

Sandbach Partnership Management Team (the "SPMT")

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

Friday 13 December 2024 at 19:00

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

1 QUORUM & INTERESTS

- 1.1 HD noted apologies from PD, LC and LM.
- 1.2 HD requested conflict of interest be declared.
- 1.3 AMR updated had taken new full time employment and her external appointment at SP was currently under risk assessment with the new employer.
- 1.4 HD raised the minutes and actions of the last meeting held 19 November 2024 for approval. HD proposed acceptance, NK seconded.
- 1.5 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 18.11.2024:

Action 1: Not due - ongoing

Action 2: Ongoing

Action 3: Ongoing.

Action 4: Ongoing.

Action 5: Complete. See 3.4 & 3.5 below

Action 6: Ongoing.

Action 7: Ongoing.

Action 8: Propose close – AMR updated no reply received from email proposing dates. HD seconded.

Action 9: Ongoing

Action 10: Complete.

Action 11: Complete

Action 12: Ongoing. See 6.4 below.

Action 13: Ongoing.

Action 14: Ongoing.

Action 15: Complete.

Action 16: Ongoing.

Action 17: Complete.

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Action 18: Complete.

Action 19: Complete.

AGM actions

Action 7: Ongoing – HD to complete.

All other actions complete.

Post AGM close requests

Action 3: Ongoing

3 OPERATIONAL MANAGEMENT

3.1 AMR raised the member application from Motherwell CIC. The organisation was discussed as to its benefits to the local community and AMR proposed acceptance to join the forum.

3.2 NK seconded with HD also in agreement.

3.3 AMR to notify the applicant and onboard them to the Partnership Forum. **ACTION**

3.4 HD updated that she had undertaken research on a replacement cloud telephone service (comparison details held on file).

3.5 HD had shared the findings ahead of the meeting together with a recommendation. A discussion was held considering including cost per month, ratings and change details. All present agreed to action the change providing a 50% cost saving from the current provider. HD to conduct change. **ACTION**

3.6 HD noted the discovery of a potential grant/discount for non-profits in relation to Microsoft licences during to the course of the telephone research that had been shared with AMR.

3.7 AMR noted that there were two elements, a grant or a discount however it required an application to discover eligibility. AMR to take this forward. **ACTION**

Finances

3.8 HD noted that she is due to meet an accountant regarding bookkeeping services shortly.

3.9 HD updated that she had also explored free software tools which may also help or negate the need for a paid bookkeeper. HD provided an overview and assessment of several tools and advised that a free trial had been commenced. HD to report on progress at the next meeting. **ACTION**

4 STAKEHOLDER ENGAGEMENT

4.1 HD noted no updates from Cheshire East Council or Sandbach Town Council over the last month.

Member engagement

4.2 AMR updated that the next Partnership Forum meeting had been set for 21 January and an educational session would be provided by Cheshire Police on cyber awareness. AMR advised the venue had been booked and invitations had been issued to members.

5 COMMUNICATIONS

5.1 AMR noted nothing to report on website and media.

5.2 HD updated the first delivery of Sandbach Directory is expected next week and there is a January deadline for distribution. HD and NK to establish trial delivery schedule and resolve outstanding risk assessment. **ACTION**

6 PROJECTS

6.1 Noticeboards – HD updated continuing to seek availability and favourable weather to complete the project.

6.2 Spooky Saturday – AMR updated grant feedback had been sent to STC.

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- 6.3 Repair Café Sandbach – AMR advised work on the SP website to include RCS requirements would take place over the festive break. Update to be provided ahead of next RCS 18 January. **ACTION**
- 6.4 Youth Engagement Showcase 2025 – HD updated that she had emailed the secretary and received a holding response. HD advised would follow up again next week.

AOB

- 7.1 Meeting closed at 20:00. Date of next meeting 28 January 2025.

Helen Dorney

Date 28.01.2025



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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	7.11	Update Green Spaces working group on status and next steps.	HD	30.09.2024	Ongoing
5	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	HD	10.01.2025	Complete
6	24.09.2024	5.1	Add events calendar to agenda of next forum meeting	AMR	01.01.2025	Ongoing
7	24.09.2024	5.6	Draft one page volunteer agreement.	HD	04.10.2024	Ongoing
8	29.10.2024	5.1	Arrange a meeting with Sandbach School following the recent approach.	AMR	15.11.2024	Propose close
9	29.10.2024	6.4	Arrange a weekend date to complete noticeboard installation.	HD	15.11.2024	Ongoing



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10	29.10.2024	6.14	Complete grant feedback to STC following Spooky Saturday	AMR	26.11.2024	Complete
11	29.10.2024	6.22	Create new poster and banner for 2025 RCS.	AMR	15.11.2024	Complete
12	29.10.2024	6.24	Reach out to Transport Festival regarding town hall usage for YES	HD	19.11.2024	Ongoing
13	29.10.2024	7.1	Explore requirement for SP to become dementia friendly.	HD	19.11.2024	Ongoing
14	19.11.2024	1.1	Courtesy contact Cllr Luke MacGregor	HD	05.12.2024	Ongoing
15	19.11.2024	1.4	Publish actions and minutes from SPMT meeting 29.10.2024 on website	AMR	05.12.2024	Complete
16	19.11.2024	5.5	Complete risk assessment for delivery trial.	HD	05.12.2024	Ongoing
17	19.11.2024	7.1	Canvas members on first aid training requirements in December monthly email.	AMR	05.12.2024	Complete
18	19.11.2024	7.3	Send apologies for non attendance at Connected Communities meeting 22.11.2024.	NK	21.11.2024	Complete
19	19.11.2024	7.8	Add meeting dates to calendars for 2025.	AMR	13.12.2025	Complete

AGM actions – grey = complete.

	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