

Sandbach Partnership Management Team (the "SPMT")

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

Tuesday 29 October 2024 at 19:00

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

1 QUORUM & INTERESTS

- 1.1 HD noted apologies from PD and LM.
- 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 24 September 2024 for approval. HD proposed acceptance, NK 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 28.09.2024:

Action 1: Not due - ongoing

Action 2: LC noted this was with Community and Events but had not yet appeared on an agenda but she would follow up with relevant Counsellor.

Action 3: Ongoing.

Action 4: Complete – HD updated that the hall is booked for all 2025 dates. HD to send dates to AMR for poster creation. **ACTION**

Action 5: Ongoing – HD noted the STC Open spaces working group were due to sit 14 October (no confirmation that they sat). HD chased via a number of Counsellors for an update – no response received to date.

Action 6: Complete.

Action 7: Ongoing.

Action 8: Complete.

Action 9: Complete.

Action 10: Ongoing. AMR to chase Peter for proposal.

Action 11: Not due - ongoing

Action 12: Complete. HD updated that there was no substantive evidence to take any further action. Agreed with complainant to allow the moment to pass.

Action 13: Ongoing.

Action 14: Complete.

Action 15: Complete

Action 16: Complete

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Action 17: Complete.

AGM actions

Action 2: AMR updated due early November in monthly member comms.

Action 7: Ongoing – HD to complete.

All other actions complete.

Post AGM close requests

Action 1: Complete

Action 2: AMR noted no address held to send printed copy. LC to request permission to share address.

Action 3: ongoing

Action 4: ongoing

3 OPERATIONAL MANAGEMENT

- 3.1** HD noted outstanding action 7 and suggested adding a menopause awareness group and AMR suggested the new mens walking and talking group. AMR to add to the list for approach in November.

ACTION

Finances

- 3.2** HD noted the update from AMR on a successful grant application.
- 3.3** AMR updated that SP had been successful in securing a grant for Repair Café Sandbach (RCS) via Cheshire Community Foundation (CCF).
- 3.4** AMR noted that the grant is to be used to fund the purchase of a new PAT machine, training, 12 months venue hire and other incidental purchases.
- 3.5** AMR added that the funds were received on account last week.
- 3.6** HD noted that she had undertaken her PAT examination and obtained a certificate by way of evidence of competency.
- 3.7** NK challenged whether the cost of the certification was required. HD substantiated that insurers would require evidence should an adverse event arise.
- 3.8** HD thanked AMR for the work done in obtaining the grant which secures funding for RCS.
- 3.9** AMR noted a request had been made for a logo for CCF by way of acknowledgement.
- 3.10** AMR updated that the applications made to the Matthew Goode Foundation and the Co-operative Foundation had both been unsuccessful.
- 3.11** HD noted that an enquiry had been issued to 8 local bookkeepers in the local area with a one-page brief to help with cost monitoring and record keeping. HD advised deadline for replies is 22 November and thereafter shortlisting can begin.

4 STAKEHOLDER ENGAGEMENT

- 4.1** HD noted no updates from Cheshire East Council.
- 4.2** HD updated on an invitation to the Tree Alliance meeting 7 October, SP representatives were unable to attend however minutes had been received. HD to review and awaiting date of next meeting.
- 4.3** HD updated on STC regular meeting 8 October with Chief Officer. HD and AMR attended however informed on the day that the Chief Officer has been suspended pending investigation.
- 4.4** HD asked LC if there was another contact. LC advised if there is a need for contact use info email address.

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- 4.5 HD updated on the first meeting in 12 months with the Town Partnerships, Congleton and Holmes Chapel. HD noted that the three Partnerships are in different places. Congleton are still supported by Congleton Town Council, Holmes Chapel are unfunded very active with Harry Styles initiative and SP are unfunded.
- 4.6 HD added that regular meeting with the Town Partnerships were back in the diary quarterly to share learnings.
- 5 COMMUNICATIONS**
- 5.1 HD raised the contact from Sandbach High School, AMR advised would reach out for discussion now that half term had passed. **ACTION**
- 5.2 HD noted contact email received from Arnie Laing regarding noticeboards. AMR updated that the enquiry was regarding a new noticeboard. No action required by SP.
- 5.3 AMR updated on front page coverage for one year anniversary of RCS with Sandbach Chronicle and Nub news had a feature article for Spooky Saturday.
- 5.4 AMR noted that the online feedback and emails received for Spooky Saturday have all been positive and there had been a great response to the event overall.
- 5.5 HD asked if newer pictures can be added to the homepage. AMR noted that they are being refreshed as we get good images of the right quality to feature but this was under continuous review.
- 6 PROJECTS**
- 6.1 Noticeboards – HD updated that further dates required for the remedial works.
- 6.2 AMR noted the receipt of an email from a member of the public who noticed and thanked us for the painting work on the noticeboards around town.
- 6.3 AMR noted the large board near Nationwide needs new Perspex which was not ordered. HD advised the cost was high for the larger size and this would be assessed again once this round of works had been completed together with the cost.
- 6.4 A discussion was held about volunteer availability with a few people proposed. HD to put a weekend slot in the diary given the earlier dark evenings. **ACTION**
- 6.5 AMR asked for some speed to completion due to a comment made online that it had taken 6 months to date to progress this renovation project. It was noted that this was due to supplier lead times and availability of volunteers to undertake the works.
- 6.6 NK, HD and LC all noted that SP undertaking the project has saved thousands of pounds in contractor costs.
- 6.7 Spooky Saturday – AMR reflected on an excellent event with hundreds of people in attendance.
- 6.8 AMR updated on costs at a total of £1739.28, offset with £1500 grant funding received from STC with the remaining amount to come from SP project cost provision approved at £440 and therefore under budget by £200.72. AMR added that there were still invoices to be paid.
- 6.9 AMR noted that cost savings were made based on materials repurposed from last year together with negotiating discounts with suppliers. AMR added that there were slight increases in the cost for the event supplier as a generator had to be provided due to the faulty electrical supply at the cenotaph and increase in material costs for the arts and crafts stall.
- 6.10 AMR advised the cumulative monies raised to date for charities and community groups are over £900 with a couple of figures awaited.
- 6.11 AMR commented that the event was a huge success in bringing the community together, benefitted the surrounding business, raised money for charities and community groups and attracted new volunteers to those groups.
- 6.12 AMR advised contact had been made with the key businesses on the cobbles who enjoyed a boost to trade for a prospective donation. No response received to date.

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- 6.13 LC noted it was a great event however provided feedback that there was a disadvantage to disabled people as the event is so popular it has made it inaccessible.
- 6.14` HD suggested consideration of SEN opening should the event be held again in 2025. AMR advised that grant feedback needs to be submitted to STC. **ACTION**
- 6.15 HD noted that there was one adverse incident at the event. A concerned mum reported an individual recording children who appeared to be alone. HD approached and questioned the person following which a request was made the person cease recording and the person left. HD spoke to the PCSO's and gave a description.
- 6.16 Repair Café Sandbach – HD noted the one-year anniversary event which was successful and well received.
- 6.17 HD updated that the operating arrangements for RCS need to be changed due to changes in the affiliate membership with Repair Café Wales (RCW). HD advised they have now introduced a membership fee of £250 per year.
- 6.18 HD had reviewed the benefits with a mitigation checklist (on file) and concluded that SP can operate RCS without the need for RCW membership.
- 6.19 HD proposed that now base costs of venue hire were being covered by the grant, that all donations received at RCS are used to support reduce, reused and recycle initiatives, promote and market RCS and used to make operations of RCS more efficient.
- 6.20 AMR seconded this proposal. NK also agreed and proposed that a level of reserves be retained for resilience.
- 6.21 HD noted that there were several items required to move the full operation of RCS to SP including setting up the website to register repairs, etc.
- 6.22 HD requested AMR remove all RCW logos from materials, create new poster and order a banner. **ACTION**
- 6.23 AMR updated research had been undertaken on website capability and there was some significant work to be done to effect the changes and provided a cost for introducing form capability. HD approved cost.
- 6.24 Youth Engagement Showcase 2025 – STC meeting delegated Chief Officer for SP and Transport Festival to agree a way forward regarding town hall venue hire over the transport festival weekend. HD noted in light of the Chief Officer's suspension, HD will reach out to the Chair of the Transport Festival to discuss a way forward. **ACTION**

Support to member organisations

- 6.25 AMR noted that a record is made of support provided to members.
- 6.26 HD updated Sandbach Animal Rescue asked HD to sit on their constitution re-writing working group which will be a monthly meeting moving forward.
- 6.27 HD noted that support was provided to Friends of Sandbach Park on GDPR policies and HD also supported Dementia Friendly with their safeguarding procedure during the month.

AOB

- 7.1 HD proposed SP become a dementia friendly organisation. HD to explore. **ACTION**
- 7.2 AMR noted a suggested initiative to Ettiley Heath Playing Fields for information.
- 7.3 AMR raised next SPMT meeting falls on birthday and requested a change. HD requested AMR hold a poll to agree dates for November and December. **ACTION**
- 7.4 Date of next meeting to be determined November 2024.

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Helen Dorney – Chair	Date 19.11.2024
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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	25.06.2024	5.3	Review One Stop community funding and consider application.	AMR	26.11.2024	Ongoing
2	25.06.2024	6.3	Provide an update on the STC youth consultation.	LM	30.07.2024	Ongoing
3	22.08.2024	3.7	Submit proposal for reframing of Toy Swap Shop offering	PD	29.10.2024	Ongoing
4	22.08.2024	7.10	HD to put forward 2025 running dates for RCS.	HD	26.11.2024	Complete
5	22.08.2024	7.11	Update Green Spaces working group on status and next steps.	HD	30.09.2024	Ongoing
6	24.09.2024	1.4	Make August SPMT minutes and actions available on website	AMR	05.10.2024	Complete
7	24.09.2024	3.4	Approach list of suggested organisations with an invite to membership	AMR	15.10.2024	Ongoing
8	24.09.2024	3.5	Roll AGM actions into SPMT action list	AMR	01.10.2024	Complete
9	24.09.2024	3.6	Approve AGM minutes and actions for publication	HD	01.10.2024	Complete



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10	24.09.2024	3.14	Put together an email proposal for the cloud telephone supplier including cost per month, ratings and change details for acceptance	PD	14.10.2024	Ongoing
11	24.09.2024	5.1	Add events calendar to agenda of next forum meeting	AMR	01.01.2025	Ongoing
12	24.09.2024	5.4	Resolve telephone complaint raised regarding social media post	HD	26.09.2024	Complete
13	24.09.2024	5.6	Draft one page volunteer agreement.	HD	04.10.2024	Ongoing
14	24.09.2024	6.2	Conduct Whatsapp poll with fixers for volunteers to help with noticeboard remediation	AMR	01.10.2024	Complete
15	24.09.2024	6.7	Contact local drone operator for potential recording during Spooky Saturday.	AMR	04.10.2024	Complete
16	24.09.2024	6.10	Contact St Peters and reduce RCS hire to half a room for October.	NK	04.10.2024	Complete
17	24.09.2024	6.13	Send AMR list of fully pledged fixers for recognition pin	HD	25.09.2024	Complete

AGM 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

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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
2	Print and post members pack to Kathryn Sims – EHPFA	Anne-Marie Robinson	05.10.2024
3	Email members pack to Alex re Forge Fields	Anne-Marie Robinson	05.10.2024
4	Members pack to Karen Guy – Sandbach Animal Rescue Society	Anne-Marie Robinson	05.10.2024