



# Partnership Board Meeting Minutes

Meeting held on Monday 16 October 2017  
at Pitsea Library 19.00-21.00

## Partnership Members in attendance

Keith Bobbin, Resident Partnership Member	(KB)
Julie Clark, Resident Partnership Member	(JC)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair (Meeting Chair)	(TG)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member	(PN)
Trevor Simmons, Resident Partnership Member	(TS)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Jan Stobart, Big Local Representative	(JS)

## Apologies

Peter Dickson, Resident Partnership Member	(PD)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Jean Thompson, Resident Partnership Member	(JT)
Simon Johnson, Heart of Pitsea Co-ordinator	(SJ)
Emma Branch, Transformation Manager, NHS CCG	(EB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Ashley Gillam, Youth Worker, Essex County Council	(AG)

## Non-attending Partnership Members

Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
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## 19.02 Meeting Started

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### Welcomes, introductions and declarations of interest

TG welcomed everyone to the meeting and stated that it was good to have our new resident partnership members on board.

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

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

SJs actions deferred for review until next meeting, in his absence.

ACTION GB to carry SJs actions forward.

- LTO Tender Brief - JS offered to supply application form examples from other Big Locals. She explained that the level of service offered and charges/costs can differ widely. PN explained that there are legal implications with any tender process. JS suggested that we create an application form with set questions and use a title of 'Expression of Interest' rather than 'Tender'. All attendees felt it would be beneficial to approach specific organisations and promote an invitation for other interested organisations to submit applications too.

This format was AGREED by resident members.

ACTION JS to circulate completed forms received by another Big Local's from interested parties (with organisation details removed) to provide examples of responses.

- Hate Crime - in CE's absence, TG read his action point report. Photo opportunity set for 18 October, funding has been secured. KB gave the meeting a review of the 'Safer Communities' meeting, which he and SJ had attended. SJ had handed out surveys to residents that attended.
- Winifred Road Open Space - in CE's absence, TG read his action point report. CE has emailed Local Trust and has received info on how to apply for additional funding. JS stressed that the proposal needs to be completed as soon as possible and submitted to Local Trust.

ACTION CE to submit a proposal for the project funding (£104k).

- Tendring Mental Health Hub - SJ and SH visited. GB gave her account on a conversation with SH - the shop looked to run very well, volunteers were supported with roles that suited their abilities/confidence with dealing with the public and that there was a separate room for appointments with clients. The shop branding was low key, presumably not to highlight its 'mental health' function. PN and TG felt that an investment of £40k from Heart of Pitsea to financially assist a similar set up in Pitsea for 1 year, was quite large. It was felt that previous financial information was needed from the Clacton project and its longer-term break-even plan.

ACTION Feedback from SJ & SH required at the next meeting with a view to the project being discussed at the next Panel Meeting.

## 19.24 Julie Clark arrived

- Community Connect Club - PN explained that we wanted to tie this in with Bridging The Gap/Youth Clubs etc. Staffing issues haven't been resolved. Trustees of the CVS had agreed that recruiting people on a freelance basis was acceptable. TG stressed that we need to move this on. KB felt paying a company to supply staff might be better. PN explained that historically we have always engaged people on a freelance basis. JS suggested that as this process had worked previously then it might make sense if we follow that format for the club. She suggested an A4 sheet, stating 'we are looking for contractors to deliver (X) for (X) hours at (X) price'.

This format was [AGREED](#) by resident members.

[ACTION](#) SJ to write the role specification and take forward as a priority. PN stated that he was interested in the role, so he agreed he would not be included in any part of the engagement process.

- Finance Policy - PN explained that the new bank account is not working for petty cash. A subsidiary 'response fund' account will be opened and used exclusively by HoP staff, with a limit of £500.00 with a 'top up' procedure. HoP constitution has been amended to reflect this. TG is Treasurer and will provide a quarterly review. 2<sup>nd</sup> account with a limit of £500 was [AGREED](#) by resident members.
- Plan Review awayday set for Thursday 7 December. JC only available for part of the day, all other attendees present stated that they are able to attend.
- Tablets - 3 tablets have been purchased at £130.00 each.
- Forum link - TG asked if all members had received the link. [ACTION](#) GB to send Forum link to Julie, Andy and Jean.

No further matters arising.

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## [\(2\) Heart of Pitsea Co-Ordinator's Report/Administrator Report](#)

Monitoring and Evaluation Tool - Almost ready. This will roll forward to include organisations that are running new projects. Guidance notes have been produced and will be available in the next few weeks. Instructions will be sent to partnership members.

Surveys have been posted to SS13 3\*\* residents and 4 had already been posted back. SJ is inviting residents to join him to carry out face to face surveying 10am-12noon and 2pm-4pm on the following dates:

Wednesday 25 October - KB available (am)

Thursday 26 October - KB available (am) - JC available (pm)

Friday 27 October - TG available (am) & (pm)

[ACTION](#) GB to email to check if anyone else is available to help.

Christmas event - TG asked if anyone had suggestions for the day, to get in touch with SJ.

Incredible Edible - GB stated that she had received some images from Oakwood Grove residents, who had used apples supplied by SJ to make apple pies. She had emailed to ask permission to put them onto the Heart of Pitsea Facebook page. TG suggested this should go into the next newsletter too.

[ACTION](#) GB to take forward as a story for both Facebook and newsletter.

GB reminded attendees about the 70s and 80s disco and asked them to spread the word as numbers were low. PN stated that numbers to the latest disco run by The Place had been low.

[ACTION](#) GB to take posters into local shops and send out info to HoP database.

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## (2) Partnership Update

Winifred Road Open Space - as this is a separate project, CE to submit proposal application to Big Local for the additional funds of £104k, which Local Trust will need 4 weeks to assess. KB explained the revised play area plan. JS suspects that Basildon Council might need a 'letter of intent' to confirm the HoP funding contribution. KB asked about previous discussions on placing a plaque at Elm Green. Residents felt the resurfacing hadn't helped with the waterlogging and mud. SJ progressing zip wire and swing damage.

**ACTION** SJ to arrange for residents to view the updated Winifred Road site plan and to obtain dates for Public Consultation so it can be promoted. CE to confirm if he has submitted a proposal to Local Trust.

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## (2) The Heart of Pitsea Update

HoP Constitution - section 7 of the constitution now describes how the 2 bank accounts will work. Amendments **AGREED** by resident members.

Resident Wednesday Get Togethers - TG asked for feedback from Wednesday Get Togethers to be sent out to all residents to ensure information is given to those who are unable to attend. KB/PN explained that 1<sup>st</sup> session had covered the Plan Review and the 2<sup>nd</sup> session involved the Youth Forum to look at website tenders. TS explained that the 3<sup>rd</sup> session had covered the survey and community engagement.

Plan Review - PN stated that the new plan would aim to celebrate our achievements and be more visual and simplified so the public can understand it. It is hoped that by the date of the awayday, the structure of the plan will be almost firmed up and the day will provide an opportunity to finalise the detail. JS offered to supply an exercise to help people visualise their objectives. She explained the two required sides to the plan - one for the public and the other for Local Trust. LT would need to have a plan review of the existing grant (ending Feb 18) and answers to 9 set questions, which could be drafted and agreed at the awayday. For the new plan, LT only need to see the figures and an assessor will meet with HoP to ask how these figures have been decided. The Winifred Road project would not be included in the new plan as funding would be drawn down before the new plan begins. TG asked if residents could start looking at figures at a Wednesday Get Together. JS asked if residents wanted to look at 'Big Legacy' funding at the Awayday and PN said that Winifred Road Open Space has always been the HoP big project objective. TG explained she had recently seen a TV programme showing the benefits of credit unions and how it could change people's lives who live on the poverty line and suggested that the away day would be a good opportunity for old and new resident members to voice any ideas they might have.

**ACTION** Residents to look at previous project figures and review which objectives they came under at Wednesday Get Together (25 October).

Year 3 Consultation - ongoing.

Website Tenders - residents have decided to appoint Pipe Media, who provided an excellent proposal and were the lowest priced. The website build will take around 4 weeks but timing

will depend on HoP providing the content. GB asked if JC could offer any help as she is currently involved in a new website build.

**ACTION** PN & GB to meet to take this forward. JC to share her website information.

Project Updates - The Next Chosen Generation Management Training programme - they had asked for a payment £800.00. The project lead had rejected the offer of £600.00, which residents had felt covered the cost of the Heart of Pitsea area attendees. PN stated that as they don't have a formal agreement then we aren't actually obliged to pay them anything.

**ACTION** TG to forward email thread to residents. Residents to vote (deadline of 2 weeks from today) on whether to pay the £600 as previously offered or £800 as the organisation has requested.

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## **(5) Big Local Rep Update**

Additional money from Big Local (interest earned on unspent money) will be £105k and this amount would be added to the HoP £1M and held by Local Trust.

The lottery 'BIG' logo has changed - new logo to be used on anything in the future.

Matt Leach (Local Trust CEO) visiting HoP on 17 November. Programme of visit to be formulated.

JS gave the meeting an update on the next available training date, which is free to attend with accommodation and expenses covered.

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## **(6) Budget Update**

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

JS suggested she needs to talk to CE or Donna regarding the 5%. CVS had previously suggested that the 5% would be put into a separate account until the end of the grant period, as, at the end of the grant period, CVS have to return the percentage of the grant that hasn't been spent to Local Trust. Once the grant period has finished and monies returned, the balance of the 5% would go into the No1 HoP bank account as a 'gift'. PN queried the HoP 2 quiz night prize money figures listed for 5<sup>th</sup> and 21<sup>st</sup> September - £115.00 and £125.00?

BBWCVS finance policy draft is available.

**ACTION** JS to speak to CVS regarding the accounting of the 5%. GB to forward BBWCVS finance policy to partnership member. CE to clarify the 2 quiz night prize money figures.

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

Following the previous funding panel, PN and SJ have created agreements for the organisations residents had voted to fund. As Bridging The Gap would now run on Wednesdays when HoP are already paying for the venue, the venue cost has been deducted from the funding. Motivated Minds had clarified that the query on £600.00 quoted on the application is for planning and preparation. £3528.00 will be funded to the project. The yearly review has been updated - 9 organisations have submitted proposals, 12 had been considered over 3 panel rounds. Total requested from HoP is £54,812.96 and of the 10 new projects applications received we banked one - the recycle bicycle project. 5 projects have progressed from the 12 considered, 4 were rejected and 2 previously rejected/resubmitted projects were rejected. 5 projects have been funded this year totaling £22,297.00 and we have generated £15,664.64 in organisational contributions from the 5 funded projects. Cut off for the next funding application round is 24 November.

Christmas event - SJ asked the meeting to consider additional funding for the Basildon Carnival Christmas event, above the £2k which had been funded from the AGM 'pick a project' event which would cover funfair rides etc. TG read out the options provided by SJ and his objectives to get funding from local organisations to help with the cost. JS asked where the electricity supply would come from. PN stated that he liked the idea of Christmas lights. KB was concerned about getting the local businesses involved. JS felt HoP needed to get a value on the benefit from the investment. PN and TG felt it would be too rushed for this current year and planning is needed for a Christmas market, arranging for 'someone' to turn it on.

**DEFER** full lighting until 2018 with Christmas Market, with a switch on event.

**AGREED** Resident agreed a real Christmas tree on the balcony for 3 years at a cost of £880.00 per year. They agreed that the full Christmas lighting option would be pursued for Christmas 2018, with planning early 2018.

## **21.14 Meeting Ended**

### **Date of next meeting**

The next meeting will be 10.00-12.00 on Wednesday 15 November at Chalvedon Community Centre