



# Partnership Board Meeting Minutes

Meeting held on Thursday 19 April 2018  
at Pitsea Library

## In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Julie Clark, Resident Partnership Member	(JC)
Chris Evans, Chief Officer, Basildon, Billericay & Wickford CVS	(CE)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Tracey Griffith, Resident Partnership Co-Chair (Meeting Chair)	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Simon Johnson, Heart of Pitsea Co-ordinator	(SJ)
Jean Lane, Resident Partnership Member	(JL)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)

## Apologies

Emma Branch, Transformation Manager, NHS CCG	(EB)
Michelle Fairchild, Community Development Officer, Basildon Council	(MF)
Peter Dickson, Resident Partnership Member	(PD)
Trevor Simmons, Resident Partnership Member	(TS)
Jean Thompson, Resident Partnership Member	(JT)

## Non attendance

Andy Florence, Resident Partnership Member	(AF)
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## 19.06 Meeting Started

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

TG welcomed everyone and asked for any declarations of interest - none were declared.

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

Minutes of the last meeting were reviewed. Amendment required: change 'Prison Away' to 'Prison No Way'. Minutes were then agreed. TG stated that the Mental Health Hub would now be called 'Wellbeing Hub'. TG stated that the exact amount raised at the Pamper and Gift Evening was £254.00.

## 19.13 KB arrived and joined the meeting

Actions going forward are:

**LTO Expression of Interest:** This needs further work.

**ACTION** TG/SH/JS/SJ to meet to discuss.

**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 investigate the 2 costings again with CVS Finance Officer/The Place - possible over charge?

**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.

No further matters arising.

### (3) Partnership Update

**GDPR (changes to the Data Protection Act):** GDPR comes into force on 25 May. New regulations affect what data organisations can hold on people and people have to 'opt in' and give their consent for their data to be held. They also have the right to ask you what data is held on them. Heart of Pitsea have accumulated personal data from surveys/newsletters etc. A discussion took place around: conducting a data audit to see what data we hold and where we hold it in order to cleanse old, unused data on our databases; contacting people on our database via a mailshot to promote our new website to ask for their consent to hold their data; requesting consent from partnership members to share their email addresses with other members; retaining emails for a maximum of 2 years; adherence to data security protocols and publishing of LTO's privacy policy (which will be available in May) onto the Heart of Pitsea website; password protecting documents which hold personal data; ensuring continued password protection of laptops; look at the legal implications relating to young people.

**ACTION** shared email consent to be circulated to the partnership once CVS policies/procedures have been implemented.

**Heart of Pitsea Annual General Meeting:** Will take place on 12 May, 11am-1pm at The Chalvedon Community Centre. TG invited all members to attend (10am start) and welcomed any assistance they could provide - PN stated he could help. The 'Pick a Project' funding application forms have been circulated as widely as possible - deadline for applications is Monday 30 April. Previously collected 'lightbulb moments' and recent survey data can be used to create project briefs for the events. Nominations are now open for the election of Heart of Pitsea Co-Chairs. Those wishing to stand for election, should send their self-nominations (not nominations for

others) to SJ by Friday 4 May. Resident Survey competition winners will be selected and invited to the AGM to receive their prize.

**ACTION** TG/SH to review previous 'lightbulb moments' and investigate catering. SJ to review recent survey data, circulate draft copy for the new plan to partnership before publication and create banners to promote 'Pick A Project'.

#### (4) The Heart of Pitsea News

##### Project Updates

**Southend United Football Club:** If delivered, the project will not go ahead until the next school year. Finding a venue for the project remains an issue and despite Basildon Upper Academy being approached as a venue on a number of occasions, they still haven't engaged. It was felt that a final decision on this project should be made by the date of the next Partnership meeting.

**Walk For Wellbeing:** Motivated Minds will continue to run Walk For Wellbeing without Heart of Pitsea Funding or assistance, so this project can be considered as successful and sustainable and is no longer the responsibility of the partnership.

**ACTION** GB to inform Timebanking that any hours submitted by Walk 4 Wellbeing volunteers should now be transferred to Motivated Minds.

**Incredible Edible:** SJ looking into HoP siting a poly tunnel at Wat Tyler Country Park, and the costings involved. It was felt that it would be a positive step to have link with Wat Tyler, which could lead to more local people using the park and perhaps local schools getting involved.

**ACTION** SJ to meet with Wat Tyler, investigate costings and report back at next meeting.

**Wellbeing Hub (was Mental Health Hub):** A meeting recently took place with the CCG/NHS and a draft service specification had been created. However, Basildon Council have stated that a venue has been identified, but they haven't said where that venue is. It was felt that until size/space options of the venue are known, Heart of Pitsea are unable to evaluate involvement/usage and what model the hub takes i.e. if it becomes a community café/crafts or workshop delivery space. However, it was felt that it would be important that the model chosen doesn't compete with existing local business, offers wide appeal and good accessibility to the community and that it becomes sustainable by generating income. The NHS will initiate a closed tender process, to obtain bids from interested service providers. The service specification will be shared with HoP partnership members for their thoughts and a fast turnaround will be required.

**ACTION** SH to continue to investigate venue/floor space/potential viewing with agent.

**HoP Legacy Park:** No update was available due to pending council elections. Concerns were raised regarding problems with previous projects which had included council involvement.

**HoP Events:** Twist and Shout 50s & 60s party will be held on the evening of the AGM, Saturday 12 May and the Egghead Team Challenge Quiz will be held on Friday 25 May.

**Youth Club:** SJ stated that numbers were building well for the younger age groups and that new teenagers were becoming involved. Youth Forum numbers have decreased due to members moving away from area and others taking up employment. New members are being encouraged.

**Kids Inspire ‘Who’s In Charge’:** The budget agreed for this project had been based on counseling sessions to be held at local schools, but unfortunately local schools aren’t able to provide suitable space. Therefore, SJ had booked a couple of sessions for counselling at The Place.

**ACTION** SJ to circulate new venue costings to resident members for a decision.

### **Community Club Staffing**

SJ/CE had met to discuss staffing the clubs and options had been circulated to the CVS board for feedback by Wednesday 25 April. CVS employment option: CVS have recently employed staff for the emergency night shelter, which had worked reasonably well and had allayed CE’s previous concerns about CVS employment being an option. HoP employment option: CE had sent info to JS/SJ/SH/TG to look at, prior to them meeting to discuss. Commissioning option: organisations have been approached. Essex Boys and Girls Club were not interested in submitting a quote for the work.

### **Summer Events**

As the Youth Forum had previously voted not to fund the summer events, SJ has produced a project brief for resident members to consider. Local people have begun to show an interest in attending events this year and ProSports (who delivered the events in 2017) are keen to deliver the events this summer. Within the project brief, SJ suggested 8, day time, outdoor events - 4 at Elm Green and 4 at the Hop Legacy Park, with a finale event running from around 3pm-8pm, as a family celebration with food. Families would be encouraged to get involved and stay during the daytime events. Young people taking part would require wrist bands with emergency contact numbers. Funding for these events could be taken from the general funding pots and as the Youth Forum have a budget of £11k, they might be asked to vote on funding some elements of the project.

**ACTION** SJ to circulate summer events project brief.

## **(5) Local Trust - Big Local**

### **Big Local Rep Update**

JS gave an explanation of the 2-day Big Local ‘Connects’ event 29-30 June in London, information on which had previously been circulated to members. Only 3 spaces available per Big Local area. SJ had applied for 3 residents to attend and SJ and CE will be placed on the waiting list.

## Strategic Comms Support and Practical Storytelling Training

JS explained that Local Trust are offering Heart of Pitsea strategic communications support and practical storytelling training. Cost would be covered by Local Trust, but HoP would need to pay for the venue for workshops and training sessions. All 6 attending resident members agreed that this would be a good initiative for HoP to take part in. Information can be posted on the HoP Facebook page to encourage local residents outside of the partnership to get involved.

21.11 JL left the meeting

### (6) Any Other Business

**Bank Account:** TG explained that she would only provide reports to the partnership if there was any movement on the account. Rather than open a 2<sup>nd</sup> TSB account and close the Barclays account, the Barclays account would be retained as a 'Petty Cash' account for SJ, who would be added as a signatory on the mandate. JS informed the meeting that the old grant offer had been closed by Local Trust and that CVS had returned the balance. The 5% of the amount unspent will be transferred to the TSB bank account. Once the 5% is deposited in the TSB account, £500 will be transferred from this amount to the Barclays account.

**ACTION** TG to send TSB bank account details to CVS.

**LTO Expression of Interest timeline:** Final paperwork will be published early July with a closing date for submission early September, with appointment of LTO 1<sup>st</sup> October. If the CVS isn't appointed it will be given a 3 month notice period. The current grant will need to be cancelled and a new plan proposal would need to be submitted to Local Trust (only the financial element of the plan). A list needs to be created of organisations to invite to express interest.

**Meeting Ended 21.22**

**Date of next meeting**

Thursday 17 May, 10.00am-12.00noon at The Chalvedon Community Centre