



Partnership Board Meeting Minutes



Meeting held on
Thursday 7 October 2021
10am-12noon
Chalvedon Community Centre

In attendance

Keith Bobbin, Resident Partnership Member	(KB)
Gill Buttwell, Heart of Pitsea Administrator (minute taker)	(GB)
Peter Dickson, Resident Partnership Member	(PD)
Andy Florence, Resident Partnership Member	(AF)
Tracey Griffith, Heart of Pitsea Coordinator	(TG)
Paul Nagle, Resident Partnership Member (meeting Chair)	(PN)
Carole Turkson, Resident Partnership Member	(CT)

Apologies received

Kathy Canham, Digital Communications Manager, Basildon and Brentwood CCG	(KC)
Sue Houghton, Resident Partnership Co-Chair	(SH)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Jan Stobart, Big Local Representative	(JS)

Meeting Started: 10.12

PN welcomed members to the first 'physical' Partnership meeting since the first lock down.

Minutes from meeting held on 12 August were **AGREED**.

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

Updates and Ongoing Actions:

- **TG's position as a voting resident member in her capacity of Project Coordinator** Still **ONGOING**. A discussion took place between attending residents.

AGREED: All residents happy for TG to be allowed to continue to vote as a resident member.

- **Listening Post request for refunding of 1-2-1 counselling project** Still **ONGOING** within the new plan creation.

New Plan - Finance

PN informed the meeting that he had met with KB, TG and GB to map out the new plan budget and that TG had created the budget (which all members had copies of).

TG pointed out a few additional costs to consider within the new budget:

- Printing of the new plan and plan review.
- Including budget for a 'cleaning' project to meet the criteria of our new 'Safer & Cleaner' theme.
- Possible increase in GB salary if there is a change in her pay band.

A discussion took place around the items listed on the budget plan:

- Clarification needed on whether Legacy Park signage costs and £5k for equipment damage needs to be added to the budget.
- Men's Shed inside had been added to the plan as we are investigating the possibility of renting empty units at Chalvedon shops. All relevant Councillors have been contacted by email and Councillor Stuart Tearson is keen to support.
- Newsletters to be produced 1 per year (not 2 per year).
- HoP resident committee Christmas meal to be included in budgeting.
- Youth Forum rolling budget will be stopped. £15k of their remaining budget is committed.
- Youth club staffing costs will be reduced to 2 members of staff as TG is now working as a club youth worker. Trainee youth worker contract will conclude at the end of October. Youth Forum will continue to fund youth club resources. Difficulties remain with the management of The Place restricting youth club members running in the hall due to scuff marks and allegations of further damage to the floor.
- The continuation of the Community Connect Club was discussed. PN raised his concerns about the mental health needs of a number of attendees and how these impact on other club members. The meeting discussed this at considerable length, including the associated safeguarding issues and that many attendees meet up at other clubs and venues throughout the week. It was also felt that the format of the club has changed from its original concept.
 - **UNANIMOUSLY AGREED:** Community Connect Club should close at the end of the March (when hire contract concludes). All members will be encouraged to attend other available HoP projects, i.e. Tuesday walking group, and where appropriate, signposted to organisations that work with people with mental health issues.
- School uniform funds will cease after October half term. GB informed the meeting that vouchers are available from the BBW CVS.
- 'ACTION' crime project now reduced to £80k over 2 years. Residents invited to get involved.
- TG will be actively looking to increase the HoP budget with match funding.

ACTION:

- TG to obtain quote for printing of new plan and plan review.
- GB to arrange her supervision to ascertain salary band.
- GB to investigate if HoP paying for Legacy Park signage costs and if £5k had been previously agreed for equipment damage.

- TG to investigate new venue for youth clubs.
- GB + TG to discuss school uniform vouchers with SJ (BBW CVS)

Plan Review

TG has drafted the plan review which is currently with the Co-Chair (SH) for comments. TG will write the new plan and deliver hard copies of both document to resident members. Documents need to be with Local Trust by end of October.

ACTION:

- TG to write new plan and deliver hard copy with Plan review to resident members.

Legacy Statement

TG explained that the Legacy Statement needs to consider what the partnership could continue after the Big Local project closes. Should HoP create an organisation or stay unincorporated? PD and TG would like to continue Mens Shed Plus. PN would not wish to continue when HoP ends. Other legacies to include - Legacy park and the impact HoP had had on people.

AGREED: All residents agreed to continue the possibility of the Men's Shed Plus project.

Christmas Event

Date set for Saturday 4 December, 11am-4pm. 3 side shows to be included at £350 + VAT each. Event to include a marquee for Youth Market Challenge with space for 3 community stalls. Invite Basildon Heritage to set up their stall and ask Pitsea Library if they would like to get involved. Basildon and Pitsea Carnival Association and Cribbs are keen to get involved. Youth Forum can contribute budget to the event. Create flyer?

Laptops & phone

The 2 staff laptops and the HoP phone handset need replacing.

AGREED: All residents agreed to a budget of £1,700 to replace the 2 laptops and phone handset.

Basildon Academy 'Youth Market Challenge'

Basildon Academy would like to run another 'Youth Market Challenge' event but with 6 classes. TG had suggested scheduling this for 2022. Main cost would be for a marquee (£500 approx) plus £100 x 6 for stall products. PN and PD happy to get involved with team workshops, but not with whole classes.

- **ACTION:** TG to create costings for Basildon Academy 'Youth Market Challenge'

UPDATES

Youth Clubs/The Place

Youth Clubs are running well. Currently 13 members registered for Little Monsters. Youth Younty has new members and some Little Monsters members have now moved up to YY. Old and new YY members have blended well.

Issues continue with the venue concerning restrictions on ball games/running due to accusations of scuffing to the floor and new accusation of physical damage to the floor. Large hall had been offered as an alternative but would cost more and isn't suitable.

Smarty Pants Quiz - 24 September

PN reported that the quiz had been a great success. TG and her husband had done a fantastic job handling the tech. Next quiz will be scheduled for February 2022.

Review of the HoP monthly finance reports

All members looked at the monthly finance reports. It was agreed that the documents continue to be difficult to read.

ACTION: GB to send Youth Worker (HK) leaving date and Training Youth Leader pay info to PN. TG to query Co-ordinator salary breakdown with Finance Officer.

Other Business:

- **Incredible Edible**
An organisation called Universal Roots are interested in taking over the maintenance of an IE plot. Dipple bed needs clearing. TG keen to include IE in a 'Young Climate Change Ambassador' initiative in 2022.
- **Christmas Meal**
The Harvester on either 10th or 17th of December.
- **HoP Annual General Meeting + Plan Launch**
Chalvedon Community Centre on 27th November.

Meeting ended 12.02pm

Next meeting - Thursday 18 November 10am-12noon at the Chalvedon Community Centre.