



Partnership Board Meeting Minutes



Meeting held on
Thursday 11 January 2024
10am-12noon
Chalvedon Community Centre

In attendance:

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

Apologies:

Peter Dickson, Resident Member	(PD)
Michelle Fairchild, Community Development, Basildon Borough Council	(MF)
Ashley Gillam, District Youth and Community Commissioner, Essex Youth Service	(AG)

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 7 December were reviewed and AGREED.

UPDATES:

Men's Shed

TG informed the meeting that the final draft of the land lease agreement had been received from Basildon Council before Christmas. She has now checked it with the solicitor and some small final amendments have been made. The final version of the lease will need to be signed by 2 Men's Shed Trustees. Morgan Sindall have arranged for a company to assess the footings for the shed. Quote awaited. TG has requested a quote for the shed structure, which is likely to have increased since the previous quote. Visit to The Beacon Men's Shed to be arranged - Monday 12 February at 10am suggested. Chalvedon Community Centre have agreed to an outside tap being fitted (cost to Heart of Pitsea). UK Power Network have advised that the shed electricity supply will require an electrician report - Everetts Electrical suggested. Morgan Sindall may provide support with interior fit. Heating/frost control, building security and exterior decor to be considered. Locality Workshop to be arranged. TG reported problems accessing the Charity Commission website. JS confirmed this is a widespread technical problem caused by the Charity Commission switching to a new digital service). A Trustees meeting to be arranged to discuss support that HoP workers can provide before Heart of Pitsea Big Local closes.

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

SJ is setting up podcasts with crime awareness organisations. PN reported that the videographer had requested additional funding of £1360.00 for extra work on the production of the coercive control film. The crime survey draw (3) and resident survey draw was carried out by partnership members.

AGREED: Resident members agreed to the additional budget of £1360.00 for the coercive control film.

Youth Clubs

An activity programme has been set for the younger club over the next 3 months. Yesterday the members took part in a lively runaround quiz. The older club is less busy currently and will be promoted. The final youth club session at The Place is expected to be Wednesday 15 March, then clubs will move to the Crown Centre. CVS trustee board will discuss taking over the youth clubs and then advertise the youth worker roles. SJ keen to collaborate with another local organisation to run the clubs.

Youth Forum

Youth forum have approximately £1k remaining from their original £60k budget. They have committed £80 to the youth club which will cover refreshments and may be used to replace broken nerf guns. The second Northlands School art project is underway and will conclude with an exhibition in late February/early March.

Finance

The monthly finance sheets were viewed and no issues were found.

Exit Planning

Budgets: The meeting looked at the final 3 months' budgeting data that TG had prepared prior to the meeting. The total expenditure estimated is £145,571 (plus grant management fees). The Heart of Pitsea TSB bank account currently stands at just over £19k. JS informed the meeting that going forward Local Trust will not require spend reports on restricted funds below £75k. TG asked JS for clarification on whether the CVS should charge a management fee for the Men's Shed project and A.C.T.I.O.N project. JS explained that the CVS should charge a management fee to support its core costs as grant holder. The TSB account will be closed and a Men's Shed bank account will be opened. Project grant agreements to be created.

Timeline: TG and GB had met to look at everything that needs to be completed before the end of March. They will be sorting through HoP assets and creating a distribution inventory. The CVS will hold a percentage of items, including the event shelter, event fencing, projector, screen and speaker, which will be available on loan to organisations within Basildon borough. Other items, including the laptops and mobile phone, will be transferred to the Men's Shed. Equipment for continuing projects - youth clubs and the Pitsea Pots gardening groups etc - will also be inventoried on the relevant project grant agreement. The CVS will be taking over the website monitoring tool and A.C.T.I.O.N page. The website will be updated to explain the organisational change from Local Trust to the new charity status and give updates on the Men's Shed project etc. A grant for website hosting and maintenance will be provided to keep the website open until the end of 2026.

Publication: GB has put together a list of ideas for the final publication and PN, TG and GB will meet to discuss the size and format, which will be delivered to all homes within the Heart of Pitsea boundary and available at the celebration event. If the size of the publication

restricts including full information, QR codes/links could be added to direct readers to the website for further information.

Communications: Communication wording will celebrate 'looking back-moving forward', becoming independent and all our fabulous achievements and legacies. To compliment the publication and event invitation flyer, GB will create a programme of celebratory Facebook posts.

Final Event: Suggested date - Saturday 23 March, 2pm-5pm in the dining hall at the Basildon Upper Academy. Afternoon tea, children's entertainment, party bags, outside food stalls were discussed Engage with local schools to get involved. Videos/scrolling photos/visual story display boards/live music. Invite Local Trust. Create banner for school railings. Awards ceremony for youth forum members. Contact CVS volunteer centre if marshalling volunteers required. Create invitation flyer and deliver to homes within HoP boundary.

Christmas Tree of Lights

TG reported that the Christmas Tree of Lights had been destroyed by the strong winds.

AGREED: Resident members agreed to the purchase of a new Tree of Lights which will again be stored by Everett Electricals and put up on the Pembroke House balcony.

Resident Survey Analysis

AGREED: Resident members agreed to a £1k budget for the professional analysis of the past and recent resident surveys to provide data for the final reporting to Local Trust and to be included in the final publication.

Meeting ENDED: 11.57am

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

Thursday 8 February 2024 (PBM)

Thursday 28 March 2024 (PBM & AGM)