



Partnership Board Meeting Minutes



Meeting held on
Thursday 7 September 2023
10am-11am
Chalvedon Community Centre

In attendance:

Keith Bobbin, Resident Member	(KB)
Gill Buttwell, Project Support Worker (minute taker)	(GB)
Peter Dickson, Resident Member	(PD)
Andy Florence, Resident Member	(AF)
Ashley Gillam, District Youth and Community Commissioner, Essex Youth Service	(AG)
Tracey Griffith, Coordinator/Resident Member	(TG)
Simon Johnson, Chief Officer, BBW CVS	(SJ)
Paul Nagle, Resident Partnership Chair (meeting chair)	(PN)
Jan Stobart, Big Local Representative	(JS)
Carole Turkson, Resident Partnership Vice Chair	(CT)
Peter Wagner, Resident Member	(PW)

Apologies:

Michelle Fairchild, Community Development, Basildon Borough Council	(MF)
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MEETING STARTED: 10.06

Declarations of Interest: KB as Governor of Northlands Primary School/Basildon Academies and PN, TG & GB as Youth Club employees.

The minutes from the Partnership meeting held on 6 June were reviewed and **AGREED**.

ONGOING ACTIONS: None

UPDATES:

Summertime TEN holiday activities

Activities were held on 10 days:

- 6 days (Mon/Tue): Corey Coaching sports activities on Elm Green and the Legacy Park.
- 3 days (Fri): Woodland Warriors 1 hour morning and afternoon sessions at the Legacy Park.
- 1 day: Inflatables Day with 4 inflatables.

Packed lunches for 20 children were provided on the 6 sports days.

The inflatable day was the most successful event, with over 200 young people registered on the day. The weather had been good and it was fantastic to see the field full of families picnicking.

It was disappointing that some people that had pre-booked for Woodland Warriors and for free lunches didn't turn up, despite reminder emails being sent to them. However, the free lunches hadn't been wasted, as they were given out to children on the day.

Men's Shed

The charity application has been approved by the Charity Commission. The draft lease for the land has been received from the council. Our Solicitor has reviewed the lease terms and has listed some queries that need to be checked by the Men's Shed trustees. TG is hopeful of signing the lease by the end of September.

Once ordered, the shed structure is anticipated to take 8 weeks to erect. TG is negotiating with Chalvedon Community Centre (CCC) for a Men's Shed electricity 'sub meter' to be installed, which will include Shed electricity usage on the CCC bill. The CCC would then invoice this amount to the Men's Shed. JS suggested the CCC includes a percentage of the standing charge in the invoice. AF offered details of an electrician he would recommend. The shed won't have any running water and members can use the CCC toilets & kitchen under a MOU. An outside tap would be beneficial and to be investigated.

Morgan Sindal (Basildon Council property maintenance company) have expressed an interest in supporting the Men's Shed project. Tools, footings, boarding, insulation to be discussed. TG/GB's meeting with Morgan Sindal (scheduled for 23 August) had been cancelled and will be rescheduled.

ACTION: TG to draft MOU for CCC toilet & kitchen usage and investigate tap outside. Meeting with Morgan Sindal to be rescheduled.

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

TG & GB are attending Bas Council's 'Operation Dial' Community Engagement Event, Friday 15 September from 3.30pm-6.30pm on Elm Green Park. Everyone welcome to attend.

The 2 Johns Internet Safety session booked for Maple Grove & Northlands 30th November. We have an evening session booked on the same day for parents but currently no venue. The Upper Academy Dining Hall to be investigated.

Date set for another crime awareness event at Chalvedon CC Friday 24th November from 1.30-4.30. Same format as before, but we are aiming to attract the organisations that were unable to attend the last event.

Chicken Shed to possibly go into schools to do some work around abuse and inappropriate behavior's during Autumn term.

The first round of 10 crime survey prizes have been given out. Date for 2nd round to be set. Crime survey end date to be set and the data will be professionally analysed.

The A.C.T.I.O.N project would like to commission 2 additional films covering the subjects of ASB & Domestic Abuse/Coercive Control at a cost of £5,000.

AGREED: Resident members agreed to the budget of £5,000 for the 2 additional A.C.T.I.O.N. films.

Youth Forum

The youth forum has an unallocated budget of £5,000 remaining and their Pitsea Pound Pot funding application video has been promoted on Facebook. 2 applications from external organisations are in the pipeline.

The Basildon Academies 'Experiences and Extras' project is coming to an end and PN will confirm the final element (the DJ workshops) with the school.

The Northlands School 'Past, Present and Future' art project had been a great success and the forum is looking to dedicate a budget for the school to run the project again next year.

Forum members Oli and Alex, supported by Tracey, took part in the Basildon & Pitsea Carnival parade and had been awarded 1st prize for their fancy dress costumes. They gave out flyers for the Summertime TEN events along the route.

The Forum leadership training is coming to an end and the final element - a presentation (on Zombies) - will be delivered to our Chair and Vice Chair.

ACTION: PN to confirm the Experience & Extras project DJ workshops with The Basildon Academies.

ANNUAL GENERAL MEETING

The HoP AGM will be held on Thursday 5 October (following a short monthly Partnership meeting) at The Chalvedon Community Centre. Nominations for the appointment of Chair and Vice Chair to be sent to GB.

Final AGM & celebration event to be discussed at a later date.

ACTION: GB to email residents for nominations for the appointment of Chair and Vice Chair at AGM on 5 October.

Budget Update

TG reported that an item had been added to the accounts twice and the CVS Finance Officer had now corrected the error. The room hire payment for The Place is due to be made in October.

Update from Local Trust

JS informed the meeting that Local Trust are offering workers Close Out guidance sessions. Confirmation will be sent to the CVS on changes to reporting procedures when the lottery funding of £1M is spent and HoP is left with the additional funding of £150k (interest on the £1M).

Update from Essex Youth Service:

Youth Service had brought the Drug Box to the inflatable day as requested, but as the event was attended by a large proportion of younger children, it hadn't been appropriate. AG is happy to set a date for a Drug Box session for teenagers in the future.

An application for a winter food project for Pitsea, with food, blankets, hats, gloves etc, will be submitted to the Youth Forum.

Anything Else:

The Place, Pitsea Leisure Centre is due to be demolished and replaced with an NHS Community Diagnostics Centre. A public engagement drop-in event is being held at The Place, 4pm-6pm on Thursday 28 September and Monday 9 October. The new building plans will be available to view and residents can ask questions about the new NHS services and spaces for the community and the library.

Meeting ENDED: 11.03am

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

Thursday 5th October + AGM

Thursday 2nd November

Thursday 7th December