



Partnership Board Meeting Minutes

Meeting held on Tuesday 16 October 2018
10.00-12.00 at Chalvedon Community Centre

In attendance

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| Keith Bobbin, Resident Partnership Member | (KB) |
| Gill Buttwell, Heart of Pitsea Administrator (Minute Taker) | (GB) |
| Peter Dickson, Resident Partnership Member | (PD) |
| Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS | (CE) |
| Michelle Fairchild, Community Development Officer, Basildon Council | (MF) |
| Andy Florence, Resident Partnership Member | (AF) |
| Paul Nagle, Resident Partnership Member (Chair) | (PN) |
| Jan Stobart, Big Local Representative | (JS) |

Apologies

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| Emma Branch, Transformation Manager, NHS CCG | (EB) |
| Julie Clark, Resident Partnership Member | (JC) |
| Ashley Gillam, Youth Worker, Essex County Council | (AG) |
| Tracey Griffith, Resident Partnership Co-Chair | (TG) |
| Sue Houghton, Resident Partnership Co-Chair (meeting Chair) | (SH) |
| Simon Johnson, Heart of Pitsea Co-ordinator | (SJ) |
| Jean Lane, Resident Partnership Member | (JL) |
| Trevor Simmons, Resident Partnership Member | (TS) |
| Jean Thompson, Resident Partnership Member | (JT) |

10.27 Meeting Started

(1) Welcomes, introductions and declarations of interest

PN welcomed members and asked for any declarations of interest. Declarations made: KB - as governor of Northlands School; CE - as current LTO for Heart of Pitsea; PN - as applicant for Youth Worker role. It was agreed that it wouldn't be necessary for these members to leave the meeting at these agenda points as they were status updates only.

(2) Approval of minutes of last meeting and matters arising

Minutes of the last meeting were reviewed - no changes were necessary.

Actions going forward are:

Joining the communication platform 'Slack': SJ to help members who haven't managed to join - KB & PD requested help.

Craig Tyler Trust Warrior Cup: This event was a fun day, so it didn't have space for another football team. Therefore HoP didn't take part. It has been decided that the money previously earmarked for the trust would be given to them as a donation.

ACTION: Money raised at HoP events (£151.00) to be donated to the Craig Tyler Trust.

No further matters arising. Minutes agreed.

(3) Partnership Update

Wellbeing Hub update:

CE explained that following interview of 3 prospective providers, it was decided that none of these organisations were completely suitable. Therefore, the CCG would approach all 3 to consider running a consortium to deliver the service together. If this cannot be agreed, then the invitation to deliver the service may well go back out to tender. Members felt that clarification on the delivery area and hub premises was crucial.

ACTION: CE to update Big Local

LTO Expression of Interest update:

GB explained that invitation to submit an expression of interest to become the Heart of Pitsea LTO had been sent out to a number of organisations. The information has been posted on the Heart of Pitsea Facebook page and also the Heart of Pitsea website. Closing date for submission is Friday 19 October. At the time of the meeting, no applications had been received.

Media Trust Comms Plan update:

GB provided all members with an updated copy of the comms plan. The plan includes a 'life stories' campaign via a survey. All members really liked this idea but as HoP has recently conducted a survey, it was felt this approach might not be the best. GB asked members to give any feedback on the plan and asked if anyone would like to get involved to let her know. KB happy to be interviewed for a 'Life Story'. PN felt it would be good to have more video archive material for HoP.

Newsletter:

It is intended that our next newsletter celebrates what HoP has achieved over the last year, and what we have planned/wish to achieve for the future. It would be very beneficial to include a list of social events for 2019, so we need to ask the partnership what events we should run. PN suggested that as it had been a while since we published a newsletter, this should be a bumper edition of around 16 pages. GB felt it would be key to have it published by mid-November in order to promote the Pitsea Community Christmas event on 1 December.

Heart of Pitsea Legacy Park:

CE provided a status update: Big Local had appointed an assessor to evaluate the project and progress of the project is on hold pending the assessment. It is hoped that this will be provided asap. There is an additional cost of £2,100 for further resurfacing - decision will need to be made at a later date. The deferral of the project has incurred an additional cost of £800.00 from the supplier - Heart of Pitsea will need to discuss this with Basildon Council.

Pitsea Community Christmas:

GB informed the meeting that the Community Christmas event will be held from 10am-4pm on Saturday 1 December. It is being organised in collaboration with Basildon & Pitsea Carnival, TSB Bank, Cribbs, Pitsea Market, The Peabody Trust (formally Family Mosaic) and Pitsea Library. Cribbs are investigating lighting the tree on the roundabout on the High Street. Basildon & Pitsea Carnival have confirmed the funfair (no inflatables) and will provide a costing. This year's event is hoping to create a better link between the entertainment in the market to the entertainment in the Northlands Pavement area by hosting an arena area on Northlands Pavement (hosted by Partyman) to include group performances of martial arts demonstrations, music performance etc. Heart of Pitsea is co ordinating a Community Market with stalls hosted by community groups/charities etc within a marquee and also a Youth Market Challenge event. Cost of the marquee to be supplied to members. TSB haven't decided on their activities as yet. Pitsea Library to host seasonal crafts and Letter to Santa. Heart of Pitsea will provide promotional materials, i.e. banners, flyers, signage etc. Bas Carnival may provide costumed 'staff' who can direct people to entertainment.

Youth Club Employment:

GB explained that recruitment for the youth club job roles had been added to the Heart of Pitsea Facebook page and withdrawn when numbers of interested applicants had reached approximately 40. All applicants had been informed that they would need to provide their email address for an application pack to be sent to them. All those that provided their email (38) had been sent packs. Following that, only one application had been received. This applicant would be progressed with an interview.

Northlands School:

A project brief had been created to fund a Play Therapist and training for school staff. Heart of Pitsea is funding £8,179.20 up front - payment to be made asap to the school. A resource fund had also been agreed for the school to tap into for additional training up until October 2019. This wouldn't be available until the school applied for it. Due to the sensitivities of this project there will be no online monitoring. The school will provide 3 case studies, a breakdown of statistics and a final evaluation report.

Pitsea Library Theatre Project:

Resident members had agreed to fund £75.00 towards the cost of the staging of a theatre performance for youngsters at Pitsea Library in 2019.

11.10 PD left the meeting

Round 14 funding:

This round had received 9 applications with a total of £64,153.92 requested from Heart of Pitsea. 5 projects had been agreed, 3 had been rejected and 1 had been banked.

The 5 agreed were:

- Being Me Creatively (a performance based mental health project)
- 2 x 1st Aid Training courses for local schools: Northlands, Maple Grove and The Academy (being delivered by Southend YMCA)
- WOW Surviving To Thriving (Purple Genie)
- Frazzled Families Finding Freedom (Purple Genie)

3 rejected:

- Discovering True Self (Purple Genie)
- Move Pitsea (Above Parkour Ltd)
- The Shape Program (GH Scientific)

Banked:

- Pitsea Advocacy Services (South Essex Advocacy Services)

ACTION: CE requested SJ confirms that feedback has been sent to rejected/banked project applicants

Youth Forum:

Membership of the forum has changed recently and there are now approximately 12 members, around 8 of whom attend regularly. The Forum may submit a funding application to the Essex Community Foundation for a workshop project for young people, which they will deliver. The group have identified 3 key areas: Knife Crime, Gangs; Mental Cruelty. They have also identified a project tackling dog fouling with signage and bins in Northlands Park and Elm Green. They will also take part in the Community Christmas Youth Market Challenge. MF to progress Youth Council participation. Pitsea Pound Pot funding scheme is now active and has been promoted online and via the CVS. Meeting suggested they would be welcome to make a presentation at a Partnership Meeting.

(5)Local Trust - Big Local Rep Update

JS highlighted the LTO and Workers event in November. This event isn't just for LTO's and Workers, but only 2 spaces per Big Local available. CE keen to attend.

Local Trust will make an announcement for the '2020 5 Year Plan', for Big Locals to create a plan for any remaining funding and projects by 2025/26. Big Local Rep contracts to be renewed in April 2019. Partnership members need to update Big Local to confirm that they are a partnership member and agree to carry out the roles and responsibilities as a member. JS to send the form for this to GB to circulate to members to sign.

ACTION: JS to send form to GB. GB to circulate to members.

Any Other Business

CE stated that financial reports will be circulated electronically. CVS Finance Officer happy to attend a partnership meeting to meet members.

JS reminded members about the finance policy/accountable body meeting previously discussed. GB explained that this was hoped to be included in an awayday type event. It was felt this would probably happen in early 2019.

GB requested that members take photos of the Legacy Park progress (once work begins) and send them to her to use online and to compile into a montage showing the process from start to finish.

Meeting Ended 11.35

Date of next meeting

Thursday 15 November 19.30-21.30 Pitsea Library