



# Partnership Board Meeting Minutes



Meeting held on  
Thursday 11 May 2023  
10am-12noon  
Chalvedon Community Centre

## In attendance:

Gill Buttwell, Project Support Worker (minute taker)	(GB)
Peter Dickson, Resident Member	(PD)
Michelle Fairchild, Community Development, Basildon Borough Council	(MF)
Andy Florence, Resident Member	(AF)
George, Essex Youth Service	(G)
Tracey Griffith, Coordinator/Resident Member	(TG)
Simon Johnson, Chief Officer (BBW CVS)	(SJ)
Paul Nagle, Resident Partnership Chair (meeting chair)	(PN)

**Invited guest:** Peter Wagner, local resident (PW)

## Apologies:

Keith Bobbin, Resident Member	(KB)
Ashley Gillam, District Youth and Community Commissioner, Essex Youth Service	(AG)
Jan Stobart, Big Local Representative	(JS)
Carole Turkson, Resident Partnership Vice Chair	(CT)

**MEETING STARTED: 10.04**

**Declarations of Interest:** PN, TG & GB as Youth Club employees.

The minutes from the Partnership meeting held on 13 April were reviewed and AGREED.

## UPDATES:

### Men's Shed

TG reported that the 5/6-year rolling lease for the land with Basildon Council was still progressing. The meeting looked at a quote from Lifelong Steel Sheds for the supply and erection of a metal shed, which would cost £9955.80 with extra locks for windows and doors. Members felt that this was a good quote.

TG is investigating a 'Trusted Trader' company to project manage the insulating and boarding of the shed (estimated cost £5-6k) plus the cost of the concrete base.

TG is awaiting a letter from Basildon Council's solicitor regarding the land lease and a 'letter of intent' from the Craig Tyler Trust, to prove their intention to rent space within the shed. A representative from Locality will review the charity application before it is submitted to the Charity Commission. Once the charity is formed, the trustees will sign the lease. The

Men's Shed CIO will have 4 trustees: PD (Chair); TG (Treasurer); KB (Health & Safety & Policies Officer); AF (Secretary). The registered charity address needs to be decided.

### **A.C.T.I.O.N. Crime Awareness Project**

The A.C.T.I.O.N. crime awareness event will be held in the main hall at The Place on Saturday 13 May, 1pm-4pm.

The following organisations are expected to attend: Neighbourhood Watch; Basildon Community Policing Team; Essex Police Dog Watch; Basildon Council Resident Involvement Development Team; Lads needs Dads; Despite All The Odds, Victim Support; Citizen's Advice Witness Support; BBW CVS; Ryūkyūkan Matsuri Dōjō karate group.

There will be a film corner, free refreshments, giveaways and a crime survey (available online and in hard copy). Survey prizes will include police approved bike locks and vehicle steering locks, plus solar security lights and 5 home alarm systems.

The Illegal Money Lending Team 'Stop Loan Sharks' have offered the loan of their 'shark' suit for the event - Ethan would be prepared to wear it.

TG asked if resident members and the youth forum members would help on the day with the tables for refreshments/Heart of Pitsea giveaways/leaflets/survey.

Podcasts with the Youth Offending Team and Neighbourhood Watch will be arranged shortly.

The A.C.T.I.O.N. project has spent approximately £20k of the allocated £80k budget.

### **Youth Forum Youth Market Challenge**

The Youth Market Challenge will be held on June 3 in Pitsea Market. Maximum of 3 teams. Essex Youth Service Young Commissioners are taking part. TG looking into a 3<sup>rd</sup> team. Each team will be provided with a budget of £125.00 to purchase stock. The youth forum team will be called The Gardeners Grove and will sell garden projects.

### **Youth Clubs**

PN informed the meeting that 37 members had attended the previous Youth Yunity session and there are currently 70 members on the register. He felt that this high number of attendees was difficult for staff to manage effectively and safely. However, Essex Youth Service staff do drop in regularly and George from EYS stated that his team would be happy to help going forward.

Greggs are potentially extending their shop opening time to 7pm, later than Youth Yunity finishes, so end of day stock donation to the club may end.

George informed the meeting that Youth Service are running DJ sessions at their building at Southernhay, which has been promoted to Youth Yunity members.

Some Little Monsters club members had attended club in the tie dye t-shirts they had made last week. Next week's session will include sports activities.

## Young Climate Change Ambassadors

Club members have been digging/weeding the veggie patch near Maple Grove School and will begin planting soon. The Men's Shed project will take over the veggie patch near to the Chalvedon Community Centre with support from Trust Links.

## Hasta La Quizta Baby Film & TV Quiz

The quiz will be held on Friday 9 June at The Basildon Upper Academies. 41 people have already booked. Everyone welcome.

## Summer Activities

Activities will be held on 10 days:

- 6 days (Mon/Tue): Coreys Coaching sports activities on Elm Green and at the Legacy Park.
- 3 days (Fri): Woodland Warriors will run morning and afternoon sessions at The Legacy Park.
- 1 day: Inflatables Day

Packed lunches to be investigated.

Budget is £2k from youth forum and £2k from HoP - having a bigger event this time as our last main summer event.

## Local Trust Wellbeing Project Research

Local Trust would like to find out about HoP wellbeing projects. Resident members happy to get involved.

**ACTION:** Local Trust to be invited to the next meeting on Thursday 8 June.

## Review of the HoP monthly finance reports

PN pointed out that the cost of the A.C.T.I.O.N. project survey forms should be moved from the partnership communications budget heading to the A.C.T.I.O.N. project budget heading.

TG reported that she is working on budget trackers for all projects. PN/TG explained that the budget from our current plan needs to be reviewed to repurpose unspent money to other projects.

**ACTION:** TG to ask CVS Finance Officer to reallocate the cost of the A.C.T.I.O.N. project survey forms from communications to the A.C.T.I.O.N. budget. TG to send current plan budget to members and make suggestions on where to repurpose unspent money.

## Anything Else?

- Youth forum member EV is attending the Local Trust Food Bank event in Bristol and would like to attend Big Local Connects in October.
- It was felt that an Away Day should be arranged to work on the HoP Exit Strategy. GB reported that a local resident had suggested HoP create a 'white paper' (i.e. a project creation template) on its successful projects that might help other organisations run projects in the future. PN felt that the work to document the Heart of Pitsea story should begin now to help create the final exit for Local Trust and should possibly include a visual presentation and a publication. Heart of Pitsea also needs to carry out a final community survey.

**ACTION:** Away Day to be arranged to work on the HoP Exit Strategy.

### **BBW CVS Update**

SJ informed the meeting that the BBW CVS are now providing support to hospital discharge patients.

Meeting ENDED: 11.30am

### **Next meetings (all 10am-12noon at Chalvedon Community Centre):**

Thursday 8th June

Thursday 6th July

Thursday 3rd August

Thursday 7th September + AGM

Thursday 5th October

Thursday 2nd November

Thursday 7th December