum members, with the option to review at each AGM.
- 4.18 HD agreed with the approach to leave the clause in for the time being and discuss with forum members at the next quarterly forum meeting in September.
- 4.19 HD raised proposed clause on Exclusions and a discussion was held around its purpose and intention. The majority present voted that this was not required and suggested its removal. HD to update in respect of this point and the previous and recirculate. **ACTION**
- 4.20 A discussion was held regarding the drafted officer roles and the role of stakeholder representatives. AMR suggested adding representatives as a separate entity 'observer' so that they are excluded from the liability that officers carry and can be invited to attend by the Chair. HD to update, recirculate and discuss amendment with LC. **ACTION**
- 4.21 NK noted that as drafted, this would mean that there are two officer positions available on SPMT. HD confirmed and this would be made clear to forum members when circulating the draft constitution with any proposed individuals to make themselves known at the AGM assuming the redrafted constitution is adopted. **ACTION**

Insurance

- 4.22 NK confirmed that the final quote for EL and PL insurance was awaited from supplier and will be in place by 16th September.
- 4.23 NK advised that the current PL insurance, in place until November, will then be cancelled. **ACTION**

Licences

- 4.24 HD advised a meeting had taken place with STC's Chief Officer to discuss future entertainment premise licence (relating to the cobbles) arrangements and correspondence had been received to move forward.
- 4.25 HD updated that the correspondence set out that it was accepted that SP hold the Entertainment licence and requests for entertainment at the location should be sent in advance to SP. HD advised that it had been proposed that the licence be transferred to STC.
- 4.26 HD noted STC's intention to refer the matter to the council meeting on 13th September and pending the outcome it is expected that a request will be made by STC to CEC for a review of the licence and a transfer of the licence holding from SP to STC.

Office management

- 4.27 HD referenced the actions, 4 and 5 and will complete shortly.

5 STAKEHOLDER MANAGEMENT

Cheshire East Council (CEC)

- 5.1 HD noted that an email was sent to Helen Meacher-Jones, but Joanne Jones replied. HD advised that CEC's response outlined a requirement to arrange with current occupiers in relation to maintaining SEC as its registered office. HD to speak with Chief Officer regarding arrangements. **ACTION**

Sandbach Town Council (STC)

- 5.2 HD noted a recent STC meeting which outlined a proposal for a change by STC to the maintenance of noticeboards. HD noted that a discussion was anticipated with Town Clerk.
- 5.3 AMR advised that the noticeboards under SP management are regularly refreshed and an important source of information for many. AMR opined that she had little confidence that STC would be sufficiently enthusiastic or resourced to undertake the management of the noticeboards.
- 5.4 HD commented that the noticeboards needed an aesthetic update, and this is something that SP could look to undertake.
- 5.5 AMR updated on the STC Finance and Planning meeting held 9th August where the Spooky Saturday grant application was held. AMR outlined other application presented on the same and explained how the SP application had been amended.

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- 5.6 AMR advised that the grant application had only been successful at a level of 50%. AMR commented that following a review of the proposal costs, changes could be made to reduce the overall cost however this did not make the event viable unless SP were willing to co-fund.
- 5.7 A discussion was held as to whether the event should proceed with 4/5 present being in favour. HD approved the acceptance of the STC grant, the co-funded amount, and the set-up of a WG (Working Groups) led by AMR. AMR proposed close of action 18, HD seconded.
- 5.8 See also 4.24-4.26 for other interactions.

5 Town Partnership

- 5.9 HD advised nothing significant to update following the news that Alsager and Middlewich are winding up.

Town noticeboards

- 5.10 HD noted that posters for the Repair Café launch would be provided shortly to NK. **ACTION**
- 5.11 See also 5.2 and 5.3 above.

6 FINANCE

Review of annual operating expenditure

- 6.1 PD updated that following a review of core operational costs annual expenditure was anticipated to be at circa £1100.
- 6.2 AMR suggested the fund currently held on account be equated to 3 years in operation comprising of 3 x annual operating costs. AMR added the remaining funds then split equally across the three years which would be project provision.
- 6.3 HD agreed with this approach, NK and PD seconded. PD proposed close of action 19, NK seconded. PD to create budget monitoring document. **ACTION**

Financial transaction confirmation

- 6.4 HD confirmed payments had been made in the last period to IT supplier x 2, ANSA refund, venue for Repair Café induction and a small cash credit donation received from YES event. PD confirmed action can be closed.

Invoices to be received

- 6.5 PD confirmed that the concession stand holder had now been in contact and an arrangement to pay the outstanding amount from the agreed contract had been reached to clear down.

Bank Account

- 6.6 HD confirmed that a debit card had now been successfully received. HD noted that this would be used for approved purchases only and cash only to be withdrawn for float/petty cash purposes.
- 6.7 PD confirmed that a Sum Up machine had been purchased for a small cost. PD advised that there was no subscription for this card reader service and there is a 1.69% fee per transaction which is automatically debited. PD to set up officers with link to use the card reader at events. **ACTION**

7 COMMUNICATIONS

Website

- 7.1 AMR updated that updates had been carried out to the mobile version of the Sandbach Partnership website which improved the navigation and provides visitors with access to the same content as the desktop menu.
- 7.2 AMR advised in exploring the Google listing and analytics it had been discovered that ownership of the listing was with the previous Chair. AMR noted that Google had issued a notification and if no response is received then a verification process can be completed to provide access.

Social Media

- 7.3 AMR advised that Facebook was performing well and the page following continues to increase and there were no adverse events to report.

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8 EVENTS

- 8.1 Repair Café – HD reported on the recent volunteer induction session with 24 volunteers in support. HD advised amongst these a PAT tester was secured.
- 8.2 HD outlined next steps to plan for the first Repair Café Sandbach launch and requested approval for the costs to cover the hire of next hall, initial equipment. HD proposed close action 20, PD seconded.
- 8.3 AMR asked what the long-term funding arrangements were for the Café. HD replied to advise that it is intended that the Partnership would underwrite the funding for 12 months and thereafter it is proposed to be self-sustaining.
- 8.4 NK, PD and AMR all agreed to the next set of costs and requested HD report monthly project expenditure to PD to track against project overall budget allocation. **ACTION**

9 AOB

- 9.1 AMR advised that as Spooky Saturday was going ahead, it is intended that SP will have a stall at the Makers Market in October. AMR request support from SPMT with ideas for items for sale with the intention of raising funds to contribute toward the cost of the event. Ideas to be provided to AMR. **ACTION**

Meeting closed 21:40.

	
17.09.2023	Chair
Date	



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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	8.3	Project proposal to be drafted and submitted to SPMT for approval – Repair Shop and cross-town walking events	HD	05.04.2023	On Agenda
2	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	On Agenda
3	19.04.23	6.4	Move Microsoft licence payment details to SP account.	HID	17.05.2023	On Agenda
4	17.05.23	4.18	Set meeting with CEC representative regarding use of SEC as registered office and boardroom meeting facilities	HID	31.05.2023	On Agenda
5	17.05.23	4.19	Arrange collection of printer and movement to AMR premises	HID	21.06.2023	On Agenda
6	21.06.23	4.4	Make a connection with Arnold Lang – Communities Co-ordinator at Co-op	HD		Ongoing
7	21.06.23	4.8	Create notice and publish AGM date and venue 28 days ahead of event,	AMR	01.09.2023	Ongoing



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8	21.06.23	4.14	Set meeting to discuss next steps regarding the premise licence	HD	30.08.2023	On Agenda
9	21.06.23	6.13	Review Spooky Saturday grant application considering feedback to enhance chances of success	HD	19.07.2023	Complete
10	21.06.23	8.8	Submit initial project proposal re Christmas Market stall	HD	30.08.2023	On Agenda
11	21.06.23	10.1	Create social media post for speculative assistance on meeting space	AMR	30.08.2023	Ongoing
12	19.07.23	2.2	Add minutes and actions of last meeting to SP website	AMR	25.07.2023	Complete
13	19.07.23	3.1	Reach out to Sue Woods to check removal of bank account	HD	28.07.2023	
14	19.07.23	4.2	8 highlight invoices to be shared with PD	HD	21.07.2023	Complete
15	19.07.23	4.3	Email evidence of received funds to be shared with PD	AMR	21.07.2023	Complete
16	19.07.23	4.12	Requote for insurance and circulate	NK	18.08.2023	Complete
17	19.07.23	4.13	Check auto renewal status of current PL insurance	NK	30.08.2023	



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18	19.07.23	5.3	Provide feedback on outcome of STC grant application	AMR	30.08.2023	On Agenda
19	19.07.23	6.8	Conduct appraisal of monthly and annual core costs and present back to SPMT	PD	30.08.2023	On Agenda
20	19.07.23	8.13	Report back on induction and review project proposal for Repair Café Sandbach	HID	30.08.2023	On Agenda