



HEART OF PITSEA

## Partnership Board Meeting

Minutes of the meeting held on Wednesday 15<sup>th</sup> October 2014  
at Chalvedon Community 10:00am

### PRESENT

Sue Houghton	Resident Partnership Chair	SH
Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Louise Edwards	Basildon Borough Council Partnership Member	LE
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Paul Nagle	Resident Partnership Member	PN
Ricky Nelson	Prospective Resident Partnership Member	RN
Pippa Mead	ECC Youth Service Partnership Member	PM
Mike Phillips	Big Local Representative	MP
Dean Ross	Resident Partnership Member	DR
Andy Smith	ECC Youth Service Partnership Member	AS

### APOLOGIES

Keith Bobbin	Resident Partnership Member	KB
Peter Dickson	Resident Partnership Member	PD
Tracey Griffith	Resident Partnership Vice Chair	TG
Tina Rabone-King	Resident Partnership Member	TRK
Jane Stratford	Resident Partnership Member	JS

ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p><b>WELCOME</b></p> <p>The meeting commenced at 10:00am. SH gave welcomes, introductions and apologies. RN was introduced as a potential new resident member. LE announced that she will be leaving her role prior to the next board meeting and will be replaced with Grant Taylor.</p>	
1	<p><b>MINUTES OF LAST MEETING</b></p> <p>Minutes for Thursday 18<sup>th</sup> September 2014 had a typing error 'a Rick local resident' to be corrected to 'Rick a local resident'. CE felt that agenda item 3b's conversation was not reflected accurately. This did not include TRK agreeing with the Community Chest concept. It was agreed for CE to detail and circulate additional content for</p>	

	<p>consideration. Item 6 was detailed incorrectly a change is needed for 'This implied that' needs to be removed to correct the context.</p> <p>(MP arrived 10:08am)</p> <p>Minutes to be re-circulated.</p> <p><b>MATTERS ARISING</b>  MP action carried forward from 20/08/14.</p> <p>SJ action item 4d carried forward from 18/09/14.</p> <p>SJ action item 5 carried forward from 18/09/14.</p> <p>SJ reported on item 7. After investigation this was referred to the police as an anti-social concern. Fences do not need painting, this was misinformed.</p> <p>Item 4b LE offered to request feedback from Resident Involvement Team.</p> <p>Feedback requested from Co-Organisers.</p>	<p>MP</p> <p>SJ</p> <p>SJ</p> <p>LE</p> <p>CE</p>
<p><b>2</b></p>	<p><b>HOP co-ordinator report</b>  SJ distributed a monthly report. PN asked if this is relevant to be included as an agenda item at the Partnership meetings as it is sent to all members beforehand and any discussions regarding its content should be directed to CE or the Chair. This will be discussed by partnership members on the forum. Members prompted to advise on any relevant training opportunities. MP told members Local Trust have a fund for BL Areas to host a dedicated training event.</p>	<p>SH</p>
<p><b>3</b></p> <p>a)</p>	<p><b>UPCOMING FOCUS</b></p> <p><b>Themes for upcoming partnership meetings and working groups</b>  Conversation commenced on the benefit of having planned themes for future meetings. It was felt that this was a good idea and consideration for various work groups/task and finish teams should be established. Further planning will be progressed on the forum. It was agreed that future Board meetings should be more strategically focused. CE suggested that a work plan for the partnership is required and to consider capacity of volunteer resident members.  All relevant reports and documents are to be made available to members within an internet cloud service. This is to be tested and applied as soon as possible.  SH prompted discussion focused on the complication of decision making due to availability of residents to meet physically and how this may be resolved. SH listed a few ideas including email, video conferencing and asked for member's experiences. LE suggested that emails are commonplace within her workplace. PN agreed with LE that emails could be used for voting and the forum to prompt conversation including advice. CE was concerned about deferring decisions and that documents related to meetings need to clarify if a decision is required. If</p>	<p>SH</p> <p>SJ</p>

members do not attend then this is their input and that delegated powers should be considered. MP reaffirmed CE. PN suggested that working groups should be authorised to make decisions and that these outcomes should be informed on the forum.

DR left the meeting at 10:44am due to illness.

b) **Commissioning Process**

SJ circulated a flow chart for a potential commissioning structure that a work group have developed. It has been recognised that proposals have been suggested from a variety of organisations and that there is no formal mechanism to share this information to partners. This proposal will allow an open opportunity for self-employed individuals, community groups, businesses and partners to contribute to the aims of the Heart of Pitsea. It was detailed that it is important to protect resident members and that this process would allow transparency and inclusivity. VC advised that her colleague had viewed the structure and it resembles the commissioning cycle used by large organisations. CE and PN both endorsed this proposal with all members in agreement. CE encouraged to test the process whilst in development and a work group was formed consisting of PN, MP and SJ who will meet to produce a proposal template to then be circulated by email. It was agreed to replicate as much detail from the project process documentation as possible.

c) **Coffee Morning**

SH prompted a suggestion of budget and finer details for this event. It was questioned to why this item has been included in the meeting and that this should just happen as it was agreed previously to hold this event in Maggie's café. SJ intervened and commented that it had been appropriate for SH to clarify further detail as challenges have been expressed towards authorisation of spending money. It was replicated by all members that it was not possible to cap a spend allowance due to its format and this will be reviewed ongoing. It was agreed that community members who attend will receive a drink and a slice of cake.

d) **Youth Café**

LE stated that BBC, EYS and The Place have recognised that there is a need for youth activities. A youth café was suggested and is being developed. It was explained that they are currently looking to produce a flyer and that LE's manager had agreed to fund this but was also looking to share this expense and asked the partnership to contribute half. PN asked when the youth café would begin and PM commented that it will launch when I-connect (a local community group) have a constitution, DBS checks and bank account. CE also suggested that the CVS can provide support and mentioned the Community First funding. LE expanded that the youth café has potential to stem into further youth activities. HoP members expressed an interest to be involved in this project and agreed to contribute with volunteer time and utilising our links with the community such as an email campaign, newsletter and facebook and asked if any strategic partners have any publicity strands that this could be incorporated into. A financial commitment cannot be offered at this time as this would need to progress via the same process as other projects and proposals.

	<p>LE said that she felt this was not suitable as it was just a flyer amounting to a small value and that an urgency was required to progress further. SJ asked her to clarify that if the Heart of Pitsea did not contribute to the flyer then they would not be considered as a partner of this project. LE confirmed that this is correct. PN commented that £500 had been contributed to a youth engagement event in partnership with BBC, EYS and other agencies and that this resulted in no outcome. (A report on the event will be available online shortly) PM explained that the outcome of that event was the development of this Youth Café. SJ stated the Heart of Pitsea should be included automatically as they are already partners. This received unanimous agreement around the table and prompted suggestion for stronger partnership working and support. LE responded by saying that she felt this was just simply a small request as the Heart of Pitsea has money to spend. It was again expressed that the Heart of Pitsea would like to be involved but would not contribute simply towards the flyer and would like to explore other benefits and value. LE offered to submit a project proposal for the Youth Café ready for the meeting on Friday 17<sup>th</sup> October. It was expressed that this would be difficult to achieve in time for the meeting but LE insisted she could provide one in time. SH accepted and invited this submission to be included in Friday,s round of voting.</p> <p>SH invited RN to contribute as he is a volunteer for I-Connect. RN outlined his background working with young people and that he recognises a need for youth activities. SJ added that RN contacted us and expressed an interest to join HoPP and was keen to support a local youth forum.</p> <p>Conversation continued towards establishing a youth forum and ongoing activities. To progress this a focus group consisting of PN, RN, PM and SJ who will report during the next meeting.</p> <p>PM said that the youth bus is going to be set-up for 6 weeks on Mondays between 6-9pm in car park of ‘The Place’.</p>	SJ
4	<p><b>UPDATES</b></p> <p>a) <b>Project Process - Project Brief Update</b></p> <p>This voting meeting is being held on Friday 17<sup>th</sup> October 2014.</p> <p>b) <b>Website</b></p> <p>SH asked members to view the test website and to share their views on the forum. To also consider other websites that had elements that could be considered and forward any content or articles that could be included on the website.</p> <p>c) <b>Big Local Events and Training opportunities</b></p> <p>MP detailed upcoming Big Local events. The first event is on Saturday 25<sup>th</sup> October in Sompting called ‘Implementing your plan’. The second is on Monday 6<sup>th</sup> November at Slade Green and is focused towards Green Spaces. It was requested for interested members to email MP.</p>	SH

	<p>SH described the Stoke event that focused on the science of volunteering and the London event regarding the roles and relationships of the chair, big local worker and trusted organisation.</p> <p>It was agreed to put a link for Big Local events and training opportunities within our forum.</p>	SJ
<b>5</b>	<p><b>BUDGET UPDATE</b></p> <p>a) <b>Spend to Date</b>  The monthly spend was circulated and a document detailing yearly spend aligned to each strategic budget. SJ asked if this was the right level of information and PN suggested that this level is too much and CE agreed. It may be complicated when a higher level of activity is occurring. CE explained that other Big Local areas have a treasurer who scrutinise the finer details. SH suggested to revisit this subject when more members are present.</p>	
<b>6</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>i) CE advised that there is a Basildon Renaissance Partnership meeting on Tuesday 11<sup>th</sup> November and suggested that a resident and SJ should attend to provide an update on the Heart of Pitsea. SH commented that residents should rotate each time.</p> <p>ii) CE commented about an email from another resident suggesting for a previous board member to re-join the partnership. SH responded and suggested that there is space available within the partnership.</p> <p>iii) PN discussed briefly about the budget and realigning the projections. CE agreed and suggested that the forum should include topic of themes for future meetings.</p>	SJ
<b>8</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Thursday 20<sup>th</sup> November 2014 7-9pm at Chalvedon Community Centre.</p>	

The meeting concluded at 9:02pm.