



HEART OF PITSEA

# Partnership Board Meeting Minutes

Meeting held on Thursday 15 February 2018  
at Pitsea Library 19.00-21.00

## Partnership Members in attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair (Meeting Chair from 19.29)	(TG)
Simon Johnson, Heart of Pitsea Co-ordinator	(SJ)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member (Meeting Chair from 19.04-19.25)	(PN)
Trevor Simmons, Resident Partnership Member	(TS)

## Apologies

Julie Clark, Resident Partnership Member	(JC)
Peter Dickson, Resident Partnership Member	(PD)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Jan Stobart, Big Local Representative	(JS)

## Guest in attendance

Tricia Marshall, Time Bank Co-ordinator	(TM)
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## Non-attending Partnership Members

Emma Branch, Transformation Manager, NHS CCG	(EB)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Jean Thompson, Resident Partnership Member	(JT)

## 19.04 Meeting Started

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### Welcomes, introductions and declarations of interest

PN volunteered to chair the meeting due to the delayed arrival of TG. He welcomed everyone to the meeting and introduced our guest, Tricia Marshall, Time Bank Co-ordinator. Partnership members introduced themselves to TM.

CE declared a conflict of interest in item 3 on the agenda (LTO Expression of Interest), and suggested that he, PN, SJ and GB left the meeting when this item was discussed.

## Time Banking

TM explained the concept of the Time Banking scheme to members, answered their questions and handed out forms. SJ suggested that as banked hours could be donated, these could possibly be used on a project (i.e. litter picking) within the HoP area.

**ACTION** GB to prompt residents who sign up for the scheme to submit their hours to her at the monthly partnership meeting.

19.21 TG joined the meeting

19.25 Meeting paused while SJ and TM left the meeting

19.29 SJ returned to the meeting, which resumed with TG as Chair

### (1) Approval of minutes of last meeting and matters arising

Minutes of the last meeting were agreed. GB clarified that the 2 quiz night amounts listed for 5<sup>th</sup> and 21<sup>st</sup> September 2017 (£115.00 and £125.00) related to the quizzes held in August and September 2017.

Actions going forward are:

**ACTION** PN to circulate dates for the funding proposal scheme rounds in July and October 2018.

**ACTION** EB to circulate draft service specification for Mental Health Hub. SJ to continue researching possible venues for the Hub and to contact EB for an update.

**ACTION** GB to circulate updated event dates to members.

**ACTION** SJ to circulate updated information on Southend Football Club proposal to members.

No further matters arising.

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### (2) Partnership Update

#### LTO Expression of Interest

Item was moved to the end of the agenda.

#### AGM & 'Pitch/Pick A Project'

Resident members **AGREED** to set a date for the AGM of 12 May 2018, 11.00am-1.00pm at The Chalvedon Community Centre.

It was suggested that, as last year, the Co-Chairs would present the AGM portion of the event. The Plan Review and new Plan to be designed and printed in time for the event. TG volunteered to create the 'voting box', arrange the lunchtime food and asked for a volunteer to help her collect the food on the day. SJ suggested supporting Mediterranean Grill to cater. A discussion took place around the format of Pick a Project - the need to decide on number of

votes for SS13 3\* residents and those from outside the area/perhaps providing an opportunity for a short project pitch/having a voting box in the library/pop ups to promote the event.

Resident members [AGREED](#) to a budget of £1,000 for printing of Plan Review/Plan/Promotional material and also £400 for the event.

#### Update on Plan and Budget Submission

PN felt that the plan assessment meeting with Paul Bragman had been successful. PB had asked a number of questions which residents had answered, he had recognised and liked the way HoP worked differently from other Big Locals and was impressed by our Monitoring and Evaluation tool. HoP legacy had been raised, which would hopefully be achieved via the Winifred Road Play Area. A Sustainability Focus Group needs to be set up. TG explained that Big Local would inform us within approximately 2 weeks if the plan has been accepted. SJ thanked residents for getting involved in the process and bearing with the complications.

[ACTION](#) TG to circulate the plan review feedback received from JS to members.

### [\(3\) The Heart of Pitsea News](#)

#### Little Monsters and Mighty Marvels

Firstly, SJ apologised to CE regarding his comments during the discussion of this topic at the last meeting. He explained that he hadn't intended to put CE in a bad light and felt that frustrations shouldn't have been brought to the meeting, and that any similar problems would be discussed outside of partnership meetings in the future.

SJ explained how the original Youth Club had begun and how it had evolved. He circulated the Little Monsters/Mighty Marvels project agreement (agreed in April 17), plus information lifted from emails since that time and his research on possible options for fulfilling the staffing of the clubs. Members were asked to take this information away to read and were invited to discuss this outside of the meeting if it would help to formulate their recommendations/decisions. KB suggested the commissioning of Essex Boys & Girls Club. PN pointed out that the original Youth Club agreement had ended in July 2017. SJ explained that Motivated Minds continue to supply one member of staff on a freelance/invoice basis. With the intergenerational project 'Bridging The Gap' operating within the same space, the HoP Youth Club had faced challenges, but had embraced the opportunity to include younger members from aged 5 up. The Youth Club teenagers had volunteered to help with the younger age group session. Safeguarding is covered, but SJ explained that there is an urgency to come to a decision to ensure constant staffing. CE thanked SJ for his apology. He advised residents to digest everything put forward by SJ in order to consider the project concept/processes/capacity/need/model and to set a date to meet to discuss. SJ meeting with Essex Youth Service on 19 Feb, who would be able to offer support if young people over the age of 13 volunteer to help with youngsters under 13. Separating the two clubs into individual agreements was suggested.

[ACTION](#) SJ to circulate all documents presented at the meeting and the role description to partnership members.

[20.49](#) CE, PN, SJ & GB left the meeting due to conflict of interest with the next agenda item (LTO Expression of Interest)

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## LTO Expression of Interest (minuted by TG)

Resident members discussed the current HoP LTO set up, whereby the CVS charges a fixed monthly fee (currently £780) to handle HoP money, employ staff and provide office space for staff. TG explained that LTO's receive a 5% admin fee on money drawn down by Big Locals from Local Trust. However, the CVS charges HoP a fixed monthly fee, so they know exactly what their income will be. As HoP has a separate arrangement to pay CVS, the 5% admin fee sent to us by Local Trust, goes back into the HOP money pot.

As other options can be considered for an LTO, residents felt it healthy for CVS to have competition and important to investigate best value for money. Although HoP could become its own 'entity' and effectively become its own LTO, it was felt we were not in a position to do this, and better to advertise and invite other organisations to complete an expression of interest form to investigate if there are any other alternatives to the CVS. Suggested closing date for expressions of interest - end of May 2018.

Residents requested time outside of the meeting to read the documents produced and asked to be kept informed of when advertising begins and what responses we have as they come in.

**ACTION** SJ to circulate LTO expression of interest information and resident members to email any questions or thoughts to SJ

## **21.05 Meeting Ended**

### **Date of next meeting**

Thursday 15 March, 10.00am-12noon at The Chalvedon Community Centre