

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

**Actions of a meeting of the Sandbach Partnership Management Team ("SPMT") held face to face**

**Tuesday 28 May 2024 at 19:00**

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

**1 QUORUM & INTERESTS**

- 1.1 No conflict of interest declared
- 1.2 With a quorum being present the meeting was declared open 19:10.

**2 APPROVAL OF PREVIOUS MINUTES**

- 2.1 NK commented that minutes of the meeting held 30.04.24 had been reviewed and proposed they be accurate and complete. PD seconded and the minutes were approved for publication.
- 2.2 AMR to publish on SP website. **Action**

**3 REVIEW OF ACTIONS**

- 3.1 HD conducted a run through of due actions as at 27.05.2024:  
Action 7: Complete. License surrender letter saved to files.  
Action 8: Complete  
Action 10: Outstanding  
Action 11: Complete  
Action 12: On-going. Coordination meeting changed to next week.  
Action 13: Complete  
Action 15: Ongoing. History society has engaged. AMR following up.  
Action 16: Complete  
Action 17: Complete  
Action 18: Ongoing- AMR has started discussion with Gill Merry.

**4 OPERATIONAL DELIVERY**

**Actions agreed**

- 4.1 Quarterly Forum Meeting Tues 18 June 7pm. HD to book venue at St Peters and send invite to forum Members. **Action**
- 4.2 NK to confirm speaker content and any aids. **Action**
- 4.3 Agenda to be drafted and to include member thoughts on new speaker schedule and new AGM date. **Action**
- 4.4 HD to chase status of Audited Accounts submitted last week of April. **Action**

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

- 4.5 Officers agreed to change planned AGM from July to 17 September for improved scheduling. September AGM to be combined with the September quarterly forum, HD to book venue – all to note. **Action**
- 4.6 HD to follow up status of the letter of compliant to Town Council referred to East Cheshire. **Action**
- 4.7 AMR requested a review of the new privacy policy on the SP website via email ahead of the meeting. PD confirmed that this had been completed.

### 5 PROJECTS

#### Actions agreed

- 5.1 HD to provide PD with measurements; PD to approach relevant companies for material in return for free sponsorship on said notice boards. **Action**
- 5.2 AMR to provide new A5 Repair Cafe posters required for notice boards and provide to NK. **Action**
- 5.3 AMR to create advert for repair cafe volunteers and hosts for notice boards and social media. **Action**
- 5.4 Discussion on ownership of the Repair Cafe – there did not appear to be an appetite from the current cohort of volunteers to form a committee. A view was formed that ownership should be seen as a core service/function of SP, to be reassessed at the end of 2024. Support needed for the hosting function hence call for volunteers and for SPMT to establish a rota. **Action**
- 5.5 NK to attend 15 June repair cafe where HD will provide training on hosting. **Action**
- 5.6 All to consider additional elements/ themes that could be added to Repair Cafe eg. plant sales. **Action**
- 5.7 Green Spaces event held at the last Repair cafe in May. HD to write up summary and develop next steps. **Action**
- 5.8 Funding to run a Food Hygiene and Safety Course. AMR to be requested to investigate whether grant funding would be available to run the above with the aim of improving groups income generating options. **Action**
- 5.9 Members agreed to run the YES event at the Transport Festival on Sun 27 April '25 at the Town Hall. HD to book venue. **Action**
- 5.10 Colin Doulton from a local Kenyan charity has contacted SP to link up in some way. PD to follow up. **Action**

### 6 AOB

- 6.1 Date of next SPMT meeting 25 June 2024 at 19:00
- 6.2 **Meeting Closed at 20:55**

Helen Dorney - Chair

Date 25 June 2024

Sandbach Partnership Management Team (the "SPMT")

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	30.01.2024	6.10	Explore core funding grants for IT upgrade and operational costs.	AMR	30.06.2024	Ongoing
2	27.02.2024	4.8	Request AGM dates from members.	AMR	05.05.2024	Completed
3	27.02.2024	8.4	Undertake research for provider and cost of defib and create a funding proposal to be put to members.	HD	30.04.2024 30.06.24	Ongoing
4	27.02.2024	8.7	Submit initiative proposal for Volunteer database.	HD	30.04.2024 30.06.24	Ongoing
5	27.02.2024	8.8	Submit an initiative proposal for Green spaces project	HD	30.06.24	Ongoing
6	26.03.2024	4.7	Circulate draft policies for review and comment to SP officers.	HD	19.04.2024 30.06.24	Ongoing
7	26.03.2024	5.3	File email from CEC regarding surrender of entertainment license.	HD	30.04.2024	Completed
8	26.03.2024	9.1	Reply to Saxon Players regarding tax enquiry.	HD	04.04.2024	Completed

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

9	30.04.2024	2.2	Make Match meeting minutes and actions available on SP website.	AMR	06.03.2024	Completed
10	30.04.2024	4.10	Obtain new financial year spreadsheet for monthly update and evidence gathering	PD	28.05.2024	Ongoing
11	30.04.2024	5.4	Ask whether presence is required at STC Finance and Assets meeting 7 May	HD	03.05.2024	Propose Close
12	30.04.2024	5.5	Provide any items to discuss with STC for bi-monthly meeting 22 May	All	15.05.2024 3.6.24	Propose close
13	30.04.2024	6.1	Contact B&G to end standing order and thank for completion of the outstanding contract	PD	16.05.2024	Completed
14	30.04.2024	6.3	Complete bank mandate to add AMR to new account,	AMR/HD/N K	28.05.2024	Completed
15	30.04.2024	8.3	Send copy of new map to Sandbach History Society	AMR	28.05.2024	Completed
16	30.04.2024	8.6	Collate costs versus income sheet for Repair Cafe Sandbach	HD	28.05.2024	Completed
17	30.04.2024	8.15	Send request for volunteers and Big Hand Help out information to members	AMR	06.05.2024	Completed
18	30.04.2024	8.17	Contact Gill Merry and discuss options for Sandbach Today dissolution	AMR	28.05.2024	Ongoing
19	30.04.2024	8.18	Contact Sandbach Literary Institute about community ownership fund.	NK	28.05.2024	On agenda



Sandbach Partnership

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