



Partnership Board Meeting Minutes



Meeting held on
Thursday 12 August 2021
10am
Via Zoom

In attendance

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

Apologies received

Sue Houghton, Resident Partnership Co-Chair	(SH)
Carole Turkson, Resident Partnership Member	(CT)

Meeting Started: 10.06

Minutes from meeting held on 29 June were **AGREED**.

Declarations of Interest: KB (Governor Northlands School) PN (Youth Club staff member)

TG's position on Resident Partnership when in post as Project Coordinator

TG asked if she would be able to remain as a voting resident member once she is in post as Project Coordinator. A discussion around this took place and the situation was not clear.

ACTION: SJ to discuss this further with TG.

Updates and Ongoing Actions:

CCG Youth Project

- GB to send HoP AGM report and PN to send info on Youth Forum to KC. **ONGOING**

Incredible Edible

- The situation with the project had changed since the last meeting and an update was given later in the meeting.

Heart of Pitsea New Plan

PN thanked GB and SH for taking notes during the New Plan Day at Wat Tyler Country Park, and GB for putting them together into a document to record the day's discussions.

- **Themes**

The meeting discussed the plan themes that had been talked about during the day.

AGREED: All residents unanimously agreed to 2 new themes, which would more broadly encompass categories and also align with the recent survey results:

- Safer and cleaner community
- Health, wellbeing and activities

And the 3rd theme will remain:

- Partnership

- **Projects**

Members looked at the wish-list of projects that had been put together during the Wat Tyler New Plan Day and a discussion took place around:

- Including committed projects in our plan
- Scaling down future Summer Activities
- Scaling down the Community Christmas event 2021. PN informed the meeting that the Youth Forum would like to hold a Youth Market Challenge at Christmas. GB reported that Pitsea Market can accommodate space on Northlands Pavement near the Range on Saturdays.
- The Men's Shed Plus project had hurdles including obtaining a site venue and limited funds to achieve our objectives. AF stated that he would be disappointed if it didn't go ahead and had been looking forward to getting involved. It was pointed out that a Men's Shed project is due to open locally in Vange. Heart of Pitsea could look at creating more men's activities and perhaps downscaling to a 'Shed Inside' project. PN and KB stated that they felt the Men's Shed Plus project should be dropped.

- **Plan Structure**

The plan structure would decide how Heart of Pitsea allocates funding across the agreed themes.

- **Budget Outline**

PN suggested arranging a group meeting to work on the budget outline. He asked if any members wished to get involved. TG and PN put themselves forward. Resident members not at this meeting to be invited.

10.35 MF joined the meeting

10.37 PF joined the meeting

- **What we have learnt, achievements and Legacy**

PN stated that he felt the New Plan Day had brought together a comprehensive amount of information that could be used for the legacy statement.

Listening Post request for refunding of 1-2-1 counselling project

PN referred members to an email from Listening Post requesting refunding for the 1-2-1 counselling project. Funding would be as before, £7,200 for 20 clients to receive 12 hours of therapy. PN stated that he felt the 2 projects already funded had been good value and that the monitoring submitted had been very thorough. With limited funding remaining, the meeting discussed perhaps offering reduced funding and applying for match funding. It was felt that the discussion on refunding the project couldn't currently be discussed due to the imminent new plan creation and that it should be included in the New Plan budget meeting.

ACTION: GB to send email to Listening Post to explain.

10.46 SJ left the meeting

Summer Activities Update

GB reported that the summer activities would be running on Friday 13th (Legacy Park), 20th (Elm Green) and 27th (Legacy Park). 2 sessions per day delivered by Woodland Warriors. The sessions would have an ecology theme, looking at local nature and wildlife. Spaces are being booked on Eventbrite and bookings are going well.

Incredible Edible

The project is currently cancelled. The gardening sites are still in situ and the partnership will look at whether the project can be budgeted within the new plan.

Trainee Youth Leader appointment + Youth Leader Recruitment

The trainee Youth Leader has started his 3-month contract. He is unable to attend for 2 Wednesdays due to prior work commitments, reducing his contract to 10 weeks. The HoP Youth Leaders will work with him to set out a programme of activities he would like to deliver at the club.

The advertisement for the Youth Leader vacancy has now closed and no applications were received. TG will step in as 3rd Youth Leader when her appointment as Coordinator begins.

Quiz Night 24 September

Our first 'in person' quiz already has 25 people signed up. Quiz nights need to be considered within the New Plan budgeting.

Pitsea Library display board

GB reported that Pitsea Library had offered Heart of Pitsea a display board in the foyer to talk about projects and achievements during the pandemic. GB has put together a large amount of display sheets from the last HoP newsletter, which she has given to the library to display.

Other Business:

- **Youth Clubs** - The manager at The Place had told staff that the children can't run around because they are marking the hall floor and asked that they make less noise as centre staff can't hear telephone calls. The meeting discussed this and felt that it needs addressing by sending a letter to The Place (cc'ing Paul Brace at Basildon Council).
- **Basildon Council**
MF informed the meeting that community buildings were beginning to reopen.
- **Local Trust**
JS reminded the meeting that Big Local Connects will be held on 29-30 October in Nottingham. Bookings are now open for any residents who would like to attend. PN and one Youth Forum member will be attending to deliver a session.

ACTION: GB to send information to residents.
- **BBW CVS**
PF offered her assistance to help HoP to apply for funding for Listening Post 1-2-1 counselling sessions.
- **B&B CCG**
KC invited the partnership to attend the CCG AGM on 30 September. This will be the last CCG AGM before the 5 CCG's merge into an ICS (Integrated Care System). NHS pop-ups will be starting soon.

Meeting ended 11.15am

Next meeting (TBA)