



HEART OF PITSEA

## Partnership Board Meeting

Minutes of the meeting held on Wednesday 18 January 2017  
at Chalvedon Community Centre 10:00am

### PRESENT

Tracey Griffith	Resident Partnership Co-Chair	TG
Emma Branch	Transformation Manager, NHS CCG	EB
Chris Evans	Chief Officer, Basildon, Billericay & Wickford CVS	CE
Michelle Fairchild	Community Development Officer, Basildon Borough Council	MF
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Ashley Gillam	Youth Worker, Essex CC	AG
Paul Nagle	Resident Partnership Member	PN
Gill Buttwell	Heart of Pitsea Administrator	GB

### APOLOGIES

Sue Houghton	Resident Partnership Member	SH
Keith Bobbin	Resident Partnership Member	KB
Peter Dickson	Resident Partnership Member	PD
Mike Phillips	Big Local Representative	MP
Tina Rabone-King	Resident Partnership Member	TRK

ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p><b>WELCOMES, INTRODUCTIONS, APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>The meeting started at 10:09 am.</p> <p>PN announced a Declaration of Interest with item 3 (b) of the meeting agenda.</p>	
1	<p><b>a) Agree minutes of last meeting – 14<sup>th</sup> December 2016</b></p> <p>Members viewed previous minutes and these were agreed.</p> <p><b>b) Matters Arising</b></p>	

	<p>PN asked if the Declaration of Interest form still needed reviewing. CE stated he had circulated it and had no comments back. TG declared that the document needs to be finalised. <b>ACTION</b> SJ to give suggestions to improve it.</p> <p>PN/SJ announced that the next newsletter would be going out early February and that 2017 dates for meetings and events had been put together.</p> <p>PN suggested that 2017 meeting and events dates to be included in the current newsletter being produced at the end of January and issued in February.</p> <p>SJ informed the meeting that it had been decided that the additional mobile phone was not needed. A new laptop had been ordered.</p> <p>CE has invited Matt, new CEO of Local Trust, to the AGM and possibly for him to visit some projects. <b>ACTION</b> CE to send AGM invite when dates circulated.</p> <p>SJ informed the meeting that the Communications Plan had been developed and would be circulated on completion.</p> <p>TG declared that she hadn't reviewed of the Code of Conduct and asked if a deadline could be agreed.</p> <p>A discussion took place to discuss crime/community safety/anti-social behaviour as this objective needs development. The AGM should highlight and support development in this area. However, SJ announced that he had received information for Gavin (Reach Every Generation) who specialises in assessing communities Antisocial Behaviour. Gavin's team has been commissioned by the Youth Service to work in the area across Basildon. The team would focus on the residential areas rather than the shopping areas. The Upper Academy may be keen to get involved, match funding could be available and the suggestion that retailers might get involved and help towards the cost. <b>ACTION</b> SJ to make this a priority.</p> <p>A discussion took place on the need to think of different ways for the focus group to re-survey residents to ascertain the updated priorities as part of the year 3 consultation. This included possibly an extra page in the newsletter, other events to engage with residents, setting up 6-8 people forums, a whole day assembly and online consultation. CE suggested a separate newsletter for a survey questionnaire, to avoid delay of issuing current newsletter. This was agreed. SJ suggested meeting next week to discuss and CE volunteered to assist.</p> <p>PN announced that the word count on the 'Objectives' heading of the Proposal Application Form had been reduced to 500 words.</p>	<p>SJ</p> <p>CE</p> <p>SJ</p>
<p><b>2</b></p>	<p><b>HOP Co-ordinator – Report</b></p> <p>Members reviewed the Coordinator report.</p>	

	<p>SJ highlighted his discussions with Pro-Sports leisure centre, Canvey, regarding the development of a low cost partnership project for health and wellbeing apprenticeships. <b>ACTION</b> SJ to create briefs to detail the outcomes with the organisations and to formalise the expectations of the organisations involved. SJ to discuss with CE and TG to see how it can progress.</p> <p>A discussion took place about the potential of developing partnership projects with Family Mosaic. TG suggested if funds have not already been commissioned, then perhaps contact FM to ascertain if they need to be spent before their FYE. <b>ACTION</b> SJ to contact Family Mosaic to progress the 'lightbulb moments' from his meeting with them.</p>	SJ
<p><b>3</b></p> <p><b>(a)</b></p> <p><b>(b)</b></p>	<p><b>Partnership</b></p> <p><b>Document Registry Update - Code of Conduct</b></p> <p>A discussion took place regarding the CofC document, including the need to ensure all partnership members, including stakeholders, sign it and that the document should be revisited periodically. TJ asked if members were happy with the Code of Contact - all agreed. <b>ACTION</b> SJ to send out email. PN &amp; SJ to update other documents including The Constitution.</p> <p><b>Youth Provisions – Youth YOUUnity Club/Youth Forum development</b></p> <p>All members viewed the Compiled Attendance document. SJ announced that there had been an attendance decline during June-August 2016, which he attributed to the need to defend vulnerable members; 10 year-olds no longer attending due to the wide age-range clash and older members now attending college, leaving the club. He said that currently, on average, there are 8 attendees per week and hoped that that will rise to the target of 15 attendees. A discussion took place about: moving to an alternative venue (with The Basildon Lower Academy being available but not entirely suitable); evolution of club activities, ensuring activities are put forward by the Youth Forum; the need to invest in more equipment and resources; partner-sharing to increase membership; electronic flyer; the new viral video campaign; and extending hours in school holidays. SJ declared that he felt it would be best for the youth club to stay at the leisure centre.</p> <p>(11.14 MF left the meeting room)</p> <p>CE &amp; TG suggested a review in 6 months, with key performance indicators to ascertain the club is value for money. As the meeting didn't contain a quorum a budget could not be set.</p> <p>(11.16 MF returned to meeting room)</p> <p><b>ACTION</b> SJ/MF to meet Leisure Centre Manager Carmel, re increasing hours at the Leisure Centre and SJ to create a project brief for attendees, send out an email to residents for responses, and create a rota for staff. MF will ask about availability of 'Positive Futures' music equipment that has been stored in the</p>	SJ/PN
		SJ/MF/

	<p>Towngate. AG to share information about Youth YOUnity with her members.</p> <p><b><u>Youth Forum Development</u></b></p> <p>PN circulated a project brief for Youth Forum training, which members viewed. There was an interest for developing an internal project via the partnership's current process, but this doesn't accommodate for partnership members to be paid for their professional services. A discussion took place regarding the transparency of the process.</p> <p>(11.29 AG left the meeting room)  (11.30 PN left the meeting room)  (11.33 AG returned to meeting room)</p> <p>It was suggested that, to ensure transparency in accordance with the Code of Conduct and using the proposal scheme, this should go out under a tender process. This would begin with creating and supplying a brief to residents as a concept and subject to their approval, put the proposal out to tender which an independent, external group would evaluate, over a time-limited (ideally no more than 6 week) timetable.</p> <p><b>ACTION</b> SJ/CE to meet to enable that process to be put into place.</p> <p>(11.50 SJ left the meeting room)  (11.51 SJ &amp; PN returned to the meeting room)</p>	<p>AG</p> <p>SJ/CE</p>
<p><b>4</b></p>	<p><b>Update – Heart of Pitsea</b>  <b>a) Local Priorities – Parkside Centre</b></p> <p>SJ explained that the lease to Parkside Centre (just outside the Pitsea Big Local patch) would become available in April and that the cost of the lease would be under £10k per year. A discussion took place regarding how the building could be used as a public access space, the length of lease and sub-letting, negotiating costings for renovation work, including adding windows and the potential of the adjoining green space. <b>ACTION</b> SJ to meet Ian and create a brief.</p> <p>(12.11 AG left the meeting)</p>	<p>SJ</p>
<p><b>5</b></p>	<p><b>Big Local Rep update</b></p> <p>Big Local to provide a new representative, so this item wasn't covered.  <b>ACTION</b> CE to chase.</p>	<p>CE</p>

6	<p>a) <b>Budget – Spend update</b></p> <p>Members reviewed the income + expenditure document. SJ announced that that the branded mugs had been delivered. It was announced that the financial contribution to the Christmas event had been lower than expected. CE briefly explained that there will be changes to the employee pension scheme and that these would be discussed at the next CVS meeting.</p>	
7	<p><b>AOB</b></p> <p>PN gave a project proposal review. During 2016 there 21 proposals considered over 4 rounds. Amount requested from these projects to Heart of Pitsea was £227,215.29 and that 7 had been funded. The total organisation contribution over the last 2 years for successful proposals was almost £30,000. Full information will be provided at the AGM proposed for Saturday 20 May. <b>ACTION</b> PN to pass the review to GB to circulate.</p> <p>SJ announced that the AGM will be included in a resident day, which could include the opportunity for them to vote on some projects. All meeting/event dates had been suggested, although the evening Partnership Meetings may need to be moved to another day/time to accommodate resident availability. Dates will be circulated shortly. <b>ACTION</b> SJ to send AGM invitation to partners and circulate meeting/event dates.</p> <p>The next meeting Wednesday 15 February 19.00-21.00 at Pitsea Library.</p> <p>Meeting finished at 12.23pm.</p>	<p>PN/GB</p> <p>SJ</p>