



HEART OF PITSEA

Partnership Board Meeting Minutes

Meeting held on Wednesday 17 January 2018
at The Chelvendon Community Centre 10am-12noon

Partnership Members in attendance

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| Peter Dickson, Resident Partnership Member | | (PD) |
| Andy Florence, Resident Partnership Member | | (AF) |
| Ashley Gillam, Youth Worker, Essex County Council | | (AG) |
| Tracey Griffith, Resident Partnership Co-Chair | (Meeting Chair) | (TG) |
| Paul Nagle, Resident Partnership Member | | (PN) |
| Gill Buttwell, Heart of Pitsea Administrator | (Minute Taker) | (GB) |
| Emma Branch, Transformation Manager, NHS CCG | | (EB) |
| Simon Johnson, Heart of Pitsea Co-ordinator | | (SJ) |
| Trevor Simmons, Resident Partnership Member | | (TS) |
| Jan Stobart, Big Local Representative | | (JS) |

Apologies

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| Keith Bobbin, Resident Partnership Member | | (KB) |
| Julie Clark, Resident Partnership Member | | (JC) |
| Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS | | (CE) |
| Sue Houghton, Resident Partnership Co-Chair | | (SH) |
| Jean Lane, Resident Partnership Member | | (JL) |
| Jean Thompson, Resident Partnership Member | | (JT) |

Non-attending Partnership Members

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| Michelle Fairchild, Community Development Officer, Basildon Council | | (MF) |
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10.01 Meeting Started

Welcomes, introductions and declarations of interest

TG welcomed everyone to the meeting and reexplained the new meeting format. Members had been asked to view all previously circulated documents and flag up anything they wish to raise before the meeting so they can added to the agenda. Feedback on the new format would be appreciated.

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

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

ACTION GB to create an action sheet, to include everyone's actions for the next meeting

ACTION CE to clarify the 2 quiz night prize money figures

ACTION SJ to talk to CVS Finance Officer to find out about the 5% accounting

ACTION CE to submit Legacy Park proposal once figures are confirmed

10.06 TS joined the meeting

ACTION GB to ask Trisha, Timebank Co-ordinator if she would like to attend a partnership meeting to explain/discuss the programme with resident members

No further matters arising.

(2) Partnership Update

Staff Salary Review and Outcomes

Staff salary/review meeting had been held. SJ has moved into 2nd Tier. GB moved up 1 increment. New job descriptions are in hand. GB's appraisal planned for 19/01/2018.

Awayday Report on Outcomes

Members read the circulated notes. Everyone felt that the day had been successful, that the flip charts had given everyone the opportunity share their thoughts and that it was good to get away from the normal meeting format and to have a set theme for the day. EB stated that it had been useful to have Stakeholders there. It was suggested that we perhaps schedule a dedicated stakeholder event.

Agree Our Plan, 9 Questions and 1st Year Budget

SJ had created a detailed plan review, which is intended to also be used as a public document. SJ/PN had produced a draft plan, both of which the members viewed. The plan review leads into the new plan.

JS explained that the key questions to focus on are:

Q2 - What money have you spent? She advised that we can add figures which will be refreshed after March when figures are known.

and

Q5 - Are you going to change your vision and priorities? She advised that we can say we feel our vision is still the same but we are changing our strategic objectives to have 3 major themes to focus on.

and

Q8 - Are we going to revise our Big Local Plan?

Stakeholder & Big Local logos to be added to the final page of the plan. SJ will add attendance and total cost of each project. Add a line saying that a full set of accounts are available for anyone who might like to see a breakdown.

The new plan is less wordy. It is intended that a vibrant design will highlight key points and make them stand out. JS asked if there would be one 'proposal pot' rather than 1 pot for each

of the 3 strategic objectives. EB suggested adding 3 key projects to the plan which could showcase our intentions to engage with outside organisations. A discussion took place about including the proposal funding 'pot' in the new plan, either an amount for each of the strategic objectives or a single 'pot' to cover all 3. To avoid sending back money to Local Trust, TG suggested £10k per objective. SJ felt the total budget would be approximately £250k, including the Winifred Road Open Space project. JS said all documents need to be agreed and uploaded to Big Local Community by Friday 19 January and that she would be happy to do this. The £50k currently held by CVS would need to be sent back to Local Trust, meaning HoP would have no funds. An interim budget to cover operational costs (including salaries) could be submitted to avoid rushing submission. Additional funding can be requested with a separate title. JS also felt the old plan wasn't defined and that the new plan needed to be broken down into sections of what we want to spend the money on. EB suggested we adopt a forward planning schedule and TG/SJ explained this is difficult as HoP activities are very organic. EB also felt it would be useful to give stakeholders information on 'this is what we have done for the last x months and this is our plan for the next x months'.

ACTION Plan review and budget to be sent to resident members to agree.

Proposal Scheme - format going forward

It has been acknowledged that 4 funding rounds per year is difficult to commit to and that it is important to avoid the run up to Christmas. Therefore it is proposed to pilot 3 rounds per year, final round to close end of October. Closing dates should be published well in advance, both by HoP and our stakeholders to support more proposal applications and to encourage match funding SJ explained that following a resident vote to progress a project, checks were made on its suitability and the need within the Pitsea community. Submissions were to be encouraged to be made via the HoP website, which should be launched within the next 6 weeks.

AGM - format for 2018

It was felt that the 2017 AGM format with the participatory budgeting 'Pick A Project' event had been successful. Terms and conditions need to be made clearer this year.

AGREED 'Pick A Project' to go ahead again this year with a budget of £2,000 per strategic objective (£6,000 total).

(3) The Heart of Pitsea News

Pitsea Community Christmas

The event had been well supported by local stakeholders, including: TSB, who had a Santa's Grotto; Cribbs, who had brought out their horses and carriage; a stage in the market, which feedback from traders had shown increased footfall and profits; and London & Cambridge Properties, who had agreed to have the Christmas tree on their balcony. The event had included a community market, low cost fairground rides, inflatables and climbing wall. Pitsea Library hosted a number of activities too. Feedback had been positive and a meeting is planned with stakeholders. Money raised from the event (from rides and donations from Stakeholders) would be banked in the HoP bank account in readiness for this year's event.

11.20 AG left the room.

Little Monsters & Mighty Marvels - update

SJ felt there had been confusion over the engagement of the 3 staff for the clubs and the direction of how this should happen had changed from meeting to meeting, when he hadn't attended. He explained that he had recently approached 'Dolls & Dudes' creche, which operates in The Place, to run the clubs, but they had declined the offer.

11.20 AG returned to the room.

A discussion took place regarding how previous meetings had looked at engaging the staff: do we employ people on a one-year casual zero-hour contract following CVS processes? (SJ stated that this had been previously agreed by the CVS Trustees); commission an organisation to supply people?; use self-employed people, responsible for their own public liability insurance etc? JS stated that she was concerned that things were happening behind the scenes and new resident members needed to see the original proposal to make a decision. She asked for proof of the agreement of the CVS Trustees.

ACTION SJ to provide evidence of CVS Trustee's agreement to employ people on a one-year casual zero-hour contract following CVS processes

Funding Proposals - outcome from the Panel Meeting

PN explained that 5 resident members had attended the panel meeting and 4 resident members who couldn't attend had sent in their votes. 5 proposals had been considered totaling £31,683. Decisions were as follows:

The Red Balloon Family Foundation - MiLife

Project offering school-based workshops to improve mental health for children, young people and families. Although statistics had been provided of how the programme had run successfully in the Epping area, there was seemingly no research undertaken that recognized that there was a particular demand for this type of intervention in Pitsea, particularly as many of the schools included in the application were out of the Heart of Pitsea catchment area. In addition, it was felt that the already funded Who's In Charge programme already covers some of the mental health issues in young children. Ultimately, it was decided to REJECT this proposal.

Parent's 1st - Fit 4 Mums

Project to identify mums who live in Pitsea and offer them a chance to help lose their baby weight and improve their physical and mental health. The panel felt that it was too prescriptive in its targeted audience and doubted the prospect of recruiting 50 new Mums over a specified period would be achievable. In addition, it was felt that Heart of Pitsea had already provided female-only fitness programmes (though not exclusively to Mums) and that this project did not offer value for money. It was decided to REJECT this proposal.

Community Rainbow Genies - New Year & New You

This pilot project offered 12 3-hour sessions focused around setting up a business selling beauty-based products. Whereas the idea of teaching local people about business and providing them with the confidence, communication skills and financial savvy it takes to operate a

successful one was a positive idea, it was felt that the course was too far-ranging in its scope and more importantly, the prospect of establishing a range of local businesses all selling the same products suggested targets set for failure. The panel considered 3-hour workshops to be too lengthy considering the content and that the programme offered little chance of creating enterprising entrepreneurs as it is geared towards a specific product and didn't allow for creativity.

It was decided to REJECT this proposal.

Reward Fitness - Boogie Bounce

The panel felt that this proposal seemed to involve a voluntary organisation purchasing a franchise for an already established fitness programme and included the purchasing of equipment, instructor training, business marketing, music and the requisite license. This amount totalled £3743.00. The project's budget was £10,223.00. The organisational contribution was only projected participant fees (£7920) which left a major shortfall in obtaining the elements required to set everything up. Rather than a community-based project, the feel of the application was that the organisation wanted HoP to provide the money to set up a business which is not what Big Local is all about. It was decided to REJECT this proposal.

Southend Football Community and Educational Trust - The Power of Sport

Aimed at 8-19 year olds, this £14, 788.00 football training programme offered to provide 27 2-hour sessions and 3 tournament matches based over three terms. Acknowledging the popularity of football amongst young people, the potential of the project was clear to see - though it was pointed out that there are already football teams in the area. The panel liked that the project also offered additional support (with Essex Youth Services as partners) to young people, providing workshops on crime, drugs, alcohol, health management, etc. With the potential of engaging with 90 young people throughout the year, the panel thought this would be a programme worth considering. From a budgeting perspective, the project offers value for money - though the £100 venue hire per week seemed quite steep, especially since no mention of a practical venue in the Heart of Pitsea area is mentioned in the proposal. Pending this information, it was decided to PROGRESS this proposal.

PN gave an overview of funding applications for 2017 and also the previous 3 years.

ACTION PN to send 3-year overview of funding applications to partnership members.

Mental Health Hub

The crucial objective is to secure premises within the Heart of Pitsea catchment area, otherwise HoP cannot provide funding. EB explained that Andrew Gordon from Basildon Council was providing support finding premises. The size and position of the venue will determine what model the Mental Health Hub takes, and HoP would wish to be involved with the decision process. Next meeting TBA.

ACTION EB to circulate draft service specification to partnership members.

(5) Big Local Rep Update

Local Trust are to offer new support to all Big Locals using outside organisations. Big Locals to pay 50% of the cost. Upcoming events are looking at: Shared Assets (land ownership/leasing) and Community Engagement.

ACTION JS to investigate dates for training/networking events.

11.59 Meeting Ended

Date of next meeting TBC

Due to work commitments of our Co-Chairs, meetings would now be held on Thursdays (alternate mornings/evenings).

ACTION GB to circulate meeting dates.