

Sandbach Partnership Management Team (the "SPMT")

Actions of a meeting of the Sandbach Partnership Management Team ("SPMT") held at Welles & Cross

Tuesday 3 June 2025 at 19:00 (deferred May meeting)

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

1 QUORUM & INTERESTS

- 1.1 HD requested any new conflicts of interest. None to be declared.
- 1.2 HD noted that the meeting was held as non-quorate following the apologies of NK, LC, PD and LM.
- 1.3 HD raised the minutes and actions of the last meeting held 29 April 2025 for approval. HD noted the proposed acceptance via email from NK. 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 02.06.2025:

Action 1: Ongoing.

Action 2: Ongoing.

Action 3: Ongoing. HD noted outstanding action 12 to review.

Action 4: Ongoing.

Action 5: Ongoing.

Action 6: Complete.

Action 7: Complete.

Action 8: Ongoing.

Action 9: Ongoing.

Action 10: Complete.

Action 11: Complete.

Action 12: On agenda – see 3.3-4 below.

Action 13: Complete.

Action 14: Ongoing.

Action 15: Complete – see 6.3-5 below.

Action 16: Ongoing

Action 17: Ongoing

Action 18: Complete

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Action 19: Ongoing.

Action 20: Complete. See 6.8-9 below.

3 OPERATIONAL MANAGEMENT

3.1 AMR asked whether HD will be reaching out to the guests that attended the last meeting to gauge their interest in supporting the Partnership.

3.2 HD confirmed that she would contact both parties and copy in AMR. **ACTION**

Finances

3.3 HD noted NK's apologies today we to provide time for her to finalise the account review.

3.4 AMR commented that if a draft can be prepared in time for the next quarterly forum meeting (17 June) then the status of account review can be discussed with members.

3.5 AMR raised an invoice highlighted by NK received from Logict and noted a previous offer from Chris to help with our fees. HD suggested AMR reach out to clarify the position following her action at 3.2. **ACTION**

3.6 HD opined that should a large grant or investment be received then the Partnership may need to consider changing its status to a CIC.

3.7 A discussion was held on what this would mean, and HD advised that she would share a comparison document which she had prepared in another role. **ACTION**

3.8 AMR raised the AGM (due to be held in September) and suggested that we issue a short form public survey on projects/initiatives that people would like to see/take place in the town to pipeline some new ideas. To be carried forward to next meeting for approval.

4 STAKEHOLDER ENGAGEMENT

4.1 HD confirmed no contact with Cheshire East Council

4.2 AMR updated that she had contact with the Events team to gain approval for the Wheelock Playing Fields Fun Day. AMR noted that whilst all documents were submitted in good time, approval for the event only came the day before.

4.3 AMR noted in the permission letter for the event, there was a holding deposit requirement if the site was not returned. AMR updated that the site was appraised by the team as returned to original state.

4.4 HD questioned following the new appointments at STC, whether a new STC representative for SP had been appointed. AMR noted that this may be done at the next full town council meeting (11 June).

4.5 HD noted no updates from any of the other town partnerships.

Member engagement

4.6 AMR updated that the topic for the next quarterly forum meeting 'Social media and online marketing' will be deferred as a guest speaker from Care4CE had been secured.

4.7 AMR noted that she would draft the agenda for the next forum meeting and circulate to members. **ACTION**

5 COMMUNICATIONS

5.1 AMR updated that the 'Youth Zone' had now been created on the website and was working to build the directory of providers.

5.2 AMR advised nothing to report on social media or press.

5.3 AMR suggested one of the RCS volunteers to be added as admin on Facebook to help manage posts. HD advised that she would ask and revert. **ACTION**

6 PROJECTS

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- 6.1 Wheelock Playing Fields funday – AMR updated that the event was a great success and received great reviews from all that attended. The event raised almost £1800 for the maintenance of the field and thanks had been provided to the Partnership for our collaboration and support.
- 6.2 Town noticeboard project – HD noted the outstanding actions to install final map and replace St Mary's Perspex.
- 6.3 Spooky Saturday – HD noted the email exchange between AMR and Sandbach Town Council (STC) as the grant application was not submitted with enough notice to be included in the May Finance meeting (submitted 7 days before, since discovered that 10 clear days' notice are required).
- 6.4 AMR advised that it had been agreed that as there was no date at the time for the next Finance meeting, the application would be heard at the next full town council meeting (11 June).
- 6.5 HD and AMR discussed attending to support the application and AMR agreed to represent. **ACTION**
- 6.6 Repair Café Sandbach – HD noted that one of the volunteers wanted to offer a sustainability drop-in session. AMR requested more details and suggested the volunteer contact to co-ordinate. **ACTION**
- 6.7 HD noted that more fixers are required. AMR will create some online assets to post to encourage new joiners. **ACTION**
- 6.8 K6 telephone box renovation - AMR updated that she had done some research into the 3 known boxes. AMR advised that she would create a short report on findings but at present it seemed that STC had plans to address the one outside the town hall and Cllr Laura Crane had plans for Wheelock (the one in Sandbach Park is well maintained by Friends of Sandbach Park). **ACTION**
- 6.9 AMR advised that she would monitor for action over the next few months with a potential to revisit in the future.
- 7 **AOB**
- 7.1 Meeting closed at 20:00. Date of next meeting 24 June 2025.

Helen Dorney

Chair

Date 24.06.2025

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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	28.01.2025	6.8	Provide budget for Repair Cafe marketing materials and measurements for tablecloth.	HD	14.02.2025	Ongoing
2	28.01.2025	6.9	Contact park members to gauge engagement for simultaneous teddy bear picnic event in 2025.	AMR	01.03.2025	Ongoing
3	02.04.2025	3.5	Prepare annual accounts for review by qualified person	NK	29.04.2025	Ongoing
4	02.04.2025	6.1	Update NK when St Marys noticeboard is complete for posters to be added.	HD	29.04.2025	Ongoing
5	02.04.2025	6.2	Add map to noticeboard outside old council office.	PD	29.04.2025	Ongoing
6	02.04.2025	6.10	Share images of Repair Cafe merchandise with AMR for marketing.	HD	15.04.2025	Completed
7	29.04.2025	1.5	Publish minutes and actions of SPMT 02.04.2025 on SP website.	AMR	07.05.2025	Completed
8	29.04.2025	2.1	Review draft volunteer one-pager and provide feedback/approval as appropriate.	AMR/NK	03.06.2025	Ongoing
9	29.04.2025	2.1	Explore automation of volunteer form submission and associated workflow.	AMR	24.06.2025	Ongoing

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10	29.04.2025	2.1	Booking venue and set date for next quarterly forum meeting.	AMR	03.06.2025	Completed
11	29.04.2025	3.2	Provide app details for new telephone cloud service operator to AMR.	HD	03.06.2025	Completed
12	29.04.2025	3.3	Review 2024/25 spreadsheet and allocate missing receipts.	AMR/HD	03.06.2025	Ongoing
13	29.04.2025	3.4	Send poster to AMR for open garden to share on social media.	NK	07.06.2025	Completed
14	29.04.2025	6.8	Send measurements of noticeboard at Penda Way to obtain quote for replacement perspex.	HD/AMR	02.06.2025	Ongoing
15	29.04.2025	6.11	Submit grant application to Sandbach Town Council for Spooky Saturday.	AMR	31.05.2025	Completed
16	29.04.2025	6.13	Draft recruitment email to U3A for general fixers.	AMR	02.06.2025	Ongoing
17	29.04.2025	6.14	Contact first aiders for cover RCS October session.	AMR	07.06.2025	Ongoing
18	29.04.2025	6.15	Order A5 leaflets for RCS.	AMR	10.06.2025	Ongoing
19	29.04.2025	6.16	Book venue for RCS 2026 dates.	HD	24.06.2025	Ongoing
20	29.04.2025	6.17	Conduct research for potential K6 renovation project.	AMR	24.06.2025	Completed