



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 19 March 2020  
10.00am-12.00pm  
Harvester, Vange

## In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (via Skype)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
Jan Stobart, Big Local Representative (via Skype)	(JS)
Carole Turkson, Resident Partnership Member	(CT)
Stephanie Vella, Heart of Pitsea Co-ordinator (Minute Taker)	(SV)

## Invited attendees:

Max, Heart of Pitsea Resident  
Harrison, Heart of Pitsea Youth Forum Member

## Apologies received

Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)

## Non Attending

Pippa Foster, Funding and Development Manager, BBWCVS	(PF)
Andy Florence, Resident Partnership Member	(AF)
Simon Johnson, Chief Officer, BBWCVS	(SJ)
Paul Nagle, Resident Partnership Member	(PN)

## Meeting Started

### Approval of minutes of last meeting and matters arising

Minutes of the February meeting weren't reviewed, so still need to be agreed. Matters arising from January/February meeting to be carried forward.

### Branded Merchandising

Merchandise items - hoodies (x12), trolley coins (x250), water bottles (x250) bags (x250) ID Cards (x25) and Lanyards (x25) were discussed.

**AGREED:** Purchase of all items was agreed by resident members.

### **Incredible Edible Community Gardening Project**

Members discussed ways of informing the community when the veg is ready so they can use it and it does not wither and waste. SV felt that a true reflection of the cost effectiveness of the project couldn't be shown unless the veg was weighed and its market price was included.

**AGREED:** Resident agreed for the project to be funded for another 12 months with a review every 3 months.

**ACTION:** SV to discuss this with IE project lead.

### **COVID-19 hunger and isolation**

The partnership discussed what we could do to support the community. JS informed the meeting that Big Local was happy for funds to be redirected to this cause and pretty much spend what we needed and the paperwork could follow. North Meets South Big Local are setting up a COVID-19 initiative.

There was a discussion to determine current underspend of 16K, which could potentially be used. JS asked if the next funding draw down had happened?

The meeting discussed possibly donating to the Basildon Foodbank at The Place, Pitsea Leisure Centre, however SH voiced concerns that this cannot guarantee only Pitsea residents receive Heart of Pitsea aid.

SH mentioned the need to find out Basildon councils plans - SV has already tried but has been unable to contact MF.

There is a Coronavirus slack group for anything virus driven. A discussion around 'Telephone Tree' and the BBWCVS plans took place.

GB asked members to send ideas for what to do in self isolation to be added to Facebook.

### **ACTIONS:**

**SV:** Contact food services and see what we can do to help; speak to North meet South re their initiative; Register as a community group with the Essex Coronavirus; identify how HoP can help with the BBWCVS initiative; contact CVS Finance Officer regarding next funding draw down.

**GB/SV/SH:** Potentially deploy the Community Connect Pom Poms.

**GB/SV:** Potentially produce a regular flyer; look at Local Trust Workplace for how other Big Locals are supporting their communities' Big Local response to COVID-19.

**GB:** Add missing partnership members to COVID-19 Slack Channel.

**ALL:** Send ideas for what to do in self isolation to be added to Facebook by GB.

### **Youth Forum member, Harrison**

Harrison talked about his experiences with the Youth Forum, which was well received. TG handed out First Aid at work certificates to Harrison, Max & SH.

## Heart of Pitsea AGM

Members talked about the recovery and continuation for the AGM and decided to revisit setting a date in 3 months.

**ACTION:** AGM to be discussed again in 3 months.

## Summer Activities

No plans for the summer activities and holiday hunger can be confirmed but we should plan the delivery to activate if we can. Dog show could be planned as finale to the Summer activities. Carole keen to be involved in the organisation of the dog show.

**ACTION:** SV to plan summer activities for activation if allowed.

## Legacy Statement

There was a discussion around the legacy statement. The away day was discussed but we are unable to plan a date - potentially September. The deadline for the Legacy Statement will be extended by Local Trust in the light of COVID 19. JS stated that Big Local plans could be extended and bridging funds can be applied for.

**ACTION:** Gill to put out a doodle poll for a September date (include Saturdays).

## Any Other Business

**Youth Leaders** hours are to be utilised they are to continue to be paid but will owe those hours back in Lieu.

**Gill's annual appraisal** is on hold.

**Public Health Essex Community Link** email.

**ACTION:** Tracey forwarding to SV and GB.

Date of next meeting TBC