



HEART OF PITSEA

# Partnership Board Meeting Minutes

Meeting held on Thursday 15 March 2018  
at Chalvedon Community Centre

## Partnership Members in attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Andy Florence, Resident Partnership Member	(AF)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Simon Johnson, Heart of Pitsea Co-ordinator (Meeting Chair)	(SJ)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member	(PN)
Trevor Simmons, Resident Partnership Member	(TS)
Jan Stobart, Big Local Representative	(JS)
Jean Thompson, Resident Partnership Member	(JT)

## Apologies

Emma Branch, Transformation Manager, NHS CCG	(EB)
Julie Clark, Resident Partnership Member	(JC)
Peter Dickson, Resident Partnership Member	(PD)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)

## 10.01 Meeting Started

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### Welcomes, introductions and declarations of interest

In the absence of both Co-Chairs, SJ agreed to chair the meeting. He welcomed everyone and asked for any declarations of interest - none declared.

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

Minutes of the last meeting were agreed. Actions going forward are:

**Time Banking:** [ACTION](#) GB to keep in touch with residents and prompt those who have signed up to submit their hours.

**Mental Health Hub:** It was felt that the scoping document received from EB was not clear and further questions need to be answered. [ACTION](#) GB to circulate the document to all members. As EB unable to attend this meeting, this item will be added to the next agenda.

**Southend United Community and Educational Trust:** SJ is currently in negotiation with the Basildon Upper Academy regarding the venue and costings for the project. ACTION SJ to circulate the proposal when venue arranged.

**LTO Expression of Interest:** ACTION SJ to meet with JS to clarify and discuss this, as JS wasn't present at the last meeting when it was previously discussed.

No further matters arising.

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## (2) Partnership Update

### Timeline of Future Events

SJ handed out a chart containing the known/planned activities for year 1 of the new Heart of Pitsea Plan. JS explained that the 'Timeline' had been requested by Big Local as part of the new Plan offer for the next 2 years. With large amounts of money being drawn down every 6 months, Local trust are asking for information on what is planned within those periods, relating to those sums of money. The chart produced was more than Big Local required, but it was felt that the level of detail would be very useful for diarising/forward planning and for future agendas etc. The chart highlighted the need to address crime and anti-social behavior and SJ plans to speak to the relevant teams to possibly run activities around Christmas 2018. The meeting discussed the 'Prison No Way' programme, which was agreed had created a big impact on those who had attended. It was suggested that HoP could co-develop a project and it was felt that it was worth investigating the 'Prison Away' project again and holding a public meeting to obtain ideas from local residents. KB suggested working with the Youth Offending Team on a project? SJ stated that he has a good rapport with the team. AG still has the contact details of people who might like to get involved. A Focus Group would need to be set up, perhaps after the AGM. JS stated that the chart could be submitted to Big Local, but suggested SJ reads the offer letter first.

ACTION JS to forward the offer letter to SJ.

**Summer Events:** SJ raised the summer event programme. As the Youth Forum wanted to fund something different this year, he wondered if this was something that the main partnership might wish to fund or if they would like to let the Youth Forum take their idea forward and see how that works for one year?

ACTION summer events to be added to the next meeting agenda.

## (3) The Heart of Pitsea News

### Project Updates

**Youth Club:** SJ explained that the age range had broadened and there had been an influx of younger children. Engagement of staff to run the clubs is still ongoing. Options had been circulated to the partnership - only JS had submitted comments.

**ACTION** SJ to discuss Youth Club staffing with CE and costings to be circulated to Partnership.

**Quiz Night:** Was held on 23 February. There were 7 teams of 8, majority of local residents but some from as far as Clacton. Event went very well. Approximately £100 had been raised, which would be donated to the Basildon Hospital Cardiac Unit (which will be supported by funds raised at HoP events during first quarter of 2018).

**Twist and Shout 50's & 60's Party:** will be held on Saturday 12 May. Money raised will also be donated to the Cardiac Unit.

**Pamper & Gift Evening:** JL explained that the event went well, although the weather was appalling and had affected attendance. There was a great atmosphere and the event had helped to build relationships with local business/charities. The school heating had failed, so it was cold. SJ has contacted the school to look into offering them support with the heating. Approximately £260 was raised from the event, again being donated to the Cardiac Unit.

**Community Connect Club:** Launches 21 March. Will be run in a 'Youth Club' style and pursue peoples hobbies and interests. Talks planned on Family History and Graphology (study of handwriting).

**Incredible Edible:** the weather has affected things over the past few months. Daffodils planted recently are coming up. SJ and members of IE had visited a 'Growing Together' event in Westcliff. Pitsea IE sites are being prepared. JL offered spare radish seeds.

**Walking Group:** Motivated Minds 'Walk 4 Wellbeing' agreement has now ended and they are looking to get funding to continue. In the interim, SJ is supporting the group and identifying volunteers, who would need support to run the group. If it continues without Motivated Minds, the group will require support with a first aid kit, flyers and promotion. MF offered to help with the group set up and securing any funding required.

**ACTION** SJ to draft an agreement for the walking group.

**Pitsea Library:** HoP has provided financial support for the Mothers Day event which went well and also for the upcoming Easter Fun event. Current funding will be sufficient to cover events until the summer.

**Listening Post, Counselling:** The project still has capacity for clients, so it requires further promotion and support. SJ explained that referrals should start to come through and asked the partnership to put people forward who might benefit.

**Kids Inspire, Who's In Charge:** Family referrals have been made. Kids Inspire are looking to transfer some of their services to the Pitsea area.

**Next Chosen Generation, Step Up:** Project is concluded. SJ/PN had attended to give a presentation and presented certificates, which had gone well. Final reports have been completed and they felt the project had been worth supporting and it had led to NCG obtain further funding.

**HoP Legacy Park:** This is on hold due to council complications. The council have agreed to carry over their monetary contribution to the next financial year budget. As local elections are in May, nothing will happen until at least June.

**Hearing Help:** HoP are still in contact with Hearing Help Essex. SJ awaiting final reports and said that the group may request further funding.

**Youth Forum:** PN has met with the Forum 3 times since Christmas. New members are hopefully joining soon and new members from the local area are very welcome. The Forum have voted to set up their own online proposal scheme called 'The Perfect Penguin Project Pot' with funding for projects up to £1.5k.

**Youth Leadership:** PN has created a book containing the activities that were included within the Leadership programme for Heart of Pitsea, with the intention that it can be used to run future projects. SJ felt that process was very well constructed.

**Motivated Minds, Bridging The Gap:** The project is going very well. Residents from Maydells supported housing have been attending.

### Monitoring Tool - overview/training

**Members Phorum:** members were shown the online Phorum at this point in the meeting as it was displayed on the screen. SJ explained that the Phorum had been designed for partnership members to discuss and share their views and ideas on particular topics, and that this would avoid lengthy, difficult to follow, email discussions. He stressed that it would only work if everyone uses it.

**Monitoring Tool:** members were taken through the Monitoring Tool, step by step, page by page. PN explained that the tool is designed to be simple to understand and use. Organisations can only see their own projects and members would not be able to change anything. It was stressed to members to be mindful when sending messages via the tool, as the organisation delivering the project would receive the email too. The project 'final report' (which enables the organisation to obtain the final payment for the project) will only become available on the tool once all the required information had been submitted. All concluded projects will be archived on the tool.

### Any Other Business

**Finance Transaction Report:** PN queried 2 amounts on the finance transaction report - £612 for May 2017 and £449 for June 2017.

**ACTION** SJ to investigate the 2 costings with CVS Finance Officer.

**Bank Account:** This has now been transferred to the TSB and cheques have been banked. Cash to be banked and any donations HoP wish to make, will come out of this account. JS stated that the balance from the old grant (subject to any query from Big Local) will be banked into the HoP bank account. What happens to the 5% needs to be discussed as it isn't bound by the plan - this could be kept until the end of the HoP project period.

**Elm Green Resurfacing:** Basildon Council have invoiced for the agreed amount from HoP (£9k) and this has been paid out of the old grant. Also the First Responders £1k (from the Pick a Project event 2017) has also been paid from the old grant.

**ACTION** GB to circulate updated transaction reports containing these figures to members.

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**Meeting Ended 12.07**

**Date of next meeting**

Thursday 19 April, 7pm at Pitsea Library