

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

**Minutes of a meeting of the Sandbach Partnership Management Team ("SPMT") held Online via MS Teams**

**Tuesday 30 April 2024 at 19:00**

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

**1 QUORUM & INTERESTS**

- 1.1 AMR welcomed all participants. AMR 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 AMR commented that minutes of the meeting held 26.03.2024 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 AMR conducted a run through of due actions as at 29.04.2024:
  - Action 1: propose close, see 8.1-8.4 below. NK seconded close.
  - Action 2: complete. Date for catch-up to be agreed by participants.
  - Action 4: complete – date set 18 May at the next Repair Cafe Sandbach
  - Action 6: complete, see 5.2 below.
  - Action 7: ongoing
  - Action 8: ongoing
  - Action 10: complete
  - Action 11: complete
  - Action 12: ongoing
  - Action 13: complete, see 4.8 below
  - Action 14: ongoing
  - Action 15: complete, see 8.2 – 8.4 below
  - Action 16: complete, see 6.5 below.
  - Action 17: complete, see 8.13 below.
  - Action 18: ongoing

**4 OPERATIONAL MANAGEMENT**

***Constitutional requirements***  
Membership

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- 4.1 AMR noted that there had been no new member approaches.
- 4.2 AMR updated that there had been some member engagement with requests for printing, social media file conversion and facilitating contact between members for sharing of resources.
- Drafting of standard policies
- 4.3 AMR noted unable to provide an update as the action is currently with HD.
- Printer
- 4.4 AMR suggested that the current printer be mothballed on the basis that it was not providing quality prints, the ink cartridges were expensive, and it was too large for our needs.
- 4.5 AMR noted that a replacement had been donated which was smaller, offered a better-quality print, the cartridges were much more cost effective and printed duplex which the current equipment did not.
- 4.6 AMR advised that the printer was not listed as a depreciative asset on the balance sheet and therefore there was no value attached to the asset.
- 4.7 NK and PD agreed that the current printer be mothballed and disposed of accordingly.
- Preparation of annual accounts
- 4.8 AMR provided an email update from HD and noted that the preparation of the accounts had been completed and sent to the accountants for audit.
- 4.9 AMR commented that moving forward the task would be to complete the review and attach evidence on a monthly basis and requested this of PD.
- 4.10 PD confirmed that he could dedicate the time and will set some time with HD to go review the template. **ACTION**
- 5 STAKEHOLDER MANAGEMENT**
- Cheshire East Council (CEC)***
- 5.1 AMR advised no interaction known.
- 5.2 AMR noted that the letter of complaint regarding comments made at the last STC Finance and Asset meeting had been sent to CEC with a copy to the STC town clerk today.
- Sandbach Town Council (STC)***
- 5.3 AMR noted the next STC Finance and Assets meeting was scheduled for 7 May. AMR queried whether a representative of SPMT attend the meeting to witness the outcome of the complaint submitted today.
- 5.4 A discussion was held which resolved that AMR would ask HD to get guidance from town clerk. **ACTION**
- 5.5 AMR noted the upcoming bi-monthly update meeting with the Town Clerk (22 May) and requested attendees feedback any matters to be discussed ahead of the date. **ACTION**
- Town noticeboards***
- 5.6 NK advised that the noticeboards continue to be full and regular content being received.
- 6 FINANCE**
- Invoices to pay***
- 6.1 AMR noted that the final outstanding payment had been received from B&G and requested PD send an email of thanks reminding them to cancel the standing order. **ACTION**
- Financial transaction confirmation***

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- 6.2 AMR confirmed payments had been made in the last period to IT supplier, Microsoft licences and telecoms.
- Bank Account**
- 6.3 AMR updated that the new account with Metro Bank was now open with HD and NK as signatories. AMR noted that ID had now been verified for her own signatory and a bank mandate is now required to be added. AMR advised this requires a wet signature from HD and NK which she will in due course. **ACTION**
- 6.4 AMR noted that HD had advised online access was not yet set up and indicated post this being achieved a request will be submitted to SPMT for the transfer of all monies held with the current supplier to be moved to the new account.
- Grants**
- 6.5 AMR advised that three grant applications had been made to support ongoing and future initiatives and outcomes would not be known until June.
- 7 COMMUNICATIONS**
- Website**
- 7.1 AMR advised nothing substantive 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 an approach had been received from Sandbach Nub news to do a piece around our GoFundMe that we have live. AMR noted that the request was awaited to provide what is needed.
- 8 PROJECTS/EVENTS**
- 8.1 **Town noticeboards** - AMR provided update from HD and noted that a plan was in progress to conduct maintenance in situ.
- 8.2 AMR updated that the new town map had been received from the artist which had a couple of outstanding changes to be made before it was ready to be printed.
- 8.3 Time was taken to review and final comments provided. NK suggested it be shared with Sandbach History Society. **ACTION**
- 8.4 AMR noted that next steps were to obtain measurements for the map noticeboards and consider best printing options.
- 8.5 **Repair Café Sandbach (RCS)** – AMR noted HD's update on the last event for RCS in April and noted another busy three hour session.
- 8.6 AMR commented that a running tally of cost versus income should be shared with the volunteers to clarify the financial position. AMR to raise with HD. **ACTION**
- 8.7 NK agreed and opined that the group needs to agree its strategy for future bookings.
- 8.8 **Spooky Saturday** – AMR updated that two key suppliers are confirmed as available and are holding the date.
- 8.9 **Toy Swap Shop** – PD advised has not had the contact details for the volunteer who ran the last session so did not receive feedback.
- 8.10 AMR suggested some stock diversification for future sessions.
- 8.11 **Volunteer database** – Unable to update.

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- 8.12 **Green spaces project** – AMR noted that the first scoping session was set for 18 May at the Repair Cafe Sandbach.
- 8.13 **YES event** - AMR updated that following a conversation with STC regarding the ‘Community Engagement Showcase’, it was resolved that YES would take place as planned. AMR noted that there were 15 exhibitors confirmed to attend and all efforts were going into publicity including emails to churches, schools and posters around the town together with social media awareness.
- 8.14 AMR commented that volunteers are needed to serve refreshments. AMR noted that a couple of items require a PAT before they can be used and a request had been made to the Repair Cafe volunteers.
- 8.15 **Big Help Out** – AMR noted that an email had been received regarding the return of this initiative in June. NK suggested that it be shared with members to see if there is anything they want to lead on. AMR to include in member monthly update. **ACTION**
- 8.16 **Sandbach Today** – AMR advised that she had reached out to Gill Merry regarding the dissolution of Sandbach Today and what might be done with the remaining funds on account. AMR noted that she had two ideas but had yet to discuss this with Gill and it would be their decision as to which they felt more appropriate.
- 8.17 AMR commented that she would continue to try and have a conversation to move forward. **ACTION**
- 8.18 NK noted she has identified a community ownership fund opening in May for the renovation of public assets which could benefit the Sandbach Literary Institute and will reach out again to make them aware. **ACTION**
- 9 **AOB**
- 9.1 AMR raised the topic of marketing and production of materials. PD advised that he was exploring producing some of our future materials for spooky Saturday though this was time dependent.
- 9.2 AMR undertook a review of month ahead calendar of meetings and events.
- 9.3 Date of the next meeting Tuesday 28 May 2024.

Meeting closed 20:35.

Nicola Kapusniak	Vice-Chair
Date 28.05.2024	

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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	Propose close
2	30.01.2024	5.11	Reach out to Town Partnerships to provide courtesy update.	HD	27.03.2024	Completed
3	30.01.2024	6.10	Explore core funding grants for IT upgrade and operational costs.	AMR	30.06.2024	
4	30.01.2024	8.13	Set up scoping session with interested members for the Green Spaces project.	HD	27.03.2024	Completed – 18 <sup>th</sup> May
5	27.02.2024	4.8	Request AGM dates from members.	AMR	05.05.2024	
6	27.02.2024	5.12	Draft letter to STC regarding the public comments of Cllr Corcoran.	HD	31.03.2024	On agenda
7	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
8	27.02.2024	8.7	Submit initiative proposal for Volunteer database.	HD	30.04.2024	Ongoing

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9	27.02.2024	8.8	Submit an initiative proposal for Green spaces project	HD		
10	26.03.2024	2.2	Make February meeting minutes and actions available on SP website.	AMR	04.04.2024	Complete
11	26.03.2024	4.4	Make contact with interested party regarding officer vacancy.	HD	30.04.2024	Complete
12	26.03.2024	4.7	Circulate draft policies for review and comment to SP officers.	HD	19.04.2024	Ongoing
13	26.03.2024	4.13	Collate account audit evidence for submission to accountant.	HD	30.04.2024	On agenda
14	26.03.2024	5.3	File email from CEC regarding surrender of entertainment license.	HD	30.04.2024	Ongoing
15	26.03.2024	5.13	Request map amendments from supplier and cost.	AMR	30.04.2024	On agenda
16	26.03.2024	6.8	Make grant application in relation to Repair Café and volunteer database.	AMR	30.04.2024	On agenda
17	26.03.2024	8.13	Discuss hire amendment options regard YES event	AMR	27.03.2024	Complete
18	26.03.2024	9.1	Reply to Saxon Players regarding tax enquiry.	HD	04.04.2024	Ongoing