



# Partnership Board Meeting Minutes

Meeting held on Wednesday 20 September 2017  
at Chalvedon Community Centre 10.00-12.00

## Partnership Members in attendance

Sue Houghton, Resident Partnership Co-Chair (meeting Chair)	(SH)
Keith Bobbin, Resident Partnership Member	(KB)
Peter Dickson, Resident Partnership Member	(PD)
Andy Florence, Resident Partnership Member	(AF)
Jean Lane, Resident Partnership Member	(JL)
Jean Thompson, Resident Partnership Member	(JT)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)
Simon Johnson, Heart of Pitsea Coordinator	(SJ)
Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Emma Branch, Transformation Manager, NHS CCG	(EB)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Ashley Gillam, Youth Worker, Essex County Council	(AG)

## Guests in Attendance

Kirsty O'Callaghan, Head of Community Resilience, Essex County Council	(KO)
Grant Taylor, Basildon Council	(GT)
Louise, Active Essex	

## Apologies

Tracey Griffith, Resident Partnership Co-Chair	(TG)
Julie Clark, Resident Partnership Member	(JC)

## Non-attending Partnership Members

Trevor Simmons, Resident Partnership Member	(TS)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)

## 10.09 Meeting Started

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NB **Welcomes, Introductions and Declarations of interest** were moved to after item (1) of the agenda, as the arrival of one of our guest, Kirsty O'Callaghan, was delayed and the start of the meeting was being filmed for a video presentation.

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

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

- Dipple Surgery PPG - KB explained that the group doesn't have a Chair and as no-one has come forward to take the role, he would discuss this with the Practice Manager. SJ suggested HoP support with meeting attendance/minute taking. SH suggested PPG members are emailed to take a vote on where funds are held and encouraged HoP Resident Members to get involved in the group and if interested to send an email to SH or SJ.
- Community Connect Club - covered later on agenda.
- LTO Tender Brief - following circulation and suggested amends from JS, options need to be firmed up - [ACTION](#) SH to take forward.
- Outdoor Gym Equipment at Winifred Road Open Space - Meeting arranged, 10am Thurs 21 Sept to discuss location and options. Resident members invited to attend - ACTION SJ to report back.
- Plan Review workshop - date set for Thursday 7 December at The Green Centre, Wat Tyler Country Park. Agenda to be discussed at a later date.
- Tiny Taggers visit ongoing - [ACTION](#) SJ to visit club.
- Help for Hearing meeting with CEO. SJ informed the meeting that the programme would be continuing and wouldn't require additional funding from HoP.
- Newsletter - gone to print.
- Local Trust Networking event - ongoing.
- Remainder of £1m and drawdown figures now reported on the HoP transaction report produced by the CVS and presented at monthly Partnership Board Meetings.
- Elm Green Swing/Zip Wire damage - [ACTION](#) SJ awaiting a response from Rob Baker and will report back.
- Hate Crime Meeting - [ACTION](#) CE to circulate information.

No further matters arising.

**10.20** Kirsty O'Callaghan arrived

## (2) Welcomes, introductions and declarations of interest

SH welcomed everyone to the meeting and explained that the first part of the meeting would be filmed for a video presentation to Sport England as part of a collaboration by Basildon, Tendring & Colchester councils in a bid to host a 4-year pilot project to improve inactivity in deprived areas. Members introduced themselves for the benefit of new Resident Members and Guests in attendance.

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## (3) Winifred Road Open Space Update

Resident Members and Youth Forum members had met (and those who could not attend had been sent an email) to discuss the funding options with Basildon Council and asked to vote as follows:

Option A: Continue with the items of play area equipment as proposed in the original plan put forward by Basildon Council = £40k funding from HoP

Option B: Replace one of the items of play area equipment in the original plan with an item of accessible play equipment (approximately cost £7k) = £47k funding from HoP

Option C: Continue with the play area equipment proposed in the original plan but include an additional item of accessible play equipment (approximate cost £9k) = £49k funding from HoP  
A contingency for options A/B/C: a contingency budget of £15k funding

Outdoor Gym Equipment: it was also proposed to fund outdoor gym equipment (purchase, installation, flooring and a contingency) up to the value of £40k

The majority of the Residents voted and agreed on Option C (£49k), plus the extra contingency (£15k) and the outdoor gym equipment (£40k)

The park will most probably be positioned at the back of the field, away from housing. GT explained that once quotes had been received, local consultation will take place with plans on display for a couple of days and also taken into local schools to engage with children. JS stated that Local Trust would need to see the minuted decision and would require a separate proposal for a £104k draw down to cover the project. Basildon Council would like to complete the project before the beginning of the next financial year. SH read out comments from a 6-year old resident who had viewed the plans - 'OMG it looks amazing! When can we go there!'

**ACTION** CE to contact Local Trust

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#### (4) Partnership Update (including Guest, Kirsty O'Callaghan)

[a] Tendering Mental Health Hub - KO explained that the hub, run by Tendering CAB in Clacton, operates as a Charity Shop at a cost of around £100k (insurance, training and staffing costs). Revenue from the shop is used towards costs. It helps and supports people with mental health, confidence and isolation issues and reconnects them with the community and offers information, advice and benefit support - last year it had approximately 3,000 users and 200 volunteers. The shop uses volunteers referred by CAB, with low level mental health problems, who can utilise their own experiences to mentor people. Basildon Council are looking for premises - residents stated that Barclays bank would soon be vacant and that the Pitsea Clinic was a possibility. Timescale for launch could be April 2018. KB suggested Dipple PPG could get involved and KO said she would welcome that. She asked if it would be something HoP would like to get involved in a funding partnership in the Pitsea area at a cost of around £40k as a year-long pilot project. Social investment and crowd funding could decrease this figure.

Resident members voted - all 7 agreed to explore the project further.

10.55 CE left the room

KO is developing Social Prescribing across the county, joining up services within the community, and also a nominated neighbours scheme. SJ to pass on St Luke's contact info to KO

10.58 CE returned

[b] Social Prescribing 'Care Navigation'- EB explained that the Social Prescribing project had changed and expanded on 3 July. Leaflets were handed out. She felt it would be good to link Social Prescribing to the Mental Health Hub, which could be discussed once explored by HoP.

**ACTION** KB, JL, JS, SJ, SH to visit Tendering Mental Health Hub. KO to arrange visit and dates to be circulated. SJ to pass on St Luke's contact info to KO.

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### (5) HOP Co-ordinator Report

Members viewed the Co-ordinator report and Administrator report. SH asked if members would like to get involved with the Wednesday Community Clubs and if they know of any organisations that might attend and deliver workshops/talks.

**ACTION** PN/KB to help with 'Community Connect' club, Wednesday evenings.

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### (6) The Heart of Pitsea Update

[a] HoP Bank Account and Petty Cash

SJ explained that the bank account will be used to accrue income. SH suggested that resident members need to ring fence an amount of £500.00 for the petty cash flow within the bank account. SJ felt this was a comfortable amount. He explained that reimbursement from larger purchases had sometimes previously caused complications but with CVS payment card, purchases can be achieved more promptly. The constitution update states 2 or 3 signatures would be needed to access money and this would be tedious for small amounts for things like refreshments. He asked if smaller amounts, perhaps up to £50.00 could be accessed. JS suggested that resident members could withdraw cash from the account to reimburse SJ more quickly. SH said that a focus group would create a Finance Policy to set framework, including how cash can be obtained. JS said that HoP could operate a petty cash box/petty cash book system holding up to £50.00. SJ felt £100.00 would be the right amount. CE stated that CVS petty cash is around £100, perhaps slightly more. SH asked residents were happy to pilot a £100.00 petty cash. JS said the procedures need to be written into the Finance Policy. Big Local funds related to the Big Local grant to be reimbursed monthly/quarterly basis out of the grant into HoP bank account. Method need to be devised with CVS Finance Officer.

**ACTION** Task Group for Finance Policy development - SH & PN. CVS to supply example of policy.

[b] Updated Constitution

SH and PN had circulated a draft of the Finance section of the Constitution to the partnership for comments and amends. PN read the wording to the meeting. TG currently handling the

role of 'Treasurer' and will report on the Bank Account to the partnership on a quarterly basis. All attending resident members stated that they were happy with the update.

**ACTION** Full draft of the Constitution to be brought to the next Partnership Board meeting.

#### [c] HoP Plan Review

Resident members were invited to attend 'plan review' workshops being held at The Place on Wednesday evenings, 6pm-8pm for the next 5 weeks. These would be used to look at shaping the Plan Review Awayday on Thursday 7 December. Session 1 will focus on the style of the plan and sessions 2-5 will focus on the HoP strategic objectives. JS stated that she is happy to help facilitate the awayday. It is expected to include the Youth Forum within some of these workshops. Questions will be sent to residents who are unable to attend, for them to provide input/feedback. JS stated that Local Trust are looking for more structured project plans from Big Local organisations. KO offered to help with commissioning and comms support and also to send insights and intelligence info on Pitsea. JS stated that a draft plan needs to be submitted and that she would circulate info from Local Trust.

**ACTION** GB to circulate Plan Review event date to the partnership. JS to circulate info from Local Trust. KO to help with commissioning and comms support and provide insights and intelligence info on Pitsea.

#### [d] Year 3 Consultation

SJ explained that a Royal Mail 'freepost' licence has been ordered. Survey and freepost envelopes are to be printed once licence received and will be delivered to all addresses in HoP postcode area. Hard copies available locally. Intention is to purchase 4 x tablets (at a cost of approximately £100 per tablet) for info to be inputted manually during face to face public engagement. Online survey to begin now. This will have a cut-off date in order to collate data for the plan review meeting, but will continue beyond that date. CE asked for assurance that the survey happens quickly as it is critical to the plan review. SJ said that printed forms would be sent out just as soon as the postage licence is received, online surveys would start now, and face to face engagement as soon as the tablets are purchased. Survey prize draw incentives 5 x £50.00 prizes. KO asked if 'Winter Warmth' can be tied into the survey during canvassing and alerting CVS to residents who meets the required criteria. Next step is to find an analyst to look at the data collected and the previous data collected last year.

**AGREED** Resident Members agreed to the cost of purchasing 4 x tablets.

**ACTION** SJ to purchase tablets. CE to look at analyst options available. GB circulate dates for residents to help with face to face surveying/canvassing neighbours.

[e] Project Updates. The Partnership viewed the printed update form provided by SJ and he followed up with:

- Walk 4 Wellbeing - reports still due before payment can be released.
- Incredible Edible - continues to go well. KO offered to investigate link up with Public Health. She gave information on a 'slow cooker' scheme, where people were given slow cookers to encourage simple, healthy cooking with others.

#### [f] Funding Panel

PN presented feedback on the latest Funding Panel (information available to members on the HoP Forum)

**ACTION** SJ to circulate Forum link to Partnership members. KO to investigate link up with Public Health.

#### [g] Team Meetings Wednesday evenings from 6pm

SH invited residents along - especially new members

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

JS gave the meeting an update on available training dates, which are free to attend with expenses covered. SH attending Implement and Review Community Projects event in Barnsley, 6-10 October. Matt Leach, CEO Local Trust has announced that additional money (interest earned on unspent money) being given to Big Local organisations could be around £100k and this amount would be added to the £1M.

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### **(6) Budget Update**

Members viewed the Management Accounts and the Transaction Report budget sheets. CE announced that £80k had recently been drawn down from Local Trust and added to the £7k showing on the report, so there is currently around £87k in the HoP budget pot.

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

Movie Magic Quiz 6.45pm on Friday 22 September - all members invited.

### **12.03 Meeting Ended**

### **Date of next meeting**

The next meeting will be 19.00-21.00 Monday 16 October, Pitsea Library.

DRAFT