



HEART OF PITSEA

## Partnership Board Meeting

Minutes of the meeting held on Wednesday 17<sup>th</sup> December 2014  
at Chalvedon Community Centre 10:00am

### PRESENT

Sue Houghton	Resident Partnership Chair	SH
Tracey Griffith	Resident Partnership Vice Chair	TG
Keith Bobbin	Resident Partnership Member	KB
Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Pippa Mead	ECC Youth Service Partnership Member	PM
Paul Nagle	Resident Partnership Member	PN
Ricky Nelson	Resident Partnership Member	RN
Mike Phillips	Big Local Representative	MP
Grant Taylor	Basildon Borough Council Partnership Member	GT

### APOLOGIES

Peter Dickson	Resident Partnership Member – Currently unable to attend Wednesday meetings	PD
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Dean Ross	Resident Partnership Member	DR
Tina Rabone-King	Resident Partnership Member - Currently unable to attend Wednesday meetings	TRK

### NON-ATTENDANCE

Jane Stratford	Resident Partnership Member	JS
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ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p><b>WELCOME</b></p> <p>SH greeted all present members and shared apologies. It was explained that PD and TRK have long term apologies for Wednesday mornings which is indicated above.</p>	
1	<p><b>MINUTES OF LAST MEETING</b></p> <p>TG updated that Item 3b regarding the funding opportunity is with the 'Youth Strategy Group' and not 'Princes Trust'. This information is detailed within these minutes and will not be updated on the previous minutes as this reflects the</p>	

	<p>discussion that took place within that meeting.</p> <p>The previous minutes were agreed.</p> <p><b>MATTERS ARISING</b></p> <p>SJ's action point Item 4a to produce a map of the Heart of Pitsea has been carried forward.</p> <p>SJ's action point for item 4b was completed but it was recognised that question 8 required the 1500 word limit rather than question 7. It was also confirmed that this document is available on the BBWCVS website.</p> <p>(MP arrived at 10:15am)</p>	SJ
2	<p><b>HOP Co-ordinator Report</b></p> <p>TG requested an update on the website progress. SJ advised that the website should be online and available to view on Friday 19<sup>th</sup> December 2014 and that all details have been provided and currently waiting for the web developer to complete final changes.</p>	
3	<p><b>COMMUNITY COMMITTEES FOCUS</b></p> <p>a) <b>How will these groups be established and what are they?</b></p> <p>SH explained the concept of community groups and used the example of volunteers being interested in forming a gardening group. SH prompted discussion to share how these groups of volunteers could be formed. PN advised that support is provided by BBWCVS for community groups. SJ explained that the concept is to find HoP community members who share an interest and for the partnership to support, unite and enable these volunteers to be empowered to take action. These groups can then be progressed to become independent community groups. It was agreed to encourage these groups through an informal route avoiding any barriers. It was agreed to encourage and enthuse local talent and to have a simple A4 document to declare group members and what they aim to achieve. It was agreed that if these groups align with the plan then they can access a small fund of £200 to provide resources to help achieve their intentions. The details of the group will be shared on the forum so members can provide any views, approval for the £200 will be awarded automatically after 1 week if no objections or comments are raised on the forum. If there are any concerns then this would be shared via email or to be visited at the next board meeting. If the money is used to purchase equipment this will be owned by the Heart of Pitsea partnership and items will need to be signed out when used. PM explained that Essex Youth Services use online tools to support newly formed groups, this costs approximately £50 per year and may be of value. Other board members expressed that these services are a speciality of the CVS and it is likely they would provide advice and support in these areas.</p>	
4	<b>UPDATES</b>	

	<p><b>a) Upcoming Priorities</b></p> <p><b>I. Themes and diary for future meetings</b></p> <p>TG suggested Anti-Social issues should be prioritised and the police should be invited to the meeting. The environment was also recognised as a key priority as there are funding opportunities with the Environmental Champions. It was agreed to plan this subject for January. A focus group will be initiated on the forum to discover any relevant information to be prepared for this board meeting. Other future themes included employment and how HoP can support local jobs at the Morrison’s development.</p> <p>SH confirmed the suitability of Board meeting dates and the group clarified that Wednesday mornings are suitable and agreed to change Thursday evenings to a Monday Evening.</p> <p><b>II. Revisiting plan and target setting</b></p> <p>A brief discussion commenced regarding revisiting the plan and its budgeting elements. It was agreed to set a date to complete this and a doodle poll will be created by SJ. This will be focused towards weekends in January and will be a 3hr session.</p> <p><b>b) Big Local Events and Training opportunities</b></p> <p>MP reported Local Trust have not yet released a new schedule of training/networking events at this time and that the recent CVS training event was good. MP highlighted that it may be possible to encourage the Local Trust to provide training opportunities locally and to recognise any subjects of interest. ‘Monitoring and Evaluation’ was suggested. MP will approach Local Trust in view of bringing this workshop to Heart of Pitsea area.</p> <p>SJ confirmed that all resident members have been sent access to the food hygiene training. SJ confirmed that he has arranged training for himself in Health &amp; Safety and Advanced Safeguarding both being relevant to the coordinator role. SJ also clarified that he will be attending a two day social media course in January. SH &amp; TG both requested if there was opportunities to access this course, SJ will research availability or alternatives.</p>	<p>SJ</p> <p>SJ</p> <p>MP</p> <p>SJ</p>
<p><b>5</b></p>	<p><b>BUDGET UPDATE</b></p> <p><b>a) Spend to Date</b></p> <p>It was recognised that the format of the information has been changed and this does not display enough information. This format will be changed to display further details. SH and TG will meet to create a template for future budget reports.</p>	<p>SH &amp; TG</p>

<p><b>6</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>It was agreed to purchase a roll-up banner to promote the Heart of Pitsea and some providers were suggested. It was also agreed to collate three quotes for a projector and screen for scrutiny of the board members. The partnership agreed to spend upto £1000 on a branded marquee.</p> <p>The Project Brief meeting was discussed and agreed that it did not achieve its intentions. It was agreed that this needs to be revisited. SJ clarified that after speaking to most of the present residents from this event the consensus was that this meeting should be attended by residents and that the strategic partners should provide written advice to reduce the need for lengthy conversations/debates. It was expressed that the projects were changed rather than being voted for and that opportunities were provided on the forum to shape the briefs prior to the event. MP agreed that the projects should be initiated as trials or taster sessions to reduce risk and encourage delivery. It was agreed to share a Doodle Poll to recognise a date to revisit the project briefs, this will be actioned by SJ.</p>	<p>SJ</p> <p>SJ</p>
<p><b>8</b></p>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting date will be Thursday 22<sup>nd</sup> January 2015 7-9pm at 'The Place'.</p> <p>A new 12mth meeting schedule will be circulated to recognise a change from Thursday evenings to Mondays ongoing.</p> <p>Meeting concluded at 11:59am.</p>	