



Partnership Board Meeting Minutes



Meeting held on
Thursday 21 November 2019
19.30-21.30
Pitsea Library

In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (Minute Taker)	(GB)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)
Peter Dickson, Resident Partnership Member	(PD)
Paul Nagle, Resident Partnership Member (Meeting Chair)	(PN)
Jan Stobart, Big Local Representative	(JS)

Apologies received

Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Andy Florence, Resident Partnership Member	(AF)
Ashley Gillam, Youth Worker, Essex County Council	(AG)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Simon Johnson, Chief Officer, BBWCVS	(SJ)
Carole Turkson, Resident Partnership Member	(CT)

Meeting Started 19.34pm

(1) Welcomes, introductions and declarations of interest

PN welcomed members. No declarations of interest received.

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

Minutes of the last meeting were reviewed. No changes necessary - minutes were agreed.

Updates and actions going forward are:

Volunteer Packs (part of Resident Member Engagement)

ACTION ONGOING: SJ to forward documents to PN/GB.

Defibrillators in the community

ACTION ONGOING: SJ to create 2 briefs for residents to review - Option A: purchasing 2 defibrillators - one for Northlands School and Maple Grove School; Option B: purchasing 4 defibrillators to include option A plus 2 additional units to be located in busy areas i.e. in the Chalvedon shops area/Pitsea High Road area.

AGM Power Point Presentation for Facebook/Website

ACTION ONGOING: SJ to tweak presentation for posting onto Facebook/Website.

HoP Finance Policy

Agenda Item - see below

Availability for 2020 meetings - what days/evenings can you do?

ACTION: GB to set up doodle poll.

Incredible Edible Staffing

PN reported that the brief to employ a staff member to run IE for 6 months had been written and agreed by resident members. Staff member has started and GB has been supporting him in his role. One new volunteer has joined the group. KB had seen them working at the Pitsea Road plot.

Legacy Park Phase 2 additional funding

ACTION: SJ to confirm decisions received from CT, PD and JC on the additional funding.

Hearing Help Essex

GB reported that Hearing Help Essex would be continuing to run the monthly sessions in Pitsea Library as the Pitsea Activity Centre has now stated that it would require payment for room hire.

ACTION ONGOING: SJ to create a brief for funding of advertising and supporting the project for 6 months.

No further matters arising. Minutes agreed.

(3) Partnership

Finance Policy

The Finance Policy has been updated following the awayday at Mens Shed in Thundersley. JS raised the point that switching HoP accounts to avoid monthly charges may need to be added to policy.

ACTION: Members to review the policy and send comments to JS before its adoption at the next Partnership Meeting.

(4) The Heart of Pitsea

Coordinator Recruitment Update

PN reported that recruitment has started via Guardian Jobs, Indeed.com, the CVS website and newsletters, HoP website and on HoP Facebook page. Closing date for applications 29 November.

PN to create 'longlist' of candidates for interviews week commencing 16 December. PN has created interview questions.

Youth Forum Update

- Poo Patrol Project: the winning designs are now with Basildon Council for printing onto park signs. Class prizes are being paid.
- Experience and Extras Project (funding for Basildon Upper Academy teachers and pupils to apply for extra-curricular resources): no response has been received from school. Last opportunity to take up the offer has been sent with a deadline of Monday 25 November. If not received the project idea will be offered to Maple Grove Primary and Northlands Primary.
- Basildon & Pitsea Carnival Association Children's Christmas Party at Northlands School: Forum have provided a funding contribution of £400.
- Teen Gym at The Place (project idea submitted by The Place to encourage young people to use the gym): Forum have provided a funding contribution of £400.
- There are two Football proposals that were put on hold due to overlap with the Southend United Football project. These will now be revisited.
- Forum are looking at creating a video to promote the 'Pitsea Pound Pot' funding application scheme and also funding additional Youth Club activities like purchasing new Lego and arranging a Magician event.
- PN reported that the total spent by the Youth Forum over the past 5 years is around £24k, with £12k committed, leaving £4k remaining. The forum have requested that their funding be increased from £8k to 10K per year (an additional £500 per quarter). KB + PN agreed to the additional funding.

ACTION: JS to put the Local Trust journalist in touch with PN regarding Youth Forum activities.

Pitsea Community Christmas update

GB provided a status report:

- Newsletter and promotion: newsletter designed and 5000 being printed. 3000 being letterboxed within the SS13 3 post code, remaining 1500 to be distributed at HoP clubs, Pitsea Library, Dipple Medical Centre and local businesses. Banners to be designed and printed.
- Christmas Tree: Everett Electrical agreed to set up our Christmas tree on the balcony of Pembroke House. Permission from Peabody to be sought.
- Christmas lights in Market Place trees: Council crowning trees Monday 2 December (2-3 day job). GB requested lights installed on Friday 6 December.
- Funfair/amusements: SJ has confirmed these have been booked. Ride tickets have been drafted - price 50p per ride as before? PN, KB & PD happy with the price.
- Additional stalls: Donut Stall, Mulled Wine Stall, Basildon Heritage and Pitsea Carnival stalls.
- Community Marquee: Marquee booked, Peabody agreed to pay. Community groups confirmed: Peabody, Kool Carers, Helping Hands/Pitsea Activity Centre; Bas Neighbourhood Watch, Barnardos, Heart of Pitsea, Volunteer Essex, Funfair Ticket Stall.
- Entertainment stage: being coordinated by Pitsea Carnival. Using Basildon Council staging.
- Father Christmas carriage: Cribbs have confirmed horses and carriage for the day.
- Santa's Grotto TSB: Not planned currently. Awaiting decision.

- Stakeholder contributions: Pitsea Market £500.00. Jet Wheel Tyre £250.00. Cribbs carriage and horses, Peabody Marquee.

ACTION: Residents to agree ride ticket prices.

Southend YMCA Mini Medics Maple Grove/Northlands School update

GB explained that Southend YMCA have only delivered one First Aid training session at Maple Grove Primary and that since then the school has not engaged to book more, despite SYMCA contacting them. There are also a number of sessions remaining from the Northlands Primary allocation. GB has asked SYMCA to provide the total of sessions remaining. These could be passed on to Northlands Primary, who are very keen for them to be delivered to year 3s.

(4) Local Trust - Big Local

Rep Update

Funding Summary

JS circulated a summary of the Heart of Pitsea funding as of 30 September 2019:

- Total funds available at the beginning of the project were £1149500.00
- Total grant offers awarded from Local Trust £45820.00
- Total grant offers spent £170792.94
- Total funds currently available £61043.00

Currently plan spend to be spent by March 2021

Next plan to be created during 2020/21

Big Local Events

JS provided dates for upcoming Local Trust events:

- Tackling Loneliness and Social Isolation, 15/16 January in Birmingham
- Environment 'Air Pollution' date tbc in London
- Big Local Connects, 10/11 July in Nottingham

Training Event

Heart of Pitsea to host Canvey Island and Riverside Community Big Locals at a Networking Event 'Developing an Effective Board'. Training would be free. Heart of Pitsea to book and pay for venue/catering and claim back costs from Local Trust. Canvey and Riverside would prefer a Saturday. Date suggested Saturday 8 February. Wat Tyler Country Park possible venue.

ACTION: GB to contact residents re dates and investigate room availability and cost at Wat Tyler Country Park.

Thames Gateway Cluster update

Suggested moved to March 2020.

Community Leadership Academy

This training opportunity is open to resident members to develop skills and knowledge to benefit the community. Deadline for application Wednesday 8 January 2020. First group registration to be confirmed February 2020 with academy in March 2020.

ACTION: Interested residents to contact GB.

5% Fees

JS explained that the current practice of dealing with the '5% on spend cannot continue as Local Trust have stated that as 'restricted funds', the 5% cannot be paid into the HoP bank account. Local Trust are looking into creating a controlled mechanism to deal with this in the future. JS is awaiting guidance about the £9850.66 of 'fees' from previous grant offers that were paid into the bank account in 2018 (as part of the £13333.05).

She apologised to the Partnership for her role in instigating this practice and for any upset it may have caused members.

Basildon Hero Awards

KB stated that he would like to attend the rearranged date for the Basildon Hero Awards.

ACTION: GB to register KB.

Local Trust Audit of Partnership Members

JS requires signatures from SH, JC, CT, TG and AF, which will confirm their membership of Heart of Pitsea.

ACTION: GB to obtain SH signature. JS to email JC, CT TG and AF for electronic agreement.

Any Other Business

Quizzes and Party Nights

PN raised the point of arranging dates for 2020 Quiz Nights and for reinstating Party Nights. Chalvedon Community centre could be a possible new venue as MF informed the meeting that Basildon Council want the centre to increase the level of community use and, in order to do this, have agreed for the centre to widen its membership catchment area.

Southend United YMCA SOS Bus Project Proposal

The meeting reviewed a new project proposal submitted by Southend United YMCA.

ACTION: PN to supply report on the discussion. GB to circulate proposal to residents not at the meeting.

Meeting Ended 21.28

Date of next meeting Tuesday 17 December, 10.00am-12noon at Chalvedon Community Centre.