

Meeting Notes and Actions

Big Local Heart of Pitsea – Community Champions Meeting Minutes from Tuesday 12th February 2013

Attendees

Resident Members	Advisory Members
Sue Houghton (SH)	Melanie Aust – Big Local Rep (MA)
Peter Dickson (PD)	Grant Taylor - Community Development Officer Basildon Borough Council (GT)
Keith Bobbins (KB)	Suqie Banwait – Big Local Officer – Heart of Pitsea (SB)
Jean Thompson (JT)	Sharon Griffiths – ACL
C Artingstall (CA)	
Carley Marshall (CM)	
B Honshad (BH)	
Lilien Henshaw (LH)	
Mark Brown (MB)	
Julie Brown (JB)	
Jo Terry (JT)	
Alex Penn (AP)	
Ashley Gillam (AG)	

Item	Information/Action	For Action By
1	Welcome, Introductions and Apologies: SH gave introduction and apologies and a brief update on the Big Local Heart of Pitsea.	
2	Minutes of last meeting: SH went through the minutes of the last meeting 17 th January. The minutes were agreed as a true record of the meeting.	
3	Update on Engagement Plan and Visiting Programme Activities GT explains the purpose of the Big Lottery funding – who the money is for and how it should be spent. PD discusses the importance of engaging with hard to reach groups. SG mentions that there is funding available for sports activities.	
4.	HoP website design – set delivery programme GT gave a quick update on the delivery of the website design – they have allocated this job to the students of the Basildon Upper Academy. This will be monitored within the next coming weeks	PN/GT
5.	Logo Competition SH gave an update on the visits to local schools and on the delivery of the logo competition – all local schools in the HoP have already been approached by visits and emails to gain permission to run this competition in their schools. A competition form and design brief and deadline date will be set and delivered to all schools within	SH/SB

<p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p>	<p>the next few days.</p> <p>Update on Volunteers – Community Champions List SB gave an update on the volunteer programme. A list will be formed of prospective volunteers and those interested in the Community Ambassadors Training.</p> <p>SG gave a brief talk on the training and development of volunteers; she informed the Community Champions group of the Community Ambassadors Training and explains what the course is about and the criteria. SG explains a range of other courses and hands out leaflets.</p> <p>Events coming up - with the agenda for volunteers to help with each event and recruit further volunteers:- <u>Bacon Sandwich Breakfast</u> and <u>Business Breakfast</u> PD explains the Business Breakfast event planned for Tuesday 19th March at the Pitsea Leisure Centre between 7.30am – 8.30am</p> <p>Ideas for Newsletters and delivery of Newsletters There was a group discussion on the presentation of the newsletter; a few suggested that we use another header for the Heart of Pitsea newsletter instead of the Heart of Pitsea as it gave the impression of a church. It was agreed that we should not lose the name 'Heart of Pitsea' as it was chosen by the residents. A compromise was reached and it was suggested that we use another header alongside this one, in which case examples were thrown out with one example that stood prominent over others; this was the HoPa (Heart of Pitsea area). Further developments of this new name will take place in the near future, possibly once the partnership panel has been formed.</p> <p>Discussion on Partnership Development continued....MA</p> <ul style="list-style-type: none"> • Terms of References • Roles and Responsibilities <p>MA gave a recap of the Partnership development and discussed the ToR and roles and responsibilities of the Partnership board. MA discussed the recruitment process including newsletter and press advertisement, and the selection process.</p> <p>"It will be an informal chat with the interviewing panel - MA, CVS and a member of Basildon Council. We need to have the partnership board formed by April 2013 and the next stage is how to spend the money" MA.</p> <p>Presentation/talk by CSV CSV were unable to attend</p> <p>Any other Business</p>	<p>SB</p>
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Next meeting 12th March