



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 21 January 2021  
11.00am  
Via Zoom

## In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Michelle Fairchild, Interim Community Involvement Manager, Basildon Council	(MF)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Resident Partnership Co-Chair (meeting chair)	(TG)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
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)
Sue Houghton, Resident Partnership Co-Chair	(SH)

Meeting Started: 11.06

Minutes from 17 December were **AGREED**

## Declarations of Interest:

- PN stated a DOI within the discussion around the Youth Club staff contract renewal (as a member of YC staff)
- SJ stated a possible DOI within the discussion around the School Uniform Grant (due to involvement with a similar project)

## The Heart of Pitsea Big Local Plan

The current Heart of Pitsea Big Local Plan is due to end in February 2021. TG asked resident members if they would like to extend the grant offer for a period for 6 months to end of August and create a new plan ready for September 2021. This would provide time to carry out and disseminate the community survey (currently available on our website and FB page and being posted to residents within our boundary soon).

**AGREED:** All resident members agreed to extend the grant offer for a period for 6 months to end of August and create a new plan ready for September 2021.

## Legacy Park Signage

SV shared the theme ideas for the design of the signage:

No1 - a 'theme park/cartoon' theme with bright colours and children/animals 'hopping' around equipment on a map.

No2 - a 'nature/outdoor' theme with native plants + wildlife using nature's colours - to tie in with the wetland area - with paw prints between the equipment on a map.

No3 - a 'Hazard Sign' theme with hazard signs saying things like FUN AHEAD! KIDS IN FULL SWING!

No4 - a 'benefits of outdoor play' theme with information highlighting the benefits of things like learning, social skills etc on a map.

SV also shared the signage wording with the meeting.

A discussion took place. A number of residents felt that the theme park/cartoon idea might only appeal to young children and not to the wider community who use the area. A number of residents liked the idea that the nature theme would tie in with the new wetland area on the field.

**AGREED:** all resident members agreed on No2 (nature/outdoor' theme) and also agreed to the wording for the sign.

11.23 PD joined the meeting

SJ offered recommendation of a company to create the design. SV explained that Basildon Council have said they would create the design for us. PN suggested that additional signs may be required for the wetland area and linking the outdoor gym on Elm Green.

## 'Keep The Lights On' - Crowdfunder

Basildon Council Mayor's office has set up a campaign to help financially support casual workers who aren't covered by the government furlough scheme. SV asked resident members if they would like to make a donation. It was felt that a HoP donation wouldn't necessarily benefit HoP casual workers, although it was pointed out that support has recently been given to projects outside of our boundary (ie the Basildon Food Bank). A donation could be made from the HoP TSB bank account, although that money is earmarked to help sustain HoP after the Big Local programme finishes.

**AGREED:** All residents agreed not to make a donation, but to support the campaign by promoting it on our social media.

## School Uniform Project Update

- Basildon Upper Academy has spent £762.53 (of its £3,000 budget) and has supported 22 students.
- Maple Grove Primary School has spent £407.00 (of its £2,000 budget) and has supported 11 students

- Northlands Primary School has spent all of their £2,000 budget and has supported 28 families with multiple children. Northlands School have however reported that they had over calculated their spend by £80.00.

All schools have been reporting the spend via spreadsheets and feedback from families has been really positive.

**ACTION:** SV to request for the overpayment of £80.00 is returned by Northlands School.

### **Incredible Edible Gardening Project - Update + Going Forward**

The IE project is currently closed to volunteers, however CD (the project staff member) is planting up seedlings and writing the coming year's plan. SV suggested that a schedule for harvesting and distribution is put together for this year to ensure produce is distributed effectively within the community. A local project which encourages young people to look at nature on their doorstep could be incorporated in IE. It was suggested that CD could deliver a workshop to Maple Grove pupils within their school garden.

The IE staff member contract has now ended.

**AGREED:** All residents agreed to renew the staff member's contract for a further 12 months and to increase the pay to £15.00 per hour in line with the Youth Workers.

### **Skills Station Online Training Project - Update + Going Forward**

The licence for the online iHASCO training expires on 23 February. Despite promotion, there has been no further uptake. Resident members are encouraged to take advantage of courses (especially to update their food hygiene training) before the closing date. BBW CVS will promote to other organisations to use the surplus courses.

**ACTION:** GB to resend skills station lists to AF.

### **HoP petty cash account with Barclays - Update + Going Forward**

TG explained that HoP has 2 bank accounts:

- The TSB account, which contains money being held to potentially fund HoP once the Big Local project ends.
- The Barclays account, which is the HoP petty cash account, containing a small amount of money that can be accessed by designated HoP resident members and the co-ordinator to make purchases. It also pays the monthly direct debit for the HoP phone.

The Barclays petty cash account requires new signatories to be added. TG requested the forms to do this back in 2020 and has chased a number of times, but they still haven't been received. Barclays Pitsea branch is now closed - nearest branch is in Basildon - further away to access.

TG suggested opening a 2<sup>nd</sup> account with the TSB and closing the Barclays account.

SV pointed out that the HoP phone contract is due for renewal.

**AGREED:** All residents agreed to investigating opening a petty cash account with the TSB.

**ACTION:** TG to look into opening a TSB account and will update residents.

**ACTION:** SV to investigate cheaper HoP phone contract.

## Lockdown Hunger & Holiday Hunger

A discussion took place around:

- Providing funding to increase the remit of the free school meals vouchers currently being issued by schools, to cover low-income families that aren't eligible.
- Getting involved with the Active Essex half term and school holiday project, which will provide free virtual activities with food to children and young people identified by their schools.
- Providing funding for food boxes to cover low-income families not eligible for any formal help.
- Setting up a list of criteria for families in need.
- Putting a call out to identify families in need.
- Find out what local schools are currently doing and see if there is any support we can add

**ACTION:** SV to contact Active Essex to identify the delivery provider within the Heart of Pitsea boundary and also to contact local schools to check what they are currently doing and see if there is any support we can add.

## Anything Else?

### Youth Club

PN reported that the contracts for the 3 staff members ended in December. He also explained that the online club still only has 2 members attending. The meeting discussed the way forward for the youth club with the end to the lockdown unknown. Points of discussion were:

- Is it cost effective to maintain 3 members of staff?
- Contracting staff members to take on different activities to cover their hours until lockdown ends?
- Should we look into furloughing staff?
- Involving youth club staff in a new project in the pipeline at Wat Tyler Country Park?
- No cost for venue and club resources at the moment.

12.14 JS joined the meeting

**AGREED:** All residents agreed to renew the youth club staff contracts for another 12 months. Format of the contracts to be agreed.

**ACTION:** SV and SJ to discuss potential involvement of club staff in the Wat Tyler Country Park project.

### Local Trust Update

- Upcoming LT training dates have been circulated.
- Local Trust are looking at becoming a 'Kickstart' provider - a government scheme which provides funding to employers to create job placements for 16 to 24 year olds on Universal Credit. More info here <https://www.gov.uk/government/collections/kickstart-scheme>

- Deadline to apply for the Local Trust Community Leadership Academy is 12 February. Taster sessions are available at the end of January. SV has contacted LT to express concern that the academy involves lot of commitment yet provides no formal qualification. More info on the academy here <https://localtrust.org.uk/other-programmes/community-leadership-academy/get-involved/>
- 3 'Developing an Effective Board' Workshops have been arranged. Pre-course info has been circulated - please read in advance. Communications Skills assessments to be completed and returned before the first workshop (4 February). Informal get together will be arranged when physical meeting up is allowed.

### Basildon Council Update

MF reported that the current Chalvedon Community Centre lease has now expired and that Basildon Council would be willing to negotiate a new lease up to 10 years and beyond. The Charities Commission has confirmed that KB is not a trustee of the centre. The building requires a lot of work and reconfiguration to separate the bar from the main centre space.

**ACTION:** GB to send reminder to those who haven't responded to the CCC meeting doodle poll.

Date of next meeting TBA

### BBW CVS Update

#### Finance Sheets:

- PN suggested that cost of competition prizes needs to be moved from Community and Skills and reallocated to Media and Marketing. He also suggested that Youth Forum costs be moved to the Youth Forum Budget section.
- SJ encouraged all residents to view the monthly finance sheets and is happy to arrange a meeting for anyone who would like any explanation on HoP finance.

#### 5% LTO fee:

The LTO 5% fee is paid to the BBW CVS by Local Trust and is not taken from Heart of Pitsea funding. The LTO fee covers Heart of Pitsea only for the management of our finances. SJ's time to attend our meetings and general support, office use and add-ons like printing etc, should be paid for from Heart of Pitsea funding, separately to the LTO fee.

A discussion took place around the subject of the fees and it was agreed that a meeting should be arranged to discuss it in more detail.

**ACTION:** Meeting to be arranged to discuss the LTO fee and additional fee. SJ to look into the additional costings.

#### Youth Forum:

PN reported that the Youth Forum have approximately £12k on-hold and that they are still happy to commit funding to the Youth Club. He will be contacting YF members.

#### Fly Tipping:

SV is in discussion with Basildon Council regarding fly tipping figures during the first lockdown in 2021 to see if the HoP waste removal project had any impact.

Meeting ended 12.45pm

Next meeting - date and time TBA