



HEART OF PITSEA

Partnership Board Meeting Minutes

Meeting held on Wednesday 15 March 2017
at Chalvedon Community Centre at 10.00

Members in attendance

Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Emma Branch, Transformation Manager, NHS CCG	(EB)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Jan Stobart, Big Local Representative	(JS)
Simon Johnson, Heart of Pitsea Coordinator	(SJ)
Peter Dickson, Resident Partnership Member	(PD)
Paul Nagle, Resident Partnership Member	(PN)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)

Resident visitors in attendance

Jean Lane; Christina Tanner; Andy Florence; Trevor Simmons

Apologies

Keith Bobbin, Resident Partnership Member	(KB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Tina Rabone-King, Resident Partnership Member	(TRK)

Non-attendance

Ashley Gillam, Youth Worker, Essex CC	(AG)
---------------------------------------	------

10.03 Meeting Started

Welcomes, introductions and declarations of interest

SH welcomed all members and resident visitors. SH introduced the new Big Local Representative, Jan Stobart. Members introduced themselves for the benefit of the resident visitors and JS.

Approval of minutes of last meeting and matters arising

Minutes of last meeting were agreed and actions going forward are:

- Declaration of Interest Form requires final sign off from CE.

- **ACTION** CE to look at the constitution.
- AGM - Chalvedon Community Centre booked for Saturday 20 May
- **ACTION** SJ to obtain maximum capacity of people the centre can accommodate.
- Parkside Centre.
- **ACTION** SJ to ask Chalvedon CC the cost of their new windows.

No further matters arising.

Heart of Pitsea Coordinator's Report

SH explained to resident visitors that the meeting would look at upcoming tasks within the Co-ordinator and Administrator reports to give partnership members the opportunity to offer support within the next month.

Pitsea Digital Hub - SJ explained the concept is a website that signposts education and employment opportunities. The development of the brief had been challenging and he felt that the concept wouldn't appeal to the general community.

10.11 Trevor Simmons joined the meeting

As the concept would encompass a wider area than that covered by HoP, it was suggested that external organisations or businesses could get involved to create a website to signpost local employment/training opportunities. Morgan Sindall's weekly job club is doing well and offers work experience, training and possible employment, although this only impacts on low numbers of people. HoP has previously signposted employment opportunities in the Pitsea area, although this isn't measurable. It might be interesting to see what other Big Locals are doing.

SJ asked for members support with ideas that might help with the further research and development of a low-cost, high-impact concept, to help skills and unemployment locally.

10.18 Emma Branch joined the meeting

It was suggested that Hop continues to engage with Pitsea Digital Hub. As the brief had moved away from the original proposal, it will be rejected as it stands, but Pitsea Digital Hub could be further reworked following discussions at the Awayday.

Parkside - SJ stated that he felt Basildon Council wish to empty the building, meaning assets will be lost and that the building has possibly been earmarked for development. He had met Paul Brace to attempt to ascertain the next steps, but there has been no progression. MF explained that the council will want to assess the building and test everything. Essex Media Workshop have agreed to remove the CCTV equipment, which, if not used by HoP, will be donated to Chalvedon Community Centre.

HoP website - SJ reported that the website will not accept image or file uploads. Articles and events are being updated in text format. A discussion took place about the possibility of transferring the current website to another website, or creating a new one.

PN stated that the Monitoring Tool is being worked on. This will be used for anything delivered in house by HoP including Youth Yunity, discos and quiz nights etc.

ACTION Ideas on HoP digital presence to be discussed at the Awayday.

Heart of Pitsea Administrator Report

SH offered members the opportunity to contribute to the shaping of the Awayday and AGM, ideas for Facebook and future editions of the Newsletter. SJ highlighted the improvement of the HoP Facebook page reach.

Partnership Update

(a) Awayday

Awayday is booked for Monday 10 April at Essex Uni Southend Campus 'iLab'. SH, TG & GB are working on a running order for the day. JS/HoP will facilitate the day using the iLab IT suite to collate the information during the day to form a report. Current programme - morning: Year End Review/Options for HoP to become a Legal Entity (facilitated by JS) afternoon - development of AGM participatory budgeting event/Planning for the future (facilitated by HoP). SH asked members to inform GB of any dietary requirements.

SH explained the format of the on-the-day PB event and how any project will be progressed/finalized. A discussion took place regarding the Plan period and remaining budget.

ACTION GB to send Awayday invitation and HoP documents to JS.

(b) AGM

The AGM is on Saturday 20 May at The Chalvedon Community Centre 10am, to include the year summary, the PB event, lunch and networking. JS explained that the constitution did not need to be changed, but any changes should be agreed at the AGM.

(c) Services Tendering Process update

The Brief had not been uploaded to HoP website due to the technical problems. A discussion took place about applying the document to partner websites. SH explained why the Tendering Process was being put into place. JS explained that the Project Creation Process flow chart didn't need to be publicised, just the Tender Brief.

ACTION Tender Brief to be sent to EB and MF with target date to be uploaded to their websites. GB to add to HoP Facebook page.

(d) LTO Review

Resident Partners will be meeting CE to discuss the LTO review and budget and will update the Partnership. A discussion took place regarding how the LTO receives 5% directly from the Local Trust as a fee for managing HoP money and how that is paid, how HoP negotiates a fee with the LTO for office space etc, and that the LTO creates reports for Local Trust.

ACTION JS to clarify how the LTO accounts the 5% fee.

Heart of Pitsea Update

Year 3 Consultation update - Resident Survey

PN announced that he, TG and CE had met to discuss the update of the resident survey. This had been slimmed down to 7 questions, which he explained and he read a copy of the draft survey copy. It was suggested that the survey should direct residents to the HoP website and Facebook page.

10.55 MH left the meeting

A discussion took place regarding an external organisation delivering and analyzing the survey, ways of surveying, including a posted paper copy and digital copy, Facebook engagement and face to face community engagement, previous costs and numbers of surveys received.

11.00 MH returned to the meeting

Survey could be attached to the next newsletter with a link to complete online, and perhaps using CVS volunteers and Social Prescribing. JS offered to receive replies through the Local Trust postal licence. Suggestion boxes could be placed in key community hubs. Data recorded by Helen would be included.

AGREED Survey will be launched at the AGM on 20 May and end on 31 September 2017. Data to be processed during October/November. Completed surveys add to draw to win one of 5 x £50 prizes.

ACTION JS to provide contact details of survey processing companies.

Big Local Rep Update

JS explained about upcoming Local Trust events, that they are open to any resident within HoP area, what they cover, where they are being held and travel expenses are covered. The announcement concerning the award of any additional money is due this year. SJ asked if it would be possible to develop a HoP Big Local training programme to provide training that could facilitate nearby Big Locals, i.e Canvey and Grays. JS can apply to Local Trust this summer for funding to run a training course on a topic relevant to Big Locals (i.e. unemployment) which would could between October and April 2018.

ACTION HoP to look at the priorities for training courses and merged with nearby Big Local priorities.

Budget Update

SH/SJ/JS explained the reports. Members viewed the budget sheets. A discussion took place regarding how the LTO handles HoP accounting. No changes were required.

ACTION JS to discuss HoP accounting with CE.

Any Other Business

Youth Unity Agreement ran out in January 2017 so needs updating.

Youth YouNique Generation summer events to be called 'Awesome Eight' with 4 indoor/4 outdoor sessions during 4 weeks of summer holidays.

'Space By The Place' Pitsea Library Shutter Art - people need to vote for their favourite design.

Once Upon A Time proposal needs to be taken forward.

Step Up Programme - application for match funding from Basildon Council has been rejected and a training provider business linked to the committee of the organisation will now donate the funding to get the project going.

A discussion took place about reducing the editions of the newsletter to 3 per year, producing when needed, increasing the HoP content, include update on projects sponsored, include competitions and asking the community what they want to see in the newsletter to help bring info to us.

ACTION GB to add Voting for Shutter Art on Facebook.
SJ to obtain an update report from Once Upon A Time for next meeting.
HoP communications to be discussed at Awayday.

11.42 Meeting Closed

Date of next meeting

The next meeting will be held on Thursday 20 April, 19.00-21.00 at Pitsea Library.