



HEART OF PITSEA

Partnership Board Meeting

Minutes of the meeting held on Wednesday 18th September 2014
at The Place 19:00pm

PRESENT

Sue Houghton	Resident Partnership Chair	SH
Louise Edwards	Basildon Borough Council Partnership Member	LE
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Tracey Griffith	Resident Partnership Vice Chair	TG
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Paul Nagle	Resident Partnership Member	PN
Mike Phillips	Big Local Representative	MP
Andy Smith	ECC Youth Service Partnership Member	AS
Tina Rabone-King	Resident Partnership Member	TRK

APOLOGIES

Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Peter Dickson	Resident Partnership Member	PD
Dean Ross	Resident Partnership Member	DR
Jane Stratford	Resident Partnership Member	JS

NOT ATTENDED

Keith Bobbin	Resident Partnership Member	KB
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ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p>WELCOME</p> <p>The meeting commenced at 19:03pm. SH gave welcomes, introductions and apologies. LE was introduced as the new representative for Basildon Borough Council in replacement of MW.</p>	
1	<p>MINUTES OF LAST MEETING</p> <p>Minutes for 20th August 2014 had an incorrect date of 30/08/14 in the heading which needed to be amended to 20/08/14. Minutes were agreed.</p> <p>MATTERS ARISING</p> <p>Action carried forward from 20/08/14. MP to contact Canvey Big Local to request their source for promotional bags.</p>	<p>SJ</p> <p>MP</p>

2	<p>HOP co-ordinator report</p> <p>SJ distributed a monthly report and allowed a few moments for the partnership to view and request any clarification if required. SH requested for members to view the upcoming tasks and encouraged any support or knowledge.</p> <p>SJ explained that he had been contacted by a potential Resident member keen to join the committee. This resident has completed an application form and has been invited to the next meeting.</p>	
3	<p>UPCOMING FOCUS</p> <p>a) Away Day</p> <p>(TRK arrived 17:10). CE confirmed the date of the event to be 03/10/14 and suggested that the agenda should include reviewing progress, governance, allocation of money, community chest and approaches to commissioning. A discussion continued around the table and some members expressed a benefit for an external member to facilitate the event. It suggested that the budget needs to be reviewed as well as the roles and volunteers. SJ suggested that any members who cannot attend are welcome to share views and opinions prior to the event with himself.</p> <p>b) Community Chest</p> <p>MP circulated a hand-out that included details of the benefits and format that could be used. MP suggested that the finer details (total budget, fund cap, types of eligible applicants, and how many members on panel) would need to be clarified to progress. Also that template documents can be adapted from Ipswich's current scheme. PN questioned why such an elaborate plan had been devised when he was under the impression it had simply been agreed for MP to work with JS and MW to do some preliminary investigations which would then be shared with SJ to feed into a Project Brief. CE replied that the current process has been slow and encouraged to make a decision today to progress the Community Chest concept. PN responded by asking why this concept would not go through the same process as everything else. It was expressed that the Community Chest idea could be discussed at the Away day. AS referred to the minutes in May which confirmed that the Community Chest idea would progress through the same project process as any other idea/suggestion. The majority agreed to progress as stated in May.</p> <p>c) Youth Forum</p> <p>SJ prompted a discussion about initiation of a Youth Forum and explained that a Rick (local resident) was keen to be involved. A very brief discussion took place but it was expressed to discuss detail at the Away Day.</p> <p>d) Business Forum</p> <p>This was also suggested to be discussed at the Away Day.</p>	

	<p>e) Upcoming Events</p> <p>SH informed members that details had been circulated for Big Local training events and to reply to SJ if there is any interest to attend. SH also explained that herself and SJ would be attending an event in Stoke covering the subject of Volunteering. SJ explained that this travel would be covered by the allocation of coordinator expenses costing approximately £75. Members agreed that this is acceptable. Also discussed another event on 1st October focused towards the Chair, Local Trusted Organisation representative and the Project Coordinator. Feedback will be provided following the event.</p>	
4	<p>UPDATES</p> <p>a) Project Process - Project Brief Update</p> <p>SJ advised that 12 briefs have been completed and will be circulated asap. Following this it is expected for members to view the contents prior to arranging a meeting to complete this stage. It was suggested to create a doodle poll to attain when members would be available.</p> <p>b) Fun Day</p> <p>SJ stated that the event cost £3800.99 but this does not include sponsorship of £980 expected from Vinci Construction. Members were prompted to provide feedback to SJ of the event for evaluation. CE expressed that for future events a consideration would be needed for generating income. Further discussion took place suggesting that it would be best to progress with an events committee. AS suggested that this event could be a prompt for the Business Forum.</p> <p>c) Coffee Morning</p> <p>SH stated that she had spoken to Maggie the owner of the café at ‘The Place’ and that Coffee Mornings can be held and promoted in this space on Tuesday mornings or Thursday afternoons. It was agreed to proceed monthly on Tuesdays to maintain engagement with the community. It was viewed that this would be an opportunity for SJ to be easily accessible within the community.</p> <p>d) Website</p> <p>SJ explained that there is a test site and gave details so members can view this to make suggestions. It was explained that the website is a working progress with a variety of elements needed for its completion. It was suggested to conduct a Facebook campaign to update the community and allow further input such as news articles or local events etc. SJ was tasked to provide a list actions to be available to members via the forum. It was suggested to include a directory of local services, businesses with contact details for the community. TRK agreed to develop this directory.</p>	<p>SJ</p> <p>ALL</p> <p>SJ & SH</p> <p>SJ TRK</p>
5	<p>TRAINING</p> <p>a) Food Hygiene</p> <p>Online food hygiene courses are available costing approximately £39 each.</p>	

	This was agreed to be emailed to all members to initiate enrolment.	SJ
6	<p>BUDGET UPDATE</p> <p>a) Spend to Date</p> <p>CE advised that a report had been submitted to Big Local and that £90k had been received and £46k had been spent. This implied that no additional funds would be released in the next qtr. It was expressed that in regards to the plan there is a large difference in actual/projected spend. MP informed the members that other areas also have a variance in progress and spend. SH expressed that it is not about spend and rushing but about quality and outcomes.</p>	
7	<p>ANY OTHER BUSINESS</p> <p>SJ advised that he was contacted regarding a resident who had experienced some eggs being thrown at her fences and the Community Agent involved was seeking support. The local PCSO (Mandy Moxon) was engaged and was likely to assist any support such as painting a fence. SJ expressed that when further information is attained this will be shared with members if relevant to do so.</p> <p>TG explained that the Youth Bus was being visited by lots of young people aged 8-9 who were using foul language. This made it harder to engage with the older teenagers so this service has recently been stopped. SH suggested to form a sub group to focus on Anti-Social behaviour and to prompt action with local agencies. SH, TRK and TG agreed to arrange a focus meeting.</p> <p>Invites were shared to attend the Voluntary awards on 26/09/14 at Towngate Theatre as the group had been nominated. Members were also invited to attend Community Panel meeting on 23/10/14 at 7pm.</p> <p>CE added that the CVS are currently involved with a Time Banking opportunity and that training will be available soon.</p>	<p>SJ</p> <p>SH</p>
8	<p>DATE OF NEXT MEETING</p> <p>Wednesday 15th October 10-12am at Chalvedon Community Centre.</p>	

The meeting concluded at 9:02pm.