

Sandbach Partnership Management Team (the "SPMT")

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

Saturday 21st November 2023 at 19:00

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

1 QUORUM & INTERESTS

- 1.1 AMR welcomed all participants, noting apologies from HD and LC. AMR requested interests be declared, none to note.
- 1.2 With a quorum being present, AMR declared the meeting open 19:10.

2 APPROVAL OF PREVIOUS MINUTES

- 2.1 AMR requested any comments of accuracy or completeness of the meeting minutes from 17.09.2023. None declared, the minutes were approved for publication by NK and seconded by PD.
- 2.2 AMR noted that the draft minutes of the AGM were circulated to HD in October. AMR advised that the minutes had subsequently been sent to NK and PD this date for approval in HD's absence. AMR requested NK & PD review and provide any comments and/or their approval by 24 November. **ACTION**
- 2.3 AMR advised two outstanding draft communications sent to HD for members who did not attend the AGM and also for all in relation to payment arrangements for the new membership fee. HD to provide review and approval. **ACTION**
- 2.4 NK questioned the 'year' would commence for members. AMR advised that the communication set a payment deadline of 31st December for payment however with the passage of time since drafting this can be moved out.
- 2.5 NK proposed membership year to be January to December and PD seconded.
- 2.6 AMR noted the action to make both sets of minutes available on the Sandbach Partnership ("SP") website post approval. **ACTION**

3 REVIEW OF ACTIONS

- 3.1 AMR conducted a run through of outstanding actions as at 23.11.2023:
Action 1: completed
Action 2: completed
Action 3: ongoing. 2024 management team meeting schedule to be devised.
Action 4: complete. AMR noted these are now to be added to the website. **ACTION**
Action 5: ongoing
Action 6: ongoing

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- Action 7: completed
- Action 8: completed
- Action 9: on agenda – see 6.4 – 6.6 below and move to propose close.
- Action 10: completed
- Action 11: completed
- Action 12: completed
- Action 13: completed
- Action 14: ongoing
- Action 15: propose close
- Action 16: completed. First instalment received 17.11.2023
- Action 17: completed
- Action 18: completed
- Action 19: completed
- Action 20: ongoing

4 OPERATIONAL MANAGEMENT

Constitutional requirements

Publication of revised constitution

- 4.1 AMR noted following being voted in at the AGM in October and has been updated on the SP website.
Recruitment campaign
 - 4.2 AMR outlined the change in the constitution to widen the management team to up to 6 people, meaning that there were a possible two vacancies.
 - 4.3 AMR proposed a recruitment campaign over December and January and suggested one of the posts be a membership liaison officer to work with members and conduct member activities.
 - 4.4 NK suggested the other be a general officer and that the advert gives a flavour of what can be expected.
 - 4.5 AMR queried with PD his level of engagement with the treasury position. PD expressed a view that he would prefer to focus on more youth engagement. NK opined that the advert should detail 'accountancy skills advantageous'.
 - 4.6 AMR noted The Interact Club of Sandbach High School & Sixth Form College are acting as a Youth Forum and might be worth exploring a connection.
 - 4.7 AMR to create brief and suite of materials to support the recruitment campaign. **ACTION**
- #### *Insurance*
- 4.8 NK updated that she had approached Henshalls to speak with the forum members in January. IT issues had prevented sight of a response. NK to chase so a date mid-January can be set. **ACTION**
- #### *Licences*
- 4.9 AMR noted previous discussions held with STC regarding them taking over the entertainment licence for the cobbles from SP.
 - 4.10 AMR advised that this had gone to an STC meeting 18th October 2023, the minutes of which are available online. AMR updated as per those minutes, that STC are under the impression that SP had already surrendered the licence to CEC and further that STC had no interest in taking on the responsibility of the licence.

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- 4.11 NK asked who would manage access to the electric on the cenotaph etc and how would the land be managed. AMR advised as CEC are the owner an application would need to be made to them (albeit keys for the assets are currently held by multiple parties).
- 4.12 NK suggested a discussion be held with CEC regarding the surrender with an open suggestion of a contract between CEC and SP, with associated fee, for SP to manage the asset on their behalf. AMR noted an action for HD to conduct this activity. **ACTION**

5 **STAKEHOLDER MANAGEMENT** *Cheshire East Council (CEC)*

- 5.1 NK advised that there was an approach at the Repair Café by an officer and there was a want to engage however unsure whether this has moved forward.
- 5.2 AMR raised a recent communication from Lucie Ferneyhough regarding a consultation on Cheshire East's Corporate plan. AMR suggested reviewing the documentation, which contains park plans, and NK attending the meeting if available. AMR to send email to NK. **ACTION**

- 5.3 NK advised she would review and brief on a possible response from SP to the consultation. **ACTION**
Sandbach Town Council (STC)

- 5.4 AMR advised nothing of note other than utilising the gazebos for Spooky Saturday and thanked Finlay for on the day support.

5 Town Partnership

- 5.5 AMR advised not aware of any updates.

Town noticeboards

- 5.6 NK commented that it was quiet in terms of new content. AMR advised had not received anything from members recently. AMR will prompt in monthly update to members. **ACTION**
- 5.7 AMR advised that as part of the STC meeting discussed at 4.10 above, it was noted that SP were to maintain the noticeboards and STC would maintain the street furniture.

Stakeholder engagement

- 5.8 AMR updated on a recent presentation to the Rotary Club Sandbach which was well received. AMR noted that the group were very engaged and happy to get involved in future projects where able.

6 **FINANCE**

Review of annual operating expenditure

- 6.1 AMR noted unable to review running numbers due to outstanding action with PD however reviewed debits as operational expenses and payments for Spooky Saturday.

Financial transaction confirmation

- 6.2 AMR confirmed payments had been made in the last period to IT supplier, Accountancy, Microsoft licences, telecoms (which was outstanding), venue payments for Repair Café and various payments for Spooky Saturday.

Invoices to be received

- 6.3 AMR noted that there was a debit due to NV events which had not been paid yet but was budgeted for from Spooky Saturday.

Bank Account

- 6.4 AMR noted that despite numerous requests to the bank to remove the previous officers these had failed and therefore it is proposed that we move to an alternative provider.

- 6.5 PD suggested he would conduct some research into alternative providers for a constituted group accounts and provide to HD. **ACTION**

- 6.6 AMR noted an action for HD to email the management team with a change proposal post receipt of the research in the absence of a December SPMT meeting. **ACTION**

Grants

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- 6.7 AMR advised that the National Lottery Community Fund grant had been successful for the first aid provision. AMR noted that a quote was obtained for the purposes of the grant application but that further quotes will now be sourced to ensure value for money, followed by venue sourcing and looking at viable dates with members. **ACTION**
- 6.8 AMR updated that members would be contacted to gain names and dates of availability Jan/Feb 2024. **ACTION**
- 6.9 AMR relayed a message from HD that a further grant application had been submitted however unsure whether this relates to the Repair Café Sandbach or the noticeboards. AMR will seek clarification from and request to update the team. **ACTION**
- 6.10 NK suggested that an open ended crowdfund be set up for Repair Café Sandbach AMR to set up and circulate details with some materials which can be taken away from the event. **ACTION**

7 COMMUNICATIONS

Website

- 7.1 AMR advised that minor updates were ongoing, no issues to report.

Social Media

- 7.2 AMR noted that the SP Facebook group following continues to increase and there were no adverse events to report.

Media

- 7.3 AMR updated that the Repair Café Sandbach events were regularly being registered with Sandbach Nub News.
- 7.4 AMR updated on an approach by BBC Stoke to do a live interview regarding the Repair Café Sandbach which had been rolled forward to January. AMR opined that it was great to see that we were having a reach beyond Sandbach (post meeting update, the interview took place with HD on 23 November).
- 7.5 PD advised that Instagram has over 1000 followers.

8 PROJECTS/EVENTS

- 8.1 **Repair Café Sandbach (RCS)** – NK reported the last event for RCS in November and noted despite being a quieter event, the enthusiasm of the volunteers made for a good session.
- 8.2 NK noted the difference in attendance between Wheelock and Elworth.
- 8.3 AMR asked how the finances stood in relation to the RCS. NK advised that it was close to breaking even after set up and initial venue booking costs.
- 8.4 AMR asked what the plan was post break even.
- 8.5 NK opined that it could be suggested that a certain amount be set aside to stand up RCS post roll off to its own group and anything above that could be used by SP for other initiatives. HD to provide plan for future profit. **ACTION**
- 8.6 AMR noted that there was no RCS in December and that a series of videos had to be recorded at the last event to post on social media throughout the month to keep momentum to the January event. AMR requested that the analytics available from Repair Café Wales for the events so far be shared so we can do a review article. **ACTION**
- 8.7 **Spooky Saturday** – AMR thanked all of the team for their assistance throughout the event.
- 8.8 AMR reported that the event went extremely well with hundreds of people attending.
- 8.9 AMR shared the financial overview of the event and set out the budget of £2010 (£1260 STC grant and up to £750 from SP due to the full amount of the STC grant not being approved). AMR reported that the total cost of the event as £1623.30. This meaning the event was under budget, AMR noted that this was

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due to negotiating good rates for services from local suppliers, receiving donations for prizes and AMR creating most of the decorations.

- 8.10 AMR noted that the grant from STC had been utilised in full and in line with the grant application therefore there were no monies to be returned to STC.
- 8.11 AMR advised monies £170.92 received on account made up of donations and sales made on the day. Following a discussion it was decided that these monies would be absorbed into the project pot rather than ring fence for Halloween 2024. NK proposed and PD seconded.
- 8.12 AMR noted that post event a crowdfunder had been set up to leverage on the goodwill around the event which has been pushed on various channels including in the press. However, this had not be successful and only a nominal sum had been pledged to date.
- 8.13 AMR opined that the event had been produced in a highly cost efficient way whilst ensuring a quality event and the same savings could not be guaranteed for a future event. AMR commented given the cost of the event and funding being in question for 2024, it may not be possible to hold the same style of event next year without a grant from the town council.
- 8.13 AMR advised that the final action is to provide the feedback form to STC as part of the grant agreement which is due 25 November. **ACTION**
- 8.14 **Toy Swap Shop** – PD noted that it went well at Spooky Saturday and the intention is to continue however with some further structure around the swap process. PD advised the toy swap shop will return in January.
- 8.15 **Works plan** – in the absence of HD, AMR suggested that SPMT hold a workshop in January to review the works plan to RAG rate and decide what we are driving forward in 2024. **ACTION**

9 AOB

- 9.1 Nothing to note.

Meeting closed 20:30.

Nicola Kapusniak	Vice-Chair
Date 04.02.2024	



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	21.06.23	10.1	Create social media post for speculative assistance on meeting space	AMR	30.08.2023	Ongoing
2	30.08.23	5.1	Speak with STC Chief Officer regarding registered office arrangements.	HD	25.09.2023	Ongoing
3	30.08.23	6.3	Create annual budget monitoring for operational and project budgets.	PD	14.09.2023	Ongoing
4	17.09.23	3.1	Raise another mandate with bank to remove previous officers from the SP account.	HD	ASAP	Propose close
5	17.09.23	5.19	Conduct survey of noticeboards and requirements for remediation.	HD	01.11.2023	Ongoing
6	17.09.23	8.11	Research park upgrade locations, local contacts and appetite for change and report back outline plan.	HD	01.11.2023	ongoing
7	21.11.23	2.2	Approve minutes of the AGM held in October.	NK/PD	24.11.2023	



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8	21.11.23	2.3	Provide review and approval of draft communications to non-attending AGM and payment terms for all in relation to membership payments.	HD	30.11.2023	
9	21.11.23	2.6	Make September SPMT and AGM minutes available on SP website.	AMR	30.11.2023	
10	21.11.23	3.1	Add last financial year accounts to SP website.	AMR	30.11.2023	
11	21.11.23	4.7	Create recruitment brief and suite of materials for a campaign December and January.	AMR	08.12.2023	
12	21.11.23	4.8	Speaker to be confirmed for January forum members meeting.	NC	30.11.2023	
13	21.11.23	4.12	Discuss surrender of entertainment licence with CEC with the potential of a commercial agreement.	HD	22.12.2023	
14	21.11.23	5.2	Send consultation email to NK.	AMR	24.11.2023	
15	21.11.23	5.3	Review consultation and brief SPMT on possible response	NK	In line with deadline for consultation	
16	21.11.23	5.6	Remind members in next communication regarding posters for noticeboards	AMR	30.11.2023	
17	21.11.23	6.6	Research alternative bank account suppliers and provide view to HD.	PD	22.12.2023	
18	21.11.23	6.7	Email SPMT with bank account change proposal post receipt of supplier research.	HD	15.01.2024	



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19	21.11.23	6.8	Make logistical arrangements for member first aid training.	AMR	15.01.2024	
20	21.11.23	6.9	Contact members for nominated people to attend first aid training and dates of availability.	AMR	22.12.2023	
21	21.11.23	6.10	Provide clarification of recent grant submitted – funder, purpose etc.	HD	22.12.2023	
22	21.11.23	6.11	Set up an open crowdfunder for Repair Café Sandbach	AMR	15.01.2024	
23	21.11.23	8.5	Provide a plan on how Repair Café Sandbach monies will be managed.	HD	15.01.2024	
24	21.11.23	8.6	Provide analytics on repairs to date to AMR for an article to be drafted.	HD	30.11.2023	
25	21.11.23	8.13	Complete and send grant feedback form to STC.	AMR	25.11.2023	
26	21.11.23	8.15	Find a date in January to set a works plan workshop	AMR	15.12.2023	