

## Minutes of the Annual General Meeting of Sandbach Partnership (“SP”) held At St Peter’s Church Hall, Elworth

Tuesday 17 September 2024

Start time 19:00

### Attendees

Helen Dorney (HD)(Chair)	Sandbach Partnership Management Team
Nicola Kapusniak (NK)	Sandbach Partnership Management Team
Anne-Marie Robinson (AMR)	Sandbach Partnership Management Team
Linda Bilsborrow (LB)	U3A
Dave Whitworth (DWh)	Dementia Friendly
David Barringer (DB)	Sandbach Rotary
Jonathan Granger (JG)	Sandbach Woodland and Wildlife Group (SWWG)
Kathryn Sim (KS)	Ettiley Heath Playing Fields Association
Nicola Cook (NC)	Friends of Elworth Park
Jane Stanway (JS)	Friends of Sandbach Park
John Scarrott (JSc)	Friends of Sandbach Station
Diane Weaver (DW)	Sandbach Allotment Society
Karen Guy (KG)	Sandbach Animal Rescue Society
Mark Cook (MC)	Sandbach Clean Team
Michele Mossford (MM)	Sandbach Clean Team
Janet	Sandbach Footpaths Group
Barbara West (BW)	Sandbach Garden Trail
Sandra Broad	Public
Graham Whitehouse	Public
Andrew Dalton	Public

### Apologies

Jean Dumbleton	Saxon Players
Mike Swaits	Friends of Wheelock Playing Fields
Tracey Mee	Cheshire Arts for Health
John Hind	Sandbach & District Talking Newspaper
Peter Darby (PD)	Sandbach Partnership Management Team

### 1. Welcome & Introductions

HD welcomed attendees to the meeting, noted apologies as listed above and with quorum being present declared the meeting open.

#### a. Confirmation of any proposals for agenda received by 10 September 2024

AMR confirmed that no items had been proposed for inclusion ahead of the meeting. HD asked the attendees if there was anything further to add. None declared.

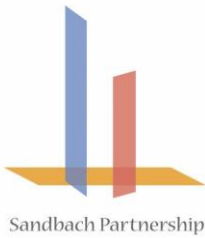
#### b. Confirmation of any new nominations for the Management Team received prior to the AGM

AMR confirmed no new nominations for the Management Team had been received ahead of the meeting.

### 2. Minutes of the last AGM

#### a. 18 October 2023

HD presented the minutes of the last management team and noted that they had been circulated to members and were available to view on the SP website. LB proposed acceptance and MC seconded.



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### 3. Constitution Update

#### a. Presentation of revised draft Constitution

HD noted two amendments to the constitution. 6.2.a add in the ability to delegate chairing the quarterly forum meetings to the Vice-Chair (as required) and 7.c change to present a quarterly account summary, rather than monthly at the Sandbach Partnership Management Team meetings.

HD explained that both changes provide greater flexibility to the management team. BW proposed acceptance of changes and KG seconded. A vote to accept resulted in a majority from members attending.

Change to be implemented and website to be updated with new amended constitution.

#### **ACTION**

#### b. Ratification (by vote of members) of updated Constitution

##### i. Confirm Annual Membership Fee £ Value

HD proposed the fee to members remain at £10 annual membership fee. Vote carried in favour 13/13 plus one absentee vote – result 14/17. Further details to be shared on payment method and due date. **ACTION**

AMR advised that members not in attendance would receive a communication following the meeting. **ACTION**

### 4. Chairs Report

#### a. Presentation of activities post Oct 2023 AGM

##### New Management Team Selection

A recruitment campaign for two new members of the management team has been ongoing however we have been unsuccessful in recruiting any new members of the management team. This affects the resilience of the organisation and will impact on our commitments for the coming year.

##### Review of activities to date since last AGM

We are very proud to have launched Sandbach Repair Cafe just before the previous AGM and have now established a core team of volunteer fixers and hosts with a regular drum beat of the third Saturday in the month at St Peter's Church Hall. Over the course of the coming year, we plan to conduct partnered and themed events in parallel with the Repair Cafe.

Thanks to the dedication and tenacity of Anne-Marie, Spooky Saturday was a huge success last October and, following Sandbach Town Council agreeing to our grant application for funding, plans are well underway for this October.

As a membership organisation we ran grant funded first aid training for members, this is an example of how the Partnership’s member organisations come together for the greater good of the community. We have also undertaken training with our members as part of our quarterly forum meetings including insurance, GDPR and safeguarding policies and managing volunteers with the CVSCE.

As a learning organisation, we take the time to reflect on some events and projects which have been less successful this year:



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- The Youth Engagement Showcase held in Sandbach town hall to coincide with the May makers market, did not have as great a footfall as the previous event which we held during the transport festival weekend.
- The toy swap shop initiative that commenced during the year has had a few challenges in establishing itself and we are reviewing the approach going forward.
- And finally, the green spaces initiative which we launched in the summer has coincided with a Sandbach Town Council initiative and we have recommended that these two are combined and the Council and Partnership members work together for the common benefit of our community.

### Sandbach Partnership Management Team - Preparing for the year ahead

#### *Personal comments from the Chair.*

We have each reviewed our level of commitment to the Partnership based on the two years that we have now been in post. We each believe that the Partnership has value to our community. However, what we are going to propose for the next year is a more limited suite of activities and some additional support to the operational aspects of the partnership.

HD noted her decision to stand for re-election as Chair of Sandbach Partnership, with one amendment to the constitution to permit the vice chair to chair the membership / forum meetings, which it previously did not allow for.

HD provided the view of the remaining members of the Management Team and noted AMR remains enthusiastic to support events with partnership and wishes to re-stand for Vice-Chair. NK will stand down from being Co-Vice-Chair but is willing to stand as an ordinary member of the management team. PD is willing to stand again as an ordinary member of the management team.

#### Activity outline for the year ahead

HD noted in essence the Partnership will put on two events and continue to run the Repair Cafe and parallel supporting activities.

HD added the Partnership will also support projects that are proposed to the management team within our skillset (i.e. governance, insurance, risk assessment, project management, events and marketing/communication), but that are presented with appropriate willingness to manage and with enough initial volunteers to support.

## **5. Financial Report**

### **a. Presentation of audited accounts 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**

HD presented the account for this period and noted that they had been circulated to members at an earlier date and available to view at the meeting.

HD noted that following the experience of gathering the evidence for the professional review of the accounts, the Partnership would seek a management team member with accounting skills or utilise monies held to pay a bookkeeper.



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HD advised that the SPMT had conducted a review of its core operational costs and continue to maximise cost efficiencies where possible.

HD requested any comments/questions from attendees. None to note. JSc proposed the accounts be accepted. A vote was held for acceptance with a majority cast – accounts passed and to be made publicly available on the SP website. **ACTION**

### 6. Election of the Management Team

#### a. Confirmation of current Management Team intention to re-stand

HD noted the previous declaration to which all named persons agreed:

- HD – Chair
- AMR- Vice-Chair
- NK – Officer
- PD – Officer

#### b. Any nominations for the Management Team received at the AGM

HD asked attendees whether there were any new nominations for the Management Team. No response – accepted that there were no further nominations.

#### c. Election of the Management Team (by vote of members)

HD asked attendees to vote for those standing to be re-appointed in their current roles on the SPMT. Vote carried in favour 13/13.

### 7. Membership re-affirm

#### a. 2023/2024 Membership changes

AMR noted that membership started the year at 17 member organisations. AMR updated that Ettiley Health Playing Fields Association joined during the year and the Rotary Club of Sandbach Crosses had dissolved which results in a hold in membership numbers of 17.

#### b. Confirmation from Members (both Individual and Organisations)

HD proposed a vote by one representative of each member organisation to re-affirm their membership of Sandbach Partnership for the forthcoming year. Vote carried in favour 13/13 with one absentee vote also in favour – overall result 14/17.

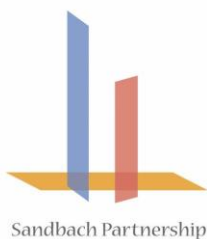
HD noted that all absent members on the current membership list would receive a communication following the meeting to re-affirm their position. **ACTION**

### 8. Plan for 2024-25

AMR provided a read out of a draft works plan for the next calendar year 2024/25 which included an outline of 8 projects/events.

A healthy discussion was held with topics such venue availability and collaboration amongst others considered. HD noted that the document would be circulated to members following the meeting and that it was open for comments and other suggestions for projects/events to be added subject to resource and funding. **ACTION**

AMR highlighted the one-year anniversary celebration of Sandbach Repair Café on 28 September will feature collaboration with Sandbach Pantry in a mini harvest festival and repair event. AMR highlighted that the Mayor would also be attending to recognise some of our volunteers.



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LB requested a list of tasks be produced for any request for volunteers to help interested parties assess what they would like to do/what they are able to do. **ACTION**

**9. Any Other Business**

NC raised a comment of thanks for the work that the Partnership had undertaken over the last year, the level of professionalism in their approach and congratulated them on the success of Sandbach Repair Café.

KS raised a question regarding the booking of the Market Charity stall space. AMR provided details for Chief Officer at Sandbach Town Council.

DW raised a question regarding material requirements for the allotments. HD recommended the Cheshire East matching service and will provide details by email. **ACTION**

No other business was raised for discussion.

**HD thanked all who attended and the meeting closed at 20:00.**

Helen Dorney, Chair
Date 01.10.2024

**ACTIONS**

	Numbered point	Description	Owner	Due date
1	3a	Make amended constitution available on SP website	Anne-Marie Robinson	05.10.2024
2	3bi	Details of how to make annual membership fee and due date to be circulated to members	Anne-Marie Robinson	05.11.2024
3	5a	Make audited accounts available on SP website	Anne-Marie Robinson	05.10.2024
4	7b	Email absent members for confirmation of membership for year ahead	Anne-Marie Robinson	24.09.2024
5	8a	Circulate a copy of the Works plan proposed for 2024 with members	Anne-Marie Robinson	05.10.2024
6	8b	Draft volunteer to-do task list and circulate to members re Spooky Saturday	Anne-Marie Robinson	24.09.2024
7	9	Share details of Cheshire Matching Service with Sandbach Allotment Society	Helen Dorney	30.09.2024

**Post meeting close requests**

	Description	Owner	Due date
1	Add David Barringer to member email list	Anne-Marie Robinson	05.10.2024



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<b>2</b>	Print and post members pack to Kathryn Sims – EHPFA	Anne-Marie Robinson	05.10.2024
<b>3</b>	Email members pack to Alex re Forge Fields	Anne-Marie Robinson	05.10.2024