



Partnership Board Meeting Minutes



Meeting held on
Tuesday 29 June 2021
10am
Via Zoom

In attendance

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| Gill Buttwell, Heart of Pitsea Administrator (minute taker) | (GB) |
| Kathy Canham, Digital Communications Manager, Basildon and Brentwood CCG | (KC) |
| Andy Florence, Resident Partnership Member | (AF) |
| Tracey Griffith, Resident Partnership Co-Chair | (TG) |
| Sue Houghton, Resident Partnership Co-Chair | (SH) |
| Michelle Fairchild, Interim Community Involvement Manager, Basildon Council | (MF) |
| Simon Johnson, Chief Officer, BBW CVS | (SJ) |
| Paul Nagle, Resident Partnership Member (meeting Chair) | (PN) |
| Carole Turkson, Resident Partnership Member | (CT) |

Apologies received

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| Keith Bobbin, Resident Partnership Member | (KB) |
| Peter Dickson, Resident Partnership Member | (PD) |
| Jan Stobart, Big Local Representative | (JS) |

Meeting Started: 10.05

Declarations of Interest: NONE

Welcome: PN welcomed Kathy Canham (KC) and she introduced herself to the meeting.

Minutes from meetings held on 25 May were **AGREED**.

Updates and Ongoing Actions:

- **HoP AGM:** Date and format still to be arranged (New Plan Day taking precedence).
- **Northlands School Covid Recovery & Music Project:** Project agreement has been created and signed. Musical instruments might not be purchased until start of new school year in September.
- **Food Hygiene rules for Gregg's distribution at The Place:** SH stated that food distribution was still not allowed at The Place.
- **DBS for Incredible Edible Gardener:** Still ongoing. SH asked SJ if this should be something the CVS would do and risk assess, as the gardener's employer. SJ stated that the gardener is employed by Heart of Pitsea.
ACTION: SJ to arrange DBS - cost involved £75.00 + £25.00 admin fee.

- **Youth Forum - nomination for 'Children and Young People Now' awards:** PN reported that he would be nominating the forum for the awards. **Attending Big Local Connects event:** PN had contacted Local Trust regarding Forum attending the event and running a workshop.

Coordinator Recruitment Update

SH reported that 4 candidates would be interviewed on Friday 2 July and will feedback on the outcome as soon as possible.

ACTION: SJ to check and confirm BBW CVS Chair of Trustees' participation on the interview panel.

Summer Activities

PN reported that the Youth Forum had agreed to fund 4 Woodland Warriors summer activity sessions. Tiffers has indicated that she is available on Fridays - GB has requested and is awaiting costings. GB informed the meeting that ProSports had submitted a project application for delivery of summer activities, which she had returned to them for amending. GB had also contacted Active Essex to investigate delivery of ParkPlay this year but had been informed that this project was delivered by an external organisation. As a year-round project, it isn't bookable for the summer holidays. ParkPlay are looking to extend their offer in the borough, so the HoP area could be included. SH suggested promoting and encouraging community family picnic days, without the need for HoP coordination.

Incredible Edible

SH reported that she had visited IE patches and they didn't appear to have been attended to. SJ stated that the IE gardener had sent him pictures of work he had carried out. The gardener has requested changing the day and time of the sessions, which could be possible as no volunteers are currently attending. PN informed the meeting that reporting hasn't been added to the project on the monitoring tool from March 2021.

ACTION: SJ to arrange supervision and risk assessment of new DBS check for the IE gardener (as mentioned earlier in these minutes).

New Plan Day - 23 July

GB reported she had arranged to view the Cordite Room at Wat Tyler Country Park Visitor Centre as a possible venue and had invited the BBW CVS Finance Officer to join the meeting after lunch, when the finance element of the plan would be discussed.

Youth Forum update

PN reported that the Youth Forum had agreed to fund £4k of the £8k projected cost of the Northlands Primary School 'History Wall' Project. The wall, containing historic images of the Pitsea area, is being created in collaboration with Basildon Heritage and is part of the new library building at the school. Youth Forum members felt it would provide a physical legacy for both the Forum and Heart of Pitsea. Agreement to be written and updates to be given as things progress.

Finance

The meeting viewed the monthly Heart of Pitsea finance sheets provided by the BBW CVS. SJ explained that there is a £114k underspend during the current plan period. It was suggested and

as previously discussed at meetings, that projects are aligned under only one theme within the finance section of the new plan to simplify reporting. SH suggested that she and PN meet to discuss how to implement this. PN requested that time is allocated during the Plan Day for a solid explanation of the LTO 5%, as it was a difficult subject for members to understand. KC asked to receive an overview of HoP's health budget spend.

ACTION: GB to send previous AGM reports to KC.

Update from MF:

MF reported that the new Basildon Council Councilors are bedding in. SH asked if the Council had any involvement in local Facebook groups as she felt that some content from one member wasn't constructive. MF will investigate.

Youth Forum Update:

PN reported that the Youth Forum 'Pitsea Pound Pot' promotional video was now complete. It is viewable on Facebook and the HoP YouTube Channel and will be added onto the HoP website. SH asked PN if he felt any YF members might be interested in moving to the main partnership? PN to bring up at the next YF meeting.

Update from SJ:

SJ had contacted Kirsty O'Callaghan (KO), Community Collaborator at Essex County Council, to discuss applying for permission to site the Men's Shed Plus on Highways land. KO was supportive. KC keen to be involved.

ACTION: SJ to take Men's Shed Plus land permission forward and report back before next HoP Partnership meeting.

Other Business:

- **AGM** - Decide on the date after the end of restrictions. Arrange an 'in person' event rather than on Zoom.
- **Quiz Night** - Smarty Pants Online Quiz (2 July) has been cancelled due to low bookings.
 - **AGREED** - arrange the next quiz in September at The Upper Academy.
- **B&B CCG** - KC gave the meeting a brief overview of the current structure of the CCG and will give an update at the next meeting. GB explained that HoP supports the Dipple PPG and would be keen to explore ways of encouraging new patient members with KC. CCG currently mapping out engagement with young people and KC keen to know more about the HoP Youth Forum and any other youth groups known to partnership members.
 - **ACTION** - PN to contact KC re Youth Forum. Members to send info of youth groups to KC.

Next meeting - to be included in New Plan Day on 23 July (TBA)