

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

### Actions of a meeting of the Sandbach Partnership Management Team ("SPMT") via Teams

Wednesday 31 July 2024 at 19:00

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

#### 1 QUORUM & INTERESTS

- 1.1 NK noted apologies from HD, LC and LM.
- 1.2 NK requested conflict of interest be declared. All present – none to declare.
- 1.3 NK raised the minutes and actions of the last meeting held 25 June 2024 for approval. NK proposed acceptance, PD seconded.
- 1.4 AMR to publish minutes and actions on SP website. **ACTION**

#### 2 REVIEW OF ACTIONS

##### 2.1 AMR conducted a run through of due actions as at 30.07.2024:

Action 1: AMR proposed close and updated meeting with Lucy Thompson-Smith regarding the Creative Champions funding. A discussion was held between attendees on the merits and risks of bidding for the funding. A consensus was reached that AMR would put together a bid proposal for the funding to be brought forward to the next meeting. **ACTION** NK seconded this action can be closed.

Action 2: On hold pending outcome of CVS opportunities.

Action 3: On hold - On agenda – see 4.7 & 4.8 below.

Action 4: AMR proposed close. NK confirmed that she had been undertaking the reconciliation but was missing line items. AMR noted the change of bank account in May and suggested NK reach out to HD to download the statements from the old provider for March and April. This action to be closed. **ACTION**

Action 5: On-going.

Action 6: AMR proposed close. On agenda – see 4.11-4.12 below. NK and PD seconded close.

Action 7: Complete.

Action 8: AMR propose close. On agenda – see 7.11 below. NK seconded close.

Action 9: AMR propose close. NK agreed to cover the Repair Café until September and discussion to be had thereafter. NK seconded close.

Action 10: AMR proposed close and updated that she had reached out to Sandbach Pantry for them to attend Repair Café Sandbach in September in a harvest festival type collaborative event. NK seconded close. AMR to create marketing ahead of events. **ACTION**

Action 11: Complete

Action 12: AMR propose close – on agenda: see 4.9 - 4.10 below. NK seconded close.

Action 13: PD propose close, no capacity to move forward. NK and AMR seconded close.

Action 14: Ongoing

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

Action 15: Complete

Action 16: Ongoing – AMR noted that the Repair Café volunteering opportunity has been on for a few weeks and whilst viewed 135 times – no new volunteers have applied. AMR updated that the SPMT officer opportunities had been listed that day and that Spooky Saturday would be added in another couple of weeks.

Action 17: Complete.

Action 18: Ongoing. On agenda – see 3.5 Below

Action 19: Ongoing.

Action 20: Complete

Action 21: Ongoing.

Action 22: Ongoing

Action 23: Complete

Action 24: Ongoing.

Action 25: Complete.

Action 26: Complete

### 3 OPERATIONAL MANAGEMENT

#### *Membership*

3.1 NK prompted for feedback on use of CVS platform – see action 16 for update.

3.2 NK asked whether there had been any other suggested speakers for the next forum meeting. AMR noted the next meeting in September would be combined with the AGM so no speaker will be necessary, and we can request further suggestions from members.

3.3 NK also advised that she would be attended a CVS induction meeting in September.

#### *Annual accounts*

3.4 AMR updated that the final accounts had been received and there were no anomalies to report. AMR noted the accountants' comments regarding an uplift in transactions and therefore we should expect an increase in cost for 2025.

3.5 AMR commented that a signed publication copy had been sent to the accountant for signature and this was awaited so that action 18 could be completed.

#### *Insurance renewal*

3.6 AMR noted that the EL and PL insurance was due to expire mid-September and that a quote would need to be sought and brought to the next meeting for approval.

3.7 NK asked whether there were any substantial changes to last year's policy. AMR noted that there is nothing foreseen which could require alteration.

3.8 NK to request a like for like quote for approval at the next meeting. **ACTION**

#### *Annual General Meeting*

3.9 AMR proposed a review of the current works plan together with any new ideas at the next meeting so that these could be presented to members for comment at the AGM. NK to add to next agenda and all to review and prepare for the next meeting. **ACTION**

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

- 3.10 AMR reminded all officers that the AGM includes an intention by officers to stand again for their current positions to be voted for by members. AMR suggested a discussion at the next meeting of officer intentions in preparation for the AGM. NK to add to the agenda. **ACTION**
- 4 STAKEHOLDER ENGAGEMENT**
- 4.1 NK updated on Cheshire East Council (CEC) engagement and noted recent attendance at Connected Communities meeting.
- 4.2 NK noted two points of interest, Arnie Laing was no longer operating in the Co-operative volunteering role and Stuart Mackay is the replacement. His new role title is Coop Member Pioneer Coordinator, but roles and responsibilities are changing.
- 4.3 NK updated that the youth club, which was scheduled to be launched in summer, had been pushed back to October and they are looking for 10 or so facilitation volunteers but are recruiting paid members.
- 4.4 AMR commented that two roles were advertised for Youth Co-ordinators.
- 4.5 AMR noted a meeting with Lucy Thompson-Smith and CEC's desire to set up a Creative Champions group in each of their areas. Lucy provided examples of a newly established group in Crewe and also noted that Congleton Partnership had received funding to deliver some initiatives under the same banner. See action 1 for details on next steps.
- 4.6 AMR updated that she had also spoken with Andrew Latham (Events) to ensure that they had everything they needed for Spooky Saturday. AMR noted that a key point of interest was around electricity provision on the cobbles and a recommendation that the event be self-sufficient in this regard. No issues identified from CEC on this event – approval will only come two weeks ahead of the event due to his capacity to respond.
- 4.7 AMR noted attendance at the STC meeting where it was being proposed that an 'Open spaces' working group be established. AMR updated that on behalf of the Partnership an ask was made of the working group to collaborate with our Green Spaces project.
- 4.8 AMR commented that a term of reference was yet to be created for the working group and an email has been sent to the Green Spaces group to update them that we will hold our project work until September to allow that group to be established and explore how we can work together.
- 4.9 AMR further updated on a meeting with the STC admin team including the Chief Officer and Events officer. STC representatives confirmed that it was STC that had booked the town hall over the transport festival dates and that there had been no decision on the use of the venue. AMR noted that she had reiterated our agreed intention that if we could not secure the date, we would not hold the YES event in 2025.
- 4.10 AMR advised that STC had asked that we submit a hire request form and that this would be taken to the next town council meeting on 11 September for their deliberation on how the venue should be used. AMR confirmed that the hire request had been submitted and that she would attend the meeting in September. **ACTION**
- 4.11 AMR noted the reply regarding the letter of complaint regarding public comments made by Cllr Corcoran and that 'taking into consideration the evidence submitted, the DMO found that, a breach of the Member's Code of Conduct had not occurred.'
- 4.12 AMR opined that there were no apparent grounds to appeal and proposed the matter be closed. NK and PD agreed.
- Noticeboards*
- 4.13 NK advised that there had been a lull in new content over the last few weeks and suggested that we add posters for Repair Café fixer and SPMT officer volunteers
- 4.14 AMR advised that she prepare these and provide a public notice of the AGM for display. **ACTION**
- 5 FINANCE**
- 5.1 NK advised that she had reviewed transactions and logged these against the tracker.

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

- 5.2 NK noted invoices are up to date.
- 5.3 AMR updated that two grant applications had been made to support the running costs and new PAT machine for the Repair Café Sandbach; Cheshire Community Foundation for 2024/25 and Co-operative Funding for 2025/26.
- 5.4 NK noted that the last RCS sessions have run at a loss as donations have not covered the cost of venue hire. AMR requested that hosts increase engagement with visitors to encourage donations. NK to brief hosts. **ACTION**

### 6 COMMUNICATIONS

- 6.1 AMR noted nothing adverse to report on media or social media.
- 6.2 AMR updated that pictures and events had been updated on the website.
- 6.3 AMR added that a notice of the AGM will be posted on social media and added to Nub news events. **ACTION**

### PROJECTS

- 7.1 Town noticeboards renovation – NK noted the project initiation document AMR submitted for discussion and approval.
- 7.2 A discussion was held regarding the scope of the new materials required and associated costs totalling £521.
- 7.3 AMR noted that £74.38 was raised from the Easter Raffle which was to be offset against the total meaning the cost of the project was £446.62.
- 7.4 NK and PD approved the cost of materials. PD to send supplier information to AMR so that order could be made. **ACTION**
- 7.5 NK noted the one listed risk around recruiting volunteers to undertake the remediation works and how that would be mitigated. AMR noted that volunteers had been noted to HD and PD volunteered to lead the practical delivery of the works.
- 7.6 NK requested that the Literary Institute be the first to undergo works. PD agreed and will provide dates of availability so that volunteers can be informed. **ACTION**
- 7.7 Spooky Saturday – AMR updated that highways had approved the road closure and CEC had all documents required except for PLI which will be sent post renewal in September.
- 7.8 AMR advised next steps are to secure stall holders and performers over the next few weeks.
- 7.9 PD to refresh poster ideas for advertising to be shared in the next two weeks. **ACTION**
- 7.10 Repair Café Sandbach – NK updated that the venue has offered a small amount of storage space, some hosts are now to be trained on conducting PATs and one of the volunteers have donated a PAT machine.
- 7.11 NK noted that over the last month we had three new volunteer hosts due to social media advert and asked that focus now be turned to fixers. AMR to put together some content. **ACTION**
- 7.12 NK asked PD for an update on the Toy Swap Shop. PD advised that stock is being sourced and it will continue although consideration needs to be given to future timing to discuss at the next meeting. **ACTION**

### AOB

- 8.1 Date of next meeting 22 August 2024, AMR to source venue. **ACTION**

Nicola Kapusniak – Vice Chair

Date 22.08.2024

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	30.01.2024	6.10	Explore core funding grants for IT upgrade and operational costs.	AMR	30.06.2024	Propose close
2	27.02.2024	8.7	Submit initiative proposal for Volunteer database.	HD	25.06.2024	On hold
3	27.02.2024	8.8	Submit an initiative proposal for Green spaces project	HD	25.06.2024	On hold
4	30.04.2024	4.10	Obtain new financial year spreadsheet for monthly update and evidence gathering	PD	28.05.2024	Propose close
5	30.04.2024	8.17	Contact Gill Merry and discuss options for Sandbach Today dissolution	AMR	28.05.2024	Ongoing
6	28.05.2024	4.6	Follow up status of letter of complaint with CEC/STC	HD	25.06.2024	On agenda
7	28.05.2024	5.1	Provide perspex measurements and source materials in kind.	HD/IPD	11.06.2024	On agenda
8	28.05.2024	5.3	Create volunteer social media advert and poster for Repair Cafe, specifically for hosts.	AMR	25.06.2024	Propose close

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

9	28.05.2024	5.4	Host rota to be created for Repair Cafe.	HD	25.06.2024	Propose close
10	28.05.2024	5.6	Consider additional elements/themes that could be added to Repair Cafe. Feedback at next meeting.	All	25.06.2024	Propose close
11	28.05.2024	5.7	Write up summary of initial Green Spaces meeting held in May and develop next steps.	HD	25.06.2024	Complete
12	28.05.2024	5.9	Book Town Hall for 27 April 2025 for YES event.	HD	07.07.2024	On agenda
13	28.05.2024	5.10	Contact Colin Doulton to discuss potential link up.	PD	30.07.2024	Propose close
14	25.06.2024	2.1	Share one pager for use at volunteer events for basic food hygiene with SP.	LC	30.07.2024	Ongoing
15	25.06.2024	3.3	Review inbox for CVS registration and login.	HD	09.07.2024	Complete
16	25.06.2024	3.6	Add volunteer opportunities Repair Café fixers and hosts, SP officers and Spooky Saturday to the CVS portal	AMR	30.07.2024	Ongoing
17	25.06.2024	3.9	Chase auditors for final report.	HD	30.07.2024	Complete
18	25.06.2024	3.10	Release a members only published copy of audited accounts once received	AMR	30.07.2024	On agenda

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

19	25.06.2024	4.9	Liaise with STC on provisional booking terms for events.	LC/LM	30.07.2024	<b>Ongoing</b>
20	25.06.2024	4.11	Include reminder to provide event posters in monthly member update email.	AMR	07.07.2024	<b>Complete</b>
21	25.06.2024	5.3	Review One Stop community funding and consider application.	AMR	30.07.2024	<b>Ongoing</b>
22	25.06.2024	6.3	Provide an update on the STC youth consultation.	LM	30.07.2024	<b>Ongoing</b>
23	25.06.2024	7.12	Circulate national Repair Café newsletter to SPMT.	HD	30.07.2024	<b>Complete</b>
24	25.06.2024	8.4	Share section 106 funding spreadsheet with SP.	LC	30.07.2024	<b>Ongoing</b>
25	25.06.2024	8.5	Request to be made to first aid qualified forum members to support the Pride event 7 September. LC to provide lines on requirements. AMR to include in monthly update comms.	LC/AMR	07.07.2024	<b>Complete</b>
26	25.06.2024	8.7	Published May SPMT meeting minutes on SP website.	AMR	07.07.2024	<b>Complete</b>