

Sandbach Partnership Management Team (the "SPMT")

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

Tuesday 29 April 2025 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:	Peter Darby (PD) Cllr Laura Crane (LC) Cllr Luke MacGregor (LM)	Officer – Sandbach Partnership Observer – Cheshire East Council (CEC) Observer – Sandbach Town Council (STC)
Guests:	Chris T Sarah C	

1 QUORUM & INTERESTS

- 1.1 HD conducted a round of introductions for purposes of attending guests.
- 1.2 HD requested any new conflicts of interest. None to be declared.
- 1.3 HD noted the apologies of LC, PD and LM.
- 1.4 HD raised the minutes and actions of the last meeting held 2 April 2025 (deferred from March) 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 28.04.2025:
 - Action 1: HD propose close due to no engagement from LM. AMR seconded.
 - Action 2: HD propose close due to no update from PD. AMR seconded.
 - Action 3: Completed. HD noted that she attended the Tree Alliance event on 6 April and has since emailed the group for volunteers to move forward.
 - Action 4: Completed. AMR and NK to review and provide any comments. **ACTION** HD also commented that the form could be automated. AMR to explore options for automation. **ACTION.**
 - Action 5: HD propose close due to lack of resource. AMR seconded and added that this could be revisited at a future date.
 - Action 6: Completed. See 3.1 below.
 - Action 7: HD proposed close as discussed at last meeting. AMR seconded.
 - Action 8: Complete.
 - Action 10: Ongoing.
 - Action 11: Ongoing.
 - Action 14: Complete. HD confirmed payment made.
 - Action 15: Complete. HD confirmed payment made. AMR to book June forum meeting. **ACTION**
 - Action 16: Complete.
 - Action 17: On agenda see 3.3 – 3.5 below.

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Action 18: Complete. HD confirmed the individual had made other arrangements – no further action.

Action 19: Ongoing

Action 20: Ongoing

Action 21: AMR proposed close event passed and no contact made by LC.

Action 22: Complete.

Action 23: Complete.

Action 24: Ongoing.

Action 25: Complete.

Action 26: Complete.

AGM actions

Action 7: Complete.

3 OPERATIONAL MANAGEMENT

3.1 HD updated that the line is currently being transferred to a new cloud provider as agreed and confirmation is awaited from provider that the number has been ported.

3.2 HD confirmed that she will send AMR login details for the app and noted the 75% cost reduction. **ACTION**

Finances

3.3 NK noted some missing receipts and requested HD and AMR to review. **ACTION**

3.4 NK commented that there is a slight difference between the old bank account and new bank account which she was currently investigating.

3.5 HD responded to query received from NK on an outgoing payment and clarified its purpose for advertising the Repair Cafe and monies should be allocated from the Repair Café budget.

4 STAKEHOLDER ENGAGEMENT

4.1 HD confirmed no contact with Cheshire East Council

4.2 HD noted an email from Tim Wheatcroft, STC and following attendance at the Tree Alliance in April. HD read Tim proposed 'a survey to identify green spaces and sites most at risk of unwanted development and degradation if abandoned and those most likely to be suitable for starting a community adoption consultation. This can feature as a target list for the green spaces delivery group but also as a part of our neighbourhood plan'.

4.3 HD reads further that Tim notes, 'he has been assured once staffing is resolved we will be allowed as councillors to pick the green spaces council group back up' and that he is looking for volunteers to start a survey assessment.

4.4 AMR noted the great help from Luke at Sandbach Town Hall who helped set up and break down for the YES event who was very helpful.

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

Member engagement

4.6 AMR updated that she had provided marketing support to U3A and there has been a request from U3A and Dementia Friendly Sandbach for duplex printing.

5 COMMUNICATIONS

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5.1 NK updated that there is a good flow of notices at present. NK requested AMR share a notice on social media for an open garden. **ACTION**

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

6 PROJECTS

6.1 Youth Engagement Showcase 2025 – AMR noted that the event went very well with over 250 people attended during the three-hour window.

6.2 AMR advised 15 exhibitors attended with 3 late cancellations and 2 no-shows.

6.3 AMR reviewed the costs of the event and noted it as cost neutral.

6.4 AMR updated that the feedback from attendees and exhibitors was wholly positive.

6.5 Wheelock Playing Fields funday – AMR updated that she would be attending a meeting 6 May but the event was on-track with overall risk assessment complete and various stall risk assessments incoming.

6.6 AMR advised she would send any relevant updates post meeting/pre-event date 17 May.

6.7 Town noticeboard project – HD noted the outstanding actions to install final map and replace St Mary's Perspex.

6.8 HD raised others that may need Perspex replacing. AMR noted the map noticeboard between the Market Tavern and Nationwide. NK also raised the largest noticeboard outside the library. HD requested quote for the Market tavern board and will send AMR measurements. **ACTION**

6.9 HD noted the largest board outside the library would be a heavy task. AMR opined that due to the size and weight of this board it should be classed as outside of DIY scope and it may be better referring the maintenance for this board back to the town council as the owner of the asset. HD agreed.

6.10 Spooky Saturday – HD referred to the minutes of the meeting 02.04.2025 where the SPMT had decided not to hold the event due to being unable to secure the venue. AMR raised that the owner of the booking at St Mary's is now known and may be willing to work with us to free the date.

6.11 AMR questioned whether SPMT should reconsider. A discussion was held which resulted in the decision to submit the grant application to Sandbach Town Council and if successful to take the decision from there. **ACTION**

6.12 Repair Café Sandbach – HD noted that the event continues to go from strength to strength and RCS needed more general fixers and a better queuing system.

6.13 AMR recommended sending an email to our member U3A to see if there would be any interest. **ACTION**

6.14 HD updated that she would be away for the October RCS and first aid cover was required. AMR to reach out to members for a volunteer. **ACTION**

6.15 HD A5 leaflets for RCS which were requested by a market stall holder. AMR suggested we have these professionally printed with the usual supplier. HD agreed cost. **ACTION**

6.16 HD noted the intention to extend the bookings into 2026 subject to funds. **ACTION**

6.17 New project ideas – AMR raised a potential project to renovate the K6 telephone boxes across the town (3 known, town park, outside town hall and Wheelock) which are believed to be a town council asset. HD suggested AMR undertake the required research and bring a proposal to the next meeting. **ACTION**

7 AOB

7.1 Guests shared their reflections and were asked to confirm their interest back to HD by email.

7.2 Meeting closed at 21:00. Date of next meeting 27 May 2025 – NK and AMR both provided apologies in advance due to holidays. May meeting moved to 3 June 2025.



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Helen Dorney - Chair

Date 3 June 2025



Sandbach Partnership

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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	Propose Close
2	22.08.2024	3.7	Submit proposal for reframing of Toy Swap Shop offering	PD	29.10.2024	Propose Close
3	22.08.2024	7.11	Update Green Spaces working group on status and next steps.	HD	30.09.2024	Propose Close
4	24.09.2024	5.6	Draft one page volunteer agreement.	HD	04.10.2024	Propose Close
5	29.10.2024	7.1	Explore requirement for SP to become dementia friendly.	HD	19.11.2024	Propose Close
6	13.12.2024	3.5	Transition to new cloud telephone service provider.	HD	28.01.2025	Propose Close
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	Propose Close
8	28.01.2025	4.3	Explore options to replace aged laptop within allocated budget.	AMR	25.03.2025	Completed
10	28.01.2025	6.8	Provide budget for Repair Cafe marketing materials and measurements for tablecloth.	HD	14.02.2025	



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11	28.01.2025	6.9	Contact park members to gauge engagement for simultaneous teddy bear picnic event in 2025.	AMR	01.03.2025	
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	Propose Close
15	26.02.2025	3.7	Make payment to St Peters for 18" March booking quarterly forum meeting.	HD	10.03.2025	Propose Close
16	02.04.2025	1.4	Publish minutes and actions of SPMT meeting 26.02.2025 on website	AMR	05.04.2025	Completed
17	02.04.2025	3.5	Prepare annual accounts for review by qualified person	NK	29.04.2025	
18	02.04.2025	5.4	Contact volunteer registrant dated 02.04.2025 to check safeguarding.	HD	15.04.2025	Propose Close
19	02.04.2025	6.1	Update NK when St Marys noticeboard is complete for posters to be added.	HD	29.04.2025	
20	02.04.2025	6.2	Add map to noticeboard outside old council office.	PD	29.04.2025	
21	02.04.2025	6.6	Contact AMR re CEC fostering exhibitor at YES event	LC	19.04.2025	Propose Close
22	02.04.2025	6.7	Hot drink kit, first aid kit, A-board and flight to be delivered to AMR.	HD	21.04.2025	Propose Close
23	02.04.2025	6.9	Arrange for March Repair Cafe cash donations to be paid in.	HD	15.04.2025	Propose Close
24	02.04.2025	6.10	Share images of Repair Cafe merchandise with AMR for marketing.	HD	15.04.2025	Propose Close
25	02.04.2025	6.11	Provide host support at Repair Cafe.	NK	19.04.2025	Propose Close

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26	02.04.2025	6.12	Create social media post for #DonateABake for Repair Cafe.	AMR	12.04.2025	Completed
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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
7	9	Share details of Cheshire Matching Service with Sandbach Allotment Society	Helen Dorney	30.09.2024 Propose Close