

Sandbach Partnership Management Team (the "SPMT")

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

Wednesday 2 April 2025 (deferred March meeting) 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:	Peter Darby (PD) Cllr Luke MacGregor (LM)	Officer – Sandbach Partnership Observer – Sandbach Town Council (STC)

1 QUORUM & INTERESTS

- 1.1 HD noted the apologies of PD 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 26 February 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 AMR conducted a run through of due actions as at 01.04.2025:

Action 1: Ongoing. LC updated that STC are looking at alternative venues for the proposed youth club which was not the town hall.

Action 2: Ongoing

Action 3: Ongoing. HD noted that she would be attending the Tree Alliance event on 6 April and then complete the action.

Action 4: Ongoing. AMR expressed an urgency ahead of the YES event to onboard any potential volunteers for the day.

Action 5: Ongoing.

Action 6: Ongoing.

Action 7: On agenda see 3.6-3.8 below.

Action 8: Ongoing.

Action 9: Complete.

Action 10: Ongoing.

Action 11: Ongoing.

Action 12: Complete.

Action 13: Complete.

Action 14: Ongoing.

Action 15: Ongoing. AMR noted that the venue for the forum meetings in January and March do need to be paid before we can book June.

Action 16: Complete.

Action 17: Propose close. HD unable to attend due to work commitment. AMR seconded close.

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Action 18: Complete.

Action 19: Complete.

AGM actions

Action 7: Ongoing – HD to complete.

3 OPERATIONAL MANAGEMENT

Officer recruitment

- 3.1 HD updated that a potential new officer was due to join this meeting however had to cancel. HD advised she is planning to meet for a coffee soon.
- 3.2 HD noted that there was one other candidate and suggested they may be more suited to the Repair Café but was open to the team meeting.

Finances

- 3.3 HD advised that the accounting software synchronisation had been unsuccessful however an alternative route had been sought. HD updated that a contact of NK is studying bookkeeping and preparatory papers had been shared and a reply was anticipated mid-April.
- 3.4 NK updated that unfortunately the arrangement had fallen through, and that NK would step in to prepare the financial documentation.
- 3.5 HD noted that the documents should be prepared by the April meeting. **ACTION**
- 3.6 HD raised the audit of the annual accounts at a cost of circa £500. HD opined given that SP have only a minor income the accounts simply be prepared and reviewed by a qualified person.
- 3.7 LC commented that the review of the annual accounts had been undertaken in a similar way previously
- 3.8 HD proposed that the accounts are not audited for 2024/25 but reviewed by a qualified person.
- 3.9 AMR agreed the small amount of income received did not warrant the significant cost of an audit but that this should be reviewed should this change in the future. NK agreed also.

4 STAKEHOLDER ENGAGEMENT

- 4.1 HD noted a Connected Communities meeting 1 April however no SPMT officer was available to attend.
- 4.2 LC advised she did attend (in an alternative capacity) and noted there is a little momentum with the volunteering engagement that is ongoing with a potential collaboration with Sandbach Artroom with potential funding from Cheshire Constabulary. AMR commented that Lucie Ferneyhough had shared the minutes for review.
- 4.3 HD advised no contact with STC.
- 4.4 AMR updated contact with CEC on the Wheelock Playing Fields Fun Day event administration.

Members

AMR noted the last forum member meeting on 19 March with round robin updates with next meeting in June, date to be set.

- 4.5 AMR advised on other member facilitation which included posters printed for Dementia Friendly Sandbach.
- 4.6 AMR updated that EHPFA AGM is 6 April with an invitation to attend.

5 COMMUNICATIONS

- 5.1 NK updated that notices are going well with a continual flow of posters.

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- 5.2 AMR noted one complaint received due to posters being dropped off at Repair Café and not being passed on to be put up. HD apologised and explained that it was a busy session and the posters got swept up in the PAT paperwork. HD confirmed these had now been passed on to be displayed.
- 5.3 AMR had also shared on social media to give the event additional coverage and had replied to the complainant with an apology.
- 5.4 AMR reviewed the four new volunteer registrations to ensure that these had all been contacted. HD confirmed three had been contacted and she would reach out to the fourth due to safeguarding. **ACTION**

6 PROJECTS

- 6.1 Noticeboards – HD updated that the final piece of Perspex is to be put into the noticeboard outside St Marys converting it to a poster noticeboard. HD to let NK know when this has been done so that notices can be posted. **ACTION**
- 6.2 HD commented that there is a large map to be put in the noticeboard outside the old council offices however this was with PD due to being unable to gain access at present. **ACTION**
- 6.3 Youth Engagement Showcase 2025 – AMR noted a significant turnaround in exhibitors and the event was set to proceed.
- 6.4 AMR noted that she had sent an invitation to STC to offer a space for the new Youth Co-ordinators so that they could do some public engagement. LC noted that their onboarding had been delayed due to resourcing at STC.
- 6.5 AMR advised no response had been received but that the offer stood, and LC appreciated the same and advised that if they are on in time she would encourage their participation.
- 6.6 LC asked whether there would be space for Cheshire East Fostering. AMR happy to accommodate, LC advised it would be dependent on volunteer availability. AMR asked for an email to confirm. **ACTION**
- 6.7 AMR requested the hot drink kit, A-board, SP flight and first aid kit following 19 April Repair Café. HD advised she would drop the requested items to AMR ahead of the YES event. **ACTION**
- 6.8 HD advised an order for hot drink cups and coffee are required.
- 6.7 Repair Café Sandbach – HD noted that one of the volunteers had created a banner. HD advised that volunteer numbers looked good for easter Saturday.
- 6.8 AMR noted that we would not be able to run a PAT focused event due to the full number of trained PAT trained persons being unavailable.
- 6.9 HD updated that the March session was extremely busy for the full three hours and for the first time could not service everyone who had attended. AMR raised the need to accrue monies for 2026 hire fees. HD to pay in cash donations from the session. **ACTION**
- 6.10 HD thanked the dedication of the volunteers who had now created some Repair Café merchandise. HD to send AMR some images for marketing. **ACTION**
- 6.11 HD asked NK to support April session due to lack of hosts. NK agreed. **ACTION**
- 6.12 HD advised short on baked goods for the café and AMR suggested a post on social media #DonateABake. **ACTION**
- 6.13 Wheelock Playing Fields Fun Day – AMR updated that risk assessments, site plan and event licence paid which will be refunded by Wheelock Playing Fields following the event. AMR advised had pushed for posters for display and sharing on social media.
- 6.14 AMR noted she would be present on the day to run risk assessment and other adhoc duties.
- 6.15 Teddy bear's picnic – outstanding action to be completed.

7 AOB



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7.1 Meeting closed at 20:15. Date of next meeting 29 April 2025.

Helen Dorney - Chair Date 29.04.2025



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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	
2	22.08.2024	3.7	Submit proposal for reframing of Toy Swap Shop offering	PD	29.10.2024	
3	22.08.2024	7.11	Update Green Spaces working group on status and next steps.	HD	30.09.2024	
4	24.09.2024	5.6	Draft one page volunteer agreement.	HD	04.10.2024	
5	29.10.2024	7.1	Explore requirement for SP to become dementia friendly.	HD	19.11.2024	
6	13.12.2024	3.5	Transition to new cloud telephone service provider.	HD	28.01.2025	
7	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	
8	28.01.2025	4.3	Explore options to replace aged laptop within allocated budget.	AMR	25.03.2025	
9	28.01.2025	6.7	Draft new marketing posters for Youth Engagement Showcase.	PD	21.02.2025	Completed



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10	28.01.2025	6.8	Provide budget for Repair Cafe marketing materials and measurements for tablecloth.	HD	14.02.2025	
11	28.01.2025	6.9	Contact park members to gauge engagement for simultaneous teddy bear picnic event in 2025.	AMR	01.03.2025	
12	26.02.2025	1.4	Publish minutes and actions of SPMT meeting 28.01.2025 on website	AMR	06.03.2025	Completed
13	26.02.2025	3.4	Reach out to potential officer candidates and offer meet and greet.	HD	10.03.2025	
14	26.02.2025	3.6	Retrieve agreed amount for St Peter's booking for January forum meeting and make payment	HD	10.03.2025	
15	26.02.2025	3.7	Make payment to St Peters for 18 th March booking quarterly forum meeting.	HD	10.03.2025	
16	26.02.2025	3.8	Make payment of website hosting invoice.	NIK	05.03.2025	Completed
17	26.02.2025	4.7	Attend Sandbach Animal Rescue AGM 19 th March at Sandbach Cricket Club	HD	19.03.2025	
18	26.02.2025	6.5	Provide notification to observers of the decision to not hold Spooky Saturday in 2025.	AMR	05.03.2025	Completed
19	26.02.2025	6.6	Poll volunteers for availability for easter Saturday Repair Cafe	AMR	17.03.2025	Completed

AGM actions – grey = complete.



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