



# Partnership Board Meeting Minutes

Meeting held on Monday 19<sup>th</sup> June 2017  
at Pitsea Library at 19:00

## Partnership Members in attendance

Sue Houghton, Resident Partnership Co-Chair	(SH)
Peter Dickson, Resident Partnership Member	(PD)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Ashley Gillam, Youth Worker, Essex CC	(AG)
Simon Johnson, Heart of Pitsea Coordinator (Minute Taker)	(SJ)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member	(PN)

## Resident Visitors in attendance

Julie Clark	(JC)
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## Apologies

Tracey Griffith, Resident Partnership Co-Chair	(TG)
Gill Buttwell, Heart of Pitsea Administrator	(GB)
Keith Bobbin, Resident Partnership Member	(KB)
Emma Branch, Transformation Manager, NHS CCG	(EB)
Andy Florence, Resident Partnership Member	(AF)
Jan Stobart, Big Local Representative	(JS)

## Non-attendance

Trevor Simmons, Resident Partnership Member	(TS)
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## 19:03 Meeting Started

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## Welcomes, introductions and declarations of interest

SH welcomed all members, as we had a guest resident, JC, each member introduced themselves.

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## (1) Approval of minutes of last meeting - 17 May 2017

CE disputed saying the final sentence in the LTO review subject. Later review of the meeting audio recording found that this sentence had been said, but by TG. Minutes of last meeting were agreed.

### Matters arising

- GB has updated the previous meeting minutes and these are available at Pitsea Library.  
PN & SH ACTION CE has reviewed the Constitution and other documents and distributed copies for members to view. PN & SH to go through revisions.
- SJ & GB ACTION A brief for the website is still needed to initiate a tender. SJ suggested to support GB to complete this task.
- SJ ACTION SJ has ordered promotional flags. Banners are still required but would need suggestions for its contents from other members of the committee.
- SJ ACTION The survey has been completed and designed. SH said that she had spoken to Mark Bramley at Basildon Council regarding its collation and how the information can be analysed. It was suggested to discuss this further with Mark to ensure each stage has been considered. Mark has forwarded information on the company originally used by Hop to SH who will forward it to GB. SJ to invite Mark Bramley and Grant Taylor to next Board Meeting to discuss Livewell. ACTION SH/SJ
- SJ, TG & CE ACTION Members SJ, TG, CE and LTO Finance Officer to meet to discuss bank account and how the reporting could be conducted.
- CE announced that PN was successful via the recent tender process to deliver the Youth Leadership programme for the youth forum.
- SJ ACTION SJ to contact JS to clarify the financial spreadsheet to be shared.
- SJ & PN ACTION Guidance is still required for the monitoring tool to support users. This will be completed by SJ & PN.

It was suggested for future minutes to replicate the agenda with numbered headings.

No further matters arising

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## (2) Heart of Pitsea Coordinator's Report including Administrator Report

Members viewed both reports. An opportunity was provided for members to offer any support for upcoming tasks. SJ asked about the purpose of the website and if this was still required with a good social media presence. Members agreed that the website attracts a different audience and compliments the social media content.

[PN, SJ & GB ACTION](#) SJ requested support with the Newsletter and encouraged contributions from members. PN offered support. SJ, PN and GB will each collate and create content for the next newsletter.

### (3) Partnership Update

- [AGM conclusion](#)

GB had compiled statistics for the AGM and Pick a Project event. 43 members attended the event with 15 residing in the Heart of Pitsea catchment area. These HoP members had increased voting rights for the Pick a Project event to ensure their impact for local projects was prominent.

The winning projects were:

First Responders Emergency Medical Care

Project Management and Leadership Training

Domestic Abuse Counselling

Community Fun Day

These projects are all now in development and being scheduled for the year. SJ explained that the Community Fun Day was not achievable for the Summer and would be developed for the Christmas period.

- [Setting up a bank account](#)

It was clarified that the purpose of this account was to be used similar to a petty cash account rather than a syphon account to store non-Big Local finance. These details will be covered with the members TG, CE, SJ and CVS Finance Office who are planning to meet. An appointment has been made at the bank for next Tuesday (4 July). SH, TG & SN would be signatories on the account for now, other members would be welcome to take over in the future. CE had spoken to JS who had advised him to contact the Local Trust to ascertain if a bank account would be feasible and CE state that he had been told that this would not be possible. SH said that during a previous meeting with herself, TG & JS, JS had said that it would be possible to have a bank account for expenses etc and that other Big Local's did have bank accounts, which is why SH and TG had instigated opening an account. Unfortunately, since that time, CE, JS and CE had not been together in a meeting to clarify this position.

- [HoP Legacy Park](#)

SJ explained that an email was circulated regarding the potential of installing play equipment at Winifred Road Open Space. This email detailed that the council were willing to contribute £32k with HoP also adding £32K to this balance. This will support the development of an outdoor gym and play area. SJ confirmed that a unanimous decision

from resident members was provided to continue the development and design of these changes. A consultation will be initiated to discover local interest and preference.

- **Funding Panel**

PN confirmed that the outcomes are contained on the HoP internal forum. The only successful proposal was submitted by 'Community Rainbow Genies' a group that was developed from a previous HoP supported project. This project is called 'Second Chance' and has requested a £3820 contribution from HoP.

The 'Walk 4 Wellbeing' project was also reviewed and was confirmed to receive a 26-week extension at a reduced rate of £65 per week pending receipt of written reports. This is also on condition that any promotion recognised the Big Lottery and HoP contribution, in accordance with this stipulation which had been written in the original agreement. If this breach of agreement continues funding will be retracted.

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#### **(4) Heart of Pitsea Update**

- **Youth Market Conclusion**

MF shared that she felt the project was successful and had received positive feedback from the young people that participated. PN also gave a brief overview of the project and its structure which began with some work sheets covering three weeks of activities. PN and MF both suggested that this would need to be longer if it is to be repeated. Three teams took part which included 20 participants in total. The winning team made a profit and the runner-up's almost broke even. The third and final team made a loss but they had a lot of stock remaining which can be utilized within future projects and activities. PN and MF both agreed that this was a good experience for everyone involved.

- **Project Updates**

SJ gave a brief overview of each of the following projects currently being delivered or supported by HoP.

**(a) Walk for Wellbeing** - This has been detailed earlier in the meeting

**(b) Incredible Edible** - This project is developing well with all 5 garden spaces being maintained and each growing a variety of vegetables and fruits. Currently has an average of six participants. During the half term week four young children attended and helped weed and water the sites.

**(c) Karate** - This project has continued to run successfully and has adequate participants to sustain itself following HoP support and will not require any further funding.

**(d) Tiny Taggers Rugby** - This project has approximately 15 participants but requires 10 more to be sustainable. Basildon Rugby club have requested some additional funding

to produce another flyer/posters to continue its promotion. Members agreed to fund this element further which SJ projected to cost £85.

**(e) Hearing Help** - These support sessions have been running well impacting an average of 4-5 people per session. In May the numbers declined and Hearing Help suggested to change the sessions to mornings. These changes commenced and June had no participants but this is due to be promoted in local newspapers. The sessions are also being actively supported by Basildon Hospitals Audiology department which will also hopefully increase participants.

**(f) Youth Club/Forum** - The youth club continues to have an average of 8-9 weekly participants. This club is due to change shortly with opportunities for 5 year old's through to adults. There have however been complications with employing two support workers and how this can be achieved. SJ told members that the most appropriate method of employment would be by developing a casual/zero hour contract. Members agreed that this style of contract would be suitable for both HoP and the employed staff members. These roles will be developed as a priority as the venue is reserved and being charged. An adult club will be initiated asap as this does not require a staff member.

**(g) Step-up Youth Programme** - Two initial sessions have been delivered to attain interest from local young people and to shape the delivery around their availability. This project will start on 20/7/17.

SJ informed members that the next quiz night had to be cancelled due to no chairs which could not be resolved and will be an ongoing issue. SJ said that he is exploring the potential of using the Basildon Upper Academy. The next three quizzes are planned for 28/07/17, 22/09/17 and 24/11/17. The disco's had been discussed with the residents at the Funding Panel meeting. It was agreed to continue but in partnership with a local charity or good cause. The PDSA was recognised as an unsupported organisation and will be offered this opportunity to receive the ticket money. SJ will contact the PDSA to arrange this. This event is planned for 21/10/17. A press release for local papers will also be requested to attract a wider audience.

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## **(5) BIG LOCAL REP UPDATE**

JS was not present but had circulated details about 'Unlimited Funding' and its Star People funding opportunity. This programme is finishing and a new programme will encourage 20 Big Local areas to invest in its schemes. HoP members did not feel this was suitable for our area.

CE said that he had received a request for an updated Big Local Plan to be submitted. Members recalled that on the Awayday in April JS was asked to apply for the current plan to be extended by 6mths to March 2018.

**ACTION JS to ask for Plan to be extend**

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## **(6) Budget Update**

Members viewed the budget sheets. There were no queries.

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### **(7) Any Other Business**

SH shared that she had attended a Big Local event in Southampton which focused on measuring impact and leaving a legacy. SH will share information when she has received the presentation from the facilitators.

CE has reviewed the Constitution, Code of Conduct and developed a Conflict of Interest Policy for members to consider. These will all be circulated to members by CE for any comments or approval.

ACTION Chris to circulate electronically.

### **19:20 Meeting Closed**

#### **Date of next meeting**

The next meeting will be held on Wednesday 19 July, 10:00-12:00 at Chalvedon Community Centre.