



# Partnership Board Meeting Minutes



Meeting held on  
Tuesday 25 May 2021  
10am  
Via Zoom

## In attendance

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

Meeting Started: 10.14

Minutes from meetings held on 23 March and 20 April were **AGREED**.

Declarations of Interest: NONE

## Steph moving on to pastures new and the recruitment of our new Coordinator

SV leaves Heart of Pitsea on Friday 28 May. Her new role is Operations Manager for Anglia Care Trust. The HoP Coordinator vacancy is being advertised online on jobsites Charityjobs, LinkedIn and Indeed and has also been sent to the Job Centre. It has also been posted onto HoP social media and website and the CVS newsletter and website. CVS has had one person enquire. Quite a number of people have applied through the jobsite platforms, but not used the CVS application pack, so will be discounted. Only one correctly completed application received so far. Deadline may need to be extended. GB to filter a longlist of applicants and send to PN. PN to then shortlist candidates and send them (with those he has filtered out) to TG and SH. PN thanked SV on behalf of the partnership for her hard work during her time with Heart of Pitsea and wished her every success for the future.

## Youth Clubs

SV reported that 2 youth leader roles may potentially become vacant.

Youth Leader Hayley would be working on summer events, but leaving in September to begin teacher training.

Youth Leader Laura is feeling stuck within youth work and would prefer to do something more creative. SV has suggested Laura is redeployed to take over Instagram to free up GB's time. The meeting felt that Laura was extremely creative in her Youth Leader role and that she complimented the other team members extremely well. However, members were keen to support Laura's career choices. PN offered to chat things through with Laura.

A young man (J), who has attended the youth club and youth forum, is interested in working as a HoP youth leader. He has recent youth work experience and (possibly) training with Kool Carers. A discussion took place around opening up the opportunity to other youth forum members, (J's) suitability/reliability, whether he should first volunteer to gain experience in the role and the positives of providing the opportunity to upskill and employ a young person from our area. TG reported that Essex Youth Service provides a young volunteer programme with training.

A suggestion was put forward and in principle all residents **AGREED:** \*Laura to be redeployed to cover social media and a reference to be obtained from Kool Carers for \*(J) to be offered position as Youth Leader. \*Both positions on 3-month temporary contracts.

**ACTION:** PN to speak to Laura.

## AGM

SV reported that the AGM presentation/report is complete. PN pointed out that HoP accounts would need to be included when ready. A discussion took place about whether the AGM should be held online or as a physical event at the Chalvedon Community Centre. A number of residents felt that an online event might be best this year and SV suggested an alternative of a small physical event with a livestream for residents to watch from home. Leafleting, free buffet and a project funding voting events have all been implemented with limited success at attracting local residents to attend. PN suggested promoting the AGM as an opportunity for residents to put forward ideas for our New Plan or perhaps waiting until later in the year to use it as a launch event when the new plan is published.

**ACTION:** SV to send a list of AGM event ideas to members.

## Survey Data and New Plan

SV reported that the survey data had now been created into a report. GB informed the meeting that the Doodle Poll for a New Plan meeting had highlighted 3 July as the best date, but that was only suitable for 4 members. A number of members were unable to commit to any date suggested.

**ACTION:** GB to send out another Doodle Poll with 3 July and a few later dates to members.

## Northland School 'Covid Recovery and Music' Project Proposal

GB shared information about the Northlands School 'Covid Recovery and Music' Project Proposal and a quote for the musical instruments - Glockenspiels, Mini Glockenspiels, Chime Bar Beaters and a Yamaha PSS A50 Portable Keyboard - the school wish to purchase. The proposal was well received by the meeting. The quotation provided for the purchase of the instruments is dated October 2020, so will need to be checked before the agreement is written.

**AGREED:** All attending residents unanimously **AGREED** to fund the project.

**ACTION:** GB to check that the figures in the quote are still correct or if they have increased the budget.

## Project Updates:

### Community Connect Club

Community Connect club reopened on Wednesday 19 May and was very well attended. The reopening has been promoted on HoP social media and website. The CC walks will continue as these have been found beneficial to members. Greggs are still happy to provide youth clubs/CC with left over stock on Wednesday evenings, but Pitsea Leisure Centre won't allow food to be brought in and consumed on the premises before full lockdown is lifted (currently 21 June).

**ACTION:** SV to check status on food hygiene for HOP distributing Greggs stock to Youth Club and CC members outside The Place.

### Incredible Edible

SV reported that the IE gardener is on leave for 2 weeks, back on 1 June. He is now unable to drive for 1 year. A discussion took place around his ability to fulfil his duties without a vehicle to transport tools etc and the implications to HoP.

**ACTION:** New DBS check to be initiated for the IE gardener, followed by a risk assessment of the DBS outcome. A meeting to be arranged with IE gardener to discuss the feasibility of him continuing with the project and his plans to fulfil his contract.

### Finance

SV raised PN's previous query regarding the amount of £1796 recorded in November 2020 accounts under training and organisational support. She reported that this had been confirmed by the CVS Finance Officer to be a minus figure which accounted for different amounts of money which had been moved to their correct location within the accounts - ie Community Connect phone costs. PN stated that he felt the HoP finance reporting is too complicated and also suggested that Training and Organisational Support are separated on the accounts.

**ACTION:** CVS Finance Officer to be invited to attend the finance section of our New Plan awayday.

### Men's Shed Plus

SV reported that things had not moved forward. SH reported that following the last Men's Shed meeting, residents had agreed to ringfence a budget of £150k for the project, broken down as

£100k for build and fit of the structure and £50k for year 1 project activity. SV suggested that the initial year 1 activity may cost less, possibly £20k. JS offered to facilitate a short workshop which helps to identify which type of organisation would be best created for the project. A discussion took place around who would want to shape the organisation, especially as HoP would probably not be running it at the end of the Big Local project.

## Youth Forum

PN reported that since restrictions were eased, the Youth Forum had attended 2 meetings and were due to meet this week (26 May). The forum has created an art project - 'Supercool Superschool' - for Northlands Primary School. Classes will create a superhero with powers that help the community. Pupils in the winning class will receive T-shirts with their superhero logo, an artwork of their design and a printed publication full of their stories will also be produced.

Forum members have agreed to fund 5 projects with Basildon Academies: DJ Workshops; Samba Drumming; Christmas Choir; Street Dancing; Interactive Theatre Project.

GB has received feedback from Basildon Academies on previously funded Experiences and Extras projects: The Chill Out Room is on hold because of Coronavirus and will hopefully open later in the year; PSHRE sticks have proved very successful with students and teachers.

TG suggested nominating forum members for the national 'Children and Young People Now' awards.

The Pitsea Pound Pot Video will now be made as a photo montage video to promote Youth Forum funding for projects for young people in the HoP boundary.

**ACTION:** TG to send info on 'Children and Young People Now' awards to PN.

## Northlands School History of Pitsea project

KB informed the meeting that the Northlands Chair of Governors is creating a history of Pitsea wall at the school and is looking for local people to supply photos for the project. HoP happy to promote on social media and PN knows a local history author who might be interested in giving a talk.

**ACTION:** GB to contact Northlands School Chair of Governors to offer help to promote the project.

## HOP Mobile Phone

SV stated that the mobile phone contract doesn't need changing. A new handset with larger storage capacity and better camera needs to be purchased.

**AGREED:** All attending residents **AGREED** to release funding for a new mobile phone handset.

## Local Trust Update

JS informed the meeting that Matt Leach from Local Trust would like to visit Heart of Pitsea. Residents felt that although they would be very pleased to host Mr Leach, it would be best to postpone the visit due to the current recruitment and transition of a new Coordinator.

The Local Trust grant management system will be changing in the autumn. Training will be offered on the new programme.

Big Local Connects is being held in Nottingham on 29/30 October. Spaces available for 3 members per Big Local area. Travel and accommodation will be paid for directly or reimbursed by Local Trust. PN keen to host a workshop with Youth Forum members.

**ACTION:** JS to investigate BL workshop hosting at Big Local Connects.

#### **Resident Member Update**

SH reported that resident member JC has communicated that she feels she is not able to return to the Partnership. SH requested that GB compose a letter to JC to confirm her removal from the Partnership and to inform her that she is very welcome to return at any time should her circumstances change.

**ACTION:** GB to compose letter to JC.

Next meeting - date and time TBA