



HEART OF PITSEA

Partnership Board Meeting

Minutes of the meeting held on Thursday 20th November 2014
at 'The Place' 7:00pm

PRESENT

Tracey Griffith	Resident Partnership Vice Chair	TG
Keith Bobbin	Resident Partnership Member	KB
Peter Dickson	Resident Partnership Member	PD
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Paul Nagle	Resident Partnership Member	PN
Pippa Mead	ECC Youth Service Partnership Member	PM
Mike Phillips	Big Local Representative	MP
Tina Rabone-King	Resident Partnership Member	TRK
Grant Taylor	Basildon Borough Council Partnership Member	GT

APOLOGIES

Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member	VC
Sue Houghton	Resident Partnership Chair	SH
Ricky Nelson	Resident Partnership Member	RN
Dean Ross	Resident Partnership Member	DR

NOT PRESENT

Jane Stratford	Resident Partnership Member	JS
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ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p>WELCOME</p> <p>The meeting commenced at 19:05pm. TG gave welcomes, introductions and apologies. GT was introduced as Basildon Borough Council representative.</p> <p>(MP arrived at 19:06pm)</p>	
1	<p>MINUTES OF LAST MEETING</p> <p>Minutes for Wednesday 15th October 2014 were reviewed. CE felt that agenda item 3a did not reflect the conversation accurately. The sentence "PN agreed that emails can be used for voting and the forum to prompt conversation including advice" has been changed. The sentence now reads "PN agreed with LE that emails could be used for</p>	

	<p>voting and the forum to prompt conversation including advice”.</p> <p>MATTERS ARISING</p> <p>Actions from Septembers board meeting to be clarified and circulated.</p> <p>SJ action item 3a cloud storage to be re-circulated. This was actioned but members had trouble accessing service.</p> <p>The remainder of action points were acknowledge to be completed.</p> <p>CE asked if LS had been invited to attend this meeting. SJ clarified that this had not been done as there was no prompt suggesting to do this.</p>	SJ
2	<p>HOP co-ordinator report</p> <p>SJ distributed a monthly report. CE asked to share any resources from training events.</p> <p>SJ suggested that intentions are to make brief outcomes related to meetings within the cloud storage.</p> <p>SJ gave feedback from BRP meeting which covered delivery and learnings from the big local programme including partnership skill building.</p>	SJ
3	<p>YOUTH FOCUS</p> <p>a) Youth Forum</p> <p>PN shared feedback from sub group meeting. Youth Forum could be 10 young people with a balance of genders. Aged between 11-19. The group would be formed by targeting two young people from the Youth Café, Upper Academy, Lower Academy, St Gabriel’s Youth Club and a further two from the community that may not be linked to these organisations. GT suggested possibly recruiting members from the local junior schools. The forum could start in mid-January and have a dedicated budget of £2k per quarter. The young people would have the responsibility to spend or reserve this allocation. The forum members would also feed into the Board meetings. The young people would be empowered to set their direction and to complete their own research and to use the board members for advice.</p> <p>(TRK arrived at 19:36pm)</p> <p>The forum would be staffed with SJ as a consistent member and another two adults would rotate to allow engagement from a range of board members. It could be held at ‘The Place’ on Wednesday evenings. Other members clarified that the budget concept was good and that the forum can also focus on the wider community rather than just purely youth activities. PD asked if they would use the project process and the group felt it should be less complicated. It was agreed for PN, RN, PM and SJ to meet and develop and progress further.</p> <p>b) Youth Projects</p> <p>PN opened by discussing the Youth Bus project. PM explained that the Youth Bus has now changed location and this will discover the need in the area and its impact.</p> <p>A brief discussion took place regarding funding opportunities possibly with the Prince’s Trust. Further ideas and suggestions were prompted to be added to</p>	SJ

	the online forum to develop further.	
4	<p>PARTNERSHIP</p> <p>a) Constitution Revision</p> <p>PN explained the main reason for change was to coincide with the resident recruitment process. A few changes were suggested by members present such as reference to the business and youth forum. It was also agreed that board meetings should be open to public and press but worded as 'meeting in public', not 'public meeting' to avoid confusion. The conversation digressed towards business involvement and the role of the business forum. TG referred to notes suggested by SH who felt that there was no section related to calling special meetings and their notice periods such as miss-conduct etc. The present group felt this was included within the 'terms of reference'. It was also suggested to update the Heart of Pitsea map, SJ agreed to complete this task. Reference to Google drive to be removed. TG referred to SH notes which raised the concern of non-involvement of board members and how long a member should be retained if there is no activity or response to attempted contact. It was discussed further and agreed that due to quorum purposes the member would be retained for six months and attempts would be made to engage with the member concerned. This detail will be included in the quorum section of the document. This document will be updated by PN.</p> <p>b) Proposal Document</p> <p>PN explained that the document was produced in response to the previous meeting to enable the Proposal strand of developing projects. The document is to enable engagement with organisations linked to the community and will be available on the website. It was felt that the length of the document was appropriate but another question needed to be included which was agreed to be 'How do you ensure you engage with the community and create opportunities for everyone?'. Sustainability was considered as a question and challenged. It was expressed that not every project will be sustainable as some may be one off projects. It was agreed to limit Question 7 to 1500 words. Discussion also took place regarding including budget totals within the document and a variety of opinions were shared. It was agreed to refer to the plan as some projects may cross into different years or may have deep benefits and not need to be solely funded by the Heart of Pitsea. It was also agreed to review Q10 and add detail. Amendments will be actioned by SJ.</p> <p>c) Big Local Events and Training opportunities</p> <p>MP explained that a Learning and Development fund is available which could be used for a networking event and include Canvey and Grays Big Locals. CE announced that the CVS are holding a conference which includes a workshop to be hosted by Heart of Pitsea. Grays and Canvey have been invited.</p>	<p>SJ</p> <p>PN</p> <p>SJ</p>
5	<p>BUDGET UPDATE</p> <p>a) Spend to Date</p>	

	CE explained the current spend to date. There is £96k remaining for the year's budget which meant £52k had been spent. A total of £3.5k had been spent since the previous meeting.	
6	ANY OTHER BUSINESS i) SJ requested for some feedback for the newsletter and for any delivery suggestions. GT recommended a leaflet distribution company in Basildon and shared the contact details. ii) The website was discussed and agreed for SJ to make a priority and to get completed. Discussion digressed towards the Facebook page and it was recognised that to keep our Facebook page updated regularly SJ needed to have a contract phone as soon as possible that would allow him to achieve this, as agreed previously, SJ was told to purchase a contract phone fit for purpose. iii) TG referred to notes provided by SH. The note prompted response to feedback any progress on projects. It was clear no progress had been evident. iv) Members were encouraged to use the forum and to leave a comment after details have been read. v) TG prompted discussion for the AGM and it was agreed to coincide with the endorsement of the plan which was believed to be in March.	SJ
7	DATE OF NEXT MEETING Wednesday 17 th December 2014 10-12pm at Chalvedon Community Centre.	

The meeting concluded at 21:29pm.