

Sandbach Partnership Management Team (the "SPMT")

Actions of a meeting of the Sandbach Partnership Management Team ("SPMT") held at home of Chair

Tuesday 24 September 2024 at 19:00

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

1 QUORUM & INTERESTS

- 1.1 HD noted apologies from LM and absence of LC.
- 1.2 HD requested conflict of interest be declared. All present – none to declare.
- 1.3 HD raised the minutes and actions of the last meeting held 22 August 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 HD conducted a run through of due actions as at 21.08.2024:
 - Action 1: HD proposed close – no reply from LC. AMR seconded. Action closed.
 - Action 2: HD proposed close – matters have moved on. AMR seconded. Action closed
 - Action 3: Ongoing pending other grant outcomes.
 - Action 4: Ongoing with LC.
 - Action 5: Complete.
 - Action 6: Complete. See 4.6 below.
 - Action 7: Complete.
 - Action 8: Complete.
 - Action 9: Complete.
 - Action 10: Ongoing.
 - Action 11: Complete.
 - Action 12: Ongoing.
 - Action 13: Complete.
 - Action 14: Complete.
 - Action 15: Complete
 - Action 16: Complete
 - Action 17: Complete.
 - Action 18: Complete.
 - Action 19: On agenda. See 3.14 below.

Sandbach Partnership Management Team (the "SPMT")

Action 20: Complete.

Action 21: Complete.

Action 22: On agenda. See 6.3-6.9 below

Action 23: Complete

Action 24: Complete.

Action 25: Ongoing.

Action 26: Ongoing. See 4.4-4.5 below.

3 OPERATIONAL MANAGEMENT

AGM review

3.1 AMR opined that the AGM was well attended and an engaging event. NK agreed.

3.2 HD reflected a good event with all groups represented or acknowledged with some public members in attendance.

3.3 HD suggested an approach to other groups with the updated membership pack to encourage a few more members.

3.4 AMR noted that the members review listed some possible groups to approach. AMR to revise pack following AGM and send. **ACTION**

3.5 HD reviewed actions from the AGM and requested these be rolled on the SPMT action list. **ACTION**

3.6 HD to review minutes of AGM and approve for publication. **ACTION**

Finances

3.7 NK noted payments made over the course of the last month and requested clarification on Microsoft Payments.

3.8 HD advised HD is the Microsoft administration and in absence an email should be sent to the Logict helpdesk.

3.9 NK stated a link had been shared with the officers to add receipts with date and description.

3.10 PD updated on research for an alternative cloud telephone provider. PD noted that the nominated supplier (Voip Studio) completes the switching service and we could seek to save £15 per month.

3.11 AMR noted that when SP went to a cloud provider, they were relatively novel and now that this type of service is the norm we should expect a more competitive pricing structure.

3.12 HD requested details on service standards. PD advised 4.2 of 5 rating.

3.14 HD requested close action 19. New action PD put together an email proposal for the supplier including cost per month, ratings and change details for acceptance. **ACTION**

4 STAKEHOLDER ENGAGEMENT

4.1 HD noted no updates from Cheshire East Council.

4.2 HD noted attendance at the STC meeting 11 September together with AMR. HD commented on two items of note, Transport Festival/Yes event hall hire and supporting comments for Cllr Corcoran's Tree planting initiative.

4.3 HD updated there is a working group for a new event, Festival Event, planned for 1 February 2025. AMR noted that she had reached out to Cllr Arnold – response awaited.

Sandbach Partnership Management Team (the "SPMT")

- 4.4 HD advised unable to raise Open Spaces working group at the STC meeting but had correspondence with Chief Officer who had shared names of representatives who HD had contacted and requested an open working group (first meeting 14 October).
- 4.5 HD noted outstanding action 26 to be completed.
- 4.6 HD updated that the outcome of a long discussion at the meeting was that the Chief Officer had been given delegated authority to set up a meeting with the Transport Festival to see if an agreement can be used on usage of the town hall space re YES event 2025.
- 4.7 AMR noted that if an agreement can be reached then the hire will be provided free of charge (treated in parity to the Transport Festival).
- 4.8 HD updated on Connected Communities meeting and passed details to AMR for grant that could be used to fund replacement hardware.
- 4.9 HD noted the bi-monthly meeting with have with the Chief Officer was due 25 September but has been rescheduled to 8 October.
- 4.10 HD advised that a date is in the diary for an online meeting with Holmes Chapel and Congleton town partnerships for a catch-up.

Noticeboards

- 4.11 NK advised that the noticeboards are busy and a request had been made for A5 rather than A4.

5 COMMUNICATIONS

- 5.1 HD suggested an events calendar for members to be raised at the next forum meeting. **ACTION**
- 5.2 AMR noted British Legion poppy appeal post on social media with a later time of arrival in Sandbach which would clash with the start of Spooky Saturday.
- 5.3 AMR updated that she had been in touch with the organiser and logistics had been arranged.
- 5.4 HD advised that a call had been received about a post on social media on the British Legion post which had caused offence. HD noted that after searching she could not find any evidence. AMR commented that she could not find anything. HD to reach back to the complainant to seek further details. **ACTION**
- 5.5 AMR noted the website volunteer registration form had resulted in two expressions of interest. AMR updated that a reach back had been completed but needed to arrange calls.
- 5.6 HD commented that a one page volunteer agreement should be drafted for adoption. **ACTION**
- 5.7 AMR updated that an article had been submitted to the Chronicle for the one year anniversary of RCS. AMR advised that an approach had been made to the MP which was acknowledged but unable to attend.

PROJECTS

- 6.1 Noticeboards – PD provided some dates of availability for the remedial works.
- 6.2 HD asked AMR to put a note out to fixers for assistance. **ACTION**
- 6.3 Spooky Saturday – AMR updated all the regulation and license applications are all now submitted and complete.
- 6.4 AMR advised next steps are the letters required to the businesses on the cobbles re the road closure and booking gazebos with Sandbach Market.
- 6.5 AMR confirmed event supplier has quoted to include generator for outdoor use due to electricity at the cenotaph being out of order.

Sandbach Partnership Management Team (the "SPMT")

- 6.6 AMR updated that exploring with a food vendor this year, all other stalls, activities and performers are all coming together.
- 6.7 HD suggested contacting the local drone operator. AMR noted cost dependent and would reach out. **ACTION**
- 6.8 HD suggested AMR compere the event. AMR advised that the volunteer numbers are looking good to provide more bandwidth.
- 6.9 AMR noted refreshment stock transfer required from RCS for Spooky Saturday.
- 6.10 Repair Café Sandbach – NK questioned whether a full hall was required. HD opined it does get busy for the full hall but accepted October is expected to be smaller due to fixer availability. NK to contact venue and request the reduction for October. **ACTION**
- 6.11 NK noted that there would be no RCS in December or August. HD confirmed.
- 6.12 HD requested update on arrangements for RCS one year anniversary. AMR advised Mayor confirmed, recognition pins, cake, balloons in hand. AMR reviewed running order.
- 6.13 AMR asked HD to confirm fully pledged fixers for recognition. **ACTION**

AOB

- 7.1 HD suggested dates be explored for an early Christmas end of year. All to consider and feedback.
- 7.2 AMR noted the receipt of an email from Sandbach School looking to get involved in the community.
- 7.3 HD agreed and AMR noted that a holding note would be issued with a view to speaking after Spooky Saturday.
- 7.4 Date of next meeting 29 October 2024.

Helen Dorney – Chair Sandbach Partnership Date

Sandbach Partnership Management Team (the "SPMT")

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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	25.06.2024	2.1	Share one pager for use at volunteer events for basic food hygiene with SP.	LC	30.07.2024	
2	25.06.2024	4.9	Liaise with STC on provisional booking terms for events.	LC/LM	30.07.2024	Propose Close
3	25.06.2024	5.3	Review One Stop community funding and consider application.	AMR	30.07.2024	
4	25.06.2024	6.3	Provide an update on the STC youth consultation.	LM	30.07.2024	
5	31.07.2024	2.1	Create marketing materials for RCS/Sandbach Pantry harvest festival.	AMR	16.08.2024	Completed
6	31.07.2024	4.10	Attend next Sandbach Town Council Meeting re YES venue hire 2025	AMR	11.09.2024	Completed
7	31.07.2024	7.6	Provide dates of availability to undertake remediation works to AMR.	PD	06.08.2024	
8	31.07.2024	7.9	Provide suggestions for refreshed marketing collateral for Spooky Saturday to AMR.	PD	14.08.2024	Completed

Sandbach Partnership Management Team (the "SPMT")

9	22.08.2024	1.4	Publish last minutes and actions 31.07.2024 on SP website	AMR	03.09.2024	
10	22.08.2024	3.7	Submit proposal for reframing of Toy Swap Shop offering	PD	29.10.2024	
11	22.08.2024	3.8	Draft 2024/25 works plan and circulate for comment to officers ahead of AGM	AMR	10.09.2024	Completed
12	22.08.2024	3.9	Research options and costs for finance administration support i.e. bookkeeper, accountant overview.	HD	26.11.2024	
13	22.08.2024	3.10	Initiate minor changes to current constitution and circulate to officers for input.	NK	01.09.2024	Completed
14	22.08.2024	3.10	Issue AGM agenda and track changed constitution to members 14 days ahead of AGM.	AMR	03.09.2024	Completed
15		3.11	Draft AGM agenda and circulate to officers for input.	NK	01.09.2024	Completed
16		3.12	Draft Chair's Report for presentation at AGM.	HD	10.09.2024	Completed
17		3.15	Confirm acceptance of insurance renewal quote with brokers and arrange payment.	NK	15.09.2024	Completed
18		4.1	Contact Lucy Thompson-Smith and update on Creative Champions bid.	AMR	26.08.2024	
19		5.2	Research cloud telephone line providers and bring forward quotes and proposals for change.	PD	24.09.2024	

Sandbach Partnership Management Team (the "SPMT")

20	6.2	Respond to volunteer officer expression of interest.	AMR	24.09.2024	
21	7.1	Place order with printer for back boards.	AMR	23.08.2024	
22	7.2	Email update on Spooky Saturday to officers.	AMR	11.09.2024	
23	7.7	Send news article contacts to AMR for Repair Cafe Sandbach one year anniversary content.	HD	06.09.2024	Completed
24	7.8	Provide name of MP for invitation to Repair Cafe Sandbach one year anniversary session.	NK	06.09.2024	Completed
25	7.10	HD to put forward 2025 running dates for RCS.	HD	26.11.2024	
26	7.11	Update Green Spaces working group on status and next steps.	HD	30.09.2024	