



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 24 September 2020  
10.00am  
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) |
| Pippa Foster, Funding and Development Manager, BBW CVS                      | (PF) |
| Tracey Griffith, Resident Partnership Co-Chair                              | (TG) |
| Sue Houghton, Resident Partnership Co-Chair (Meeting Chair)                 | (SH) |
| Simon Johnson, Chief Officer, BBW CVS                                       | (SJ) |
| Paul Nagle, Resident Partnership Member                                     | (PN) |
| Jan Stobart, Big Local Representative                                       | (JS) |
| 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) |
| Carole Turkson, Resident Partnership Member                                 | (CT) |
| Peter Dickson, Resident Partnership Member                                  | (PD) |

## Approval of minutes of last meeting and matters arising

Minutes of the August meeting were agreed. Actions ongoing:

**Waste Removal Project:** SV will discuss possible collaboration with Basildon Council once fly tipping figures (to assess comparisons before and after the HoP waste project) have been received.

**Resident Update Forms:** Delivered to all residents. SV to collect completed forms on Tuesday 29 September.

**HoP Bank Accounts:** TG had no issues to report.

**Big Local Plan Example:** An example of the spend report on a new plan from another Big Local was shared with the meeting. Although easy to read it, was felt that this example didn't contain

enough detailed information for Heart of Pitsea. PN is working on new budget tracker spreadsheets for all Heart of Pitsea projects and shared a new design for the youth club budget, which the meeting felt was much clearer and very well put together.

**ACTION:** CVS Finance Officer to be asked if she can create something similar to the plan example spend report to include the additional detail on PNs budget tracker spreadsheets.

## Christmas Event

The meeting discussed whether the 2020 Christmas event should go ahead in light of the changing restrictions due to coronavirus. A discussion took place around the difficulties. SH suggested a 'Christmas Resources' box for residents in need, which could be targeted through local foodbanks/agencies.

**AGREED:** All 4 attending residents agreed not to progress the Christmas event for 2020.

**ACTION:** SV to investigate reinstating the electricity supply on Pembroke House balcony for the HoP Christmas Tree. 'Merry Christmas from everyone at Heart of Pitsea' Banner to be created for balcony railings. GB to contact Pitsea Market regarding our resident decision.

## Newsletter and advertising

Basildon Upper Academy are keen to be involved. GB, KB and PN to join focus group.

**ACTION:** GB to set up meeting with KB and PN, add newsletter and advertising thread to Slack. SV to pick up boxes of old newsletters from KB.

## Community Spirit Awards

Resident members voted on the eligible nominations received for the Community Spirit Awards. SV also put forward a nomination for a local foster carer to the meeting.

**AGREED:** Awards were granted to 3 nominees: AC; RB; KR.

**ACTION:** Awards to be arranged.

## HOP Documents on Dropbox

A number of documents have been added. The dropbox is intended to be a one-stop place for members to view and edit HoP documents, including previous minutes, finance reports and project agreements. Project information can also be viewed on the monitoring and evaluation tool and partnership meeting minutes are now on the HoP website.

**ACTION:** SV to assist KB and AF to access the dropbox folder. Project proposals/agreements to be added to dropbox.

## HOP Updates

- **‘HoP To It’ Summer Activities**

The project evaluation has been added to the monitoring tool. SV awaiting information from Woodland Warriors, which will be added once received. 10% of those who booked had attended. Unfortunately, Basildon Council has included the project on their leisure newsletter email, which resulted in bookings and attendees from outside our boundary. Total spend had been approximately £600 less than budgeted and unused resources will be stored and used for other projects, i.e. Youth Clubs. Due to the pandemic, the events had been scaled back this year but feedback had been extremely positive and TG felt that the Facebook Posts looked great. SV felt that inclusivity for young people with special needs should be considered for future events.

- **Mens Shed Plus**

SV shared quotes provided by 3 companies. Most comprehensive quote is for £136K. A discussion took place around the positives of this project, how it would provide a lasting legacy for Heart of Pitsea and a valuable investment for the future of our community and other groups, considering that venues are difficult to find and expensive to rent. SV meeting with LDP to discuss additional funding for the Mens Shed Plus project and the £75k earmarked for the failed Wellbeing Hub can be used.

SV, JS, MF, TG, SH, KB, PN and AF to join focus group, possibly with PD, to discuss the usage of the building and additional resources/needs/spends. Going forward, this group to be split into two groups, one to work in the Mens Shed and the other to work on the Community Hub.

**AGREED:** Resident members agreed to ring fence a budget of £250,000 for the Mens Shed Plus project. Focus group meeting to be arranged.

- **The Place, Pitsea Leisure Centre and HoP Clubs**

Risk assessments for Little Monsters and Community Connect Clubs have been sent to Basildon Council, however they are unlikely to reopen currently, as MF informed the meeting that the Mid October opening of The Place was now on hold due to recent further coronavirus restrictions announced by the government. TG explained that Essex Youth Services were only allowing special groups of up to 15 people to meet up.

Little Monsters and Community Connect Clubs are continuing online, along with Tuesday CC walks, and also the Incredible Edible gardening group sessions, which now have more members.

PN reported that Youth Forum have met online but numbers are low. Another session will be set up soon. Youth Forum have a new project idea in the pipeline. Application deadline for The Basildon Academy Experiences and Extras Project has been extended to December. There is approximately £8k remaining in this projects budget.

**ACTION:** MF to pass on any updates on The Place

- **School Uniform Project**

SV reported that documents were available to view on the evaluation tool. Schools are currently busy with the new term and new coronavirus processes, but they have reported that the fund has helped people in financial difficulty and have begun to complete databases to evidence purchases. Receipts for £1k have currently been received.

- Maple Grove School have spent approximately £420. Reporting end of September.
- Northlands School have requested 2<sup>nd</sup> payment.
- Basildon Academy have not responded but update expected by end September.

## **Local Trust update**

Members all happy to receive Local Trusts event information via email. The Local Trust partnership annual review will require partnership members to consent either by individual email or captured on Zoom chat.

**ACTION:** JS to continue sending LT event emails. GB to add 'partnership member consent' to the October Partnership meeting discussion points.

## **BBW CVS approval of HoP Ahead Grants Project update**

SJ reported that he has checked the regulations, legality and personal tax implications around awarding grants to individuals, and if this would align with the BBW CVS. Another project under the BBW CVS is looking at a similar grant project. Trustees decision expected middle of next week and, if in agreement, the CVS would add a policy to its document registry for the future. A discussion took place around the criteria for grant applications and SV shared the 'required evidence' section on the application guidance notes for members to view. SH felt that the budget for this project would probably now be lower as it would now be too late for prospective applicants to benefit who have already begun their training. TG felt that any residents affected by the end of the furlough scheme could benefit and explained that school uniform grants has been added to this project as residents with children that attend schools outside of our boundary cannot benefit from the school uniform project. SJ stated that he had only received the documents 3 weeks ago and apologised for any delay.

**ACTION:** SV to amend the project to include - school uniform for residents suffering financial difficulty who live within the HoP boundary and whose children attend schools outside of the boundary.

Date of next meeting, Thursday 22 October, 10am-12noon via Zoom