

Sandbach Partnership Management Team (the "SPMT")

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

Tuesday 26 March 2024 at 19:00

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

Non attendees

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 27.02.2024 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 due actions as at 25.03.2024:
 - Action 1: progressing, see 5.15 below.
 - Action 2: ongoing
 - Action 3: complete. Request made awaiting reply.
 - Action 4: ongoing
 - Action 5: Complete, see 8.6 - 8.9 below.
 - Action 6: ongoing, see 8.10 – 8.11 below.
 - Action 7: complete
 - Action 8: complete, see 5.1 – 5.3 below.
 - Action 9: complete
 - Action 10: complete, see 4.2 below.
 - Action 11: complete, see 4.4 below.
 - Action 12: complete
 - Action 14: complete see 4.7 below
 - Action 15: complete
 - Action 16: complete, see 5.6 below.
 - Action 17: complete, see 5.5 below.
 - Action 18: ongoing, see 5.8 – 5.9 below.
 - Action 19: complete
 - Action 20: propose close, see 6.3 below. AMR seconded close.
 - Action 24: complete

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Action 25: complete, see 8.15 below.

4 OPERATIONAL MANAGEMENT

Constitutional requirements

Membership

- 4.1 AMR noted that the final three outstanding membership fees had now been received and SP membership now stood at 18.
- 4.2 HD confirmed no new member applications had been received in this period.
- 4.3 HD commented that there was excellent attendance at the members quarterly forum meeting held on 19 March 2024.
- 4.4 NK confirmed that she had reached out to the Community & Voluntary Service who were happy to attend the next quarterly forum meeting on Tuesday June 18 on the topic of attracting new members and the CVS in general].

Recruitment campaign

- 4.4 HD updated on a recent approach from an individual interested in joining the management team. HD advised that she would reach out to have an initial discussion. **ACTION**
- 4.5 AMR confirmed the application form was still active on the SP website.

Drafting of standard policies

- 4.6 HD noted action 14 and updated draft policy templates had been created for GDPR and Safeguarding and proposed to close the action. AMR seconded.
- 4.7 HD advised that she will circulate the drafts to the management team for review and comment prior to agreement for adoption. **ACTION**
- 4.8 HD updated that she had signed SP as members to the National Council of Voluntary Organisation (NCVO) that offer free to member resources which had been useful in the drafting of standard policies.

Preparation of annual accounts

- 4.9 HD noted email from PD confirming the supplier for the preparation of the accounts and associated cost which was within scope of the agreed fee.
- 4.10 HD advised that she was in the process create a linked suite of documents to support evidence of the accounts which is planned to be completed by the end of April to handover to the accountants for audit.
- 4.11 AMR challenged on the timeline noting a previous commitment to expedite the publication of accounts and the intention to hold the AGM at an earlier point in the year.
- 4.12 AMR requested that every effort be made to complete the collation of evidence earlier so that we can aim to have the audit complete by no later than the end of May.
- 4.13 HD noted the timeline and would seek to complete as marked. **ACTION**

5 STAKEHOLDER MANAGEMENT

Cheshire East Council (CEC)

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- 5.1 HD updated on a letter received for bailiffs in relation to an outstanding amount for the entertainment license for the Market Square, despite our notice which was served some time ago.¹
- 5.2 HD advised that she had spoken with CEC regarding the matter, who have provided email notification that no fee is due and we do not hold responsibility for the entertainment license.¹
- 5.3 AMR requested a copy of the email be put on file for reference. ¹ **ACTION**
- 5.4 NK raised the upcoming Connected Communities meeting (27 March) and advised she would attend as representative.
- Sandbach Town Council (STC)**
- 5.5 HD noted the upcoming meeting (27 March) at STC and a discussion was held on presentation content, stand display and attendance.
- 5.6 AMR updated that acceptance of presentation and exhibition space had been confirmed with STC.
- 5.7 AMR raised the upcoming bi-monthly update meeting with the Town Clerk (27 March) and attendees fed into matters to be discussed.
- 5.8 HD noted outstanding action 18 and advised that she had reviewed the content of the archive documents and listened to the audio of the STC Finance meeting. HD updated that she agreed with AMR's assessment and would be submitting a letter of complaint.
- 5.9 AMR requested that this be submitted no later than end of April as it must be submitted before the next STC Finance meeting in May for remediation to be made.
- 5 Town Partnership**
- 5.10 HD advised no updates to report and noted outstanding action 2.
- Town noticeboards**
- 5.11 NK advised that the noticeboards continue to be full and regular content being received.
- 5.12 HD updated on ongoing action 1 and advised that work had commenced on measuring and assessing what is required for the renovation. HD noted that all of the noticeboards are different sizes and therefore it will take a little longer to fully assess materials required.
- 5.13 AMR updated on the map received from Victoria's Art Studio and the feedback received from the team. Following a discussion, it was decided that a request would be made to the supplier for some amendments to make the map a historical reference point. AMR to report back with associated cost for next meeting. **ACTION**
- 6 FINANCE**
- Invoices to pay**
- 6.1 AMR noted that April would be the final outstanding payment to be received from B&G.
- Financial transaction confirmation**
- 6.2 HD confirmed payments had been made in the last period to IT supplier, Microsoft licences and telecoms.
- Bank Account**
- 6.3 AMR updated that on attempting to open an account with Metro Bank, it was discovered that all signatories had to verify their identity within a certain timeframe. AMR proposed a date be discovered that AMR, HD and NK could attend to perform verification.
- 6.5 Following discussed a date was set for April.

Grants

¹ Included in the minutes to ensure accurate reporting of events – but discussion was in a quorate Teams Meeting since the last minuted meeting

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- 6.7 HD updated that the result of the grant application for the Repair Café was unsuccessful.
- 6.8 AMR proposed an alternative grant funding option and that this be twinned with the volunteer database. HD and NK agreed. AMR to make the application. **ACTION**
- 7 COMMUNICATIONS**
- Website**
- 7.1 AMR advised that the contact us form on the website was not functioning following a notification from a member of the public. AMR updated that this had been investigated and resolved.
- 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 update to be noted.
- 8 PROJECTS/EVENTS**
- 8.1 **Repair Café Sandbach (RCS)** – HD reported the last event for RCS in March and noted another busy three hour session. HD advised that the presence of an effective host was crucial for smooth operation and encouraging operational donations.
- 8.2 HD advised that contact had been made with the volunteer list to encourage participation. HD expressed that more volunteers would be preferential, and this is being encouraged via social media.
- 8.3 HD noted that in the interest of health & safety, the Toy Swap shop would be relocated to the café area and out of the main hall where repairs were actively taking place.
- 8.4 **Spooky Saturday** – AMR updated that St Mary's Hall had been secured for the chosen date. No further action to be taken until end of April.
- 8.5 **Toy Swap Shop** – see 8.3 above.
- 8.6 **Volunteer database** – HD advised due diligence was now complete on the down selected platform provider.
- 8.7 HD updated on levels of membership and associated subscription costs.
- 8.8 NK commented that the Community & Voluntary Service already had a database and questioned as to whether this could be utilised as an alternative.
- 8.9 HD to review and assess this opportunity and report as part of the project initiation proposal (ongoing action 22).
- 8.10 **Green spaces project** – HD updated that correspondence and leaflets had been placed to gather a prospective interested party for the initial scoping session which had resulted in good feedback from an array of individuals from Councillors, our members, and members of the public.
- 8.11 A discussion was held regarding potential venues with LC noting Right at Home offer a community room or the potential to hold at the next Repair Café session. HD to set meeting and reach out to all those that have expressed an interest to be involved (ongoing action 6).
- 8.12 **YES event** - AMR updated a 'Community Showcase' event was being promoted on social media by a local councillor which may impact exhibitors for the YES event due to the event being held during the transport festival and the concept and purpose being almost identical. HD noted that this was a disappointing action taken by one individual councillor to replicate last years successful YES event held during the transport festival weekend.

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8.13 A discussion was held on potential options for moving the event until later in the year however AMR noted STC hire terms and conditions in relation to changes at this time juncture. It was proposed AMR discuss the options with Town Clerk at upcoming meeting. **ACTION**

8.14 Secret Egg hunt and easter raffle – AMR updated that all materials were now ready and provided a sample. AMR opined the raffle had steady uptake and that proceeds would be directed toward the noticeboard refurbishment. AMR noted that costs for this event were a personal donation.

8.15 NK noted she had reached out to Sandbach Literary Institute and was waiting for a reply.

9 AOB

9.1 AMR noted a request from Saxon Players regarding a tax question. HD to respond with guidance. **ACTION**

9.2 Date of the next meeting Tuesday 30 April 2024.

Meeting closed 21:00.

Nicola Kapusniak	Vice-Chair
	Date 30.04.2024

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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	17.09.2023	5.19	Conduct survey of noticeboards and requirements for remediation.	HD	01.11.2023	On Agenda
2	30.01.2024	5.11	Reach out to Town Partnerships to provide courtesy update.	HD	27.03.2024	Ongoing
3	30.01.2024	6.9	Access Grant Finder with a view to seeking funding for volunteer database.	HD	27.03.2024	Completed
4	30.01.2024	6.10	Explore core funding grants for IT upgrade and operational costs.	AMR	27.03.2024	Ongoing
5	30.01.2024	8.11	Finalise research of potential software providers for the volunteer database with applicable due diligence,	HD	27.03.2024	Completed
6	30.01.2024	8.13	Set up scoping session with interested members for the Green Spaces project.	HD	27.03.2024	On Agenda
7	27.02.2024	2.2	Make January meeting minutes and actions available on SP website.	AMR	04.03.2024	Completed
8	27.02.2024	3.1	Contact CEC to request update to licencing website information (still shows SP as entertainment licence holder)	HD	01.04.2024	Ongoing

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9	27.02.2024	4.3	Include a reminder to attend next quarterly forum meeting to members.	AMR	04.03.2024	Completed
10	27.02.2024	4.5	Follow up outstanding membership payments.	AMR	31.03.2024	Completed
11	27.02.2024	4.6	Reach out to NCVO for speaker at quarterly forum meeting 19 th March,	NC	17.03.2024	Completed
12	27.02.2024	4.7	Book venue for quarterly forum meeting 19 th March.	HD	17.03.2024	Completed
13	27.02.2024	4.8	Request AGM dates from members.	AMR	05.04.2024	Ongoing
14	27.02.2024	4.11	Create draft policies to be presented at the next quarterly forum meeting 19 th March.	HD	17.03.2024	On Agenda
15	27.02.2024	4.13	Contact 2023 supplier for annual account reconciliation quote.	PD	31.03.2024	Completed
16	27.02.2024	5.7	Confirm attendance at Annual Town meeting 27 th March.	AMR	19.03.2024	Completed
17	27.02.2024	5.8	Draft the presentation for the annual town meeting 27 th March.	HD	25.03.2024	Completed
18	27.02.2024	5.12	Review archive information and draft letter to STC regarding the public comments of Cllr Corcoran.	HD	31.03.2024	Ongoing
19	27.02.2024	5.16	Reach out to Victoria Arts Studio regarding high level town map.	AMR	26.03.2024	Completed

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20	27.02.2024	6.5	Complete application to Starling Bank for replacement bank account.	HD	26.03.2024	Propose close – on agenda
21	27.02.2024	8.4	Undertake research for provider and cost of defib and create a funding proposal to be put to members.	HD	30.04.2024	Ongoing
22	27.02.2024	8.7	Submit initiative proposal for Volunteer database.	HD		Ongoing
23	27.02.2024	8.8	Submit an initiative proposal for Green spaces project	HD		Ongoing
24	27.02.2024	8.12	Send contact details for Literary Institute to NK.	AMR	26.03.2024	Completed
25	27.02.2024	8.12	Contact literary institute to potentially support funding	NK	31.05.2024	Ongoing