

Sandbach Partnership Management Team (the "SPMT")

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

Tuesday 28 January 2025 at 19:00

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

Apologies: Cllr Luke MacGregor (LM) Observer – Sandbach Town Council (STC)

1 QUORUM & INTERESTS

- 1.1 LC provided LM's apologies.
- 1.2 HD requested conflict of interest be declared. None declared.
- 1.3 AMR updated her new employer had approved her external appointment at SP.
- 1.4 HD raised the minutes and actions of the last meeting held 13 December 2024 for approval. AMR proposed acceptance, HD 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 27.01.2025:

Action 1: AMR proposed close, no requirement at this time but will keep in mind for future projects. HD confirmed closure.

Action 2: LC advised no update, STC trying to progress with youth club.

Action 3: Ongoing.

Action 4: Ongoing.

Action 5: Complete.

Action 6: Ongoing.

Action 7: on agenda, see below 6.1

Action 8: Complete.

Action 9: Ongoing.

Action 10: LC recently made contact. HD proposed close. AMR seconded.

Action 11: Complete.

Action 12: Complete.

Action 13: Complete.

Action 14: Ongoing.

Action 15: Ongoing.

Action 16: Ongoing.

Action 17: Complete.

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Action 18: Complete.

AGM actions

Action 7: Ongoing – HD to complete.

3 OPERATIONAL MANAGEMENT

Members

- 3.1 HD requested an update on payment of annual membership fees. AMR updated 5 members outstanding and an email will be sent to follow up with each. **ACTION**
- 3.2 HD asked for an update on the 6 groups earmarked for potential membership. AMR noted that Motherwell did join last month and we had positive messaging from Sandbach Pride, however held pending resetting of their committee.
- 3.3 HD shared an email from Sandbach Leisure Centre. HD requested AMR reach out with further information. **ACTION**
- 3.4 HD requested an update from the Quarterly Forum Member meeting held 21 January 2025.
- 3.5 AMR updated that the meeting was attended by 50% of members and an education session on Cyber Fraud was provided by Cheshire Police which was well received by those in attendance.
- 3.6 AMR advised that an overview had been drafted which would be circulated with the monthly member email.
- 3.7 AMR provided detail on two opportunities for collaboration first with Sandbach Garden Trail utilising the Green Spaces working group. HD asked AMR to put the date for the Garden Trail Meeting into SP diary. **ACTION**
- 3.8 Second, with Friends of Wheelock Playing Fields, hosting a funday 17 May. Request for SP to partner to deliver the event. HD noted terms of agreement; no monies to come from SP, SP representative to sign off risk assessments, evidence of first aid qualification, PAT, supplier insurance is obtained and that spending is reviewed to ensure costs do not exceed monies raised so that loss liability is minimised.
- 3.9 AMR volunteered as SP representative and requested approval for SP to host as per terms. All approved. AMR to update members. **ACTION** HD requested the date be added to the diary. **ACTION**

Finances

- 3.10 NK advised nothing to report.
- 3.11 HD noted outstanding action 16 and AMR raised that pace was required with the approaching year end.
- 3.12 HD advised that there is no requirement to have the accounts audited and tabled that they could be 'checked' by an appropriate person. A discussion was held and concluded that a decision as to direction would be made at the next meeting – action 16 to reflect.

4 STAKEHOLDER ENGAGEMENT

- 4.1 HD noted Cheshire East Council – Connected Communities meeting was today however the time was no longer convenient (10am) as all the management team work.
- 4.2 AMR advised CEC had sent an offer of a reconditioned laptops however this had been unsuccessful as demand outnumbered availability of equipment
- 4.3 HD proposed a £250 budget to obtain a refurbished laptop to replace the aged kit. PD seconded. AMR to explore options. **ACTION**
- 4.4 HD updated on contact received from Sandbach Town Council (STC) and noted contact from Cllr Tim Wheatcroft regarding the Green Spaces working group to revive with the Tree Alliance. HD advised a date is to be agreed to discuss further.

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- 4.5 LC updated that STC are introducing free bus days (within Sandbach boundaries) at events with transport festival being used as a pilot with the potential to expand to other events encouraging public transport over car use.
- 4.6 LC also advised that counsel representatives will report activities into STC more regularly and STC will also have a recycle point for blister packs.
- 4.7 AMR noted a request received from Cllr Nevitt to loan SP public display boards for an art exhibition. AMR proposed approval for the loan. HD seconded. AMR to notify Cllr Nevitt and facilitate. **ACTION**

Member support

- 4.8 HD noted that work continued with Sandbach Animal Rescue on their constitution. Next meeting to be held with trustees.
- 4.9 AMR updated that sample logos had been created and shared with Ettiley Heath Playing Fields.

5 COMMUNICATIONS

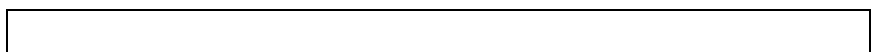
- 5.1 AMR noted all the updates for Repair Café operations had been created and HD confirmed smooth running in January.
- 5.2 AMR advised there were a few other updates to take place to useful link and member pages.

6 PROJECTS

- 6.1 Noticeboards – HD and PD agreed date in February to complete works.
- 6.2 Spooky Saturday – AMR proposed that she would be willing to organise the event again this year with a view to transition to other resource should the event continue beyond. AMR requested as to whether the SPMT were in support.
- 6.3 HD noted STC had already listed the event as taking place on 25th October. LC apologised for the assumption. HD provided approval to submit a grant application to STC, on the same terms as 2024 and book St Marys. **ACTION**
- 6.4 Repair Café Sandbach – HD requested a loan of the PAT equipment to assist in another charity volunteer role and unable to pay. AMR approved, subject to a favour to be repaid at a later date.
- 6.5 HD updated enquiries were ongoing with Sandbach Market for a pop-up to promote Repair Café. Date to be agreed.
- 6.6 Youth Engagement Showcase 2025 – AMR updated that following successful negotiation with the transport festival the ballroom had been secured for 27 April. AMR requested PD to support.
- 6.7 AMR advised next steps are to contact the youth organisations to exhibit. AMR requested new posters from PD by 21 February. **ACTION**
- 6.8 HD requested costings for banner, flight and tablecloth. AMR requested budget and measurements to progress. **ACTION**
- 6.9 Teddy bear's picnic – AMR advised she will email the park members directly to see if there is appetite for the parks to hold. **ACTION**

7 AOB

- 7.1 PD advised an update on Toy Swap Shop would follow.
- 7.2 LC noted an event she was holding a bake sale for ovarian cancer in March, date pending. Requested support to promote – approved.
- 7.3 Meeting closed at 20:30. Date of next meeting 25 February 2025.





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Helen Dorney	Date 26.02.2025
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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	Propose Close
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	On Agenda
5	24.09.2024	5.1	Add events calendar to agenda of next forum meeting	AMR	01.01.2025	Completed
6	24.09.2024	5.6	Draft one page volunteer agreement.	HD	04.10.2024	Ongoing
7	29.10.2024	6.4	Arrange a weekend date to complete noticeboard installation.	HD	15.11.2024	On Agenda
8	29.10.2024	6.24	Reach out to Transport Festival regarding town hall usage for YES	HD	19.11.2024	Completed
9	29.10.2024	7.1	Explore requirement for SP to become dementia friendly.	HD	19.11.2024	Ongoing
10	19.11.2024	1.1	Courtesy contact Cllr Luke MacGregor	HD	05.12.2024	Propose Close



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11	19.11.2024	5.5	Complete risk assessment for delivery trial.	HD	05.12.2024	Completed
12	13.12.2024	1.5	Publish actions and minutes from SPMT meeting 19.11.2024 on website	AMR	05.01.2025	Completed
13	13.12.2024	3.3	Onboard new member Motherwell CIC	AMR	05.01.2025	Completed
14	13.12.2024	3.5	Transition to new cloud telephone service provider	HD	28.01.2025	Ongoing
15	13.12.2024	3.7	Explore Microsoft non-profit discount and provide report	AMR	28.01.2025	Ongoing
16	13.12.2024	3.9	Provide update on accounting software trial and next steps for bookkeeping services	HD	28.01.2025	Ongoing
17	13.12.2024	5.2	Establish trial delivery schedule – Sandbach Directory	HD	31.12.2024	Completed
18	13.12.2024	6.3	Complete website updates for RCS operations	AMR	05.01.2025	Completed

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
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



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7	9	Share details of Cheshire Matching Service with Sandbach Allotment Society	Helen Dorney	30.09.2024
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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