

## Sandbach Partnership Management Team (the "SPMT")

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

Wednesday 26 January 2025 at 19:00

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

#### 1 QUORUM & INTERESTS

- 1.1 HD noted the apologies of PD, LC and LM.
- 1.2 HD requested conflict of interest be declared. None declared.
- 1.3 HD raised the minutes and actions of the last meeting held 28 January 2025 for approval. AMR proposed acceptance, HD 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 25.02.2025:
  - Action 1: Ongoing.
  - Action 2: Ongoing
  - Action 3: On agenda see 4.4 below.
  - Action 4: Ongoing.
  - Action 5: Complete.
  - Action 6: Ongoing.
  - Action 7: Ongoing
  - Action 8: Complete.
  - Action 9: On agenda see 3.9 below
  - Action 10: Complete
  - Action 11: Complete.
  - Action 12: Complete.
  - Action 13: Complete.
  - Action 14: Complete.
  - Action 15: Complete.
  - Action 16: Ongoing.
  - Action 17: Complete.
  - Action 18: On agenda, see 6.2-6.5 below. Propose close.
  - Action 19: On agenda, see 6.2 - 6.5 below. Propose close

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Action 20: Ongoing. AMR pushed for completion.

Action 21: On agenda, see 6.9 below.

Action 22: Ongoing.

### *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 all were paid except for the Garden Trail which will be suspended for 12 months.
- 3.2 AMR updated that the Garden Trail will not take place this year due to several gardens withdrawing but with a view to considering for 2026.
- 3.3 AMR advised that St Peter's Church Hall had been booked for the next quarterly forum meeting on 18<sup>th</sup> March.

### *SPMT*

- 3.4 HD noted that the team should focus on recruiting further committee members to help support the current four officers. A discussion was held regarding recent and previous contacts who could potentially be approached. HD to contact potential interest parties. **ACTION**
- 3.5 NK suggested inviting interested parties to a Repair Cafe with a view to holding a meet and greet.

### *Finances*

- 3.6 AMR questioned the payment for January forum meeting to St Peter's Church Hall as could not trace on account. HD advised that she would retrieve the agreed amount and make the payment. **ACTION**
- 3.7 AMR requested that HD also make the payment for the March booking at the same time. **ACTION**
- 3.8 AMR raised the invoice for the website hosting which was received during this month. NK advised that this was not yet due but would make the payment shortly. **ACTION**
- 3.9 AMR noted outstanding action 9 and the need to decide to audit or have checked given that we are approaching the end of the year. A discussion was held on minimum requirements. HD to complete the outstanding action.

## 4 STAKEHOLDER ENGAGEMENT

- 4.1 HD updated that there had been no contact with Cheshire East Council.
- 4.2 AMR updated that Sandbach Town Council (STC) had a new interim town clerk, Nicola Clarke.
- 4.3 AMR noted that an email exchange had taken place about the use of the town hall for the Youth Engagement Showcase. AMR advised that full details of the minutes and decision had been provided to the interim clerk to clarify the situation.
- 4.4 HD noted an email from Cllr Wheatcroft who was keen to advance a parks and green spaces working group with an informal meeting on 15 March at the next Repair Cafe. HD added that a reply had been received from Cllr Nevitt and that it was unknown at this stage as to whether this would progress.
- 4.5 AMR advised that the loan of the display boards to Cllr Nevitt had been cancelled as the artist had made the decision not to proceed.

### *Member support*

- 4.6 HD updated that the new redrafted constitution had been sent to Sandbach Animal Rescue however no response had been received.

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- 4.7 HD advised that the AGM for SAR is due to be held on 19<sup>th</sup> March at Sandbach Cricket Club and resolved that HD will attend. **ACTION**
- 4.8 AMR updated that she had spoken to Gill Merry about Sandbach Today where it was discovered that Sandbach Partnership did set up Sandbach Today but under its own constitution, so we are unable to take on any monies held unless it has been decided as part of the dissolution process within the constitution.
- 4.9 AMR added that a discussion was held with Gill about possible uses for the monies if it came to Sandbach Partnership, but it is for their committee to decide next steps.
- 4.10 AMR noted that a small amount of printing had been completed for U3A.

### 5 COMMUNICATIONS

- 5.1 AMR noted the recent Facebook post by Sandbach Animal Rescue regarding the cancellation of their coffee mornings for March, April and May. AMR advised she had contacted Cllr Crane and Cllr Nevitt to see if there was anything that could be done to facilitate the sessions, however the reply did not offer any potential for resolution.

### 6 PROJECTS

- 6.1 Noticeboards – HD updated that the board outside St Mary's has been stripped with remaining Perspex to be inserted. A final large map is due to be installed at the Cheshire East Office if we can gain access otherwise it could be donated to the local council for display. HD noted that there are a couple of others that may need new Perspex.
- 6.2 Spooky Saturday – AMR updated that an approach was made to St Mary's to book the venue however due to previous regular bookings the hall can only be available from 2pm. AMR noted that usually we would have the hall from 1pm which has been tight but manageable.
- 6.3 HD commented that 2pm for a 3pm start is too short to prepare the space. AMR added that the Sunday and the following weekend were also already booked.
- 6.4 A discussion was held about changing the timing to later or just have on outside venue both of which increased the risk of the impact of bad weather, bad lighting (which would result in increased costs) and other health and safety issues. Other alternative types of events were suggested and discussed however it was noted that these options were remarkably like the Rugby Club event which has grown over recent years.
- 6.5 HD summarised that taking this into consideration the difficult decision would have to be made not to hold Spooky Saturday in 2025. HD proposed, NK seconded, and AMR regretfully agreed. AMR proposed close actions 18 & 19 and to make observers aware of the change. **ACTION**
- 6.6 Repair Café Sandbach – HD noted that the RCS in April falls on easter Saturday which she had not realised when making the original booking. HD commented that when the March session has taken place a poll should be conducted with volunteers to see who is available for April. **ACTION**
- 6.7 HD and NK advised that they can both be available. AMR suggested holding a special event to attract volunteers and others. HD suggested potentially promoting PAT testing.
- 6.8 HD noted an offer had been made to undertake some PAT testing for the church and nursery.
- 6.9 NK updated that St Peter's Church Hall hire rates had increased. AMR request completion of action 21 to understand the financial position for RCS.
- 6.10 Youth Engagement Showcase 2025 – AMR updated that there had been little take up to date from exhibitors despite three emails to over 50 organisations to drive participation. AMR noted the deadline of 28 February for expressions of interest.
- 6.11 NK and HD agreed the need for a minimum number of exhibitors to make the event viable. AMR advised that she would send a message at the beginning of next week for agreement on go/no-go.
- 6.12 Wheelock Playing Fields Fun Day – AMR updated that a meeting was held with a member representative to review the proposal and submit the event request in the Cheshire East Council (CEC) event portal. AMR

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noted that there were several documents missing from the application, but it has been submitted and there is a plan to gather a detailed site plan and an initial risk assessment together with fairground evidence to be sent to CEC.

**6.13** Teddy bear's picnic – outstanding action 22 to be completed.

**7 AOB**

**7.1** Meeting closed at 20:15. Date of next meeting 25 March 2025.

Helen Dorney – Chair

Date 02.04.2025

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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	6.3	Provide an update on the STC youth consultation.	LM	30.07.2024	Ongoing
2	22.08.2024	3.7	Submit proposal for reframing of Toy Swap Shop offering	PD	29.10.2024	Ongoing
3	22.08.2024	7.11	Update Green Spaces working group on status and next steps.	HD	30.09.2024	On agenda
4	24.09.2024	5.6	Draft one page volunteer agreement.	HD	04.10.2024	Ongoing
5	29.10.2024	6.4	Arrange a weekend date to complete noticeboard installation.	HD	15.11.2024	Completed
6	29.10.2024	7.1	Explore requirement for SP to become dementia friendly.	HD	19.11.2024	Ongoing
7	13.12.2024	3.5	Transition to new cloud telephone service provider.	HD	28.01.2025	Ongoing
8	13.12.2024	3.7	Explore Microsoft non-profit discount and provide report.	AMR	28.01.2025	Completed
9	13.12.2024	3.9	Provide update on accounting software trial and next steps for bookkeeping services. Decision as to whether to audit or have qualified check at next meeting.	HD	25.02.2025	On agenda

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10	28.01.2025	1.5	Publish minutes and actions from 13.12.2024 meeting on website.	AMR	05.02.2025	Complete
11	28.01.2025	3.1	Follow up with applicable members on overdue membership fee.	AMR	14.02.2025	Complete
12	28.01.2025	3.3	Reply to email enquiry to Sandbach Leisure Centre.	AMR	14.02.2025	Complete
13	28.01.2025	3.7	Diarise Sandbach Garden Trail meeting date in SPMT calendar.	AMR	03.02.2025	Complete
14	28.01.2025	3.9	Reply to request from Wheelock Playing Fields to collaboratively host Fun Day providing terms.	AMR	03.02.2025	Complete
15	28.01.2025	3.9	Diarise Wheelock Playing Fields fund day date in SPMT calendar.	AMR	03.02.2025	Complete
16	28.01.2025	4.3	Explore options to replace aged laptop within allocated budget.	AMR	25.03.2025	Ongoing
17	28.01.2025	4.7	Reply to Cllr Nevitt re loan of display boards and facilitate logistics	AMR	17.02.2025	Complete
18	28.01.2025	6.3	Book St Mary's hall 25 <sup>th</sup> October for Spooky Saturday.	AMR	03.02.2025	On agenda
19	28.01.2025	6.3	Make grant application to Sandbach Town Council for Spooky Saturday.	AMR	01.03.2025	On agenda
20	28.01.2025	6.7	Draft new marketing posters for Youth Engagement Showcase.	PD	21.02.2025	Ongoing
21	28.01.2025	6.8	Provide budget for Repair Cafe marketing materials and measurements for tablecloth.	HD	14.02.2025	On agenda
22	28.01.2025	6.9	Contact park members to gauge engagement for simultaneous teddy bear picnic event in 2025.	AMR	01.03.2025	Ongoing



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AGM actions – grey = complete.

	<b>Numbered point</b>	<b>Description</b>	<b>Owner</b>	<b>Due date</b>
<b>1</b>	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
<b>7</b>	9	Share details of Cheshire Matching Service with Sandbach Allotment Society	Helen Dorney	30.09.2024