



# Partnership Board Meeting Minutes

Meeting held on Wednesday 16 August 2017  
at The Place, Pitsea Leisure Centre, at 19.00

## Partnership Members in attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair (Meeting Chair)	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)

## Resident guests in attendance

Julie Clark	(JC)
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## Apologies

Emma Branch, Transformation Manager, NHS CCG	(EB)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Ashley Gillam, Youth Worker, Essex CC	(AG)
Peter Dickson, Resident Partnership Member	(PD)
Simon Johnson, Heart of Pitsea Coordinator	(SJ)

## Non-attending Partnership Members

Trevor Simmons, Resident Partnership Member	(TS)
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## 19.02 Meeting Started

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## Welcomes, introductions and declarations of interest

TG welcomed everyone to the meeting.

## (1) Approval of minutes of last meeting and matters arising

Minutes of the last meeting were agreed and actions going forward are:

- Constitution has been circulated and will need amending to include the Bank Account.
- Website brief completed and on HoP and CVS websites and HoP Facebook. CE previously discussed with SJ how applications would be evaluated, template and budget. Scope for

applications widened to Essex. [SJ ACTION](#) to create the Website Tender application form which then needs to be sent out.

- [SJ & PN ACTION](#) to continue work on the monitoring and evaluation tool. Simple to understand guidance notes to be written for funding applications and for resident members.
- Newsletter ready, awaiting clearance from Basildon Council on Livewell Pitsea copy.
- KB explained the difficulties of the Dipple PPG group, particularly with funding and felt SJ's suggestion that the PPG submit a health project proposal to HoP to safeguard funds, was a good idea. [SJ ACTION](#) arrange for MF to attend next Dipple PPG meeting.

No further matters arising.

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## (2) HOP Co-ordinator Report

In SJ's absence SH read through his report. Members were asked if they would like to assist with upcoming tasks.

[ACTION](#) PN/KB to help with 'Community Connect' adult club, Wednesday evenings.

Monitoring and evaluation tool discussed in matters arising. Resolution of difficulties with delivery of projects from Next Chosen Generation is ongoing and SJ awaiting contact from project lead for meeting to be arranged.

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## (3) Partnership Update

[a] Resident Survey - SJ has researched costs. To use a pre-paid return envelope service it would be: £75.00 Royal Mail licence set up fee; 40p postage per pre-paid envelope posted back; envelope printing £150.00; survey printing £15.00; £336.00 envelope stuffing (although might not be needed); physical delivery £220.00, based on 3500 copies. £200 for online survey. Approximate total £2,000. [AGREED](#) £2000 budget for survey was agreed by resident partners.

[b] Co-ordinator mobile phone - now on an £18.00 per month contract, which retains the original phone number.

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## (4) The Heart of Pitsea Update

LTO Tender Brief - a draft was circulated to members of the partnership. This is designed to explore the appointment of HoP LTOs, with the aim of making the process transparent and to obtain best value. JS stated that this would need to be done well before the end of the current plan period (end Feb 18) to make Big Local funding seamless to ensure staffing stability and suggested a new contract should last the length of the next plan period. The agreement with Local Trust and the CVS ends at the end of the current grant offer, Feb 18. HoP would have to give 3 months notice to the CVS only if they wanted to finish before the end of the current plan period. The next plan proposal would need to be submitted by the new LTO, which would take a minimum of 1 month to be processed. CVS has a separate 1-year contract

with Heart of Pitsea. Residents are currently reviewing the financial arrangements and during this period, have agreed to pay the LTO on a monthly basis using last years agreed figures.

SH asked if there were any other areas that needed a Tender Brief - resident agreed no.

**ACTION** GB to email LTO Tender Brief to the partnership.

Project updates -

[a] Winifred Road Open Space - SH raised SJ's concern that there was misunderstanding from the last meeting that the figure has increased from £32k to £40k and there is no outdoor gym in the plan. JS suggested figures need to be firmed up, a decision made and proposal sent to Local Trust in September. At the initial stages, the HoP contribution of £32k had also included the nature park element, not just the equipment. At the last meeting Grant Taylor had said the concept drawing was for play equipment at a total cost of £60k. As it is crucial not to jeopardise the funding from Basildon Council, resident members need to decide how much they are prepared to invest once clarification of the figures is received. SJ is approaching Tesco re a financial contribution for gym equipment and all information will be brought to the September meeting for residents to make their final decision on the HoP contribution.

**ACTION** SJ to clarify figures with Grant Taylor, take forward Tesco contribution and obtain quote for outdoor gym equipment.

[b] Plan Review/Resident Survey - survey closing date now end November. JS suggested the need to arrange a workshop to discuss the new plan content and plan period - bullet point agenda to be created. JS explained that lump sums of money can be allocated to each strategic objective or research can be used to break down where money is allocated. Helen's data to be analysed before plan workshop. Online survey to be set up. Newsletter delivery a priority to prevent delay in survey delivery.

**ACTION** GB to email members to arrange date for the Plan Workshop 1<sup>st</sup> week in December. Agenda to be circulated after date is set.

[c] Project Updates:

- Walk 4 Wellbeing - funding period coming to its end, report due
- Incredible Edible - 200 packs of potatoes have been distributed to local residents  
Approximately 4 volunteers attend each week
- Karate - funding now finished, final report due, project is sustainable and self-funding
- Tiny Taggers - still needs support, SJ visiting in person
- Help for Hearing - CEO has changed, SJ to meet to discuss things going forward
- Community Connect - adult club launching end September. Little Monsters/Mighty Marvels youth clubs - on hold pending staff recruitment. Youth Club hasn't had any participants in previous 2 weeks due to holidays and weather. Staff role description in process, SJ requested templates from CVS. CE stated that other CVS organisations contract staff and don't employ staff on zero-hours contracts. He suggested SJ needs to write the role description on a self-employed basis. GB stated that SJ's previous concern was that it is unlikely to find someone willing to be responsible for their own public liability insurance, tax etc for such a small amount of hours. JS pointed out that if an organisation is contracted, then they would cover these areas and if HoP changes LTO then another employee could complicate things further. Essex Boys and Girls Club and Essex Youth Service might be an option.

- Awesome 8 - has been extremely successful with 159 participants to the first outdoor event and 70 on average per session for the indoor events. Wrap-up article to be included in the newsletter.
- Next Chosen Generation projects, difficulties still ongoing, awaiting date for meeting:  
Step Up Youth Project - awaiting a start date  
Management & Leadership Programme (Pick A Project winner) - being delivered without agreement and funding. HoP tried to fast track the process but organisation couldn't prove the participants from HoP area
- Domestic Abuse Counselling - in process and will follow Second Chance (beginning in the next few weeks) which might signpost people to the Domestic Abuse Counselling. Venue cost for Second Chance has increased and the shortfall of £147.00 will be brought to the next funding panel for consideration
- Who's In Charge - beginning in September
- Christmas Event (Pick a Project winner) - SJ to chair consortium of local organisations to shape the event. Meeting to be confirmed. Any suggestions to support and develop, please email SJ
- Quiz Night - leaflets circulated to resident members to post locally. Raffle [AGREED](#)

**ACTION** SJ to visit Tiny Taggers, meet with Help for Hearing CEO. GB to create quiz signage. SJ/GB write Awesome Eight wrap up article for newsletter.

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## (5) Big Local Rep Update

JS had nothing to report. It was suggested that the HoP monitoring and evaluation tool could be shared with other big locals and HoP would be keen for Big Local to arrange training events in our area.

**ACTION** JS to put bid into next round for HoP to host 2 events.

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## (6) Budget Update

Members viewed the Management Accounts and the Transaction Report budget sheets.

JS, CE, Philip (CVS Treasurer and Donna (CVS Finance Officer) to meet to discuss how the 5% payment from Big Local is allocated and proportioned. CE explained previous process.

A discussion took place about the new bank account, whether income generated is paid into that account and that process doesn't need to wait until it is added to the constitution. Generated Income doesn't come under CVS reporting to Big Local so TG will be responsible for reporting in/out transactions to the partnership. HoP spend to date report has been submitted to Big Local.

**AGREED** generated income to be added to HoP bank account.

**ACTION** CE to check where income generation figures had come from and chase re next draw down from Big Local.

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## (7) Any Other Business

Elm Green play area swing had been damaged/removed and zip wire not working - needs to be investigated.

Dipple PPG - As minuted in Matters Arising, PPG need secure place for holding funds, HoP an option to be discussed at next PPG meeting

AGREED Residents agreed to look after funds which would be restricted to the needs of the PPG

Hate Crime - CE announced a spike in hate crime in Pitsea and requested residents attend an awareness course, being organized by Basildon Council/Essex Police, on 20 September. This partnership may submit a Hate Crime funding proposal to HoP.

ACTION GB to contact Rob Baker, Basildon Council to investigate swing/ zip wire. SJ to liaise with PPG.

## 20.36 Meeting Closed

### Date of next meeting

The next meeting will be 10.00-12.00 Wednesday 20 September at Chalvedon Leisure Centre