



HEART OF PITSEA

**Partnership Board Meeting**  
 Minutes of the meeting held on  
 Monday 19<sup>th</sup> September 2016  
 at 'Pitsea Library' 19:00pm

**PRESENT**

Tracey Griffith	Resident Partnership Co-Chair	TG
Keith Bobbin	Resident Partnership Member	KB
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Michelle Fairchild	Basildon Borough Council Representative	MF
Sue Houghton	Resident Partnership Co-Chair	SH
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Paul Nagle	Resident Partnership Member	PN
Wendy Sugarman	Big Local Representative	WS

**APOLOGIES**

Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Peter Dickson	Resident Partnership Member	PD
Mike Phillips	Big Local Representative	MP
Tina Rabone-King	Resident Partnership Member	TRK
Ricky-Joe Williams	ECC Youth Service Partnership Member	RJW

ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p><b>WELCOMES, INTRODUCTIONS, APOLOGIES AND DECLARATIONS OF INTEREST</b></p> <p>The meeting commenced at 19:07pm. TG shared apologies and prompted any declarations of interest to be shared.</p>	

<p><b>1</b></p>	<p><b>MINUTES OF LAST MEETING</b></p> <p>Members agreed the contents of the previous minutes. SJ noticed that the action initials are misaligned and will correct this.</p> <p><b>MATTERS ARISING</b></p> <p>Members discussed budget headings and that these will be reviewed in the near future to update their formatting.</p> <p>(KB arrived at 19:15pm)</p> <p>SJ had spoken to Youth Services who requested for our YOUUnique 6 experiences to be detailed in writing. SJ has drafted a letter for approval. SJ &amp; SH will action this.</p> <p>MF emailed colleague to support collating stats to update our Community Profile document. No response has been received from this colleague, even after SJ also sent an email.</p> <p>(WS arrived at 19:20pm)</p> <p>SJ explained that the cost for mugs has increased considerably due to printing costs. Members agreed to continue and to contribute £1000 for promotional items including pens etc. SJ will explore options and update SH &amp; TG for approval.</p>	<p>SJ &amp; SH</p> <p>SJ</p>
	<p><b>Big Local Plan submission review</b></p> <p>The meeting was paused to discuss a series of questions related to an updated plan. This element of the meeting will be reported separately.</p>	
<p><b>2</b></p>	<p><b>HoP Co-ordinator report</b></p> <p>Members viewed the Co-ordinator report. SJ highlighted areas that required the partnership’s input. The first area was focused towards Christmas, as he had recently received an invite from T Cribbs and Sons who are creating a steering group to develop a Christmas event. Members felt that planning for next year should be bolder and to provide a similar event to last year on this occasion. This would focus on providing a brass band and encouraging a local school choir. SJ will develop this further.</p> <p>SJ clarified that a new newsletter will be focused on shortly as well as a communications plan. SJ offered members an opportunity to support if they were interested.</p>	<p>SJ</p> <p>SJ</p>
<p><b>3</b></p>	<p><b>Partnership</b></p> <p><b>a) Staffing – The next step</b></p> <p>CE has circulated a job description by email and suggested 21hrs for the role’s contract per week. A brief discussion focused on additional tasks that would be beneficial to support the coordinator such as covering delivery support. It was recognised that these roles are quite different and that it may be possible to add a line covering basic adaptability for business needs. PN and CE felt it was best to progress with the current description to encourage progression. CE will inform members of</p>	

	<p>advertising costs.</p> <p><b>b) Document Registry Update</b></p> <p>It was suggested that the documents with the highest need of updating were the Constitution, Social Media Protocol and the Declaration of Interest form. CE agreed to update the Declaration of Interest form and to circulate to resident members to circulate. PN showed an updated Project Agreement template that reflects previously learning. The main update was linked to organisations adjusting proposed budgets and that if these vary above £50 to inform the HoP coordinator. It was felt that this value was quite low but to trail this to see its impact and potential increased workload.</p>	<p>CE</p> <p>CE</p>
4	<p><b>PARTNERSHIP</b></p> <p><b>a) Green Spaces – Elm Green update</b></p> <p>SJ had spoken to Basildon Borough Council regarding improving the flooring at Elm Green Playground. There were two options: the first is to only surface the new play areas, costing approximately £7k. The second option is to surface all of the play areas costing approximately £12k. All present resident members agreed £12k to surface all of the play areas as they felt this was the most suitable and beneficial for the local community. This was on condition for the Heart of Pitsea to be acknowledged on a plaque/sign in partnership with Basildon Borough council. SJ will confirm these details and encourage progression.</p> <p><b>b) Monitoring &amp; Evaluation System update</b></p> <p>SJ presented a test version of the monitoring system to members, displaying its functionality. SJ prompted for further improvements. Suggestions were made to collate the number and time contributed by volunteers and the potential of having a message board to provide updates or alerts. These will be shared with the developer.</p> <p><b>c) Project Update</b></p> <p>This update gave brief details of all projects and their progression or conclusion. SJ confirmed that reports will be provided for members to view.</p>	<p>SJ</p>
5	<p><b>BIG LOCAL REP</b></p> <p>This element was skipped as the Big Local representative was not available for this meeting.</p>	
6	<p><b>BUDGET UPDATE</b></p> <p>It was recognised that the Youth Forum projects were allocated into partnership costs and should be assigned to the Health and Wellbeing objective spend for the YOUUnique 6 project. It was also unclear of how the tuck shop should be detailed as it displayed an income and then further purchases giving the perception of spending higher rather than offsetting each other. SJ will discuss this with the Finance Officer.</p>	

<b>7</b>	<b>ANY OTHER BUSINESS</b>  It was highlighted that resident member RN had given notice to withdraw from the partnership with immediate effect. CE clarified that he will arrange an exit interview.	
<b>8</b>	<b>DATE OF NEXT MEETING</b>  10am – 12pm at Chalvedon Community Centre on Wednesday 19 <sup>th</sup> October 2016.  Meeting finished at 21:56pm.	