

Sandbach Partnership Management Team (the "SPMT")

**Minutes of a meeting of the Sandbach Partnership Management Team ("SPMT") held
At Residence of Chair**

Tuesday 30th January 2024 at 19:00

Attending Members:	Helen Dorney (HD) Anne-Marie Robinson (AMR)	Chair – Sandbach Partnership Co Vice-Chair – Sandbach Partnership
Apologies	Nicola Kapusniak (NK) Peter Darby (PD)	Co Vice-Chair – Sandbach Partnership Treasurer – Sandbach Partnership
No reply	Clr Laura Crane (LC) Clr Donal Hegarty (DH)	Observer – Cheshire East Council (CEC) Observer – Sandbach Town Council (STC)

1 QUORUM & INTERESTS

- 1.1** HD welcomed all participants, noting apologies from NK & PD. HD requested interests be declared, none to note.
- 1.2** With a quorum not being present, HD noted that the meeting will proceed with any non-quorate decisions (**NQD**) to be made via email to the officers. AMR agreed and the meeting was declared open 19:10.

2 APPROVAL OF PREVIOUS MINUTES

- 2.1** HD commented that she was not present at the last meeting and noted a request for any comments of accuracy or completeness of the meeting minutes from 31.11.2023 by approved for publication by NK. **NQD**
- 2.2** AMR noted thereafter the action to make the minutes available on the Sandbach Partnership ("SP") website post approval. **ACTION**

3 REVIEW OF ACTIONS

- 3.1** HD conducted a run through of outstanding actions as at 29.01.2024:
- Action 1: propose close agreed
 - Action 2: propose close agreed
 - Action 3: outstanding. AMR proposed this be addressed urgently given the end of the financial year is forthcoming. HD advised that this action will now be transferred for completion. **ACTION**
 - Action 4: propose close agreed
 - Action 5: outstanding
 - Action 6: on agenda. See 8.13 – 8.15 below
 - Action 7: completed
 - Action 8: completed
 - Action 9: completed
 - Action 10: completed
 - Action 11: completed
 - Action 12: completed
 - Action 13: propose close agreed
 - Action 14: completed
 - Action 15: close

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Action 16: completed

Action 17: outstanding. HD advised that this action will now be transferred for completion. **ACTION**

Action 18: outstanding

Action 19: completed

Action 20: on agenda. See 8.5 below

Action 21: completed

Action 22: agreed proposed close.

Action 23: on agenda. See 8.1- 8.4 below

Action 24: outstanding

Action 25: completed

Action 26: completed

4 OPERATIONAL MANAGEMENT

Constitutional requirements

Recruitment campaign

4.1 HD requested an update on the recruitment campaign. AMR noted a low response rate for the two possible vacancies.

4.2 AMR suggested an informal interview process. AMR to reach out and obtain dates of availability. **ACTION**

4.3 HD provided availability and AMR noted February half term may be viable. HD requested at least two of the management team to be present.

4.4 HD and AMR debated keeping the campaign open and came to a view to close for the time being and relaunch mid-year. AMR suggested that the opportunity remain open for member referrals.

Forum meeting attendance

4.5 HD raised the matter of attendance rates at the quarterly forum meetings.

4.6 AMR appreciated the point however noted the new clause in the constitution which provides the member responsibility to attend meetings and what would happen if they did not attend.

4.7 AMR suggested that reminders can be communicated via the monthly updates and provided an update on a few changes to member contact details which will improve attendance going forward.

4.8 AMR commented that the education sessions are being well received and, at the last, members were very engaged.

Licences

4.10 HD noted that the entertainment licence had been handed back to Cheshire East Council (CEC) and Sandbach Partnership no longer held any responsibility over the area.

4.11 AMR asked whether written confirmation had been received from CEC. HD confirmed we had not. AMR to check the CEC website to ensure records have been updated so as not to mislead the public. **ACTION**

4.12 AMR noted an action to ask NK to remove the copy of the licence from the noticeboard. **ACTION**

New members

4.13 HD noted Ettiley Heath Playing Fields Association joined the last forum meeting as a guest following HD's attendance at their AGM and they had been sent introductory information.

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- 4.14 HD asked whether there had been further contact. AMR advised not yet however they were due to meet end of the month.
- 4.15 HD opined that the response is expected to be positive and in advance approves them as members. AMR seconded. NK or PD to provide one further approval. **NQD**
- 4.17 AMR updated as part of the 2023 reconfirmation that she had reached out to the new person taking on Sandbach Baby Library and Sandbach Choral Society (via Facebook) to check their positioning on membership and will provide an update at the next meeting. **ACTION**
- 4.18 HD noted that the town clerk (STC) will take membership to committee to join as a member.
- 4.19 AMR updated on payment of fees and noted that there were a few outstanding which would be chased over the coming month. HD requested that all fees be paid by end of March to ensure a clean financial year.

IT

- 4.20 HD noted that PD had changed Microsoft licence back to basic account so we now have two basic and two full licences.

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

- 5.1 HD noted that NK attended the Connected Communities meeting last week. HD provided NK's feedback that the event was not well attended although there was interest in the volunteer database.
- 5.2 HD updated on attendance at a grant presentation held by CEC, Flourish Fund. HD noted the key points around the purpose and requirements to receive a grant.
- 5.3 HD proposed due to unknown quantities and the onus to conduct DBS checks etc, that SP do not make an application to the fund. AMR seconded.
- 5.4 HD commented on a second fund, Greener Communities, which may suit upcoming projects. HD to explore further and report next meeting. **ACTION**

Sandbach Town Council (STC)

- 5.5 HD noted a meeting which had taken place with the town clerk, facilities and events which AMR also attended.
- 5.6 HD updated that a discussion was held regarding the electrical supply at the cenotaph. HD commented that SP does not own this facility and that it forms part of CEC's responsibilities. HD advised the only involvement SP had been connected to the entertainment licence which SP no longer hold.
- 5.7 AMR commented that it should be noted, should SP conduct an event on the cobbles a contingency should be built in for an electrical supply, or access if fit and operational.
- 5.8 HD noted that STC were to run a consultation with young people in the area concerning the introduction of a youth club/group. HD advised that events were discussed and outlined our plans which resulted in a regular bi-monthly check-in meeting being set between parties.
- 5.9 HD advised that SP would attend town council meeting 6th March regarding membership changes and the town meeting on 27th March to present a general update.
- 5.10 AMR added, core operational funding for 2025 was discussed with a potential application to be made in November.

5 Town Partnership

- 5.10 HD advised no updates to report.
- 5.11 AMR suggested a reach out to the other Town Partnerships to provide an update out of courtesy. HD agreed and took the action. **ACTION**

Town noticeboards

- 5.12 AMR advised posters were picking up after a quiet January.

6 **FINANCE**

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Invoices to pay

- 6.1 AMR noted payment for hire of the venue for the first aid are unable to provide an invoice. HD approved payment provided a receipt is received.

Financial transaction confirmation

- 6.2 HD confirmed payments had been made in the last period to IT supplier, Microsoft licences and telecoms.

Invoices to be received

- 6.3 HD requested an update on the outstanding concession payments. AMR advised these continue to be received.

Bank Account

- 6.4 HD noted preference to change supplier and will conduct research.

Grants

- 6.7 AMR advised that the National Lottery Community Fund grant had been received for the first aid training.

- 6.8 HD updated that a grant application had been made for the Repair Café, result not expected until end of February.

- 6.9 HD advised will reach out to Lucie Ferneyhough to utilise grant finder which may be able to help fund the volunteer database. **ACTION**

- 6.10 AMR noted the results of recent research into core funding and requested approval to make applications to support new IT hardware and operational costs. HD agreed. **ACTION**

- 6.11 HD requested an update on the crowdfunding connected to Spooky Saturday. AMR advised that this funding route had largely failed to garner any support.

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 advised no updates.

Useful documents

- 7.4 AMR advised that a new member enquiry pack and new member application pack had now been prepared which can be utilised by the management team as required.

8 PROJECTS/EVENTS

- 8.1 **Repair Café Sandbach (RCS)** – HD reported the last event for RCS in January and noted steady numbers. HD advised that the group had made the decision to hold all RCS sessions in Elworth due to the low footfall in Wheelock.

- 8.2 HD advised that the rest of the calendar year is booked with a couple of exceptions. HD to share exceptions with AMR for creation of A5 leaflets. **ACTION**

- 8.3 AMR requested data on what had been repaired. HD to send login details to database. **ACTION**

- 8.4 HD noted future decision to be made about standing up its own committee or keeping it in-house. AMR opined discussion to be held with volunteers to be make the decision. HD updated an email reach out will be done to the original list of volunteers to enrich support for RCS.

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- 8.5 **First Aid training** – AMR updated after a couple of follow ups the course was now full. AMR requested cash withdrawal to purchase lunch vouchers for attendees (accounted for in grant monies). HD to facilitate. **ACTION**
- 8.6 **Spooky Saturday** – HD noted the receipt of a draft grant application and initiative proposal.
- 8.7 AMR outlined proposed costs and suggested a grant application of £1500 to STC. HD agreed that the event cannot proceed without the grant as requested.
- 8.8 HD advised she would conduct a review and provide feedback with a recommendation to NK and PD via email. **NQD**
- 8.9 AMR commented that an early decision from STC will enable use of funds elsewhere if not approved and proposed submission for 7th February Finance meeting, papers to be submitted by 1st February. **ACTION**
- 8.10 **Toy Swap Shop** – HD noted there were a few utilising the toy swap shop at the RCS in January. AMR noted more work to be done around signage and promotion.
- 8.11 **Volunteer database** – HD advised no further progress since the works plan workshop (14 Jan) but intends to get more information on the researched providers. **ACTION**
- 8.12 HD noted once this was completed an initiative proposal will be brought forward to the management for funding consideration and ongoing support.
- 8.13 **Green spaces project** – HD advised that the current ask is to email our green space, or related organisations to join a collaborative scoping session for potential improvements. HD to set up. **ACTION**
- 8.14 AMR challenged and noted that the original purpose was to seek improvements to areas that had not previously had investment. HD agreed and noted existing members may have contacts or be interested in being involved.
- 8.15 Following a discussion Sandbach Heath, Newall Avenue play area, Farnbrook Way playground and Ettiley Heath playing fields were suggested as possible areas of interest.
- 8.16 **YES event** - AMR updated 11th May had been selected tying in with a monthly Makers Market. HD noted receipt of the initiative proposal. HD approved for the event to go ahead; another officer required to second **NQD**
- 8.17 AMR advised 50% venue hire fee required to book. HD approved subject to the above. AMR to make payment and confirm booking. **ACTION**
- 8.19 **Summer of sport** – AMR advised we need a lead for this initiative. HD agreed and a decision was taken to place on hold for further discussion. AMR commented that permission would have to be sought from CEC which has a 12-week lead time, therefore end of March would be the latest this could commence.
- 9 **AOB**
- 9.1 Nothing to note.

Meeting closed 20:40.

Helen Dorney	Chair
Date 27.02.2024	



Sandbach Partnership

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Sandbach Partnership Management T 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	Propose close – HD offered use of home
2	30.08.23	5.1	Speak with STC Chief Officer regarding registered office arrangements.	HD	25.09.2023	Propose close
3	30.08.23	6.3	Create annual budget monitoring for operational and project budgets.	PD	14.09.2023	
4	17.09.23	3.1	Raise another mandate with bank to remove previous officers from the SP account.	HD	ASAP	Propose close – see action 17 below
5	17.09.23	5.19	Conduct survey of noticeboards and requirements for remediation.	HD	01.11.2023	
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	
7	21.11.23	2.2	Approve minutes of the AGM held in October.	NK/PD	24.11.2023	Completed



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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	Completed
9	21.11.23	2.6	Make September SPMT and AGM minutes available on SP website.	AMR	30.11.2023	Completed
10	21.11.23	3.1	Add last financial year accounts to SP website.	AMR	30.11.2023	Completed
11	21.11.23	4.7	Create recruitment brief and suite of materials for a campaign December and January.	AMR	08.12.2023	Completed
12	21.11.23	4.8	Speaker to be confirmed for January forum members meeting.	NC	30.11.2023	Completed
13	21.11.23	4.12	Discuss surrender of entertainment licence with CEC with the potential of a commercial agreement.	HD	22.12.2023	Propose close
14	21.11.23	5.2	Send consultation email to NK.	AMR	24.11.2023	Completed
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	Completed
17	21.11.23	6.6	Research alternative bank account suppliers and provide view to HD.	PD	22.12.2023	



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18	21.11.23	6.7	Email SPMT with bank account change proposal post receipt of supplier research.	HD	15.01.2024	
19	21.11.23	6.8	Make logistical arrangements for member first aid training.	AMR	15.01.2024	Completed
20	21.11.23	6.9	Contact members for nominated people to attend first aid training and dates of availability.	AMR	22.12.2023	Ongoing
21	21.11.23	6.10	Provide clarification of recent grant submitted – funder, purpose etc.	HD	22.12.2023	Completed
22	21.11.23	6.11	Set up an open crowdfunder for Repair Café Sandbach	AMR	15.01.2024	Propose close – HD to provide update
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	Completed
26	21.11.23	8.15	Find a date in January to set a works plan workshop	AMR	15.12.2023	Completed