



HEART OF PITSEA

## Partnership Board Meeting

Minutes of the meeting held on Monday 23<sup>rd</sup> June 2014  
at The Place 10.00am

### PRESENT

Tracey Griffith	Resident Partnership Vice Chair	TG
Peter Dickson	Resident Partnership Member	PD
Simon Johnson	Heart of Pitsea Co-ordinator	SJ
Paul Nagle	Resident Partnership Member	PN
Mike Phillips	Big Local Representative	MP
Dean Ross	Resident Partnership Member	DR
Jane Stratford	Resident Partnership Member	JS
Maxine Williams	Basildon Borough Council Partnership Member	MW

### APOLOGIES

Keith Bobbin	Resident Partnership Member	KB
Viv Clements	Basildon and Brentwood Clinical Commissioning Group Partnership Member.	VC
Chris Evans	Basildon, Billericay & Wickford CVS	CE
Sue Houghton	Resident Partnership Chair	SH
Tina Rabone-King	Resident Partnership Member	TRK
Andy Smith	ECC Youth Service Partnership Member	AS

ITEM	INFORMATION / ACTIONS	ACTION FOR
	<p><b>WELCOME</b></p> <p>The meeting commenced at 10:08am. TG gave welcomes, introductions and apologies.</p>	
1	<p><b>MINUTES OF LAST MEETING</b></p> <p>Minutes for 22<sup>nd</sup> May 2014 required adjustment to MP's surname as spelt incorrectly. Should be Phillips not Philips</p> <p><b>MATTERS ARISING</b></p> <p>The previous action points were discussed and two elements were incomplete. The following covers these action points:</p>	

	<p>Explore the community chest concept and arrange to share information with localities that are using this process.</p> <p>It was also agreed to purchase a Digital Camera for use by HOP co-ordinator.</p>	<p>MP &amp; MW</p> <p>SJ</p>
2	<p><b>HOP co-ordinator report</b></p> <p>SJ distributed a monthly report and allowed a few moments for the partnership to view and request any clarification if required. MP discussed briefly about Slade Green and that it would be possible to discuss with them about their progress with a youth forum. MP also advised that they presented details at the Spring Big Local event and this may be published on the Big Local website.</p>	
3	<p><b>ADMINISTRATION DOCUMENTS</b></p> <p>a) <b>Volunteer Pack</b></p> <p>SJ presented three documents. The first was a table of contents detailing the documents intended to be included within the pack. An Emergency Details form was the second document and SJ announced that this could double as a photo/parental consent document. The third document was titled Volunteer Handbook which details a variety of clarification for new volunteers. SJ commented that he had spoken to SH prior to the meeting and that this document could have elements removed to shorten it. The current meeting members discussed the contents further and wanted to investigate the requirement of DBS checks and when these would be required for both volunteers and partnership members. It was also suggested that a Child Protection policy/procedure would need to be created and also for an updated time tracker to record volunteer time accrued for the Heart of Pitsea.</p> <p>b) <b>Project Process – Light Bulb Moments</b></p> <p>SJ explained that a focus meeting was held on Wednesday 4<sup>th</sup> June and that the current LBM stage had progressed with SJ recommending 21 ideas to progress to the next stage. These suggestions were circulated and were currently being focused upon to have project briefs produced for each of them. JS discussed about a local dance group that are currently seeking support/funding. MW announced that she had spoken to ‘The Place’ regarding this group and was keen for them to contact her to seek funding opportunities. Clarification was provided as it was suggested that the Youth engagement event received £500 without progressing through a process and why this couldn’t happen for this dance group. It was explained that this was because it was for Youth Engagement and consultation rather than an ongoing project.</p>	<p>SJ</p>
4	<p><b>UPDATES</b></p> <p><b>4.1 Upcoming events</b></p> <p>a) <b>Spring Clean</b></p> <p>PD announced that there was 10 volunteers that attended and suggested that as this was a pilot event it was a good result. Further talk continued regarding the environment and TG explained that three community members from the coffee morning had expressed an interest. It was suggested for these residents to be contacted and to establish a Community Environment sub-committee.</p>	

	<p><b>b) Coffee Mornings</b>  TG explained that approximately 15 feedback forms were completed and that some of these showed that local residents are interested in being involved in volunteering and interest was expressed in a Gardening Club. TG also said that she had knocked on local doors prior to the event and felt that this had positively impacted the attendance of the morning. The event has become a bi-monthly event which was agreed to be an achievable timescale. The next event was suggested to be in the evening and to provide hot food/buffet and to tie into the theme of Healthy Eating. MW recommended that we use the July event to engage with the residents that have attended our previous events and expressed an interest in getting involved with HOP</p> <p>To continue engaging with the attendees was viewed as essential and it was suggested to contact these residents to invite them along for lunch/dinner, whichever suits them, to discuss getting involved with HOP further. Residents to be contacted by SJ and TG.</p> <p><b>c) Fun Day</b>  JS discussed the concept and the likely provisions at the event. JS also announced that the event will commence at 11am and conclude at 3pm on Saturday 30<sup>th</sup> August 2014. SJ then discussed a current estimated cost of £3800. The present members agreed the cost was fair TG expressed if there were 380 attendees at the event it only works out as £10 per guest and considered as good value. It was also expressed that the current provisions were planned to be managed with minimal demands on HoP members and because of this would be more costly than last year.</p> <p><b>e) Community Chest</b>  MP informed that he is keen to encourage a participatory budget. MW added that a Community Chest would encourage ideas from the community and empower residents to lead projects. It was suggested that MP, MW and JS will meet to collate further information.</p> <p>MW left at 11:37am</p> <p><b>d) Chalvedon Playground Regeneration</b>  TG informed that the Environmental Champions have an allocation of funding available to assist the development of the Chalvedon play area. This funding would be available until the end of the financial year and interest has been shown by Groundworks who may invest into this project. SJ announced that additional funding is available and it would be possible to receive up to £100k with the view to extend this concept to include other play areas within HoP. This funding opportunity is available to be applied for until 18<sup>th</sup> July.</p> <p><b>4.2 Elm Green</b>  MW explained that the police had contacted her to say that there had been some vandalism. Other points were raised as it was recognised that the zip-wire seat was too high but should drop after some use. The previous surfaces are due to be replaced and the old equipment will be painted.</p> <p><b>4.3 Website</b>  PN suggested that the aim for the website is to be ready for the fun day and the focus</p>	<p>TG &amp; SJ</p> <p>MP, MW &amp; JS</p> <p>SJ</p> <p>SJ</p>
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	<p>group will meet to achieve this. SJ suggested that if any members have local photos to email them and these can be collated as a resource for future publications.</p> <p><b>4.4 Adventure Island Tickets</b></p> <p>TG explained the concept of the tickets to be a focus on family engagement. PN commented that he recognised value in family engagement but not much value in generating a profit. MP suggested that HoP could initiate community days. There was a general consent for this concept. It was agreed to add this project idea to the next selection of Light Bulb Moments.</p> <p><b>4.5 Marketing and Promotion</b></p> <p>SJ explained about the newsletter and the concept for its creation and design. SJ continued and informed members of the complete process including delivery which had commenced from 16th June 2014</p> <p>PD left at 12:13pm</p> <p>SJ discussed promotional ideas and handed a sheet with four promotional items. These included a pen, shopping bag, trolley token key ring and a bookmark. The group agreed that these items would be suitable for the summer Fun Day. SJ informed the group that these items in quantities of 500 would cost £950 approximately. SJ will encourage some samples for the next meeting.</p> <p>It was also suggested to research for printed t-shirts with a logo on the front and the website on the back.</p>	<p>PN</p> <p>SJ</p> <p>SJ</p>
<p><b>5</b></p>	<p><b>TRAINING</b></p> <p>a) <b>Catering</b></p> <p>It was discussed for members to complete a Food Hygiene course and a low cost option for this would be to complete this online. This will be distributed to members.</p>	<p>SJ</p>
<p><b>6</b></p>	<p><b>BUDGET UPDATE</b></p> <p>a) <b>Spend to date</b></p> <p>JS commented the level of detail (totals only) was not comprehensive enough as she was unable to recognise what the outgoings actually were. SJ explained that completing a spreadsheet with comprehensive detail of outgoings was a task he planned to achieve in the near future following a prioritisation of workload. It was put to SJ that this be completed in time for the next partnership meeting.</p>	<p>SJ</p>
<p><b>7</b></p>	<p><b>ANY OTHER BUSINESS</b></p>	

	It was suggested to attain prices for a camera/video camera suitable for HoP endeavours. It was also suggested to collate prices for a contract mobile phone As the current 'pay as you go' phone is no longer 'fit for purpose'	SJ
<b>8</b>	<b>DATE OF NEXT MEETING</b>  7pm – 9pm on Thursday 17 <sup>th</sup> July 2014 at The Place.  Venue to be confirmed when booked.	SJ

The meeting concluded at 12:38pm.