



HEART OF PITSEA

## Partnership Board Meeting

Minutes of the meeting held on Wednesday 19<sup>th</sup> October 2016  
at Chalvedon Community Centre 10:00am

### PRESENT

Sue Houghton	Resident Partnership Co-Chair	SH
Keith Bobbin	Resident Partnership Member	KB
Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Peter Dickson	Resident Partnership Member	PD
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Michelle Fairchild	Basildon Borough Council Partnership Member	MF
Tracey Griffith	Resident Partnership Co-Chair	TG
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Pippa Meades	ECC Youth Service Partnership Member	PM
Paul Nagle	Resident Partnership Member	PN
Mike Phillips	Big Local Representative	MP
Ricky-Joe Williams	ECC Youth Service Partnership Member	RJW

### APOLOGIES

Tina Rabone-King	Resident Partnership Member	TRK
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ITEM	INFORMATION / ACTIONS	ACTION FOR
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	<p><b>WELCOMES, INTRODUCTIONS, APOLOGIES AND DECLARATIONS OF INTEREST</b>  The meeting commenced at 10:00 am and SH welcomed PM to the meeting. SH declared that she needed to leave the meeting at 11:45am.</p> <p>(TG arrived at 10:03am)</p>	
<p>1</p>	<p><b>a) Agree minutes of last meeting – 19<sup>th</sup> September 2016</b></p> <p>Members viewed previous minutes. It was noticed that Item 3a did not mention that CE confirmed the total cost for the Administrator role to cost no more than £15k. There was also a word required to be changed with Item 3b from ‘circulate’ to ‘complete’.</p> <p><b>b) Matters Arising</b></p> <p>Essex Youth Services received letter detailing YOUUnique 6 experiences. Following this a meeting was arranged with PM, CE, SH and SJ. It was expressed that the outcomes of this meeting were positive.</p> <p>SJ was still in progress for ordering promotional items and will continue to complete this task.</p> <p>CE had launched the advertising of the Administrator role on 18/10/16. The closing date for applications is 4/11/16 and interviews will be held on 18/11/16. Members asked if the £15k budget would include all costs including BBWCVS expenses. CE agreed that this budget does include all the projected costs related to the role. SJ will promote the job opportunity locally with posters and social media.  (MP arrived at 10:11am)</p> <p>CE clarified that the Declaration of Interest form had not been circulated and will do so as soon as possible.</p> <p>CE will contact RN to conduct an exit interview following leaving the partnership as a resident member.</p>	<p>SJ</p> <p>SJ</p> <p>CE</p> <p>CE</p>
<p>2</p>	<p><b>HOP Co-ordinator - Report</b></p> <p>Members viewed the Coordinator report. SJ highlighted adjustments to the Christmas event due to the involvement of a wider collection of organisations. This group now includes T.Cribb’s funeral directors, JET tyres, Pitsea Library, Basildon and Pitsea Carnival, Homestart and The Place. The intentions of the group is to purchase a Christmas Tree and lights, to arrange a children’s funfair and to host some local based performance groups including a brass band and choir. The library will also provide a Mrs Claus grotto encouraging young people to write letters to Santa whilst providing arts and crafts. The Place are hosting a Xmas Children’s party with Santa’s Grotto. The Places offering will be £5 entry. SJ highlighted that there will be interest to contribute to the cost of the event. Members agreed a £1000 budget. RJW will research and share details for a local marching band. PM also suggested to share details for a local DJ.</p>	<p>RJW PM</p>

	<p>A discussion focused on the online monitoring and evaluation tool commenced. It was agreed for SJ to recirculate the log in details and for all members to provide feedback and suggestions of improvement.</p>	<p>SJ ALL</p>
<p><b>3</b></p> <p><b>Partnership</b></p> <p><b>a) Document Registry Update</b></p>	<p>It was suggested to focus on the Constitution and for members to view this prior to the next meeting.</p> <p>It was raised as a concern for members to update their declarations of interest forms. CE will circulate.</p> <p><b>b) Staffing</b></p> <p>CE covered details regarding the administrator role earlier within item 1a.</p> <p>PM shared that Essex Youth Services are planning to hold a stakeholder event and agreed to send details with the intention for Heart of Pitsea to have a presence. RJW also informed members that EYS are hosting a volunteer event on 8/11/16 between 6-9pm. RJW will circulate details of events.</p> <p><b>c) Newsletter - Development</b></p> <p>SJ highlighted that creating the next newsletter was a priority and PN offered to provide support. SJ also explained that recent interest has been declared by Jet tyres to purchase some advertising space. Members agreed to develop advertising space within the newsletter to generate a small return.</p>	<p>ALL</p> <p>CE</p> <p>RJW</p> <p>SJ &amp; PN</p>
<p><b>4</b></p> <p><b>Update – Heart of Pitsea</b></p> <p><b>a) Proposal Outcomes</b></p>	<p>PN shared the outcomes from Round 8 Proposals. The details following are extracted from the feedback report.</p> <p><b>TERRA FIRMA 360 LTD.</b> – Once Upon A Time / <b>£2226.00</b>  SJ provided some useful background about the organization submitting the bid. Resident partners really liked this project and were inspired by the concept behind the creativity and artistic expression outlined in the proposal. It was agreed to completely disregard the projected income of £30 course subscriptions as this wasn't reflected in the budget in any case. The youth forum especially considered that the course should be offered for free. It was felt that a decent amount of thought had gone into the general idea and that it was achievable within the timeframe specified. Residents also liked the inclusion of a presentation element to conclude the programme. It was decided to <b>PROGRESS</b> this project. A few tweaks will need to be made to the budget such as the inclusion of venue hire (currently not included) and the elimination of Enhanced DBS check costs (which are free for volunteers). With these and other small amendments, the project can go ahead. The full amount for the project will be taken from funds allocated for Strategic Objective 2.</p> <p><b>AUSTIN MAC-ANABRABA</b> – Pathway To Self-Employment / <b>£5611.44</b>  Various elements of this project were excellent whilst others were distinctly lacking. However, it was generally felt that with some solid work on the details and budget of</p>	

the proposal, it could work, albeit in a different format. Rather than simply reject the proposal in its current state, it was decided to **BANK** this project with a view to Si working closely with Austin to see how this could be transformed into a viable programme of work.

**COMPLETE SPORT COACHING COMPANY** – Multi-Activity for Pitsea (Heart of the Community) / **£9505.10**

After much discussion, it was decided that this proposal was really five separate projects rolled into one rather than one cohesive programme of work. Some of the project ideas were more appealing than others – for example, sections 4 & 5 – which both included First Aid training – seemed out of place. There was also confusion and concern about eventual ownership of the sports equipment required for the programme. It was ultimately decided to **REJECT** this proposal. However, it was suggested that the company be encouraged to possibly submit refined elements of the programme as distinct proposals rather than a large programme of disconnected courses.

**BASILDON RUGBY CLUB** – Saturday Morning Tiny Taggers / **£2966.10**

This weekend sports project for local children aged between 3 and 7 was very much liked by the resident panel and the youth forum. The inclusion of training up 6th form rugby coaches also had real appeal. It was unanimously decided to **PROGRESS** this project. 60% of funds drawn from Strategic Objective 1 and 40% from Strategic Objective 2.

**THE NEXT CHOSEN GENERATION CIC** – TNCG 50-50-50 Youth Programme / **£14,343.12**

Although the ethos and ambition of this project was felt to be very worthy and potentially interesting, everyone felt that it hadn't been transposed into a viable and impacting proposal. There was no real clarity or discernment about the quantity of children benefiting, how long sessions would last for, when one-to-one coaching would take place, who would actually be providing delivery and also whether facilitators were actually qualified to do so. Again, it was felt that the organization could perhaps be encouraged to submit a more focused and smaller-scale project. However, it was decided unanimously to **REJECT** this proposal.

**PITSEA LIBRARY** – Children's Activities / **£400**

It was decided to extend the offering of a yearly sum to Pitsea Library in order for them to provide a further year of seasonal activities for children. 50% will be drawn from Strategic Objective 1 and 50% will be drawn from Strategic Objective 4.

-----End of Report-----

MF asked about the link between HoP and Big Local and that there is no presence within the Local Trust's website. SJ suggested that efforts have been made to increase the presence with the wider Big Local community and that there are reports including the Heart of Pitsea which have been published online. SJ also clarified that partnership members have been pursuing hosting a national Big Local training event at Wat Tyler to build rapport with other Big Local areas. MP stated that this event would not be happening. SJ asked how this could be possible considering this has been in progress for over one year and was expected to be delivered on a few occasions. It was left unclear of the development of a national training event. MP will explore gaining exposure within the Local Trust website.

PN asked of members if they felt that the Proposal scheme was operating successfully and if it should continue or be altered. A brief discussion took place with members

MP

	<p>expressing that the scheme was a good mechanism to develop projects fairly with organisations. CE suggested that future rounds can be focused towards objectives that have had little impact or higher community need.</p> <p>SH suggested that there is a need to develop internal projects with the potential to commission external organisations so these can be shaped and developed to suit our own focus.</p> <p>MF discussed about Business Soup event and how this works with attendees paying a small fee to attend. Participants then pitch a business idea and then all participants vote on the ideas. The winning idea keeps the income generated from the entrance fees. SJ explained that Grays Big Local had hosted this style event and it was in their view a success. Members were interested to find out more and discussed partnership working it was agreed to develop an event to invite previous organisations that have submitted proposals. The event will focus on linking these organisations to potentially develop broader partnerships and projects. This will be planned to be hosted in April 2017 and possibly coincide with our AGM. It was suggested at this point to create a focus group to develop a series of engagement events. MF, PM, MP, SH and SJ will form this group.</p> <p><b>b) Elm Green - Update</b></p> <p>SJ shared that he was contacted and informed that the contribution from Basildon Council was withdrawn due to a delayed response. SJ explained that this was surprising as MF had made contact the day following the last meeting confirming the partnerships intention to progress with an agreed budget of £10k with the council contributing approximately £3k. It was suggested that to commence with resurfacing the playground that the full balance would be covered by Heart of Pitsea. SJ suggested that this change is not the responsibility of the Heart of Pitsea and suggested to remain with the same offer and encourage the council to re-establish their contribution. Resident members agreed that contributing such a high value was the maximum to resolve the concerns of the surfacing in Elm Green playground. SJ will negotiate this offer.</p> <p>(SH left meeting 11:42am)</p> <p><b>c) Basildon Youth Market</b></p> <p>MF explained that she had previously supported a Youth Market within Basildon and that she intended to re-establish this project. The concept is to find and develop local young talent to create a market stall and sell items that have been crafted by other young people. Members were keen to support MF and to potentially build an interest with the Basildon Academy. MP suggested that other Big Local areas have held Youth Markets and suggested to visit Plaistow to view how this has been developed. MF and SJ to develop further.</p>	<p>MF, PM, MP, SH &amp; SJ</p> <p>MF &amp; SJ</p>
<p><b>5</b></p>	<p><b>Big Local Rep update</b></p> <p>MP informed members that a partnership review was needed to be completed. MP also informed members that Local Trust have appointed a new Chief Executive. CE suggested to invite the Chief Executive to our AGM.</p> <p>MP told members that an updated Big Local newsletter was available, members asked MP to share this via email.</p>	

<b>6</b>	a) <b>Budget – Spend update</b>  Members viewed the finance sheets. SJ and CE gave an overview.	
<b>7</b>	<b>AOB</b>  SJ informed members that the proposal agreed from Team Tracour had been cancelled as the company had decided to close their business. SJ said that the approach that the young owners made was admirable and completed on good terms.  The next meeting will be at 7pm on Monday 21 <sup>st</sup> November 2016 at Pitsea Library.  Meeting finished at 12:03pm.	