



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 16 April 2020  
4.00pm  
Via Zoom

## In attendance

Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Pippa Foster, Funding and Development Manager, BBWCVS	(PF)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair (Meeting Chair)	(TG)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Simon Johnson, Chief Officer, BBWCVS	(SJ)
Hayley Kemp, Heart of Pitsea Youth Leader	(HK)
Paul Nagle, Resident Partnership Member	(PN)
Jan Stobart, Big Local Representative	(JS)
Carole Turkson, Resident Partnership Member	(CT)
Stephanie Vella, Heart of Pitsea Co-ordinator	(SV)

## Apologies received

Julie Clark, Resident Partnership Member	(JC)
Viv Clements, Business & Governance Manager, NHS Basildon and Brentwood CCG	(VC)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)

## Non Attending

Keith Bobbin, Resident Partnership Member	(KB)
---	------

## Approval of minutes of last meeting and matters arising

Minutes of the February and March meeting still need to be agreed. Matters arising from January/February/March meetings have been carried forward.

## Youth Club Update

HK reported that whilst the Youth Club is closed:

- She has been taking on-line iHASCO training courses
- Planning of the summer events has begun (to include sessions from outside organisations Tri-oricle and Woodland Warriors, plus Youth Leader led sessions as per the 2019 programme)
- Youth workers are looking at adding more visuals within the youth club when it reopens - i.e. club rules etc

- Youth workers are thinking of ways to contact the younger age group members (Little Monsters) - i.e. to signpost them to the HoP Facebook page/website. GDPR must be considered for this. TG suggested contacting via text message.
- Youth workers are looking at creating a Youth Club newsletter or an additional Youth Club page on the HoP website. The meeting felt that a website page would be best.
- Hayley is making YouTube videos called 'Hayley Makes It' with craft activities to try at home whilst schools are closed.
- 2 competitions have been set up - the Who?What?Where?When? Storyline competition with National Book Token prizes is currently running on the FB page and on the HoP Website until end of April. A photography competition with prizes to run during May.

**ACTION:** SV & GB to organise contacting Little Monsters. Hayley to write the text message content. GB to contact website company regarding creating a Youth Club website page. Hayley/Snoopy/Laura to write content and GB to upload to page. Hayley to send YouTube links to GB and SJ.

## Legacy Park Signage

Sign size, wording, images etc to be decided. Basildon Council to be contacted to find out how many signs there will be and where they will be placed. Good to include history of how the projected was created and developed.

**ACTION:** Working Party to be formed. SV/PN to be included and SH to be invited.

SH joined meeting

## Coronavirus Update

Initiatives undertaken so far:

- 1500 facemasks have been purchased for the Dipple Medical Centre at a cost of £2500, in association with Motivated Minds. Face masks for the Dipple Medical Centre could be considered a statutory need that should be funded by the NHS/Council/Government. If this is the case, we might not be able to claim from Local Trust. JS has asked Local Trust and is awaiting a reply. SJ reported that face masks should be arriving during the next week.
- Listening Post 1-2-1 counselling project has been refunded.
- E-learning training courses have been purchased and are on offer free to local residents/small businesses. 20 spaces are available for residents outside of HoP patch and 20 Food & Hygiene courses available for organisations delivering food aid within the borough.
- Activity items purchased for children/teenagers/adults who access Food Banks.
- £800 of food has been donated to the Basildon Food Bank.

- Community Connect club is running on Wednesday evenings, 6.30pm-8.00pm, via Zoom and a number of regular club attendees are taking part and benefiting from 'meeting up'. SH welcomed members to join.

**ACTION:** GB to add Community Connect to Facebook. TG to share quizzes for club use.

- Newsletters have been delivered to nearby roads by TG and KB. Other members welcome to deliver to local roads.
- Facebook posts have been increased to include national and local government advice and support, plus information and ideas on how to keep healthy, happy and educated etc. Top post from the month highlighted the Easter rubbish collection dates and thanked the refuse team. This post reached 10,900 Facebook users. SH expressed her concern that a Motived Minds Facebook post had inaccurately reported the Heart of Pitsea funding towards emergency food parcel and the purchase of Dipple face masks and that the post was extremely misleading. SJ stated that he was disappointed with the MM situation. TG stated that all Heart of Pitsea Covid-19 initiatives will be recorded and will be reported to the community within a newsletter later.
- HoP Youth Forum have agreed to fund £1500 to Northlands Primary School to provided 20 youngsters who cannot access the internet with 6 weeks educational resources.
- HoP Youth Forum have agreed to fund the Basildon Upper Academy to provide a hard drive holding STEM and RE lessons which can be distributed to the entire school.
- SJ reported that 2,000 vulnerable people across Basildon borough who are unable to visit the Food Banks had been provided with emergency food boxes. He thanked Heart of Pitsea for providing funding towards this initiative.
- £5k of the generated funds held in the Heart of Pitsea TSB account has been ring fenced to spend across the borough. This is because we are unable to utilise our funds from the Local Trust as we cannot ascertain or prove what percentage of beneficiaries will come from within our boundary. Additional money may need to be ring fenced as the situation continues.
- Activity pack materials are being divided 70% to the Pitsea Food Bank (at The Place, Pitsea Leisure Centre) and 30% to the Salvation Army Food Bank in Basildon - so cost will be claimed from Local Trust.
- CVS is creating an initiative called 'BFF' (Brighter Futures Together) to champion organisations that are working on initiatives during the pandemic. HoP will be included.

**ACTION:** GB to send food bank and activity pack images to PF.

- SH asked if any provision had been given to Food Bank purchases to people with food intolerance. SV stated that there is money remaining that could be used.

**ACTION:** GB to add post to Facebook encouraging people with dietary needs that require help with food provision to get in touch.

## Local Trust update

JS informed the meeting that there are regular Local Trust drop in's online that can be booked via Eventbrite via the Local Trust website. SV provided information to the meeting on the 2 drop ins she had attended.

## Grant Scheme

SV suggested creating a grant scheme to help small businesses with no profit base to recommence trading when lock down ends. JS explained there are conditions around giving money and that it would be better to purchase resources, i.e. gifting fuel top ups or purchasing resources needed. Loans might be possible in partnership with established organisations who would have processes in place i.e. a Credit Union.

**ACTION:** SV/GB to look into grant schemes/purchasing for people in need and how that works. SJ to ask Basildon Council.

## Monthly Accounts

PN noted that an error on the Youth Forum budgeting on the monthly accounts which requires amending.

**ACTION:** PN to contact CVS Finance Officer to amend Youth Forum budget on monthly accounts.

Date of next meeting Tuesday 19 May, 4pm via Zoom