|  C:\Users\HoPP\AppData\Local\Microsoft\Windows\INetCacheContent.Word\HeartOfPitsea Logo.jpg | Partnership Board Meeting MinutesMeeting held on Thursday 17 May 2018at the Chalvedon Community Centre |
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# In attendance

Keith Bobbin, Resident Partnership Member (KB)

Emma Branch, Transformation Manager, NHS CCG (EB)

Gill Buttwell, Heart of Pitsea Administrator (Minute Taker) (GB)

Peter Dickson, Resident Partnership Member (PD)

Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS (CE)

Michelle Fairchild, Community Development Officer, Basildon Council (MF)

Andy Florence, Resident Partnership Member (AF)

Sue Houghton, Resident Partnership Co-Chair (meeting Chair) (SH)

Simon Johnson, Heart of Pitsea Co-ordinator (SJ)

Paul Nagle, Resident Partnership Member (PN)

Jan Stobart, Big Local Representative (JS)

# Apologies

# Julie Clark, Resident Partnership Member (JC)

Ashley Gillam, Youth Worker, Essex County Council (AG)

Tracey Griffith, Resident Partnership Co-Chair (TG)

Jean Lane, Resident Partnership Member (JL)

Jean Thompson, Resident Partnership Member (JT)

Non attendance

Trevor Simmons, Resident Partnership Member (TS)

# 10.01 Meeting Started

# (1) Welcomes, introductions and declarations of interest

SH welcomed everyone and asked for any declarations of interest – none were declared. She informed the meeting that a partnership member had unfortunately suffered a stroke. On behalf of the partnership, she offered them and their family support and wished them a speedy recovery.

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

Minutes of the last meeting were reviewed and no changes were necessary.

Actions going forward are:

Finance Transaction Report: query on 2 finance transaction reports - £612 for May 2017 and £449 for June 2017 for room bookings at The Place.

ACTION SJ to email his findings.

ACTION GDPR email consent form to be created using the document created by Big Local and to be circulated to the partnership. CVS GDPR policies/procedures are still being created. KB, SH, PD, PN, AF all AGREED to give their consent for their personal email addresses to be circulated within the partnership.

No further matters arising.

(3) Partnership Update

Heart of Pitsea Annual General Meeting/Pick a Project Event:

29 people had attended, which was less people than last year, but a larger percentage of local residents attended. One resident expressed an interest to join the resident partnership, and PD stated that his sister is interesting in joining too. SH and TG had been voted in as Heart of Pitsea Co-Chairs for the current year at the AGM.

The 3 projects which polled the most votes within the Pick a Project event were:

Health: Weekly Exercise Sessions and Healthy Living Advice - submitted by Essex Fit Mums

Skills: First Aid Courses - submitted by Motivated Minds

Community: Monthly Social Group - submitted by BATIAS

Wellbeing Hub:

Barclays Bank has been viewed by SH,TG,PD & SJ as a possible building for the hub. The building would be leased (open for negotiation but the CCG would look for a 3-year contract) at a cost of £30k for the ground floor and £6k/£7k for the upper floor per year (together or separately).

Business rates would be approximately £26k per year, although this would be reduced by 80% if a charitable organisation takes on the lease, and Basildon Council would give rate relief on the remainder as their financial contribution.

As the cost of the rent is higher than the £25,000 in the original budget, The CCG would be looking for £11k additional funding (for both floors) or £5k per year (for just the ground floor) which would be expected to be funded by HoP (over and above the £25,000 originally agreed) to cover the shortfall.

The building needs refurbishment and this will be in addition to the original budget. The CCG would cover basic refurbishment for repairs and redecoration, creating 2 rooms with doors (for private meetings) and an open plan space on the ground floor. The CCG would not cover the cost of adding windows to the front of the building. Additional money will need to be invested for equipment – CCG might be able to obtain some desks. The draft service specification needs to be circulated wider and a procurement procedure will be put in place to find a service provider, who will take on the lease and run the services. All statutory providers have signed a Memorandum of Understanding to agree that they are happy with the service spec, and the CCG would need the BBWCVS and Heart of Pitsea to do the same. It is hoped that the project would be self-sustainable by year 3. HoP resident members need to see the spec and make a decision on the additional funding required by Wednesday (23 May), before CCG Board Meeting on Thursday (24 May). EB stated that the statutory bodies contributing to the project may potentially be able to contribute an extra £1k each to help cover the shortfall.

ACTION EB to share the Wellbeing Hub draft service specification. Residents to meet to discuss the specification, decide on request for additional funding and give initial thoughts on the hub model. GB to send invitation to meeting.

HoP Legacy Park:

Meeting scheduled with Basildon Council. HoP online forum to have a thread to refresh members on previous information and decisions made on the park. Proposal will need to be submitted to Big Local with official agreement from Basildon Council regarding use of the land.

ACTION SH to provide any feedback from the meeting to the partnership via email.

Finance Policy:

Currently finance is referred to in our Constitution. Our separate finance policy needs to be progressed. It needs to refer to the 5% fee which HoP gets back from Big Local and has been paid into the HoP TSB bank account by the CVS. £500 from this amount will be transferred into the HoP Barclays (petty cash) account, and this amount will be topped up when necessary from the remainder of HoP funds held by CVS.

ACTION PN/SH to meet to work on the Finance Policy

(4) The Heart of Pitsea News

Project Updates

Rather than covering all projects at every meeting, a selection of projects will be updated at pinnacle points. All project updates will be viewable on the monitoring tool. SJ is progressing with residents to become involved in projects which match their skill sets, passions and interests.

Bridging The Gap

Project ends in 2 weeks, which means there will be no finance in place for it to continue.

ACTION SJ to email residents with information on Bridging the Gap for them to decide whether the project ends or if it can make an application for further funding.

Who’s In Charge

This project requires an additional £600 to cover venue costs. Residents had previously agreed to the additional funding of £600, so the agreement will be updated.

Social Action through Pro-sports

This project is based around apprentices who create and deliver a small-scale sports campaign. As this project didn’t meet the criteria to go through funding, but was a good opportunity to get involved, residents had previously agreed to finance £500 of the £1000 budget required.

Wednesday Community Clubs

Employment: CVS have agreed to take on the role of employer of Wednesday Club staff. Job descriptions for part time roles on an initial 6-month contract basis, will be created and the roles advertised this summer. If CVS is no longer the Heart of Pitsea LTO, the employment might be ‘TUPED’ or the CVS could remain their employer, although this will probably not happen before the 6-month contracts finish.

A link to the new website and monitoring tool should be circulated to the partnership next week. EB requested that strategic partners receive a project summary. JS has produced an action plan for Heart of Pitsea which should simplify information.

ACTION Project Update summaries to be printed for monthly partnership meeting.

Summer Events

Project brief has been circulated. This year there will be 9 events, 4 at Elm Green and 4 at possibly Chalvedon Field or on a local school field. The 9th event will be a celebration event, later in the day, with a meal/BBQ. Residents have agreed £7,112.00 funding for the events – Youth Forum have agreed to fund up to £2k for a special activity within the events.

ACTION SJ to email residents to invite them to get involved with the summer events.

11.23 CE joined the meeting.

Collaborations

SJ explained he felt there were a number of organisations that HoP should be working with on a collaborative basis, outside the normal funding process, with a view to achieving long term community impact.

Northlands School

SJ and PD had attended a meeting at the school, which had highlighted social and emotional needs within the school. SJ will create a proposal around these needs and providers who can get involved, to bring to the partnership.

AGREED all resident members in attendance agreed to consider the project as a concept.

Basildon Academy Business Innovation Scheme

HoP had previously agreed £2,000 towards this scheme and Essex County Council have pledged support financially and also with an ‘in kind’ contribution. This project will be looking at starting up small enterprises, using local businesses and local business people. It will be 12 sessions, beginning end of May.

11.40 PD left the meeting.

Wat Tyler Country Park

It has been identified that local people don’t use the park, SJ is keen for HoP to develop a project with Wat Tyler, to make it accessible to local residents. Incredible Edible could have a greenhouse ‘HQ’ in the park, to pioneer as a lead for other local Incredible Edible groups. The park has facilities which could be utilised. An educational programme could be developed, and perhaps foraging walks, fit camps, buggy groups etc. SJ to circulate a brief for the Incredible Edible ‘HQ’. The intention is for residents to take the lead – MF stated she was keen to get involved.

AGREED all 4 resident members in attendance agreed to the collaboration – email to be sent out to residents not in attendance.

(5) Local Trust – Big Local

Big Local Rep Update

JS handed out hard copies of the Local Trust survey – deadline for completion is end of August.

A copy of the Local Trust ‘New Seeds Beneath The Snow’ booklet was also given to the partnership. HoP forwarding planning document is in development and will be sent out to the partnership when finalized.

Any Other Business

HoP at Northlands School 4 July Celebration

SJ would like HoP to host an Arts and Crafts stall at the event, which would cost £400.

AGREED all 4 resident members in attendance agreed.

ACTION Email to be sent to non-attending resident members for their input.

25 May Quiz Night Donation to memorial fund

HoP had been approached to make a donation to the collection underway for a memorial to the local young man who committed suicide in Pitsea.

AGREED all 4 resident members in attendance agreed to a raffle (up to £50.00 for prizes) and that proceeds from admission and raffle tickets will be donated to the memorial fund.

ACTION Email to be sent to non-attending resident members for their input.

Meeting Ended 12.19

# Date of next meeting

Thursday 19 June, 19.00-21.00 at Pitsea Library.