

Sandbach Partnership Management Team (the "SPMT")

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

Sunday 17th September 2023 at 19:00

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

1 QUORUM & INTERESTS

1.1 HD welcomed all participants, noting apologies from NK, PD and DH. HD requested interests be declared, LC noted role as CEC representative no active conflicts anticipated.

1.2 With a quorum being present, HD declared the meeting open 19:05.

2 APPROVAL OF PREVIOUS MINUTES

2.1 HD requested any comments of accuracy or completeness of the meeting minutes from 30.08.2023. None declared, the minutes were approved for publication by HD and seconded by NK by email.

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 16.09.2023:

Action 1: ongoing. AMR noted the date of this original action which has been delayed due to not have a SP debit card. This was received three weeks ago and HD to action urgently prior to next meeting.

Action 2: ongoing. HD updated a few actions outstanding concerning liaison with STC which will be addressed ahead of the next meeting.

Action 3: complete. AMR seconded closure of action.

Action 4: ongoing pending regular schedule of SPMT meetings to be agreed.

Action 5: propose close new action. HD noted that she had spoken to Sue Woods and unfortunately the account was still visible despite a mandate being completed with the bank to remove previous officers. HD noted that she would raise another mandate for removal and thereafter seek to raise a complaint. **ACTION**

Action 6: complete. HD seconded closure of action.

Action 7: complete. HD noted that PD had raised the query for correction. Final document awaited.

Action 8: ongoing. PD to report to SPMT urgently on final accounting documents.

Action 9: complete. AMR seconded closure of action.

Action 10: complete. AMR seconded closure of action.

Action 11: With LC present, HD noted key changes to the draft revised constitution. LC advised that she had time in next week to review the draft. See 4.10-4.11 below for further comments. HD proposed close action. AMR seconded closure of action.

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Action 12: complete. AMR advised this had been sent to forum members 01.09.2023.

Action 13: complete. NK updated via email ahead of the meeting.

Action 14: ongoing. HD noted this was one of the actions pending with STC.

Action 15: complete. AMR seconded closure of action.

Action 16: ongoing. HD to speak with PD to complete.

Action 17: ongoing.

Action 18: on agenda, see 8.3 below.

Action 19: complete. AMR confirmed satisfied with plans in place.

4 OPERATIONAL MANAGEMENT

Constitutional requirements

Annual accounts

- 4.1 HD noted the outstanding actions 7 & 8 above and will chase PD for urgent completion.

AGM and SPMT meetings

- 4.2 HD advised that the AGM is set for 19th October 19:00hrs at St Peter's Church Hall.
- 4.3 HD noted the AGM requirements; notification of the meeting to be made by 19th September, and six members of the forum would need to be present for the AGM to be quorate.
- 4.4 AMR noted that members had received notification of the AGM in the 01.09.2023 email communication and the event was live on the SP website. AMR further added that a public notification was to be posted on Facebook channels 18.09.2023 and a poster put in the noticeboards.
- 4.5 HD referred to the revised draft constitution and outlined key topics for the agenda; namely constitution acceptance, review of SP activity and presentation of annual accounts, election of the management team, membership affirmation and impact data provision by members.
- 4.6 LC requested a recap on the work undertaken to bring the constitution to the AGM. AMR advised a constitution workshop had been undertaken with SP officers with a revised draft and comparison against the previous constitution (walk through) circulated. AMR noted that SPMT had provided their feedback and held talks on points of discussion. AMR advised that the draft and walk through had been shared with forum members for their feedback which will be discussed and debated at the next forum meeting scheduled for 26th September. The final stage will be taking feedback on board to have a final version to be voted for at the AGM.
- 4.7 HD noted that the review and presentation of accounts would be extended beyond the 'last year' to align activities to date since the last AGM.
- 4.8 AMR advised that the impact data provision by members would not be due at this AGM due to the constitution not being voted in. AMR advised the time on the agenda should alternatively be replaced with 'what it means to be a member' presentation. HD agreed. AMR to draft bullets. **ACTION**
- 4.9 HD noted that forum members have the existing right to ask for items to be added to the agenda. AMR suggested that the AGM agenda should be circulated 14 days ahead of the meeting i.e., by 5th October with the deadline for replies by no later than 7 days in advance of the meeting. HD to draft the agenda. **ACTION**

Revised constitution

- 4.10 Following the discussion held at 3.1 Action 11, LC noted that having funders as observers would not offer voting rights which may be expected as part of a grant contract.
- 4.11 AMR suggested that the revised draft constitution be updated to recognise any contractual arrangements as they are applicable. HD to update and recirculate. **ACTION.**

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SPMT Meetings

- 4.12 AMR advised that due to quarterly forum meeting, AGM and Spooky Saturday there will be no SPMT meeting in October and the next meeting should be mid-November and December. HD agreed and requested officers provide their availability for any dates in November and December to be provided to AMR. **ACTION**

Insurance

- 4.13 HD updated that NK confirmed via email that EL (£5m) and PL (£10m) insurance commenced 16th September for 12 months.

Licences

- 4.14 HD advised that a meeting had not yet taken place with STC's Chief Officer to discuss future entertainment premise licence (relating to the cobbles) arrangements.

- 4.15 LC advised that the meeting on 13th September at which this was planned to be discussed was too congested and therefore the matter remained as outstanding at STC but would be addressed over the coming month.

Office management

- 4.16 HD referenced action 2 and will complete shortly.

5 **STAKEHOLDER MANAGEMENT**

Cheshire East Council (CEC)

- 5.1 HD provided a read-out update from NK received by email re attendance at a Connected Communities meeting on Wednesday 13 September. LC noted that she also attended the same meeting.
- 5.2 NK advised that an update was provided regarding Repair Café Sandbach and Spooky Saturday and an offer of fixing assistance was offered by another local Cllr.
- 5.3 NK updated that Cheshire Arts for Health were interested in a collective activity for Spooky Saturday. AMR advised that a reach out had already taken place and details remained to be discussed.

Sandbach Town Council (STC)

- 5.4 HD noted outstanding actions 2 and 14.
- 5.5 AMR advised that the grant awarded from STC for Spooky Saturday had been received.
- 5.6 HD updated on an approach from Cllr Cook regarding furniture on the cobbles. HD advised that STC wished to add a plaque in remembrance of a resident who had lost their life in the Ukraine war to street furniture on the cobbles. HD advised that consent was provided. STC will oversee.

5 Town Partnership

- 5.7 HD advised no update.

Town noticeboards

- 5.8 HD updated that posters are regularly being refreshed.
- 5.9 AMR commented to LC the Partnership's awareness of discussions at STC regarding the responsibility of the noticeboards. AMR advised that SP's view was that SP remain responsible and will look to cost improvements.
- 5.10 HD noted the intention to conduct a survey of the noticeboards and report on required work to be undertaken. **ACTION**

6 **FINANCE**

Review of annual operating expenditure

- 6.1 HD noted unable to review running numbers due to outstanding action will chase PD for required documentation. **ACTION**

Financial transaction confirmation

- 6.2 HD confirmed payments had been made in the last period to IT supplier, EL & PL insurance, PD reimbursement for card machine.

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Invoices to be received

- 6.3 HD advised a query had been raised with X2 Communications as no invoice had been received since February. An investigation is underway, and response awaited. HD noted the intention to set up a direct debit for future payments. AMR agreed.
- 6.4 HD updated that no repayments had been made by the concession stand supplier despite an agreement being reached to repay the overdue contractual amount. HD to speak to PD to obtain first instalment date. **ACTION**

Bank Account

- 6.5 See 3.1 Action 5.
- 6.6 AMR suggested that if unsuccessful we may need to consider changing bank. LC made a recommendation.

Fund raising

- 6.7 AMR advised that research had been undertaken regarding Crowdfunding as a way to support future initiatives i.e., a Halloween event in 2024, Repair Café Sandbach and Toy Swap Shop.
- 6.8 AMR provided an outline of the types of crowdfunding available and how these could be displayed at events. HD agreed to a crowdfunding option being put in place for Spooky Saturday to raise monies for a themed event next year. **ACTION**

7 COMMUNICATIONS

Website

- 7.1 AMR updated that an attempt to add Google Analytics seemed to take down the website and this had to be reversed. AMR noted that the data here would provide only limited insights and would leave in abeyance for the time being.

Social Media

- 7.2 AMR advised that Facebook was performing well and a new SP page had been created. AMR confirmed the purpose of posts from this page were purely those that were akin to the strategic aims.
- 7.3 AMR noted that the SP Facebook group following continues to increase and there were no adverse events to report.
- 7.4 AMR updated that the Repair Café Sandbach (RCS) now had its own group with one of the volunteers primarily conducting admin. AMR advised that the events for RCS would be from the SP page whilst it is funded by SP, this can be transferred to the RCS group once it becomes its own group entity.

8 PROJECTS/EVENTS

- 8.1 **Repair Café Sandbach (RCS)** – HD reported on the launch event for RCS and noted the enthusiasm of the volunteers which made it a real success.
- 8.2 HD advised that 15 items were repaired on the day and the team had taken lessons learned in relation to venue facilities and future requirements for the next event in October.
- 8.3 HD reported on the cost incurred to date:
- £45.49 induction event including venue hire and sundries.
- £82.14 set up including the purchase of limited number of items as core equipment and donation buckets.
- £85.30 first event costs, including venue hire and sundries.
- Net Total first event costs = £31.26 (£54.04 donations received on the day)
- Total costs to date £158.89
- 8.4 HD advised that the RCS team had identified a few alternative marketing avenues and would be using the leaflets to spread the word further.

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- 8.5 HD noted that there were a few items which were unable to be repaired. LC suggested a contact at ANSA to identify the most appropriate disposal/recycle options.
- 8.5 **Spooky Saturday** – AMR advised that a lot of the organising had now been completed due to an unexpected week away from regular employment full time job.
- 8.6 AMR outlined several actions complete including reporting of event to CEC, request and confirmation of road closure, approaches to local primary schools for involvement in decoration of the hall, email exchange with STC re gazebos, performers confirmed etc.
- 8.7 AMR advised that a working group would be required to help with set up on the day, running a few activities and close, and confirmed that this would be set up shortly with interested parties. **ACTION**
- 8.8 AMR updated that items for a Makers Market stall in October were underway with the aim to raise monies to offset against the cost of the event.
- 8.9 **Toy Swap Shop** – AMR updated on a conversation with PD regarding an initial pilot. AMR advised that the idea was to incorporate the pilot into Spooky Saturday utilising the stall at the October Makers Market as a donation drop off for core stock. PD will then run the stall on the day in St Mary’s Church Hall. AMR to put some comms together. **ACTION**
- 8.10 AMR noted, if there is appetite to continue, it is proposed the Toy Swap Shop is incorporated into the Repair Café Sandbach events, reducing venue overheads and giving the events an additional draw.
- 8.11 **Embryonic ideas** – HD put forward an idea to upgrade other parks in Sandbach (which were not completed in the last round by SP) and to include an allotment provision where possible. AMR and LC in support of the idea. HD to research locations, local contacts and have initial discussions regarding appetite for change. **ACTION**
- 8.12 HD put forward an idea for a permissive pass between Elworth and Cookesmere Lane. LC noted that this was already being explored by STC.
- 9 **AOB**
- 9.1 Nothing to note.

Meeting closed 21:00.

Nicola Kapusniak	Vice - Chair
Date 21 November 2023	

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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	19.04.23	6.4	Move Microsoft licence payment details to SP account.	HD	17.05.2023	On Agenda
2	17.05.23	4.19	Arrange collection of printer and movement to AMR premises	HD	21.06.2023	Ongoing
3	21.06.23	4.4	Make a connection with Arnold Lang – Communities Co-ordinator at Co-op	HD		Propose Close
4	21.06.23	10.1	Create social media post for speculative assistance on meeting space	AMR	30.08.2023	Ongoing
5	19.07.23	3.1	Reach out to Sue Woods to check removal of bank account	HD	28.07.2023	On Agenda
6	30.08.23	2.2	Add minutes and actions from meeting 19.07.2023 to the SP website	AMR	01.09.2023	Completed
7	30.08.23	4.3	Raise amendment to Accountant's report with supplier for correction	PD	07.09.2023	On Agenda

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8	30.08.23	4.5	Circulate publication copy of Accounts to signatories.	PD	05.09.2023	On Agenda
9	30.08.23	4.9	All officers and representatives to provide any dates of availability for a September meeting to AMR.	All	05.09.2023	Completed
10	30.08.23	4.18-4.19	Make noted revisions to draft revised constitution.	HD	05.09.2023	Completed
11	30.08.23	4.20	Make noted revision and discuss point with LC.	HD	05.09.2023	On Agenda
12	30.08.23	4.21	Vacant officer positions to form part of the communications when circulating draft revised constitution with forum members.	HD/AMR	05.09.2023	Completed
13	30.08.23	4.25	Cancel PL insurance cover with SqP once new cover in place.	NK	16.09.2023	Completed
14	30.08.23	5.1	Speak with STC Chief Officer regarding registered office arrangements.	HD	25.09.2023	On Agenda
15	30.08.23	5.10	Place Repair Café Sandbach launch posters in noticeboard	NK	02.09.2023	Completed
16	30.08.23	6.3	Create annual budget monitoring for operational and project budgets.	PD	14.09.2023	Ongoing
17	30.08.23	6.7	Set up card payment machine for officers' use	PD	14.09.2023	Ongoing



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18	30.08.23	8.4	Provide monthly expenditure updates for Repair Café Sandbach	HD	21.09.2023	On Agenda
19	30.08.23	9.1	Ideas for items for October Makers Market to be sent to AMR.	All	14.09.2023	Propose Close