

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

**Actions of a meeting of the Sandbach Partnership Management Team ("SPMT") held at Old Hall, Sandbach**

**Thursday 22 August 2024 at 19:00**

<b>Attending Members:</b>	Helen Dorney (HD)	Chair– Sandbach
	Nicola Kapusniak (NK)	Co Vice-Chair – Sandbach Partnership
	Anne-Marie Robinson (AMR)	Co Vice-Chair – Sandbach Partnership
	Peter Darby (PD)	Officer – Sandbach Partnership
<b>Not required:</b>	Cllr Laura Crane (LC)	Observer – Cheshire East Council (CEC)
	Cllr Luke MacGregor (LM)	Observer – Sandbach Town Council (STC)

**1 QUORUM & INTERESTS**

- 1.1 AMR noted LC and LM were notified that their attendance was not required at this meeting as much of the discussion would be around the Annual General Meeting and that minutes would be shared following.
- 1.2 AMR requested conflict of interest be declared. All present – none to declare.
- 1.3 AMR raised the minutes and actions of the last meeting held 31 July 2024 for approval. NK proposed acceptance, PD 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 21.08.2024:

Action 1: AMR updated that work had been undertaken on the website to add a volunteer registration form by way of a pilot toward a database. AMR added that opportunities are SP only as part of the pilot giving SP to see if there is appetite in the community. HD thanked AMR for her work and proposed closing this action and assessing the pilot in the new year. AMR seconded the closure.

Action 2: AMR updated HD on STC's intention to set up an Open Spaces working group at the last Town Council meeting and terms of reference are awaited. AMR advised that a holding email was sent to the interested parties who attended our Green Spaces with a holding message until September. HD suggested the action be closed and offered that SP collaborate with the new STC working group and handover our findings to date. AMR agreed that this action can be closed, for next steps see 7.13 below.

Action 3: AMR advised that Gill had replied advising that she would call however no call has been received. AMR proposed close this action after a few attempts to speak with Gill but happy to revisit should contact be made. HD seconded close.

Action 4: ongoing with LC.

Action 5: AMR updated that Officers and Fixers are live however no registrations to date. HD proposed close this action as the trial use of the portal is not giving any results and better engagement is being received via social media and SP website. NK seconded close.

Action 6: Complete.

Action 7: Ongoing.

Action 8: Ongoing.

Action 9: Ongoing.

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

Action 10: HD updated that this has been received. Action to be closed.

Action 11: Complete.

Action 12: On agenda, see 4.1 below. Action to be closed.

Action 13: Complete.

Action 14: Ongoing.

Action 15: On agenda, see 3.13-3.15 below. Action to be closed.

Action 16: On agenda, see 3.8 below. Action to be closed.

Action 17: Complete.

Action 18: On agenda – see 3.1 below. Action to be closed.

Action 19: Ongoing.

Action 20: Complete.

Action 21: Complete.

Action 22: NK updated this is complete.

Action 23: Complete

Action 24: Complete.

Action 25: Ongoing.

Action 26: On agenda, see 7.6 below.

Action 27: Complete.

Action 28: Complete.

Action 29: Complete.

### **3 OPERATIONAL MANAGEMENT**

#### *AGM preparation*

- 3.1** Officer intentions – all officers discussed personal and professional commitments which may impact what can be achieved over the next 12 months. Officers agreed that SP will continue to operate over the next 12 months with a change to some roles and operating leaner activities unless further Officer resource can be added.
- 3.2** 2024 activities – a discussion was held on the topics of events and initiatives. It was noted that the two regular events to date had been the Youth Engagement Showcase (YES) and Spooky Saturday.
- 3.3** YES - All agreed that the YES event had a great engagement rate and groups reported a significant uplift in new members post the event. The date of this event is important and all agreed that if a date during the transport festival could not be secured then it would not be run in 2025.
- 3.4** Spooky Saturday – it was agreed that this is an event that gets great engagement. A discussion was held by the officers whether this event should be run by Sandbach Partnership. AMR noted that organisation of the event is achievable however running the event needs more on the day volunteers to help run the day. It was agreed that SP would continue with the 2024 event and assess 2025 depending on collaboration opportunities and funding.
- 3.5** All agreed that no new events would be added for 2025 unless further resource came onboard or collaborating with members.
- 3.6** Repair Café Sandbach – all officers agreed to continue this initiative.

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

- 3.7 Toy Swap Shop – it was suggested this move to a quarterly offering alongside the RCS. PD to consider reframing and to bring a proposal for consideration. **ACTION**
- 3.8 AMR to draft 2024/25 works plan for agreement amongst officers ahead of the AGM. **ACTION**
- 3.9 A discussion was held around core activities including quarterly forum meetings, officer roles, management team meetings, noticeboards, communications and administration. HD noted that there is no legal requirement for SP to have its accounts professionally audited each year which is an onerous process and suggested an alternative accountant overview. HD to review options for alternative support options i.e. a bookkeeper for finances and bring forward a proposal. **ACTION**
- 3.10 It was agreed for a minor amendment to be made to the constitution which would provide greater flexibility to chair the quarterly forum. NK to initiate and circulate track change document for comment. **ACTION**. Thereafter, AMR to issue with AGM agenda to members. **ACTION**
- 3.11 NK to prepare agenda for AGM and circulate to officers for input. **ACTION**
- 3.12 HD to prepare the Chair's Report for the AGM. **ACTION**  
*Insurance renewal*
- 3.13 AMR noted that the EL and PL insurance was due to expire mid-September and that the quote is on a cost level in line with budget. AMR proposed action 15 be closed. HD seconded.
- 3.14 NK has reviewed as a like for like policy and agreed no changes required for the next calendar year.
- 3.15 AMR proposed the cost be expected and the renewal complete. HD seconded. NK to make the necessary arrangements with the broker and organise payment. **ACTION**

## 4 STAKEHOLDER ENGAGEMENT

- 4.1 AMR noted the Creative Champions bid proposal due to be submitted on 26 August to Lucy Thompson-Smith (CEC) and opined that based on the earlier conversation SP should advise that SP will not be putting forward a bid at this time. All agreed. **ACTION**

## 5 FINANCE

- 5.1 NK raised the cost associated with having a landline and challenged whether this could be reduced.
- 5.2 HD agreed that the cost could potentially be reduced now that cloud lines are more common. PD to research alternative providers and bring forward a proposal. **ACTION**

## 6 COMMUNICATIONS

- 6.1 AMR noted nothing adverse to report on media or social media.
- 6.2 AMR noted the work on the website regarding the volunteer registration form, see 2.1 Action 1 above.
- 6.3 AMR noted that an expression of interest form had been received over the last month from a person out of town. AMR to follow up. **ACTION**

## PROJECTS

- 7.1 Town noticeboards renovation – PD updated that the Perspex had been received. AMR advised that she would submit the designs for the maps and noticeboard backs to the printer. **ACTION**
- 7.2 AMR raised outstanding action 25. PD to revert.
- 7.3 Spooky Saturday – AMR updated that planning was underway with stall holders and a fuller update would be provided via email. **ACTION**

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

- 7.4 AMR raised outstanding action 26. PD to provide with 48 hours.
  - 7.5 Repair Café Sandbach – HD advised that the fixers had suggested a front-page article with quotes and testimonials celebrating the one-year anniversary. AMR noted that September is the one-year anniversary and additional communications were planned for press
  - 7.6 AMR updated that this was planned for press however there was a need for contact details for someone to feature.
  - 7.7 HD to review contact details and share with AMR. **ACTION**
  - 7.8 NK suggested inviting the new labour MP to attend. NK to share details with AMR. **ACTION**
  - 7.9 NK updated that volunteers have reported reduced attendance for the October session. Following a discussion, it was decided that the session would go ahead as it would be a month following the one-year anniversary. Volunteers to be polled for attendance and communication issued on reduced services available if required.
  - 7.10 HD to review schedule for 2025 and agree months of operating for RCS. **ACTION**
  - 7.11 Green Spaces project – AMR noted that terms of reference for the STC Open Spaces working group are awaited. AMR noted attending STC town council meeting on 11 September and also regular meeting with STC Clerk on 25 September to seek progress update. HD suggested once received these are shared with the working group together with next steps. **ACTION**
- AOB**
- 8.1 Date of next meeting 24 September 2024.

<p>Helen Dorney – Chair Date 24.09.2024</p>
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Sandbach Partnership

### 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	27.02.2024	8.7	Submit initiative proposal for Volunteer database.	HD	25.06.2024	On Agenda
2	27.02.2024	8.8	Submit an initiative proposal for Green spaces project	HD	25.06.2024	On Agenda
3	30.04.2024	8.17	Contact Gill Merry and discuss options for Sandbach Today dissolution	AMR	28.05.2024	On Agenda
4	25.06.2024	2.1	Share one pager for use at volunteer events for basic food hygiene with SP.	LC	30.07.2024	Ongoing
5	25.06.2024	3.6	Add volunteer opportunities Repair Café fixers and hosts, SP officers and Spooky Saturday to the CVS portal	AMR	30.07.2024	Ongoing
6	25.06.2024	3.10	Release a members only published copy of audited accounts once received	AMR	30.07.2024	Completed
7	25.06.2024	4.9	Liaise with STC on provisional booking terms for events.	LCLM	30.07.2024	Ongoing
8	25.06.2024	5.3	Review One Stop community funding and consider application.	AMR	30.07.2024	Ongoing



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

9	25.06.2024	6.3	Provide an update on the STC youth consultation.	LM	30.07.2024	<b>Ongoing</b>
10	25.06.2024	8.4	Share section 106 funding spreadsheet with SP.	LC	30.07.2024	<b>On Agenda</b>
11	31.07.2024	1.4	Publish minutes and actions of SPMT meeting 25.06.2024 on website	AMR	05.08.2024	<b>Completed</b>
12	31.07.2024	2.1	Draft Bid proposal for Creative Champions funding	AMR	22.08.2024	<b>On Agenda</b>
13	31.07.2024	2.1	Request March and April bank statements from Natwest account (HD)	NIK	22.08.2024	<b>Completed</b>
14	31.07.2024	2.1	Create marketing materials for RCS/Sandbach Pantry harvest festival.	AMR	16.08.2024	<b>Ongoing</b>
15	31.07.2024	3.8	Obtain renewal quote for annual EL and PL insurance	NIK	22.08.2024	<b>Completed</b>
16	31.07.2024	3.9	Review last works plan ahead of next meeting and prepare any new suggestions.	All	22.08.2024	<b>On Agenda</b>
17	31.07.2024	3.9	Add works plan review to next agenda.	NIK	19.08.2024	<b>Completed</b>
18	31.07.2024	3.10	Add officer intention discussion to next agenda.	NIK	19.08.2024	<b>Completed</b>



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

19	31.07.2024	4.10	Attend next Sandbach Town Council Meeting re YES venue hire 2025	AMR	11.09.2024	Ongoing
20	31.07.2024	4.14	Prepare posters for RCS fixers and officer volunteers	AMR	22.08.2024	Completed
21	31.07.2024	4.14	Provide posters to NK for display re AGM	AMR	05.08.2024	Completed
22	31.07.2024	5.4	Brief host volunteers on encouraging donations at RCS.	NK	17.08.2024	On Agenda
23	31.07.2024	6.3	Post AGM notice on social media and with Nub news events.	AMR	05.08.2024	Completed
24	31.07.2024	7.4	Send supplier information, order and delivery details to AMR (noticeboard perspex)	PD	06.08.2024	Completed
25	31.07.2024	7.6	Provide dates of availability to undertake remediation works to AMR.	PD	06.08.2024	Ongoing
26	31.07.2024	7.9	Provide suggestions for refreshed marketing collateral for Spooky Saturday to AMR.	PD	14.08.2024	Ongoing
27	31.07.2024	7.11	Create social media post for RCS volunteer fixers	AMR	15.08.2024	Completed
28	31.07.2024	7.12	Add Toy Swap shop to next agenda.	NK	19.08.2024	Completed
29	31.07.2024	8.1	Source and book venue for next SPMT meeting.	AMR	16.08.2024	Completed



Sandbach Partnership

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