

Sandbach Partnership Management Team (the "SPMT")

Actions of a meeting of the Sandbach Partnership Management Team ("SPMT") held face to face

Tuesday 25 June 2024 at 19:00

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

1 QUORUM & INTERESTS

1.1 NK noted HD was attending the AGM of Sandbach Clean Team and would attend the meeting late, welcomed LC and LM and noted apologies from PD.

1.2 NK requested conflict of interest be declared. All present – none to declare.

2 REVIEW OF ACTIONS

2.1 NK conducted a run through of due actions as at 25.06.2024:

Action 2: NK proposed close. AMR updated that the topic was discussed at the Forum meeting held 18 June and advised that members did not feel the need. LC also highlighted that discussions were ongoing on movement of existing facilities at Sandbach Town Council (STC). AMR highlighted the defib at The Cricketeers has a sign saying it was 'out of order'. Agreed action can be closed.

HD arrived at the meeting.

Action 3: On agenda – see 7.4 below

Action 4: Ongoing.

Action 5: AMR updated that the safeguarding and GDPR policies had undergone review.

Action 6: On-going.

Action 7: NK proposed close. HD updated that the last meeting has not occurred as yet and meetings are ongoing. Agreed action can be closed.

Action 8: Complete. AMR updated that the mandate had been submitted and a response was awaited from the bank.

Action 9: Complete

Action 10: Ongoing

Action 11: HD propose close. NK agreed contact had been made with no response to date.

Action 12: Complete

Action 13: Complete

Action 14: Complete

Action 15: Complete

Action 16: On agenda – see 3.9 below.

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Action 17: Complete

Action 18: Ongoing - HD updated that the monitoring officer had agreed that the matter was a complaint, and the matter was now under investigation with a first meeting to be held 27 June 2024.

Action 19: Ongoing - HD updated measurements had been provided awaited an update from PD regarding Perspex.

Action 20: Complete

Action 21: Ongoing – AMR updated that the social media advert had been launched but that the poster was outstanding. HD updated that there had been enquiries for three new volunteers. LC suggested reaching out to the girls school sixth form volunteering group to see if there would be any interest. HD mindful that any volunteers should be over the age of eighteen.

Action 22: Ongoing

Action 23: Complete

Action 24: On agenda – see 7.8 - 7.12 below.

Action 25: Ongoing

Action 26: HD proposed close and updated that it was put forward to forum members as additional training but no update. Agreed action to be closed. LC offered a one pager for use at volunteer events for basic food hygiene. **ACTION**

Action 27: Ongoing

Action 28: Ongoing

3 OPERATIONAL MANAGEMENT

Membership

- 3.1 NK prompted for feedback on recent speaker, Aoife Middlemass at the last quarterly forum.
- 3.2 HD opined on a good speaker and work to be undertaken on exploring further collaboration.
- 3.3 HD noted AMR's request for the login details for the CVS. AMR noted that SP were registered as she had attempted to do so and received the message. HD to review inbox and forward. **ACTION**
- 3.4 HD commented it was well attended and well received by members.
- 3.5 HD added that we will utilise the CVS volunteering portal with some of our own opportunities to test how effect the platform is.
- 3.6 AMR updated that we would look to add volunteer opportunities Repair Café fixers and hosts, SP officers and Spooky Saturday to the portal. **ACTION**
- 3.7 NK raised future speaking topics for quarterly forum member meetings.
- 3.8 HD updated that following the last Repair Café the PCSO's had expressed that they would be happy to attend on policing in the form of a focus surgery and offered another speaker on cyber security.

Annual accounts

- 3.9 HD updated that she was working with the auditor to resolve outstanding queries and was now just waiting on the report. HD to chase outcome. **ACTION**
- 3.10 AMR reminded that it was agreed with forum members that we would release a members only published copy once received and that the full copy would be presented at the AGM as per the constitution before being made publicly available. **ACTION**

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4 STAKEHOLDER ENGAGEMENT

- 4.1 NK requested any updates related to Cheshire East Council (CEC).
- 4.2 AMR noted an upcoming meeting with Lucy Smith regarding the Creative Champions initiative.
- 4.3 HD questioned whether we attended Connected Communities. NK replied it was declined due to the scheduling of it at 10am to clashed with the day job.
- 4.4 NK provided feedback on the volunteer initiative meeting attended by Aoife Middlemas -CVS The meeting stemmed from a discussion at the Connected Communities event. The ideal was embryonic and in search of a steering committee. LC updated that CEC seemed to have the impression that STC were supporting however advised that there was no capacity.
- 4.5 NK request any updates related to STC. HD noted the previous comments at 2.1 Action 18.
- 4.6 HD advised no other meetings due to postponement of the regular catch up. HD raised that there was only one topic which was the booking of the Town Hall for the YES event 2025 during the transport festival currently held by a provisional booking.
- 4.7 LC commented that there is a time limit for confirmation of provisional bookings.
- 4.8 HD commented that SP would be willing to make the booking and pay in full to secure without delay.
- 4.9 LC and LM offered to take the query back to STC and revert. **ACTION**
Noticeboards
- 4.10 NK advised the noticeboards continue to have regular new content.
- 4.11 AMR commented that there were some forum member events coming up and would remind members to send materials for display in the next monthly update email. **ACTION**

5 FINANCE

- 5.1 HD advised that all financial issues are in order.
- 5.2 AMR updated that the application to the Matthew Good Foundation was awaited this month. AMR advised that the Selco and Spa applications had been unsuccessful (no response received – past deadline for the expected response).
- 5.3 LC advised of a small fund via One Stop Community Fund. AMR to review and email contact. **ACTION**

6 COMMUNICATIONS

- 6.1 AMR updated nothing adverse to report on media or social media.
- 6.2 AMR advised that following the two YES events, developments would commence on the website to include a 'Youth Zone' which will feature a list of organisations and update the 'useful links' page with a view to launching early September.
- 6.3 HD asked LC when the outcome of the STC youth consultation may be known. LC not close to the committee. LM to look into and revert. **ACTION**

PROJECTS

- 7.1 Town noticeboards renovation – HD updated that there is a works plan drafted together with a schedule and surveys completed.
- 7.2 HD advised that the next stage is sourcing materials which sit with AMR (printed backs) and PD (Perspex).
- 7.3 HD commented that there is a method statement to enable renovation to take place insitu.
- 7.4 Volunteer database and community projects – HD suggested this is placed on hold whilst the CVS volunteering portal is tested as a channel. AMR agreed and propose close action 3.

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- 7.5 AMR raised a concern around marketing to ensure the opportunities reach people in the community of Sandbach, as the tool covers the whole of Cheshire East.
- 7.6 HD suggested our own collateral links back to CVS when we are promoting the opportunities online or posters etc.
- 7.7 Spooky Saturday – AMR updated that work has started on submitting the various applications to CEC to hold the event.
- 7.8 Repair Café Sandbach – AMR provided feedback for collaboration opportunities and noted the idea of a harvest festival in conjunction with Sandbach Pantry.
- 7.9 HD suggested a plant sale. NK advised she had spoken to a forum member about the idea and they sell the cuttings at the Garden trail. LC also mentioned the annual plant sale at Wheelock which is a flagship event for the church.
- 7.10 AMR raised the PAT testing initiative. HD updated that more equipment and people to be trained were required before this could be taken forward.
- 7.11 HD suggested that PAT testing is offered to members as a benefit of being part of SP.
- 7.12 HD advised that the national Repair Café newsletter had been received which has ideas of what other RCs are doing which she would circulate. **ACTION**

AOB

- 8.1 AMR raised an email from CEC regarding a survey Engagement events and questionnaire - re-commissioning the Accommodation with Care. All concluded no response was required.
- 8.2 HD advised the STC meeting schedule had been issued and questioned which SP should attend/participate in.
- 8.3 After a discussion it was decided that a representative from SP should attend/participate in the following:
 - 8th July planning and environmental – check agenda
 - 24th July town council meeting – should attend
 - 29th July planning and environmental
- 8.4 HD requested Section 106 funding spreadsheet from LC. **ACTION**
- 8.5 LC asked if a communication could go to forum members who are first aid trained to support Sandbach Pride 7 September. AMR asked for a few lines on the requirements so that it could be included in the monthly forum email. **ACTION**
- 8.6 AMR raised the actions of the meeting held 25.05.24 for approval and proposed they be accurate and complete. HD and NK agreed and the minutes were approved for publication.
- 8.7 AMR to publish on SP website. **Action**
- 8.8 AMR raised the actions which came from the members forum.
- 8.9 AMR noted that the Safeguarding and GDPR policies needed to be circulated to members. HD to send file location and AMR to issue. **ACTION**
- 8.10 AMR updated that the list of business that have joined the Clean Team's business initiative are now on their page on the SP website.
- 8.11 AMR requested that Peter Coombes be added to the next Green Spaces project meeting in July.
- 8.12 AMR made a request of LC and LM for any potential contributors to the Human Library. LC suggested Jimmy Charles – Fodens librarian.
- 8.13 Date of the next meeting is scheduled for Tuesday 30 July – venue to be decided due to HD being on leave.



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Nicola Kapusniak – Jt Vice-chair Date 31.07.2024



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	30.01.2024	6.10	Explore core funding grants for IT upgrade and operational costs.	AMR	30.06.2024	
2	27.02.2024	8.4	Undertake research for provider and cost of defib and create a funding proposal to be put to members.	HD	25.06.2024	Propose Close
3	27.02.2024	8.7	Submit initiative proposal for Volunteer database.	HD	25.06.2024	On agenda
4	27.02.2024	8.8	Submit an initiative proposal for Green spaces project	HD	25.06.2024	On agenda
5	26.03.2024	4.7	Circulate draft policies for review and comment to SP officers.	HD	25.06.2024	Completed
6	30.04.2024	4.10	Obtain new financial year spreadsheet for monthly update and evidence gathering	PD	28.05.2024	Ongoing
7	30.04.2024	5.5	Provide any items to discuss with STC for bi-monthly meeting 22 May	All	03.06.2024	Propose Close
8	30.04.2024	6.3	Complete bank mandate to add AMR to new account,	AMR/HD/NK	28.05.2024	Completed



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9	30.04.2024	8.3	Send copy of new map to Sandbach History Society	AMR	28.05.2024	Completed
10	30.04.2024	8.17	Contact Gill Merry and discuss options for Sandbach Today dissolution	AMR	28.05.2024	Ongoing
11	30.04.2024	8.18	Contact Sandbach Literary Institute about community ownership fund.	NIK	28.05.2024	Propose Close
12	28.05.2024	2.2	Make April meeting minutes and actions available on SP website.	AMR	06.06.2024	Completed
13	28.05.2024	4.1	Book venue for quarterly forum meeting 18 June 7pm and send invitation to members.	HD	10.06.2024	Completed
14	28.05.2024	4.2	Confirm speaker content and any aids for quarterly forum meeting.	NIK	10.06.2024	Completed
15	28.05.2024	4.3	Draft agenda to include member thoughts on new speaker schedule and new AGM date.	HD	10.06.2024	Completed
16	28.05.2024	4.4	Follow up status of audited accounts.	HD	25.06.2024	Completed – queries anticipated week comm 10 th
17	28.05.2024	4.5	Book venue for 17 September AGM/quarterly forum meeting.	HD	25.06.2024	Completed – St Peters
18	28.05.2024	4.6	Follow up status of letter of complaint with CEC/STC	HD	25.06.2024	Ongoing – investigation commenced (first meeting 27.06)



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19	28.05.2024	5.1	Provide perspex measurements and source materials in kind.	HD/PD	11.06.2024	Ongoing
20	28.05.2024	5.2	Create new A5 posters for Repair Cafe	AMR	25.06.2024	Completed
21	28.05.2024	5.3	Create volunteer social media advert and poster for Repair Cafe, specifically for hosts.	AMR	25.06.2024	Ongoing
22	28.05.2024	5.4	Host rota to be created for Repair Cafe.	HD	25.06.2024	Ongoing
23	28.05.2024	5.5	Attend Repair Cafe 15 June for host training provided by HD.	NK	16.06.2024	Completed
24	28.05.2024	5.6	Consider additional elements/themes that could be added to Repair Cafe. Feedback at next meeting.	All	25.06.2024	On agenda
25	28.05.2024	5.7	Write up summary of Initial Green Spaces meeting held in May and develop next steps.	HD	25.06.2024	Ongoing
26	28.05.2024	5.8	Investigate possible grant funding for Food Hygiene and Safety Course.	AMR	30.07.2024	Proposed Close
27	28.05.2024	5.9	Book Town Hall for 27 April 2025 for YES event.	HD	07.07.2024	Ongoing
28	28.05.2024	5.10	Contact Colin Doultton to discuss potential link up.	PD	30.07.2024	Ongoing