



# Partnership Board Meeting Minutes



Meeting held on  
Tuesday 20 April 2021  
10am  
Via Zoom

## In attendance

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

Meeting Started: 10.07

Minutes from meeting held on 23 March were not agreed. Outstanding/ongoing actions from February and March meetings were not covered.

**ACTION:** Minutes from meeting 23 March to be agreed. February and March meeting outstanding/ongoing actions to be reviewed.

## Resident informal Zoom chat

GB suggested arranging an informal zoom chat with residents, that could be recorded and used to promote the resident partnership and volunteering with HOP. KB's written bio could be used in the next newsletter and on the HOP website. KB agreed for this to be used.

**ACTION:** GB to email information to residents, who can let her know if they wish to take part. Also to put together a list of questions to be provided before the chat.

## The Easter Hunt was well received - shall we run a May Half Term Holiday Trail?

The Easter Hunt had been simply to create and was very low cost (under £100.00). The trail was completed by 19 young people and great feedback had been received, along with lots of pictures of young people taking part. A discussion took place around running more trails, not necessarily with prizes, with differing themes. Early May half term felt to be too soon, 'Mid-summer' trail to be explored next.

**ACTION:** SV to send Easter Hunt project report to CVS for inclusion in end of year summary.

## June Newsletter

SV reported that survey results had shown older residents had read the newsletter and that it was important to carry on producing them to engage with this age group. CT felt the previous newsletter was good and had been well laid out and all residents agreed they were happy with the format. Next issue to be less pages than last edition.

**ACTION:** Members to send any ideas and themes for next edition to GB. GB to look at including advertising. CVS to provide volunteer centre advert.

## AGM

All residents agreed for the AGM to be held online. KB suggested possible theme - getting people involved with HOP.

**ACTION:** Suggested dates for online AGM to be circulated.

## Incredible Edible At Home Kits

The Incredible Edible at Home project has been very popular and images of a young person planting their seeds have been received. 20 packs have been delivered. 6 kits awaiting delivery. 14 kits remaining. CT asked if Northlands School pupils could get involved with the Winifred Road IE patch.

**ACTION:** SV to contact Northlands School offering opportunity for pupils to get involved with the Winifred Road IE patch. Residents to contact SV if they would like an IE At Home Kit.

## World Book Night Giveaway

From the 80 books available, 20 have been delivered via royal mail and a number have been delivered to community sheltered housing.

**ACTION:** GB to ask community to send in pictures of themselves with their book.

## Youth Clubs

Youth Clubs will reopen for 2 groups - the under 12's and the over 12's. Under 12's do not need to socially distance. Risk assessments have been sent to The Place and have been agreed. Clubs will use the main hall (at no extra cost). Attendees will need to book in via the NHS Covid-19 App or by completion of a printed form. Staff will need to show evidence of negative Covid-19 test when attending club and to take a further test a few days after clubs. Clear face shields, disposable face masks and hand sanitizer to be used. Youth Forum can meet at 6pm after Youth Clubs.

**ACTION:** SV to check if CVS insurance would cover the clubs and if over 12s require facemasks.

### Men's Shed Plus

SV reported that she is meeting with Cllr Craig Rimmer to discuss possible land options for the Men's Shed Plus project. She will pursue the unknown issues blocking the Pitsea Road site and discuss another piece of unused land within our boundary. There has been difficulty pinning down a Men's Shed meeting date. SJ happy to contact Kirsty O'Callaghan, Head of Strengthening Communities, at Essex County Council, to discuss this if required.

**ACTION:** Men's Shed meeting date/time to be pinned down.

### Community Survey and New Plan

251 survey responses have been received and all data from hard copy forms has been entered on the online form. SV currently working on organising the data. Data could be used in June newsletter to encourage resident engagement? PN suggested contacting Basildon Academy to ask they would survey students.

**ACTION:** PN to email his Basildon Academy contact to pursue pupil survey. Doodle Poll for New Plan meeting date to be arranged. Dates suggested Saturday 26 June Saturday 3 July and Saturday 10 July. Wat Tyler potential meeting venue.

### LTO Fees and HoP Finance

The fee paid to the BBW CVS for the last 3 years by Heart of Pitsea for non-finance costs (office hire, photocopying etc) has been calculated. CVS are retaining the 5% LTO fee (covering the services for HOP finance handling) that is paid by Local Trust. £21,000 has been returned to the HoP funding pot.

Going forward, once our new plan is agreed, CVS will receive the 5% LTO costs from Local Trust and receive the agreed non-finance fee from HoP.

SH pointed out that the LTO 5% (paid to BBW CVS by Local Trust) is currently showing on the Heart of Pitsea account sheets. A discussion took place around whether this means it is added to our funding, should it be removed from the expenditure section, or recorded within a separate section on its own.

PN raised his previous query regarding the amount of £1796 recorded in November 2020 accounts under training and organisational support. SV reported that this had been looked into and was found to be a breakdown of a number of costs lumped together.

**ACTION:** SV to locate the record of the breakdown of the £1796 and circulate to resident members. SV to also provide an update on this at the next partnership meeting.

### Youth Forum

PN reported that following a pupil survey, the Basildon Academies had identified and applied for 5 new projects under the Youth Forum 'Experiences & Extras' Project. He was pleased to announce that the forum members had unanimously agreed to fund all 5 projects, which are:

- DJ Workshops

- Samba Drumming
- Christmas Choir
- Street Dancing
- Interactive Theatre Project

VAT will not impact on project budgets as it will be paid and claimed back by Basildon Academies. The forum will meet to forward plan these projects. PN stated that feedback from previous Experiences and Extra's projects is now required. GB suggests Christmas Choir could be invited to HoP Christmas event, however PN pointed out that the project will include a professional band which may need to be budgeted for within the Christmas event. GB stated that the timing of these new projects was perfect for the youth forum restarting after lockdown.

### Online Quiz Night

GB reported that the quiz night on Good Friday (2 April) had been a great success and that the charity donations had been initiated.

### Poo Patrol Posters

PN reported that the council had put up some larger posters, but smaller ones still remain. SH explained that the council had put up all of the larger posters, but had decided to leave the original, smaller posters, in situ. PN stated that the larger posters looked much better.

Meeting ended 11.08

Next meeting - date and time TBA