

**Sandbach Partnership Management Team (the "SPMT")**

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

**Tuesday 27<sup>th</sup> February 2024 at 19:00**

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

**1 QUORUM & INTERESTS**

- 1.1 HD welcomed all participants. HD requested interests be declared, none to note.
- 1.2 With a quorum being present the meeting was declared open 19:10.

**2 APPROVAL OF PREVIOUS MINUTES**

- 2.1 HD commented that minutes of the meeting held 30.01.2024 had been reviewed and proposed they be accurate and complete. NK seconded and the minutes were approved for publication.
- 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 26.02.2024:
  - Action 1: propose close, on agenda (see 6.1). AMR seconded.
  - Action 2: HD advised in progress to be reported at next meeting.
  - Action 3: propose close follow on action 22. AMR seconded.
  - Action 4: propose close, on agenda (see 6.4-6.5). AMR seconded.
  - Action 5: propose close, on agenda (see 6.5). AMR seconded.
  - Action 6: propose close, on agenda. See 8.1 below
  - Action 7: completed
  - Action 8: completed
  - Action 9: AMR updated that despite a number of attempts to contact applicant, no response had been received which was disappointing. AMR suggested that the recruitment window remain open on the website with a monthly post on social media with plans for a more active campaign in the summer. NK and HD agreed.
  - Action 10: completed. AMR advised CEC website still showed SP as the licence holder. HD to contact CEC to request update. **ACTION**
  - Action 11: completed.
  - Action 12: completed. No response received.
  - Action 13: propose close, on agenda (see 8.8). AMR seconded
  - Action 14: outstanding

## Sandbach Partnership Management Team (the "SPMT")

Action 15: outstanding. AMR updated that during research a possible funder had been identified. AMR shared details with HD to follow up and noted that this could be proposed for the Volunteer Database and Human Library.

Action 16: in progress. AMR to report once further analysis complete.

Action 17: completed

Action 18: completed

Action 19: completed

Action 20: completed

Action 21: in progress

Action 22: on agenda. 8.8 below

Action 23: completed

### 4 OPERATIONAL MANAGEMENT

#### ***Constitutional requirements***

##### Membership

- 4.1 HD noted that Ettiley Heath Playing Fields application to join SP had been approved via email verification. HD updated that Ettiley Heath Playing Fields had been sent a welcome notice.
- 4.2 HD conducted a review of members 'deemed to have resigned' and noted that there were no organisations that had missed attending more than two quarterly forum meetings following the last AGM.
- 4.3 HD requested a reminder of the constitutional clause be sent in the next monthly update with the next quarterly forum meeting due to take place 19 March. **ACTION**
- 4.4 AMR updated on current membership levels following the AGM and updated on the payment of fees. AMR advised members now stood at 18 with three outstanding payment.
- 4.5 HD requested that the final payments be received before the end of the financial year. AMR will follow up with those outstanding. **ACTION**
- 4.6 HD noted member request for the next speaker at the quarterly forum meeting on the topic of policies including safeguarding and GDPR. NK advised that she would reach out to the NCVO to see if they could facilitate. **ACTION**
- 4.7 HD advised that she would arrange to book St Peter's Church hall for the purposes of the meeting. AMR noted she would be unable to attend due to another commitment. **ACTION**
- 4.8 HD opined that it would be useful to know when our members hold their respective AGMs and suggested this be requested from members. AMR suggested this form part of the monthly update email. **ACTION**

##### Recruitment campaign

- 4.9 AMR updated that despite numerous attempts to contact the applicant no responses had been received. AMR suggested that the opportunity remain live on the SP website with a monthly post on social media.
- 4.10 AMR advised a more active campaign could be considered again in the summer. HD and NK agreed with the approach.

##### Drafting of standard policies

## Sandbach Partnership Management Team (the "SPMT")

- 4.11 HD updated that potential policy templates had been identified and thank AMR for those shared. HD to conduct a review with the aim of bringing together a suite of policies for adoption and potential use by member organisations. **ACTION**

### Preparation of annual accounts

- 4.12 HD noted the approaching financial year end and a discussion was held on tender held in 2023 and performance of the supplier. It was determined that a further tender was not required subject to a reasonable quote being received. AMR, NK and HD in agreement.
- 4.13 HD advised that she reach out and obtain a quote in preparation. **ACTION**

## 5 STAKEHOLDER MANAGEMENT

### ***Cheshire East Council (CEC)***

- 5.1 HD noted attendance at a recent presentation regarding the Flourish Fund and reconfirmed the decision not to make a grant application.
- 5.2 HD updated on attendance at a grant presentation held by CEC, Social Values for Community Groups. HD noted the key points around the purpose and advised no further action at this stage.

### ***Sandbach Town Council (STC)***

- 5.3 HD noted an upcoming meeting (6 March) at STC. HD to attend and report.
- 5.6 HD updated that the hearing of the Change to constitutional roles and the request for the STC operational team to join the Membership will now take place at the STC AGM scheduled for 15 May.
- 5.7 HD also updated that the annual Town Meeting was scheduled for 27 March and SP had been invited to present. HD advised attendance had been confirmed with the Town Clerk. AMR added that an email had been received from Patryck. HD requested AMR confirm back in writing to Patryck. **ACTION**
- 5.8 HD advised that she will draft the presentation for the event with a demonstration board set up of key projects. **ACTION**
- 5.9 HD updated that she had spoken with STC regarding the green spaces project to ensure that there was no cross over. HD advised that there were no active plans in play at STC within the next 18 months.
- 5.10 AMR updated on the attendance at the STC Finance meeting on 7 Feb which featured the hearing of the Spooky Saturday grant application which had been successful. AMR advised that there were a number of questions from Cllrs which were all addressed however expressed concern of the public comments which she viewed were wholly inappropriate made by Cllr Corcoran regarding funds provided by STC to the previous management team.
- 5.11 HD advised that she had listened back to the audio of the meeting and agreed with AMR that Cllr Corcoran's comments should be addressed.
- 5.12 AMR updated that she had searched back in the archive files to evidence relating to the monies paid and had sent them over to HD for review. HD to review and draft a letter of complaint regarding the comments made with a request for public retraction. **ACTION**

### ***5 Town Partnership***

- 5.13 HD advised no updates to report and noted outstanding action 14.

### ***Town noticeboards***

- 5.14 NK advised that the noticeboards were now full with regular content being received.
- 5.15 NK offered to conduct outstanding action 2. HD declined as was of the view that it required a more technical assessment.

## Sandbach Partnership Management Team (the "SPMT")

- 5.16 AMR suggested reach out to Victoria's Art Studio relating to map replacement following recent commission at Sandbach train station which has a feature which may already be prepared. **ACTION**

### 6 FINANCE

#### *Invoices to pay*

- 6.1 HD noted no invoices to pay and presented a new annual budget spreadsheet detailing annual core costs and project spend in accordance with outstanding action 1. HD noted action to be closed.

#### *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 the anticipated end date on the outstanding concession payments. AMR advised March and April will be the final payments.

#### *Bank Account*

- 6.4 HD noted several criteria for a new bank account provider, namely free to open and manage, no limit on value in account, FSCS protected, online set up, UK residents, debit card, open to community groups, switch guarantee, high rating on trust pilot with good and relevant current reviews. NK and AMR agreed the criteria.
- 6.5 HD updated that following research, accounts with either Virgin Money, Metro or Starling Bank could be viable, and a discussion was held on differentiators. Based on recommendation, HD proposed an application be made to Metro Bank, NK and AMR seconded. **ACTION**
- 6.6 HD noted that HD, AMR and NK would all be signatories to the account able to perform any approvals required on behalf of Sandbach Partnership.

#### *Grants*

- 6.7 AMR advised that the grant from STC for Spooky Saturday had been received.
- 6.8 HD updated that the result of the grant application for the Repair Café was due imminently.

### 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 HD had submitted an article on Repair Café Sandbach to Go Local magazine.

### 8 PROJECTS/EVENTS

- 8.1 **Repair Café Sandbach (RCS)** – HD reported the last event for RCS in February and noted a busy three hour session. HD advised that the group took £95.30 - hire cost of £78 plus sundries £8.49.

- 8.2 **First Aid training** – AMR updated one last minute cancellation. 11 trainees all passed the course and certificates were awaited in the next 5 working days. AMR provided a detailed

**Sandbach Partnership Management Team (the "SPMT")**

cost breakdown which made up the total of £890 which equalled the grant received from The National Lottery Community Fund.

- 8.3 HD noted as a trainee that the course was well organised and run by the training company however the venue was basic. HD provided feedback from the course with the suggestion of the purchase of a defib for use of SP members at events etc. and that locations of defibs be noted in the noticeboards when renovated.
- 8.4 A discussion was held around possible funding options of a holding a defib. HD to conduct required research on provider and cost with a funding proposal to be drafted and put to members. **ACTION**
- 8.5 **Spooky Saturday** – HD asked whether a working group should be started. AMR opined that it was a little early and to hold post YES event. AMR updated that key suppliers had already been engaged to pencil in.
- 8.6 **Toy Swap Shop** – HD advised three people did attend the Repair Café with the aim of attending the swap shop which had to be cancelled last minute due to organisational issues. HD expressed a concern for reputational damage due to the inconsistency in delivery.
- 8.7 **Volunteer database** – HD advised further research had been undertaken with the aim of providing an initiative proposal. **ACTION**
- 8.8 **Green spaces project** – HD advised further research had been undertaken with the aim of providing an initiative proposal to commence scoping with potential local interested parties. **ACTION**
- 8.9 **YES event** - AMR updated that approval to proceed with this event had been completed via email and the venue had been secured for 11<sup>th</sup> May. AMR advised that an initial email went out to those that presented in 2023 just before half term and a second tranche had been sent to other potential organisations.
- 8.10 HD asked if a working group was required. AMR advised no working group required for this event though noted volunteers would be required to support hot drinks stand and encouraging footfall from the street.
- 8.11 **Summer of sport** – AMR expressed concern about resource for this initiative and with no expansion of the management team currently on the horizon this idea will need to be held. HD agreed and suggested a final decision be taken at the March management team meeting in light of the 12-week lead time for approval from CEC.
- 8.12 NK noted following a visit to Sandbach Literary Institute she would like to reach out to instigate how SP might help in securing funding for improvement works. AMR to send contact details to NK. **ACTION**
- 8.13 AMR suggested a small easter initiative which would involve a small egg hunt in the local parks and the online raffle of a donated easter hamper utilising a gofundme page to raise money for the noticeboard renovation. HD and NK supported the activity.
- 9 **AOB**
- 9.1 AMR noted additional help provided to Sandbach Clean Team in the form of a social media post created to support their new business initiative.
- 9.2 AMR updated that assistance had also been provided to new members Ettiley Heath Playing Fields with the creation of a logo with two designs put forward for consideration.

Meeting closed 20:50.

Helen Dorney - Chair
Date 05.03.2024

**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	30.08.23	6.3	Create annual budget monitoring for operational and project budgets.	HD	27.02.2024	
2	17.09.23	5.19	Conduct survey of noticeboards and requirements for remediation.	HD	01.11.2023	
3	17.09.23	8.11	Research park upgrade locations, local contacts and appetite for change and report back outline plan.	HD	01.11.2023	Propose Close – see action 22
4	21.11.23	6.6	Research alternative bank account suppliers and provide view to HD.	HD	22.12.2023	
5	21.11.23	6.7	Email SPMT with bank account change proposal post receipt of supplier research.	HD	15.01.2024	
6	21.11.23	8.5	Provide a plan on how Repair Café Sandbach monies will be managed.	HD	15.01.2024	Propose Close
7	21.11.23	8.6	Provide analytics on repairs to date to AMR for an article to be drafted.	HD	30.11.2023	Completed
8	30.01.2024	2.2	Publish November SPMT minutes and actions following NQD approval	AMR	06.02.2024	Completed

**Sandbach Partnership Management Team (the "SPMT")**

9	30.01.2024	4.2	Set interview for SPMT office recruitment.	AMR	10.02.2024	
10	30.01.2024	4.11	Check Cheshire East Council website for entertainment licence removal.	AMR	06.02.2024	Completed – notice to CEC to update required
11	30.01.2024	4.12	Remove entertainment licence from noticeboard.	NK	10.02.2024	
12	30.01.2024	4.17	Provide update on communication with Sandbach Baby Library and Sandbach Choral Society	AMR	27.02.2024	
13	30.01.2024	5.4	Research CEC Greener Communities grant and report next meeting on purpose.	HD	27.02.2024	
14	30.01.2024	5.11	Reach out to Town Partnerships to provide courtesy update.	HD	27.02.2024	
15	30.01.2024	6.9	Access Grant Finder with a view to seeking funding for volunteer database.	HD	27.02.2024	
16	30.01.2024	6.10	Explore core funding grants for IT upgrade and operational costs.	AMR	27.02.2025	
17	30.01.2024	8.2	Provide RCS dates and times (including exceptions) for 2024 to AMR.	HD	10.02.2024	Completed
18	30.01.2024	8.2	Create A5 marketing leaflet for RCS.	AMR	12.02.2024	Completed
19	30.01.2024	8.5	Withdraw cash to pay for lunch vouchers for volunteers attending first aid training.	HD	06.02.2024	Completed



Sandbach Partnership

**Sandbach Partnership Management Team (the "SPMT")**

20	30.01.2024	8.9	Submit grant application to STC 01.02.2024 for Spooky Saturday following NQD approval to proceed.	<b>AMR</b>	<b>01.02.2024</b>	<b>Completed</b>
21	30.01.2024	8.11	Finalise research of potential software providers for the volunteer database with applicable due diligence,	<b>HD</b>	<b>27.02.2024</b>	
22	30.01.2024	8.13	Set up scoping session with interested members for the Green Spaces project.	<b>HD</b>	<b>27.02.2024</b>	
23	30.01.2024	8.17	Make payment of venue deposit and secure booking for YES event following NQD approval to proceed.	<b>AMR</b>	<b>08.02.2024</b>	<b>Completed</b>