



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 20 August 2020  
2.00pm  
Via Zoom

## 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)
Andy Florence, Resident Partnership Member	(AF)
Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)	(SH)
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)
Peter Dickson, Resident Partnership Member	(PD)
Tracey Griffith, Resident Partnership Co-Chair	(TG)
Simon Johnson, Chief Officer, BBWCVS	(SJ)
Paul Nagle, Resident Partnership Member	(PN)

## Approval of minutes of last meeting and matters arising

Minutes of the July meeting were agreed. All July actions completed, apart from:

### ONGOING:

Check fly tipping reports before/after Waste Removal project

Photo consent forms to be used for pictures including community members

## HOP Ahead! Training, Employment, Education or Personal Growth course grant

PN had voted against the project and raised concerns via email. A discussion took place around fine tuning the project processes by creating an application form, requesting proof/evidence of need to qualify and producing a policy/procedure document. JS confirmed that Local Trust were happy for Big Locals to take this approach to funding and that if each individual grant application within the project requires approval from resident members, this would ringfence the £10k budget.

**AGREED:** All 4 attending residents agreed. PD had agreed prior to the meeting.

**ACTION:** SV to create additional documents and send to resident members on Tuesday. Response asap please.

## Partnership Review - Resident Members Personal Update form for the HoP document registry

Members viewed the draft 'Resident Member Personal Update' form, which will be added to the HoP document registry. JS asked if resident name, post code and email address information from this form could be shared with her for the annual Local Trust partnership survey.

**ACTION:** GB to add section for residents to choose YES/NO for their info to be shared with other resident members, partnership members and Local Trust. Form to be recirculated.

## HoP TSB account

Item not covered due to TG unable to attend meeting.

**ACTION:** TG to send email if any decisions required.

## Newsletter and advertising - fancy being in the Focus Group?

Basildon Upper Academy Head Teacher is keen for students to be involved in this newsletter and may designate a teacher to help facilitate/encourage students to get involved. New newsletter format and features to be explored. GB looking at online graphic design courses. KB and CT keen to be involved in the focus group.

## HoP Updates

- **'HoP To It' Summer Activities**

The first Monday PM session (17 August) had to be cancelled due to lack of bookings and bad weather. All other sessions had gone ahead and attendance has been growing. There have been booking 'no shows' but others have been able to fill spaces. Basildon Council has included the project on their leisure newsletter email, which has unfortunately promoted it borough-wide. SV has received an enquiry to join community connect through the leisure email.

**ACTION:** MF to provide email address of council communications team and GB to contact council to explain funding boundary.

- **Community Facemasks**

A further 150 adult and 50 child facemasks have been purchased and are being distributed at the summer activities.

- **Community Waste Project**

2<sup>nd</sup> collection booked at a cost of £500, picking up from 10 households (£50.00 per households) on 21 August. Council have started their bulk collection service, so this would be a cheaper option to remove rubbish. £1,400 remains in the budget, which could be used for any future lockdowns or extenuating circumstances.

**ACTION:** SV to investigate ways of utilising the council bulk collection service. GB to promote project closed - contact the council.

- **Mayor's visit to Heart of Pitsea**

Visit had been a great success. Many residents and volunteers had attended and the Mayor was shown the Legacy Park and told about HoP future plans. He met the Incredible Edible team and was given a bag of potatoes and also met some of the Community Connect. The Mayor had posted pictures on his Twitter account and a picture of him and the partnership members had appeared in the Echo.

**ACTION:** Mayors visit to be shared on LT workplace.

## Anything Else?

**Little Monsters** - SV explained that attendance to the online club is currently low and asked if resident members feel it is worthwhile to continue with the weekly sessions.

**AGREED:** All 4 attending residents agreed to the online club continuing.

**Mens Shed** - new quotes for fit out have been requested. Company recommended by national Men's Shed has not responded. SJ has suggested company carrying out local roadworks might undertake the groundworks within their corporate social responsibility remit. JS recommended contacting Trustlinks based in Westcliff, who are involved in Men's Sheds projects.

**Heart of Pitsea budgeting** - Members viewed and discussed amendments to project budget split across our strategic objectives. JS felt that the current budget split across such broad themes made reporting complicated and impact hard to define. SV suggested maintaining current split process until the creation of our new plan (current plan ends Feb 2021). JS felt that due to the current underspend the deadline could be extended and plans can be created per year and that there is no rush for Legacy Statement.

**ACTION:** JS to share a recently created plan as an example.

Date of next meeting, via Zoom TBC