



HEART OF PITSEA

Partnership Board Meeting

Minutes of the meeting held on Thursday 22nd May 2014
at The Place 19.15pm

PRESENT

Tracey Griffith	Resident Partnership Vice Chair	TG
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Paul Nagle	Resident Partnership Member	PN
Tina Rabone-King	Resident Partnership Member	TRK
Andy Smith	ECC Youth Service Partnership Member	AS
Jane Stratford	Resident Partnership Member	JS
Maxine Williams	Basildon Borough Council Partnership Member	MW

APOLOGIES

Keith Bobbin	Resident Partnership Member	KB
Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member.	VC
Peter Dickson	Resident Partnership Member	PD
Sue Houghton	Resident Partnership Chair	SH
Mike Phillips	Big Local Representative	MP
Dean Ross	Resident Partnership Member	DR
Lyndsay Scott	Resident Partnership Member	LS

ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p>WELCOME</p> <p>TG gave welcomes, introductions and apologies. TRK was welcomed to the partnership as a new resident member.</p>	
1	<p>MINUTES OF LAST MEETING</p> <p>Minutes for 16/4 agreed.</p> <p>MATTERS ARISING</p>	

	<p>The previous action points were discussed and there was a few points incomplete. The following list covers these action points:</p> <p>Explore the community chest concept and arrange to share information with localities that are using this process.</p> <p>Volunteer pack compilation to include FAQ's.</p>	<p>MP</p> <p>SJ</p>
2	<p>HOP co-ordinator report</p> <p>SJ distributed a monthly report and allowed a few moments for the partnership to view and request any clarification if required. No questions were asked and CE commented about the amount of activity with a positive view.</p> <p>SJ recommended the partnership to acquire a camcorder and video editing software to enable a dynamic and exciting method to provide feedback and evaluations of projects. This was agreed by those present.</p>	
3	<p>ADMINISTRATION DOCUMENTS</p> <p>a) Volunteer Pack SJ suggested that a table of contents would be presented within the forum.</p> <p>b) Project Process – Light Bulb Moments SJ explained that Partnership members had each received a full list of project suggestions with the directions to vote whether they felt an idea would be a good suggestion to progress through the project process. Nine members returned their responses and three remained unreturned. SJ presented a list of the compiled results returned from members. Viewing these results prompted a discussion about the process and it was apparent that members were unsure of the concept. MW suggested that this stage would be easier with further information such as how the LBM's would fit within the strategic plan. SJ explained that the intention of this stage is to reduce the amount of LBM's and to set a bank/review date for the LBM's to be revisited. This conversation continued for a period of time and concluded with SJ recommending members to revisit the project process to allow a greater understanding of the process which may help to alleviate questions and concerns. It was then agreed to arrange a focus group meeting to progress this project process stage.</p> <p>Within this conversation it was suggested that the Community Chest concept was not included within LBM list. Further discussion around this to take place on the forum.</p>	<p>SJ</p>
4	<p>UPDATES</p> <p>4.1 Upcoming events</p> <p>a) Spring Clean SJ explained that the event on 24th May is prepared and planned. SJ encouraged members to continue to explore for volunteers.</p> <p>b) Coffee Mornings TG explained that this event is going ahead on 29th May as scheduled and explained that a guest speaker had cancelled at short notice. TG confirmed finer details for arrival etc.</p>	

c) **Fun Day**

TG explained that the focus group met and the outcome of this meeting was presented within the forum. Members were aware of this and agreed to continue sharing this information in this manner.

d) **Adventure Island Tickets**

TG explained the concept of this idea is to generate an income stream as well as being a family engagement tool. TG continued to explain that this idea had been sent to the Big Local for approval. CE continued and explained that the Big Local were happy to endorse this idea with agreement from the trustee. A small discussion took place with views about the scheme being charitable and the likelihood of a return. It was also recognised that this idea was included within the project process and had not received a majority interest within the partnership. It was agreed to wait for the final three votes to clarify if this scheme would progress in the same method as any other suggestions.

e) **Chalvedon Playground Regeneration**

TG announced that she received an email from Basildon Council suggesting to develop the Chalvedon playground area. This encouraged a conversation and was suggested to be included with the next progression of LBM ideas.

4.2 Elm Green

TG updated the partnership that a joint plaque would be present at the site and that the commencement date had been rescheduled to 27th May.

4.3 Website

a) **Private Forum**

PN confirmed that the forum had been completed and that the domain has been secured. It was encouraged for members predominantly use the forum to share information rather than send emails.

PN then discussed the website in general and suggested that photo's need to be collated of the local area and events. It was also suggested to progress the website development and to plan a focus group to achieve this. The focus group will arrange a meeting to progress development of the website.

4.4 Marketing and Promotion

TG stated that a focus group met and discussed branding. This meeting will be shared within the forum to allow contributions from all members. SJ clarified that from this focus meeting it was agreed to pursue a graphic designer to design future literature. SJ confirmed that this has been arranged and that ongoing design would be produced with 'Off The Peg'. This has a number of benefits including updating projects onto the website. SJ explained that a selection of quotes were obtained prior to discussing this offering with 'Off The Peg' and a proposed price package was offered to ensure value for money.

SJ expressed that a newsletter was due for completion by 23/05/14 and that this would be finalised with 'Off The Peg' to ensure the best quality possible.

PN

5	<p>TRAINING</p> <p>a) First Aid It was confirmed that SJ and SH would be attending this course scheduled for 18th, 19th and 20th July.</p> <p>b) Catering JS informed the group that Adult Community College had opportunities in catering training and provided details if members wished to pursue this training.</p> <p>c) Budget Training SJ explained that SH and himself both attended this training and found it useful focusing towards HoP's future plans.</p> <p>d) Big Local Event – Update PN presented feedback for the workshops that he attended and explained about co-operatives and how other localities had progressed. SJ also explained his experience of this event and shared that he participated in a workshop focused towards entrepreneurs. TG stated she had already emailed details of the workshop she attended to everyone</p>	
6	<p>BUDGET UPDATE</p> <p>a) Spend to date CE distributed a spreadsheet including current financial figures and then explained the detail.</p> <p>b) CVS Cost Recommendation CE distributed the Big Local terms and conditions and also shared a document explaining the costs for the CVS. It was agreed to revisit this in the near future as it is a priority for CVS. A meeting date will be agreed to discuss this element as soon as possible</p>	SJ
7	<p>ANY OTHER BUSINESS</p> <p>Members did not suggest any further topics for discussion.</p>	
8	<p>DATE OF NEXT MEETING</p> <p>10am – 12noon on Wednesday 18th June 2014 at Chalvedon Community Centre.</p> <p>Venue to be confirmed when booked.</p>	SJ

The meeting concluded at 21:25pm.