



Partnership Board Meeting Minutes

Meeting held on Wednesday 17 May 2017
at Chalvedon Community Centre at 10.00

Partnership Members in attendance

Tracey Griffith, Resident Partnership Co-Chair	(TG)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Jan Stobart, Big Local Representative	(JS)
Keith Bobbin, Resident Partnership Member	(KB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Ashley Gillam, Youth Worker, Essex CC	(AG)
Simon Johnson, Heart of Pitsea Coordinator	(SJ)
Paul Nagle, Resident Partnership Member	(PN)
Andy Florence, Resident Partnership Member	(AF)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)

Resident Visitors in attendance

Christina Tanner

Apologies

Sue Houghton, Resident Partnership Co-Chair	(SH)
Emma Branch, Transformation Manager, NHS CCG	(EB)
Peter Dickson, Resident Partnership Member	(PD)
Trevor Simmons, Resident Partnership Member	(TS)
Jean Lane, Resident Partnership Member	(JL)

10.06 Meeting Started

Welcomes, introductions and declarations of interest

TG welcomed Andy Florence, newly appointed Resident Partnership Member and Christina Tanner, newly appointed special reporter for HoP

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

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

- PN pointed out amends to previous minutes
ACTION GB to amend and add to previous minutes at Pitsea Library

- Declaration of Interest Form requires final sign off from CE
ACTION CE to look at the constitution. Gill to remind CE
- AGM - Chalvedon Community Centre booked for Saturday 20 May
TG re-invited partnership members to the AGM. JS stated she couldn't attend. **No further action required.**
- Parkside Centre.
SJ to ask Chalvedon CC the cost of their new windows - this wasn't done as HoP securing lease on Parkside was unlikely to proceed. **No further action required.**
- Ideas on HoP digital presence to be discussed at the Awayday. Not discussed at Awayday so **still ongoing.**
- LTO review - TG and SH had met with CE and the **review is still ongoing.** JS had met with CE to discuss Big Local fees/percentages paid to CVS on behalf of HoP and explained the process to the meeting.
- Y3 Consultation - JS to provide contact details of survey processing companies. Survey questions have been decided. Helen's previous consultation data to be included. CE explained Basildon Council running a Health & Wellbeing in the Pitsea area and would like to include HoP data if HoP are happy to share this.
ACTION JS to provide details of company used by Big Local.
- Set up local training courses to include other Big Local organisations. There is still time to do this - **still ongoing.**
- HoP accounting - JS suggested it would be useful to add the total left from the £1m to the bottom of the accounting summary.
- Once Upon A Time project. SJ has no response from the organisation
- HoP digital presence **still ongoing.**

No further matters arising

(2) Heart of Pitsea Coordinator's Report

SJ explained that this report covered 2 months, due to cancellation of last meeting.

Website - technically still an issue. The original design brief was to provide a website that could be transferred to another organization for technical support and, despite been told this was possible, it hadn't been the case. The original designer claimed problems due to it being 'old'. Quote received to create a new website as a replica is £800 seemed high. JS asked if SJ could formulate a plan. CE suggested asking Donna what CVS paid Luke.

ACTION SJ to create and circulate a brief to obtain tenders.

Quiz nights at Pitsea Library now problematical due to lack of chairs. 'The Place' not ideal as they don't allow own refreshments. Basildon Academy has a cafeteria area and it would be good to support them.

'Space By The Place' shutter art cancelled due to announcement of Library redevelopment plans. It is hoped that the artwork can be used by the Arts Association in the future.

ACTION PN to update figures to provide overview for AGM presentation.

Youth Market Challenge - 10am-1pm, 27 May, outside Pitsea Library. 3 teams competing. Youth Services to provide Youth Bus. SJ explained the concept and encouraged partnership members to go along. 2 x generic HoP flags at £100 each ordered. Promotional banners to be ordered. Low cost banners with cryptic messages also being progressed. MF has promoted the event, over 2k people had viewed the website post. Pictures to be taken on the day and sent to local press.

ACTION SJ to order promotional banners. GB to contact local press.

HoP securing lease on Parkside unlikely to proceed despite explored sharing the building with Morgan Sindall to add leverage for a council decision. Now looking into other properties, including the British Legion Building (too expensive) and Pitsea Clinic.

ACTION JS requested opportunity to meet with Basildon Council to discuss/explain other Big Local situations.

(3) Partnership Update

AGM - Saturday 20 May at The Chalvedon Community Centre 10am-1pm, will include a year summary, 'Pick a Project' pilot (11 project proposals received), lunch and networking. TG explained format for the 'Pick a Project' event. SJ explained Resident Members had not seen proposals in order for them to vote. Tasks; Gill - registration/collate voting; Simon - floating; project tables - Keith, Sue, Tracey & Paul; Christina - catering.

50s & 60s Party 3 June promoted, and will continue to be, on Facebook + flyers and promotion at AGM. Resident survey to be launched (with temporary form) at AGM.

ACTION PN to provide survey questions. Resident Survey to be designed for print and online.

Service Tender update - CE announced that the Youth Training brief had been extensively promoted, 2 applications had been received. Process finalized by end of week with an update for the AGM.

Bank Account - TG explained the need for a HoP bank account with a sum of easily accessible money, which HoP would be accountable for. SH leading - obtaining bank forms etc. A discussion took place around adding money generated from activities which doesn't have to be reported to the LTO (however any profits are currently donated to local causes) and the process of adding grant money to a separate account and reporting to Big Local. SJ stated the priority is to decide on the purpose of the account and that it needs to hold a sum that can pay for larger purchases needed quickly. Items can't always be purchases with invoices/via bacs. The account needs to work for SJ.

ACTION SJ, TG, CE + Donna (CVS Finance Officer) to meet to discuss.

LTO Review - TG explained nothing had been agreed yet. CE had set budget with slight increase (circulated document to view). Payroll would be moved to a separate 'staffing cost' category. Photocopying had gone up dramatically, TG and SH had agreed costs but had asked for a quarterly review. TG and SH had requested that LTO report to Big Local to be completed on time, that the spend to be broken down on a monthly basis and costs separated, to simplify things, especially if HoP moves to another building. She also raised the shortage of desk space within the CVS office. JH stated she felt the finance administration figure was high and TG stated it hadn't been agreed yet. CE stated that HoP pays for a third of a day a week for the officer who was self-employed and that gave more flexibility. If HoP handles its own bank account then the cost might drop.

(4) Heart of Pitsea Update

Year 3 Consultation Update - Resident Survey needs a new design for hard copy and also online via Survey Monkey.

ACTION This to be looked at in the next few weeks.

Review of Event Dates - dates unavailable at the meeting. Upcoming dates highlighted - AGM 20 May; Youth Market 27 May; and 50s & 60s Party, 3 June. Proposal Round ends on 26 May, panel meeting the week after. Summer Activities 2 x per week during August. CE asked if the event schedule was manageable and SJ stated it was, with the support of Gill, HoP Administrator and the Youth Forum. Youth Forum Feedback would be beneficial, perhaps in the form of a report. SJ or PN will provide updates via the online monitoring tool, once launched. Extending the Youth Club is on track. SJ to meet with Essex Boys and Girls Club.

ACTION GB to bring list of event dates (including Summer Activities) for next meeting.

(5) Big Local Rep Update

JS explained about the forthcoming Big Local Events that Partnership Board Members can attend. CE and GB attending the London event, 27 May. Lambourne End event looking at citizenship/leadership for young people & adults, might be beneficial for Youth Forum/Youth Club.

ACTION JS to provide information about Big Local Youth event at Lambourne End.

(6) Budget Update

Members viewed the budget sheets. CE explained that the million pounds is held by Local Trust, HoP commits to spending a sum of money which is released by Big Local. He explained the reporting procedure, up to date spend, recent transactions, future financial commitments and remaining figures. Remainder of the £1m to be added to the budget sheet. SJ announced that the Elm Green resurfacing is booked for 18 May. HoP contributing £9k to the £12k cost. HoP to erect plaque to highlight involvement in partnership.

ACTION SJ to email financial spreadsheet to JS.

(7) Any Other Business

Project updates - 'Step Up' had conducted two taster sessions, which had gone well and the programme is due to start after exams, in the summer. 'Who's In Charge' will happen in the new school year. 'Tiny Taggers' staffing was initially set to be a pool of 4, with 2 young people, and currently it is the 2 young people running the sessions. They are promoting the classes to raise numbers in order to become sustainable.

Documents - Youth Forum Parental Consent form is now a generic form to be used for all involvement with young people. Residents guidance notes for assessing proposals to be created using project brief guidance notes. CE suggested incorporating a simple scoring grid.

CT explained her role in engaging with people who take part in HoP projects. She highlighted the Police FB page and their 'active resident' scheme and Tesco drop-in sessions. She expressed an opinion on residents need for internet training for job seeking, how council representatives require help relaying residents needs to the council and that HoP should engage with Tesco.

Pitsea Leisure Centre/Pitsea Library development - a discussion took place around HoP being actively involved in publicising the development consultation and looking at a physical presence within the new buildings.

Youth Club - SJ explained that, in order to secure extra hours at The Place to extend the Youth Club, this had been booked but might not be utilized for a few weeks. Recruitment is complicated, staff costs may change, this is going forward.

12.06 AG left the meeting

JS suggested a 'Project Update' section be added to next agenda. SJ explained that members can get information from the monitoring and evaluation tool. Perhaps invite projects to meetings.

Newsletter - next issue due in June. Suggestions made: make it more interactive, have less words and more pictures, look at new businesses (new Chalvedon kebab shop offering discount), cover AGM & Youth Market, summer events (front page) and link to on-line survey.

Forward planning meeting - Plan date moved so date to be arranged for later in the year.

Promotional budget - agreed at £1k

ACTION PN and SJ to create proposal guidance notes for residents. CT to inform GB of Police events and provide Tesco representative name. SJ to circulate log-ins for Monitoring and evaluation tool and add project updates to the back of his monthly report.

12.20 Meeting Closed

Date of next meeting

The next meeting will be held on Monday 19 June, 19.00-21.00 at Pitsea Library.