

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

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

Tuesday 19 November 2024 at 19:00

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

#### 1 QUORUM & INTERESTS

- 1.1 HD noted apologies from PD and LM. LC joined via Teams. HD to reach out to LM. **ACTION**
- 1.2 HD requested conflict of interest be declared. All present – none to declare.
- 1.3 HD raised the minutes and actions of the last meeting held 29 October 2024 for approval. HD proposed acceptance, NK 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 18.11.2024:

Action 1: Not due - ongoing

Action 2: Ongoing

Action 3: Ongoing.

Action 4: HD noted that the planned meeting 14 October did not proceed. LC commented that new work is paused due to resourcing at STC. HD opined that an update be sent to the Green Spaces working group in line with this update.

Action 5: Complete.

Action 6: Ongoing. HD to take action, see 3.2 below.

Action 7: Ongoing.

Action 8: Ongoing.

Action 9: Complete.

Action 10: Complete.

Action 11: Complete

Action 12: Ongoing. AMR updated that a date proposal has been sent. Awaiting a reply.

Action 13: Ongoing – subject to weather.

Action 14: Ongoing.

Action 15: In progress.

Action 16: Ongoing.

Action 17: Ongoing

Action 18: Complete.

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

### *AGM actions*

Action 2: Complete

Action 7: Ongoing – HD to complete.

All other actions complete.

### *Post AGM close requests*

Action 1: Complete

Action 2: Complete

Action 3: Ongoing

Action 4: Complete

## **3 OPERATIONAL MANAGEMENT**

**3.1** HD raised annual member invoices. AMR advised that members will be issued a standard receipt when payment of membership received on account and added if members require an invoice to make the payment this can be requested.

**3.2** HD noted outstanding action 6 and advised HD will now conduct research and make a proposal in the new year. Action to be amended to HD.

**3.3** AMR updated no new grant applications pending or being commenced.

**3.4** HD updated on accountancy service search and noted a few no availability replies. HD meeting with a potential supplier 21.11.2024.

### *Finances*

**3.5** HD noted receipt of the renewal for the Microsoft licences had been received – no action to be taken as payment is automatic.

**3.6** AMR asked whether there had been any increase in cost. HD replied very inconsequential.

**3.7** NK updated on bank account status noting invoices paid in relation to Spooky Saturday and receipt of a few membership fees.

**3.8** HD advised that in accordance with the latest grant terms a PAT machine had been purchased for the Repair Cafe Sandbach.

## **4 STAKEHOLDER ENGAGEMENT**

**4.1** HD noted no updates from Cheshire East Council.

**4.2** HD advised no interaction this month for Sandbach Town Council and noted the Finance and Policies meeting 20.11.2024 - no interest from an SP perspective however member application for EHPFA for a mower.

**4.3** HD updated that minutes from the last Town Partnership meeting had been received, and the next meeting is in February.

**4.4** NK updated that noticeboards continue to be received with good engagement from the library.

## **5 COMMUNICATIONS**

**5.1** AMR noted nothing to report on website and media.

**5.2** HD updated contact had been made with Sandbach Directory and Go-Local to obtain costings for articles, specifically with Repair Cafe Sandbach 2025 marketing in mind which had now been received.

**5.3** HD advised that information had also been received on becoming a delivery agent for Sandbach Directory which could be a potential income source when SP are delivering RCS and other initiative marketing.

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

5.4 HD proposed a trial delivery round to test the theory and time versus effort required. AMR seconded with a further discussion to be held about whether it proceeds to an ongoing commitment.

5.5 NK requested a risk assessment for the activity be conducted to ensure safety considerations. HD agreed and will undertake. **ACTION**

### 6 PROJECTS

6.1 Noticeboards – HD updated three of the boards had now been completed (Literary Institute, DV8 and large map near Nationwide) and the next were listed as St Marys and the two opposite the Post Office subject to weather conditions.

6.2 HD commented that the Perspex on the map near Nationwide, does need replacement however the cost due to its large size (circa £200) is not in budget. HD noted further consideration will be given to this in the new year.

6.3 Spooky Saturday – AMR updated only two invoices awaited to be paid and grant feedback to be drafted and sent to STC.

6.4 AMR advised the cumulative monies raised to date for charities and community groups now complete and updated at over £1100.

6.5 Repair Café Sandbach – HD updated that the new operations manual had been drafted following the cessation of affiliation with Repair Cafe Wales.

6.6 HD advised that new form had been created for logging repairs which was trialled at the November Cafe which was successful.

6.7 HD noted a busy November RCS and an approach by the Trustees of St Peter's regarding safeguarding not leaving the door open and no monitoring of people entering and leaving the building as the door was propped open when the cafe was in session. The matter was discussed and a resolution made to move the welcome desk to the front door.

6.8 HD updated that contact had been made with Sandbach Market about the charity stall that is available for use. HD proposed a RCS pop up subject to availability to promote RCS. AMR seconded this proposal

6.9 Youth Engagement Showcase 2025 – HD noted outstanding action 16 to be resolved.

#### *Support to member organisations*

6.10 HD updated on attending Sandbach Animal Rescue constitution working group and a third meeting in the form of a workshop will be held in December with them aim of developing their new constitution by end January.

6.11 HD noted advice was being provided to Friends of Sandbach Station in relation to electronic payment methods.

6.12 AMR advised that she would be attending Ettiley Heath Playing Field Association's next meeting in December in relation to future event ideas.

### AOB

7.1 HD raised the matter of first aid training and asked whether members were interested in another session. AMR advised it was raised at the AGM and would put a note in the monthly communication to members. **ACTION**

7.2 LC updated that Lucie Ferneyhough's role is changing with some responsibility changes. HD noted the Connected Communities scheduled for 22.11.20.24 at 10am.

7.3 A consensus was taken, no availability to attend the meeting. HD requested NK attend our apologies. **ACTION**

7.4 AMR updated on an email received from a local school mistakenly taking us for the police and asked for a talk with the children about the role of police officers. AMR noted that a reply has been made to clarify our position and proposed an alternative.

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

- 7.5 AMR advised that the proposal was for an alternative talk on being a good member of the community focused on the importance of volunteering, and it would be an effective way to promote our members and other initiatives. HD seconded the proposal.
- 7.6 LC proposed that the opportunity be used to get opinions from young people on the town generally and suggested contact by made with Cllr Simon Richards who has an interest in education engagement, if the idea proceeds.
- 7.7 HD raised location of the next meeting to include a meal and a venue was agreed. HD questioned whether the cost should be met by the Partnership. AMR, NK and HD all agreed that the meal be self-funded.
- 7.8 HD raised 2025 management team meetings, a discussion was held on preferred day, week of the month and frequency. AMR to update diary invitation. **ACTION**
- 7.9 Meeting closed at 20:10. Date of next meeting 13 December 2024.

Helen Dorney – Chair  
Date 13.12.2024



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	25.06.2024	5.3	Review One Stop community funding and consider application.	AMR	26.11.2024	Ongoing
2	25.06.2024	6.3	Provide an update on the STC youth consultation.	LM	30.07.2024	Ongoing
3	22.08.2024	3.7	Submit proposal for reframing of Toy Swap Shop offering	PD	29.10.2024	Ongoing
4	22.08.2024	7.11	Update Green Spaces working group on status and next steps.	HD	30.09.2024	Ongoing
5	24.09.2024	3.4	Approach list of suggested organisations with an invite to membership	AMR	15.10.2024	Complete
6	24.09.2024	3.14	Put together an email proposal for the cloud telephone supplier including cost per month, ratings and change details for acceptance	PD	14.10.2024	Ongoing
7	24.09.2024	5.1	Add events calendar to agenda of next forum meeting	AMR	01.01.2025	Ongoing
8	24.09.2024	5.6	Draft one page volunteer agreement.	HD	04.10.2024	Ongoing
9	29.10.2024	1.4	Publish actions and minutes from SPMT meeting 24.09.2024 on website	AMR	08.11.2024	Complete



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

10	2.1	Send list of 2025 Repair Cafe dates to AMR.	HD	15.11.2024	Complete
11	3.1	Add additional groups for invitation to membership.	AMR	15.11.2024	Complete
12	5.1	Arrange a meeting with Sandbach School following their recent approach.	AMR	15.11.2024	Ongoing
13	6.4	Arrange a weekend date to complete noticeboard installation.	HD	15.11.2024	Ongoing
14	6.14	Complete grant feedback to STC following Spooky Saturday	AMR	26.11.2024	Ongoing
15	6.22	Create new poster and banner for 2025 RCS.	AMR	15.11.2024	Ongoing
16	6.24	Reach out to Transport Festival regarding town hall usage for YES	HD	19.11.2024	Ongoing
17	7.1	Explore requirement for SP to become dementia friendly.	HD	19.11.2024	Ongoing
18	7.3	Send poll to SP officers to re-arrange Nov and Dec SPMT meeting dates.	AMR	05.11.2024	Complete

AGM actions

	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



Sandbach Partnership

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

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

### Post meeting close requests

	Description	Owner	Due date
1	Add David Barringer to member email list	Anne-Marie Robinson	05.10.2024
2	Print and post members pack to Kathryn Sims – EHPFA	Anne-Marie Robinson	05.10.2024
3	Email members pack to Alex re Forge Fields	Anne-Marie Robinson	05.10.2024
4	Members pack to Karen Guy – Sandbach Animal Rescue Society	Anne-Marie Robinson	05.10.2024