



HEART OF PITSEA

Partnership Board Meeting

Minutes of the meeting held on Wednesday 20th August 2014
at Chalvedon Community Centre 10:00am

PRESENT

Sue Houghton	Resident Partnership 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
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Mike Phillips	Big Local Representative	MP

APOLOGIES

Chris Evans	Basildon, Billericay & Wickford CVS	CE
Tracey Griffith	Resident Partnership Vice Chair	TG
Paul Nagle	Resident Partnership Member	PN
Andy Smith	ECC Youth Service Partnership Member	AS
Jane Stratford	Resident Partnership Member	JS
Maxine Williams	Basildon Borough Council Partnership Member	MW

NOT ATTENDED

Tina Rabone-King	Resident Partnership Member	TRK
Dean Ross	Resident Partnership Member	DR

ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p>WELCOME</p> <p>The meeting commenced at 10:00am. SH gave welcomes, introductions and apologies.</p>	
1	<p>MINUTES OF LAST MEETING</p> <p>Minutes for 17th July 2014 did not require any amendments.</p> <p>MATTERS ARISING</p> <p>MP explained that he met with MW and discussed the Community Chest concept, MW</p>	

	has all relevant guidance papers to share with partners. This will be discussed in further detail in September.	
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 suggested that further detail to be given for actions due for the following month so partnership members can input any support.</p>	
3	<p>ADMINISTRATION DOCUMENTS</p> <p>a) Project Process – Project Brief Update</p> <p>SJ clarified that the progress had been limited due to alternative tasks taking priority. It was expressed that following the Fun Day that this will be a priority. It was suggested about the possibility of displaying project ideas at the fun day.</p>	SJ
4	<p>UPDATES</p> <p>4.1 Upcoming events</p> <p>a) Fun Day</p> <p>SH informed the present members about the progress of the fun day arrangements. SJ explained that confirmation had been received from Vinci Construction for sponsorship. Vinci Construction will be providing a generator and £980 to contribute for the cost of community marquees and stalls. The group discussed promotion and were informed that the event had been promoted within the last newsletter, electronically via email and Facebook and a dedicated flyer is also due to be circulated. MP said that he had been to an event that used a Pied Piper character to visit local streets to encourage local residents to join the event. PD suggested that HoP members meet on Friday 29th August to discuss the event and to clean the field and post flyers and speak personally to local residents whose properties are near the field. PD, SJ, TG & KB offered to attend. SJ will email all members to share this meeting.</p> <p>b) Coffee Morning</p> <p>A brief discussion took place to consider hosting another coffee morning. SH suggested that we could hold an evening event with a buffet next time and also the possibility to use Maggie's café at 'The Place' on a regular basis for drop in daytime sessions. SH will speak to the owner to check if this would be a possibility.</p> <p>4.2 Website</p> <p>SJ explained that PN would be unavailable for the near future and that he will attempt to develop the website further.</p> <p>MP agreed to forward links to SJ for other BL area websites that in his opinion worked well. These links will be used for research into what content should be included in HoP's website.</p> <p>SJ asked members to forward any articles and content for inclusion on the website</p>	<p>SJ</p> <p>SH</p> <p>SJ</p> <p>MP</p>

	<p>asap and expressed that it may be beneficial to have a directory within the website to signpost community members to local services. Also proposed is a page with logos that link to the websites of our partners etc.</p> <p>4.3 Autumn Newsletter SJ showed a draft of the newsletter. MP commented about HoP relevant info. SH then discussed and encouraged members to provide support and to contribute to articles. VC offered to create/update a form to encourage volunteers.</p> <p>4.4 Promotional Items SJ explained that an email had been circulated to all members and that it was agreed to progress with trolley coins, keyrings, pens and t-shirts. This were due to arrive shortly before the Fun Day event. MP to ask Canvey BL who they purchased their promotional shopping bags from and forward the info to SJ</p>	<p>VC</p> <p>MP</p>
5	<p>BUDGET UPDATE</p> <p>a) Spend to date SJ circulated the budget sheet and it was agreed to provide further breakdowns of spend in the future to make the information clearer. In the future project spend sheets relevant to that month will also be provided.</p>	SJ
6	<p>ANY OTHER BUSINESS</p> <p>VC announced that on Wednesday 27th August at The Dipple Centre her organisation will be actively encouraging residents to join GP patient groups. She invited members to attend if they were available.</p> <p>MP has received the latest Local Trust learning events calendar and will forward to SJ for circulation to the partners.</p>	MP
8	<p>DATE OF NEXT MEETING</p> <p>Thursday 18th September 7-9pm at The Place</p> <p>A meeting schedule for the next 12 months has been circulated to all partners</p>	SJ

The meeting concluded at 11:26am.