

Sandbach Partnership Management Team (the "SPMT")

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

Tuesday 25 June 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
	CLlr Laura Crane (LC)	Observer – Cheshire East Council (CEC)
Apologies:	Peter Darby (PD)	Officer – Sandbach Partnership

1 QUORUM & INTERESTS

- 1.1 HD noted apologies and requested any new conflicts of interest. None to be declared.
- 1.2 AMR updated that STC had assigned a new representative for Sandbach Partnership, Sandrine Wright.
- 1.3 HD requested a welcome email be sent to Sandrine and that the next regular monthly meeting be moved to an alternative location. **ACTION**
- 1.4 AMR suggested a venue to which there was a majority agreement and will arrange a booking. **ACTION**
- 1.5 HD raised the minutes and actions of the last meeting held 02 June 2025 for approval. AMR seconded.
- 1.6 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 24.06.2025:

Action 1: Ongoing.

Action 2: AMR proposed close due to lack of time to dedicate. HD seconded.

Action 3: On agenda.

Action 4: Ongoing.

Action 5: Ongoing.

Action 6: Complete.

Action 7: Ongoing.

Action 8: Ongoing.

Action 9: Ongoing.

Action 10: Ongoing.

Action 11: Complete.

Action 13: Ongoing.

Action 14: Complete.

Action 15: Ongoing.

Action 16: Ongoing.

Action 17: Ongoing.

Action 18: Complete.

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Action 19: Complete and AMR confirmed that admin access had been granted.

Action 20: On agenda. See XX below.

Action 21: Ongoing.

Action 22: Ongoing.

Action 23: Ongoing.

3 OPERATIONAL MANAGEMENT

Finances

- 3.1 NK updated on finance status and noted Henshalls are going through a change of ownership and therefore bank details may change for next payment, insurance renewal September.
- 3.2 NK noted the work done to date on evidencing the last financial year accounts and requested a check for an additional bank statement from the previous provider. **ACTION**
- 3.3 NK advised once this had been done then the accounts will be reconciled and ready to be reviewed by a qualified person.
- 3.4 NK requested HD review the new payment terms for St Peters and agree hire costs. HD noted she would visit next week. **ACTION**
- 3.5 NK updated that an accounting sheet had been commenced for this financial year.

Quarterly forum meeting

- 3.6 AMR updated on quarterly forum meeting held 17 June and noted only 6/18 members attended.
- 3.7 AMR noted guest speakers, Phil Mason and Lindsay Harrison of CareForce Cheshire East to present opportunities for their service users to help with community projects which was well received.
- 3.8 AMR commented that the painting of the cauldrons in the town centre had been discussed and had agreed to cost this and gain approval from SPMT with the idea of having the CareForce team help with labour. **ACTION**
- 3.9 LC advised to check with STC as to whether any materials were available for use which AMR confirmed she would do. **ACTION**
- 3.10 AMR advised an overview and actions would be sent with the monthly members email.

Phoneline change

- 3.11 HD confirmed that the number port had taken place and the telephone line was working with the new provider.
- 3.12 AMR raised the amount charged by the new provider which seemed different to what was expected. HD will investigate. **ACTION**

Setting AGM date

- 3.13 HD raised setting the AGM date for September, a discussion was held on potential availability and a tentative date proposed (23rd) venue dependent. AMR to check venue availability. **ACTION**

4 STAKEHOLDER ENGAGEMENT

- 4.1 HD confirmed no contact with Cheshire East Council
- 4.2 AMR updated on a conversation with Cllr John Arnold (new Mayor of Sandbach) following the omission of the grant application for Spooky Saturday submitted in May on the June full council agenda. AMR advised Cllr Arnold had assured AMR that this was a genuine error and that the application would be heard in July.

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- 4.3 AMR also noted that as part of the conversations held, Cllr Arnold had advised that Cllr Cook was now leading on the open spaces working group. HD to reach out to Cllr Cook for a status update. **ACTION**
- 4.4 LC advised that STC had a new town clerk, Pete Turner who is phasing in. HD noted that once in post fully SP should look to reinstate the regular operational meetings that were held regularly with the previous town clerk.
- 4.5 HD noted no updates from any of the other town partnerships.

5 COMMUNICATIONS

- 5.1 AMR advised nothing to report on social media or press.

6 PROJECTS

- 6.1 HD raised as to whether the Youth Engagement Showcase should take place in 2026 and suggested that the venue be booked in advance.
- 6.2 A discussion was held and the majority decided that it still held value for the town. HD proposed the venue be booked. **ACTION**
- 6.3 Spooky Saturday – AMR noted the outstanding grant application (see 4.2).
- 6.4 Repair Café – HD updated that they do need more fixers. AMR noted the second-year anniversary coming up in September – to be added to next months' agenda.
- 6.5 HD raised the possibility of holding another collaboration event for September and a discussion was held on options to be decided at the next meeting.

7 AOB

- 7.1 Meeting closed at 20:30. Date of next meeting 29 July 2025.

Helen Dorney – Chair	Date 28 July 2025
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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	
2	28.01.2025	6.9	Contact park members to gauge engagement for simultaneous teddy bear picnic event in 2025.	AMR	01.03.2025	
3	02.04.2025	3.5	Prepare annual accounts for review by qualified person	NK	29.04.2025	On going clarifications sort
4	02.04.2025	6.1	Update NK when St Marys noticeboard is complete for posters to be added.	HD	29.04.2025	
5	02.04.2025	6.2	Add map to noticeboard outside old council office.	PD	29.04.2025	
6	29.04.2025	2.1	Review draft volunteer one-pager and provide feedback/approval as appropriate.	AMR/NK	03.06.2025	
7	29.04.2025	2.1	Explore automation of volunteer form submission and associated workflow.	AMR	24.06.2025	
8	29.04.2025	3.3	Review 2024/25 spreadsheet and allocate missing receipts.	HD	03.06.2025	
9	29.04.2025	6.8	Send measurements of noticeboard at Penda Way to obtain quote for replacement perspex.	HD/AMR	02.06.2025	
10	29.04.2025	6.13	Draft recruitment email to U3A for general fixers.	AMR	02.06.2025	



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11	29.04.2025	6.14	Contact first aiders for cover RCS October session.	AMR	07.06.2025	Completed
13	29.04.2025	6.16	Book venue for RCS 2026 dates.	HD	24.06.2025	
14	03.06.2025	1.4	Publish minutes and actions of 29/04/2025 meeting on website.	AMR	07.06.2025	Completed
15	03.06.2025	3.2	Reach out to April guest attendees for interest in joining SPMT.	HD	17.06.2025	
16	03.06.2025	3.5	Clarify Logict invoice status.	AMR	20.06.2025	
17	03.06.2025	3.7	Share comparison document with all officers showing alternative entity states to consider CLC position.	HD	24.06.2025	
18	03.06.2025	4.7	Draft quarterly forum agenda and circulate to members.	AMR	13.06.2025	Completed
19	03.06.2025	5.3	Discuss social media admin with proposed RCS volunteer.	HD	14.06.2025	
20	03.06.2025	6.5	Attend STC full council meeting 11 June to support Spooky Saturday grant application.	AMR	11.06.2025	On Agenda
21	03.06.2025	6.6	Request volunteer to contact AMR with further details on sustainability drop-in sessions.	HD	14.06.2025	
22	03.06.2025	6.7	Create new online posts to encourage more volunteer fixers for RCS.	AMR	24.06.2025	
23	03.06.2025	6.8	Draft research paper for K6 renovation and provide findings to SPMT.	AMR	24.06.2025	