

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr K Wattingham**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: info@houghtonregis.org.uk

4th February 2019

To: Members of the Community Services Committee

Cllrs: Ms J Hillyard (Chairman), D Dixon-Wilkinson, Ms L Ellaway, Ms Y Farrell, M Kennedy, C Slough, K Wattingham.

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street on **Monday 11th February 2019 at 7.30pm.**

**THIS MEETING MAY
BE RECORDED ***

pp
Clare Evans
Clare Evans
Town Clerk

Agenda

1. **APOLOGIES & SUBSTITUTIONS**
2. **QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

3. **SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. **MINUTES**

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.*

The use of images or recordings arising from this is not under the Council's control.

Pages 7 - 16

- a) To approve the Minutes of the meeting held on 29th October and 5th November 2018.
- b) Matters arising from the Minutes

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 29th October and 5th November 2018 and for these to be signed by the Chairman.

5. REPORT FROM GROUNDWORK

A representative from Groundwork will be attending the meeting to report on the youth work Groundwork has recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

6. HRTC YOUTH SERVICES

Pages 17 - 20

Groundwork will be attending the meeting to report on the youth work Groundwork has recently completed on behalf of HRTC.

Attached is a review of this provision from April 2018 to January 2019 for consideration.

Recommendation: To note the report.

7. HRTC YOUTH SERVICES 2019/20

Pages 21 - 26

The council currently delivers the following youth services:

- Current provision includes: Easter and Summer playscheme (in-house), youth council (in-house) and pop-up cafes (out sourced).
- All these initiatives are centrally located within the town and are accessible to any young person.
- These are not statutory services and HRTC are under no obligation to provide them. They are supported by the council's Vision
- The budgeted amount for this provision is £25,500 in 2018/19. In addition, there are HRTC staff costs.

The contract with Groundwork for the HRTC youth services pop up café initiative completes on 31st March 2019.

Members are invited to consider HRTC youth services for 2019/20.

- Recommendation:**
1. To continue the playscheme and youth council existing perhaps with some slight alterations (to be considered and agreed subsequently);
 2. To enter into agreement with the current service provider to continue the pop-up cafes under option 2, namely to continue on a like for like basis but with the removal of the enhanced activities at the end of each half term;

3. To express an interest in working with Aldwyck on the Sandringham Hub provision but to defer formal consideration until the budget setting process for 2020/21.

8. TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Pages 27 - 52

| | |
|-------------------------------|--|
| Events Working Group | 17 th October, 1 st November 2018 |
| Combating Crime Working Group | 17 th October, 21 st November and 19 th December 2018 |

Members are referred to Minute CC867.

Attached members will find a copy of the draft SLA for the bulk waste subsidy scheme. This has been sent to CBC for their comments. An update will be provided at the meeting.

Members are requested to approve the SLA subject to the agreement of CBC and to budget provision being made in 2019/20 to fund the associated costs.

| | |
|--|-------------------------------|
| Town Centre Projects Task and Finish Group | 23 rd October 2018 |
|--|-------------------------------|

Recommendation: 1. To receive the following Minutes:

| | |
|---|--|
| Events Working Group | 17th October, 1st November 2018 and 19th December 2018 |
| Combating Crime Working Group | 17th October, 21st November 2018 |
| Town Centre Projects Task and Finish Group | 23rd October 2018 |

9. BUDGET REVIEW

Pages 53 - 60

Members will find attached the income and expenditure report for Community Services Committee to date.

Recommendation: To note the report.

10. VISION UPDATE

Pages 61 - 64

Members will find attached a review of the initiatives under this committee following on from the review process completed in December 2017.

Recommendation: To note the report.

11. COMMUNITY SERVICES

Pages 65 - 72

Members will find a report attached from the Community Development Officer detailing work completed. Of note in particular within this report is the future work and direction of the Youth Council including a promotion process, development of a Youth Plan for Houghton Regis and an associated budget for delivery.

Recommendation: To note the report.

12. TOWN CENTRE EVENTS

Pages 73 - 76

Members will find attached a list of Town Centre events that the Town Centre Projects Task & Finish Group have given some preliminary consideration too. Incorporated into this list are events which it is envisaged that the Youth Council will also attend and contribute too. Members are requested to consider and endorse this schedule of events.

Recommendation: To consider and endorse the schedule of events.

13. CHRISTMAS LIGHTS CONTRACT

Pages 77 - 80

The council has reached the end of its contract period with its current supplier. Competitive quotes are provided for consideration.

Recommendation: To award the contract to Company 1 due to the in-season preventative maintenance inspections and the reactive maintenance visits provided within the contract. The contract period is from 1st April 2019 to 31st March 2024.

14. REVIEW OF HRTC GRANTS SCHEME

Pages 81 - 108

The council has offered a community grants scheme for many years. For the last few years this has comprised a Small Grants Scheme (up to £500 capital grants), a large Grants Scheme (over £500 capital grants, awarded the subsequent financial year) and a Key Partner Grant Scheme (to assist in covering revenue costs for not for profit organisations who have a long standing commitment to working in the town).

To ensure it is suitable it is suggested that members may like to review the scheme.

Recommendation: To approve the revised HRTC Grants Scheme as detailed.

15. WEBSITE REVIEW

At the Personnel meeting on 15th October 2018 the minutes record, that 'Members suggested that the website come under member scrutiny and be placed on an agenda'.

Members are invited to discuss the website and to provide further clarification and instruction.

16. TOWN CENTRE TOILET CLEANING CONTRACT

Members are advised that the current contract for the cleaning of the town centre toilets expires on 1st June 2019. Due to other pressures it has not been possible to source competitive quotes in time for this meeting. As such members are requested to agree to an extension of the current contract. The current contractor has offered to maintain the current provision at the same price for a further 2 years.

As members are aware the council has yet to agree its budget for 2019/20. However, members are advised that the draft officers budget includes £18,800 for this provision. The draft budget circulated by the Liberal Democrat Group, the Independent Group and the Community Independent Alliance also suggests a provision of £18,800 for this provision.

Recommendation: To extend the current contract for the cleaning of the town centre public toilets for a 12 month period until 30th June 2020.

17. COMMUNITY GRANTS

Pages 109 - 116

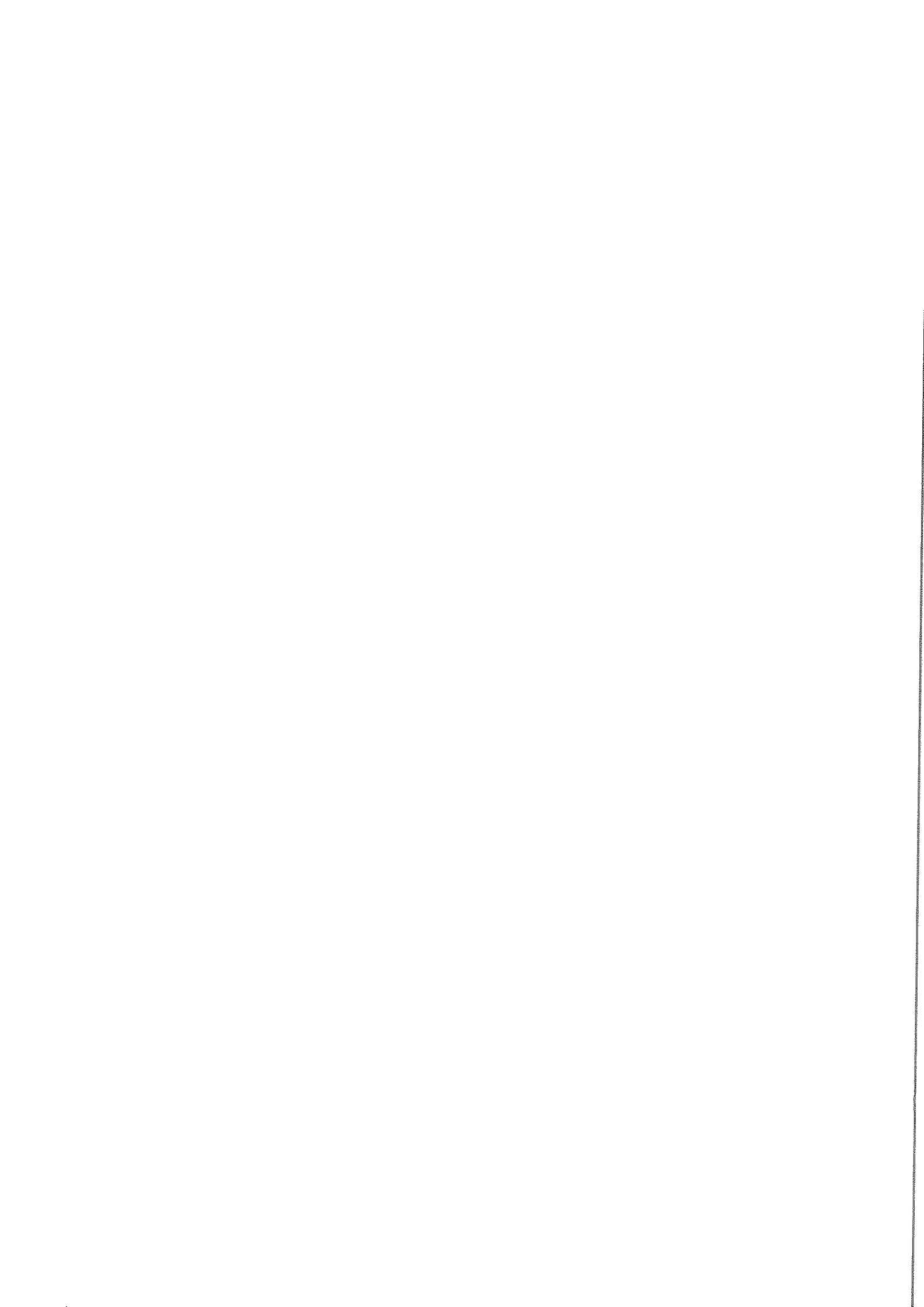
End of Award Reports

In accordance with the Grant Scheme Members will find attached End of Award Reports from the following groups:

- Keech Hospice Care
- SORTED Counselling Services
- Dunstable and District Citizens Advice

Recommendation: To note the End of Award Reports.

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
29th October 2018 at 7.30pm

Present: Councillors: Ms J Hillyard Chairman
Ms L Ellaway
Mrs Y Farrell
C Slough
K Wattingham
T Welch

Officers: Clare Evans Town Clerk

Public: 15

Also present: Councillors J Carroll
Mrs T McMahan

Apologies: D Dixon-Wilkinson
M Kennedy

9630 APOLOGIES & SUBSTITUTIONS

Apologies were received from cllrs D Dixon-Wilkinson and M Kennedy.

9631 QUESTIONS FROM THE PUBLIC

None.

9632 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Welch declared an interest in the Community Hub Café grant application.

9633 KEY PARTNERS

Application to become Key Partner

Members considered an application from Full House Theatre to become a Key Partner.

| <i>Applicant</i> | <i>Amount of grant</i> |
|--------------------|------------------------|
| Full House Theatre | £3,000 |

Key Partners - Annual Review of existing

An update report has been requested and is attached.

Representatives from these organisations attended the meeting to present their annual review / update.

Members are reminded that Key Partner status has been awarded to these organisations until March 2020.

| <i>Key Partner</i> | <i>Amount of Grant</i> |
|---|------------------------|
| Full House Theatre | £3,000 |
| Dunstable & District CA | £4,000 |
| SORTED | £4,000 |
| Keech Hospice Care | £5,000 |
| Community Action Bedfordshire (Formerly Voluntary & Community Action) | £3,000 |
| South Beds Dial A Ride | £2,251 |
| Houghton Regis Memorial Hall | £4,000 |

- Resolved:**
- 1. To confirm Full House Theatre as a key partner until March 2020;**
 - 2. To confirm the Key Partner grants in 2018/19;**
 - 3. To hold the grant for the Memorial Hall in an EMR until such time as the car park surfacing project is implemented.**

9634 GRANT APPLICATIONS

Large Capital Grant

Members considered the following application for a large capital grant.

| <i>Applicant</i> | <i>Amount of grant</i> |
|----------------------|------------------------|
| Magpas Air Ambulance | £2,500 |

It was requested that Magpas include the council logo on any publicity material for the project and that the council be invited to the launch.

- Resolved: To award Magpas a Large Capital Grant of £2,500.**

Small Capital Grants

Members were advised that £1615 remained in the Small Grant Fund. Members considered the following Grant Applications:

| <i>Applicant</i> | <i>Total project cost</i> | <i>Amount requested</i> | <i>Brief description</i> |
|----------------------|---------------------------|-------------------------|--|
| Hub Café | £1,000 | £500 | To continue to support special needs adults working within the community |
| Meaningful Education | £2,000 | £500 | To support the Mental Health Peer Support Group |

| | | | |
|---------------------------------|---------|------|--|
| Families United Network | £800 | £500 | To promote the services of Families United Network |
| Best Bar None | £20,721 | £500 | To support the delivery of the Best Bar None award scheme, with the aim for three Houghton Regis pubs to gain accreditation. |
| Networking at Dunstable | £13,000 | £500 | Local promotion, complimentary seats for the Business and Community Awards Dunstable & Houghton Regis |
| Academy of Central Bedfordshire | £675 | £500 | To run a reading buddy project, with prizes for the most books read. |

- Resolved:**
1. To award the following Small Capital Grant Applications :

| | |
|---------------------------------|------|
| Hub Café | £500 |
| Meaningful Education | £500 |
| Networking at Dunstable | £200 |
| Academy of Central Bedfordshire | £415 |
 2. Not to award the following Small Capital Grant Applications:

| |
|-------------------------|
| Families United Network |
| Best Bar None |

End of Award Report

In accordance with the Grant Scheme Members considered End of Award Reports from the following groups:

Community Action Bedfordshire

Resolved: To note the End of Award Reports.

The Chairman declared the meeting closed at 9.48pm

Dated this day of 2018

Chairman

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HOUGHTON REGIS TOWN COUNCIL
Community Services Committee
5th November 2018 at 7.30pm

Present: Councillors: Ms J Hillyard Chairman
Ms L Ellaway
M Kennedy
C Slough
Mrs S Thorne (Substitution)
K Wattingham
T Welch (Substitution)

Officers: Clare Evans Town Clerk
Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Public: 0

Also present: Councillors: J Carroll
Mrs T McMahon

D Ramsey Groundwork Representative
(arrived 8.15pm)

Apologies: D Dixon-Wilkinson
Mrs Y Farrell

9635 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson (Cllr Welch Substituted) and Cllr Farrell (Cllr Thorn Substituted).

9636 QUESTIONS FROM THE PUBLIC

None.

9637 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

9638 MINUTES

To approve the minutes of the meeting held on 3rd September 2018.

Matters arising from the minutes.

Minute number 9534: It had been requested that appendices be placed onto the website with the agenda for meetings, it was queried if this had been actioned.

Minute number 9548: Martin Slowe Estates had agreed for zig zag pea lights to be installed

in Bedford Square, however members were advised that the suppliers of the lighting were unable to supply the lights in time for the official switch on, they would be delivered and installed the following week.

Resolved: To confirm the minutes of the Community Services Committee meeting held on 3rd September 2018 and for these to be signed by the Chairman.

9639 REPORT FROM GROUNDWORK

A representative from Groundwork attended the meeting to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that the number of attendees had dropped over the last two months. There had been presentations in assemblies at All Saints Academy to raise awareness and a further presentation was to be set up with Houghton Regis Academy.

Members were advised that Aldwyck Youth Club had changed their Youth Club day, and this may have impacted Houghton Regis Youth Club attendance numbers.

Members were advised that 3 / 4 young girls with challenging behaviour had attended on a trial basis.

9640 HRTC YOUTH SERVICES

Members received a verbal report on the youth work Groundwork had recently completed on behalf of HRTC in delivering the pop-up youth cafes.

Members were advised that attendee numbers had dropped down to around 5 which was unusual for this provision. Members requested that a robust log of attendance numbers be kept in order to compare annual data.

Members were advised that the young people had requested a refurbishment of the kitchen facilities in the Pavilion.

9641 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

| | |
|-------------------------------|---|
| Events Working Group | 13 th September, 3 rd October 2018. |
| Combating Crime Working Group | 19 th September 2018. |

Resolved: To receive the following Minutes:

| | |
|-------------------------------|--|
| Events Working Group | 13 th September & 3 rd October 2018. |
| Combating Crime Working Group | 19 th September 2018. |

9642 BUDGET REVIEW

Members received the income and expenditure report, highlighting significant variances, for Community Services Committee to date.

Resolved: To note the report.

9643 DRAFT BUDGET 2019/20

Members received the officer draft budget for 2019/20 for initial consideration.

9644 VISION UPDATE

Members received a review of the initiatives under this committee.

Members discussed the collection of the data from the speed watch sign. Members were advised that an android device was needed as Apple devices were not compatible with the speed sign equipment.

The presentation of the report was discussed, and it was agreed that this document worked well as a working document, and remained colour coded.

Resolved: To note the report.

9645 COMMUNITY SERVICES

Members received a report from the Community Development Officer detailing work completed.

The Community Development Officer highlighted;

- Summer Playscheme
- Day trip

Members suggested that events that ran on a 'first come first served basis' could be made fairer as some families were not in a position to pay immediately. Members requested further thought be given to an alternative selection method.

Members were advised the Shop Local project had increased in uptake and was promoted at events where the Community Development Officer attended and on social media.

Members requested feedback be sought from Houghton Regis Youth Council in relation to the needs and wants of other young people in Houghton Regis.

9646 GRAFFITI ART PROJECT

At Environment & Leisure Committee on 4th June members requested that Community Services Committee give consideration to a graffiti art project to decorate the concrete blocks used at the Skate Park for Seating.

Members received a report for further consideration.

Members were advised that the Graffiti Art project had received a grant from Central Bedfordshire Council. Members were advised that the work must be completed within 6 months, concerns were raised that low weather temperatures may impact this timeframe.

The venues for the training sessions for the project were to be confirmed.

- Resolved:**
- 1. To support the graffiti art project as outlined;**
 - 2. To utilise budget from 303-4227;**
 - 3. To deliver the pavilion graffiti art project at Parkside Pavilion on the external wall facing the recreation ground;**
 - 4. For the pavilion design to be shared with the Chair of Community Services Committee and the Chair of Environment & Leisure Committee prior to the delivery workshop for their endorsement.**

9647 TOWN CRIER

Members received a report for further consideration.

Members discussed the frequency and costs of producing and delivering the Town Crier. Concerns were raised that reducing the frequency of the newsletter would disaffect those members of the community who would not otherwise have means to access the alternative medium of internet based promotions.

Members voted on individual aspects of the recommendation;

Door to door delivery:

Members for: 5 Members against: 0 Abstentions: 0

Accordingly, the option for door to door delivery was agreed.

Delivered quarterly:

Members for: 3 Members against: 3 Abstentions: 1

The casting vote was offered to the Chair of the meeting who used her casting vote and voted against the proposed delivery option.

Accordingly, the proposal was not carried.

Delivered bi-annually:

Proposed by: Cllr Ellaway, Seconded by: Cllr Hillyard

Members for: 2 Members against: 0 Abstentions: 3

Accordingly, the proposal was carried.

8 pages – A4

Proposed by: Cllr Slough, Seconded by: Cllr Kennedy

Members for: 3

Colour

Proposed by: Cllr Slough, Seconded by: Cllr Kennedy

Members for: 3

Accordingly, the following was agreed.

Resolved: To publish the Crier in accordance with the following:

Delivery – door to door

Frequency – bi-annually

Size – 8 pages

Page size – A4

Colour – full colour

Contents –

- **Council contact details**
- **Meeting dates**
- **Mayoral foreword, events attended, events planned**
- **Details on forthcoming council events**
- **Review of events**
- **Notification of publication of Annual report**
- **Notification of precept and budget**
- **Promotion of community events**
- **Town council and committee updates of work completed / undertaken and of forthcoming considerations**
- **Details of HRTC grants scheme**
- **Competition**
- **List of events to cover the life of the issue**

9648 TOWN RANGER

Members considered a report on the possibility of appointing a Town Ranger in accordance with the Council's Vision. The report has arisen from a recommendation from Combating Crime Working Group.

Members discussed the benefits of employing a Town Ranger, and the possibility of work carried out, and reimbursement from Central Bedfordshire Council for works undertaken.

Members voted on the recommendation to support the resolution from Combating Crime Working Group for the appointment of a Town Ranger;

An amendment was proposed to recommendation to read:

To support the recommendation from Combating Crime Working Group for the appointment of a part-time Town Ranger.

Proposed by: Cllr Wattingham Seconded by: Cllr Hillyard

A recorded vote was requested.

Members for: Councillors; Ms J Hillyard, Mrs S Thorne, K Wattingham.
Members against: Councillors; M Kennedy, T Welch, C Slough, Ms L Ellaway.
Abstentions: 0

Accordingly, the motion was not carried.

9649 S106 FUNDING

At the Planning Committee meeting on 1st October 2018 it was requested that all committees receive a copy of the details of all outstanding s106 monies held by CBC for consideration and comments.

Members will find attached for discussion the report compiled by the council's planning consultant along with the table of funding.

It was suggested that the Town Clerk look at the report in more detail and provided information specifically pertaining to outdoor sports.

The Chairman declared the meeting closed at 9.55pm

Dated this 11th day of February 2019

Chairman

HRTC Report

Houghton Regis Pop up Café

Project Activities

April 18 – Jan 18

The Houghton Regis Pop up Café has been operating out of the Pavilion since February 2017 and has managed to increase the number of different participants attending its sessions. April 2017-March 2018 saw 83 participants attend and within this time period we have already exceeded this amount and have had 91 different young people enjoy the provision. Since its conception the pop up café has worked well, having around 15 young people attend the provision. For the most part of this period, this has remained same with occasional dips and frequent peaks to numbers as high as 20. Attendance to the holiday enhanced sessions has varied. Some sessions have had an underwhelming 7 turn up and then other sessions have had 18. There have been times within the holiday periods that young people have had other groups or activities with friends and families to commit to. Whenever young people choose to attend the enhanced sessions they usually appreciate the unique opportunities and take full advantage of the skilled and knowledgeable person brought in to deliver the activity.

All session delivered throughout this period including the enhanced sessions have been chosen by the young people. Activities have included Street Dance, smoothie and fruit salad making, Ice cream Sundaes, spaghetti bolognese, chicken stir-fry, milkshakes, Eton mess and fruit flan, graffiti project, picnic and games, smores and pizza making. The enhanced sessions included Wrigglies animal visit, Exotic animals and exotic food, Circus skills, Professional Dance sessions alongside a fruit feast and smoothies, Graffiti workshop, Street Dance and Picnic, Summer Party Festival with DJ Craig (Cancelled due to weather so had games and pizza inside), Summer water fight and Treasure hunt (Cancelled due to weather so had games and food inside). The Central Bedfordshire College Cook Off Challenge is planned for Feb Half Term.

Throughout the varied sessions young people are encouraged to get involved in the activities and to take responsibility for the whole process, not just enjoying the fun parts. This ethos has become part of the provision and young people who engage with the café on a regular basis now understand the importance of doing their part.

Alongside the cooking activities, staffs allow young people to play their music at a reasonable level through a blue tooth speaker. Staff also participate and encourage the use of the colouring books, card games and other community games that cultivate conversation and fun competition. Young people have also enjoyed spontaneous group games and group quizzes.

Outcomes achieved by the young people taking part in the project

Young who have consistently attended the provision over the 6 month period have been able to develop their appreciation of cooking and kitchen etiquette. Many of the attendees had never made a cheese toastie or would try to dive straight into a cooking activity without first washing their hands or would enjoy the benefits of other

participants cooking or preparing a meal without contributing to the cleaning up. Some attendees would ask for something discourteously and then when receiving the item would not be gracious or appreciative of what they had been given. Staff and other confident young people were intentional around helping members develop the right attitudes, knowledge and skills in relation to food and community interactions. Responses to non observance of these skills and attitudes varied. Staff would sometimes just point it out or have a gentle conversation around what was observed. On the rare occasions when it was needed, more direct challenges took place and sanctions were given out to those who continued to be non compliant.

Young people have gained from being able to participate in a provision which provides food and opportunities which are fully funded. From talking to many young people within the community it is greatly realized that this could have been a serious barrier to participation. Many young people have expanded their palates by daring to experience different tastes and textures. The desire to try something new and come outside of their comfort zone has been helped by the positive peer pressure that has been carefully allowed to take place within the sessions. When experiencing different flavours which are unfamiliar that they might not personally like, young people have been encouraged to stay away from the words 'nasty' or 'disgusting' and use expressions such as 'its not for me' or 'its not my preference'.

Throughout this period young people who have lacked in confidence in relation to interacting with other young people, making simple recipes and tasting different foods have grown and developed into more communicative and participative members of the group. This has taken place because staff and young people have created a safe, relaxed space where growth is gently encouraged, expected and appreciated. Some of the attendees have tried to go to the Youth Centre but they find that they prefer to frequent the Youth Pop up Café as they feel that it is calmer and that staff have more of an opportunity to sustain a high level of attentiveness without having to police behavior. This ambience has enabled young people to develop a sense of belonging understanding that even if they miss a few weeks that they come back to a space that is calm, attentive and inclusive.

How the aims and objectives of the project were achieved

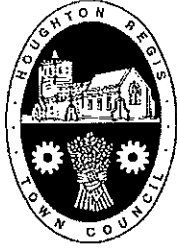
The project continues to provide a safe space for young people aged 12-18 years old to access after school and throughout one day per a week during any given holiday period apart from Christmas. Within this safe space that has been created young people are encouraged to participate in simple cooking activities and connect with one another via informal conversations, card games, and quizzes all while enjoying the smell, look, taste and touch of a variety of different types of food. This once a week, regular youth provision has provided an opportunity for different types of young people to come together and find community. Dave Ramsay and Kelly Obrien are the regular staff who manage the environment and facilitate the activities on a weekly basis. This continuity adds to the appeal of the provision and as the young people become increasingly more comfortable within the setting they tend to open up more readily about some of the experiences that they are going through and some of the challenges that they may be facing. Creating an inclusive, safe space has enabled this to take place. The café continues to provide volunteering opportunities for young and more mature people, offering spaces to the community via social media, emails, word of mouth and various outreach events. In the past, a University placement and a young person from Central Bedfordshire College eager to gain experience in working

with young people have supported the provision, providing additional support and stimulation in relation to the activities and the young peoples overall wellbeing.

David Ramsay
Senior Youth Worker
Groundwork East

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COMMUNITY SERVICES COMMITTEE**Agenda Item 7**

Date: 11th February 2019

Title: HRTC YOUTH SERVICES 2019/20

Purpose of the Report: To enable members to consider the shape of HRTC youth services for 2019/20.

Contact Officer: Clare Evans. Town Clerk

1. RECOMMENDATION

1. To continue the playscheme and youth council existing perhaps with some slight alterations (to be considered and agreed subsequently);
2. To enter into agreement with the current service provider to continue the pop-up cafes under option 2, namely to continue on a like for like basis but with the removal of the enhanced activities at the end of each half term;
3. To express an interest in working with Aldwyck on the Sandringham Hub provision but to defer formal consideration until the budget setting process for 2020/21.

2. BACKGROUND

The council currently delivers the following youth services:

- Current provision includes: Easter and Summer playscheme (in-house), youth council (in-house) and pop-up cafes (out sourced).
- All these initiatives are centrally located within the town and are accessible to any young person.
- These are not statutory services and HRTC are under no obligation to provide them. They are supported by the council's Vision
- The budgeted amount for this provision is £25,500 in 2018/19. In addition, there are HRTC staff costs.

The contract with Groundwork for the HRTC youth services pop up café initiative completes on 31st March 2019.

Members are invited to consider HRTC youth services for 2019/20.

3. ISSUES FOR CONSIDERATION

Members are requested to consider HRTC youth services for 2019/20. An assumption during the budget setting process was that the playscheme would continue as delivered in 2018/19, support to the youth council would continue as in 2018/19 and a similar provision would be made to the pop-up cafes.

As members are aware the council has yet to agree its budget for 2019/20. However, members are advised that the draft officers budget includes £25,500 for this provision. The draft budget circulated by the Liberal Democrat Group, the Independent Group and the Community Independent Alliance suggests a provision of £24,000 for this provision.

However, Members are advised that Aldwyck have approached the council for support (staff and possibly financial) for the youth club they manage from Sandringham Hub. Ideally, they are looking for staff support and possibly annual financial support of £7500. A verbal update if required can be provided to the meeting outlining how this club operates.

The budget provision indicated in both draft budgets does not provide for financial support for the Aldwyck project. If members were minded to financially support this project, cost savings in other areas would need to be identified.

To help members consider these options the current provider of the pop-up cafes has provided quotes as follows:

| | | |
|----------|---|---------|
| Option 1 | like for like basis | £22,938 |
| Option 2 | like for like basis but with the removal of the enhanced activities which are provided at the end of each half term | £16,774 |
| Option 3 | like for like basis but term time only and including the enhanced activity | £20,453 |
| Option 4 | like for like basis but term time only and excluding the enhanced activity | £13,879 |

4. OPTIONS FOR CONSIDERATION

Members are requested to consider the following:

1. The suitability of the current provision and whether they would like to alter it in some way as follows:
 - cease or alter the playscheme – saving up to £3500 (officers draft budget) or £4000 (member draft budget)
 - cease or alter the youth council – saving up to £2000 (officers draft budget) *
 - cease or alter the pop-up cafes – saving up to £20000 (officers draft budget) *

*The member draft budget provides for a total of £20,000 for the youth council and the pop-up cafes, however members have not provided an indication of the split of funding between these 2 projects to date.
2. whether Aldwyck could be supported although members would need to identify a corresponding reduction in provision elsewhere
3. whether there is any alternative provision that members would like to consider

Should members be minded to try and support Aldwyck the following options are suggested:

1. To express an interest in working with Aldwyck on the provision but to defer formal consideration until the budget setting process for 2020/21. This would enable the council to continue to provide its services in their current forms.
2. To express an interest in working with Aldwyck subject to;
HRTC offering to fund the provision of a youth support worker (not the HRTC Community Development Officer) for 3 hours per week for 50 weeks a year and to make a financial contribution of £1200 per annum towards the revenue costs of the provision – subject to a SLA setting out each organisation's responsibilities and financial contributions. Members would need to identify £3000 of savings from the current provision to fund a youth support worker. Quotes to vary the contract with Groundwork have been provided to enable the council to consider this as an option.

These options have been presented to Aldwyck to enable them to comment on the feasibility of these options for them as the current service provider. No definitive response was received however a representative from Aldwyck has offered to meet with members. At this stage it seemed more suitable to allow members an opportunity to have a preliminary discussion and to invite a representative to come along if deemed desirable at a later date.

Members are also advised that it is understood that there may be an imminent company merger affecting Aldwyck as such it may not be the most appropriate time to enter into an agreement in case the merger has an impact on future resource allocation to this project.

5. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

3. A safer town with reduced fear of crime;
4. A more active, engaged and inclusive community;
5. A strong efficient and proactive Town Council.

6. IMPLICATIONS

Corporate Implications

With current work levels the council's Community Development Officer does not have the capacity to attend on a weekly basis the Aldwyck provision. Should members be minded to instruct that the Community Development Officer attend on a weekly basis members need to identify a corresponding (3 hours per week) work reduction in another area.

Legal Implications

Should members be minded to enter into a partnership arrangement with Aldwyck a SLA setting out each organisation's responsibilities and financial contributions would need to be agreed.

Financial Implications

The pop-up café project would continue be coded to 302-4226;

The youth council project would continue be coded to 302-4226;

The playscheme project would continue be coded to 302-4221;

An agreed financial contribution to the Aldwyck provision would be coded to 302-4226;

A staff contribution to the Aldwyck provision would be coded to 191-4001. To enable this to take place a virement of £3000 from 302-4226 to 191-4001, 4002, 4003 would need to be agreed.

Risk Implications

The current HRTC youth provision works well and is manageable with current budgets and staff capacity. There are reputational implications, positive and negative, of altering the provision to consider.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

The decision relating to this agenda item should be communicated to the press, via the website and social media.

7. CONCLUSION AND NEXT STEPS

The current HRTC youth provision works well and is manageable with current budgets and staff capacity. Without an agreed budget for 2019/20 it is difficult to consider provision in 2019/20. However both draft budgets do include resources for the continuation of the playscheme, the youth council and the pop up café. These initiatives are centrally located and are accessible to all. To date the council has not targeted services into more estate-based locations.

As such it is suggested that the playscheme and youth council continue as existing perhaps with some slight alterations and that the council enter into agreement with the current service provider to continue the pop-up cafes under option 2, namely to continue on a like for like basis but with the removal of the enhanced activities at the end of each half term. This enables the provision to fit within the draft budget.

In relation to the Aldwyck request it is suggested that the council express an interest in working with Aldwyck on the provision but to defer formal consideration until the budget setting process for 2020/21. This would enable the council to continue to provide it services in their current forms and would enable the council to have more detailed discussions with Aldwyck on their aspirations post any future merger.

8. APPENDICES

None

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**Events Working Group
17th October 2018 at 7.30pm**

Present: Councillors: Mrs T McMahon Chairman
Mrs Y Farrell
Ms J Hillyard
C Slough
T Welch
K Wattingham

Co-opted Members: Mrs C Butler
Mr D Hill

Also in attendance: Cllr J Carroll

Officers: Sarah Gelsthorp Civic and Events Officer
Louise Senior Head of Democratic Services

Apologies: Councillor: D Dixon-Wilkinson

EWG426 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson.

EWG427 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG428 MINUTES

To approve the Minutes of the meeting held on 3rd October 2018.

Matters arising from the Minutes

Members discussed the schools participating in the Celebration of Christmas and asked if any additional schools were participating. Members were advised that no further schools had indicated that they were participating and unfortunately Thomas Whitehead had cancelled.

Resolved: To confirm the minutes of the Events Working Group meeting held on 3rd October 2018.

EWG429 PRIDE OF HOUGHTON AWARDS - REVIEW

Members were requested to feedback on the Pride of Houghton Awards, which took place on Saturday 13th October 2018.

Members received a copy of the budget and advised that there had been a slight overspend on what had been originally planned, due to a belated invoice from the previous year which had not been issued prior, and a few consumables purchased for this event.

Members felt that there were several areas of service which could have been improved by one of the service providers, however patrons saw a seamless service and had experienced an enjoyable evening. It was agreed that the caterer from 2016 and 2017 be contacted to confirm availability. Extremely positive feedback was received regarding the wine.

Members discussed the quiz and felt that the level of difficulty was a little high, although enjoyed by patrons, members requested an alternative form of table entertainment be considered for future events.

It was suggested that written guidelines be issued for staff for future events to aid the smooth closure of the evening in case the Civic and Events Officer is unable to attend or needs to leave earlier.

Feedback was received via members that a member of the Memorial Hall staff had not given the warm welcome to patrons as would have been expected. This was to be discussed at the next Memorial Hall Committee meeting.

Members expressed their disappointment that Mrs. Beryl Morton was unable to attend the evening to receive the Honorary Freeman Award in person. David Hill had visited Mrs. Morton to present the flowers and this had been followed by a visit from the Town Mayor, with a Council Officer, to present the awards. Members were advised that the speech, photograph and newspaper cuttings would be printed and framed and given to her.

It was requested that an appreciation letter be sent to the Youth Council to say, 'Thank you', Members were advised that this, along with others, had already been sent.

Resolved: To note the report

EWG430 BUDGET 2019-2020

Members were requested to note that an increase of 2% had been requested for events, which would bring the Budget, if granted, to £39,780.

It was suggested that some events be outsourced to avoid overloading staff workloads, however Members were advised that this would result in much higher costings due to the management fees of such event organisers.

The Fireworks event was given as an example and it was requested that a breakdown of outsourcing costs be looked at as staffing capacity had been brought up in the personnel meeting held on 15th October 2018. It was reported that the information ne given to the Town Clerk to investigate this issue, and the information was to go to group leaders in order to look at the cost breakdown.

Resolved: To note the report

EWG431 CENTENARY OF WW1

It had been suggested that a raffle be held in aid of the Royal British Legion Poppy Appeal, to offer the opportunity for a member of the public to light the Beacon on Remembrance Sunday.

Members were requested to consider this suggestion.

The Health & Safety aspect of a member of public performing the act of lighting the beacon was discussed, and members were assured that this would be overseen by a member of our Grounds Team, a Risk Assessment had been completed and the insurance company had been informed.

Members discussed the ringing of bells at 7.05pm across the country, confirmation was to be sought regarding the participation of All Saints Church.

The itinerary was confirmed, with the Service of Remembrance starting at 9.45am, to be followed by the Act of Remembrance at 10.45am. The beacon would then be lit at approx. 11.00am, and the recreation of the photograph of the Drumhead Memorial would then take place. Light refreshments would then be served at the Memorial Hall, and the Heritage Society's 'Homecoming' Project would then take place.

A collection of photographs from the Bedfordshire and Hertfordshire Regiment Trust were given to The Heritage Society to be displayed in the Memorial Hall on Remembrance Sunday, and it was confirmed that the Poppies for the trees on the Village Green were almost ready.

Resolved: To agree that a member of the public light the Beacon on Remembrance Sunday.

EWG432 FUTURE EVENTS

Members were invited to raise any questions regarding the following events:

Fireworks Display 4th November 2018
A Celebration of Christmas – 27th November 2018
Santa's Grotto 2018 – 8th December 2018

Members were advised all events were a working progress, further updates would be given at future meetings.

Resolved: To note the report

The Chairman declared the meeting closed at 8.22pm

Dated this 1st day of November 2018

Chairman

**Draft Minutes
Events Working Group
1st November 2018 at 7.30pm**

| | | | |
|------------|---------------------|-------------------|-----------------------------|
| Present: | Councillors: | Mrs T McMahon | Chairman |
| | | D Abbott | (Substitution) |
| | | Ms J Hillyard | |
| | | C Slough | |
| | | Ms S Thorne | (Substitution) |
| | | T Welch | |
| | Co-opted | Mrs C Butler | |
| | Members: | Mr D Hill | |
| | Also in attendance: | Cllr J Carroll | |
| | Officers: | Sarah Gelsthorp | Civic and Events Officer |
| | | Louise Senior | Head of Democratic Services |
| Apologies: | Councillor: | D Dixon-Wilkinson | |
| | | Mrs Y Farrell | |
| | | K Wattingham | |

EWG433 APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson, Cllr Farrell (Cllr Abbott substituted) and Cllr Wattingham (Cllr Ms Thorn substituted).

EWG434 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

EWG435 MINUTES

To approve the Minutes of the meeting held on 17th October 2018.

Matters arising from the Minutes

None.

Resolved: To confirm the minutes of the Events Working Group meeting held on 17th October 2018.

EWG436 FIREWORKS DISPLAY – 4th November 2018

Updates were provided on the following:

- Banners:
Had been in place around the town, two had been damaged and taken down
- Marshalling:
Marshalls had their posts confirmed

- Pavilion:
SOS team would be positioned in the Pavilion and eyewash station available
- Road closures:
It was confirmed that all relevant parties had been informed of the road closures.
- Sound System / Hosting:
DJ Craig was confirmed for the night
- Vendors:
Burger van, Donuts and Waffles, Tea, Coffee and Nacho's, Candyfloss & Popcorn, Hot Cream desserts, the fairground and Town Council stall had with glow items were all confirmed.

Members were advised that there was a predicted attendance of around 2,000 – 3,000 people. Arrival times of staff, members and volunteers were confirmed.

Members received a Marshals Information booklet which included a final event overview listing the roles and responsibilities. The list of phone numbers in the information booklet was to be removed and issued on the day. Members were invited to finalise a few details and the final document would be forwarded prior to the event.

Members received The Serious Incident Plan and Serious Incident Contact Card. All documents were based upon model documents previous adopted by the Council but amended for each event accordingly. The Health and Safety of the event was discussed, it was suggested that the exclusion zone be enlarged this year and members agreed to take advice from the display organiser on the night.

The Health and Safety off the event was examined by looking through all the documentation and discussing the various elements.

Resolved: To note the report

EWG437 SANTA'S GROTTTO – 8th December 2018

Members were requested to note that the Santa's Grottos times had been confirmed as 10am – 2pm at Houghton Regis Library on 8th December.

Resolved: To note the report

EWG438 PITCH FEES

The current pitch fees for Town Council events are as follows:

- Fairground £100.00 per ride
- Food outlets £135.00 per outlet
- Ice Cream Vans £110.00 per van
- Commercial Stalls £55.00 per stall
- Stall holders (individuals) £15 per stall **
- Registered Charities £10 per stall **

** 50% discount is given on the cost of a second stall and prices are reduced by 50% across the board for the May Fair**.

Members discussed the fall in numbers for stalls at events over the last few years, it was suggested that a selective number of stalls were offered a free pitch to encourage a larger turnout and better variety, with a refundable pitch reservation fee of £5.00.

Members confirmed the pitch fees for 2019-20 to be as follows:

- Fairground £100.00 per ride
- Food outlets £135.00 per outlet
- Ice Cream Vans £110.00 per van
- Commercial Stalls £55.00 per stall
- Stall holders (individuals) Free of Charge **
- Registered Charities Free of Charge **

** (£5.00 refundable pitch reservation fee)**

Resolved: To note the pitch fees for 2019-20.

EWG439 FUTURE EVENTS

Members were invited to raise any questions regarding the following events:

Pancake Race – 5th March 2019

Members discussed the venue for the Pancake Race, and it was suggested that it was held in the Visitors Centre. It was requested that the Civic and Events Officer work with the Activities Officer at Houghton Hall Park Visitors Centre with regards to this event.

Easter Egg Hunt – 20th April 2019

Members discussed the venue for the Easter Egg Hunt and agreed for it to remain in the Library.

The Chairman declared the meeting closed at 8.30pm

Dated this 5th day of December 2018

Chairman

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**Houghton Regis Town Council
Combating Crime Working Group
17th October 2018 at 11.00am**

| | | | |
|------------|--------------|--|--|
| Present: | Councillors: | K Wattingham Ms Y Farrell M Kennedy Mrs T McMahon | (Chairman) (Substitute) |
| | Co-Optees | Cllr Mrs S Goodchild Mrs C Butler | CBC Councillor Street Watch |
| | Police: | Insp. Rob Cross Sgt Louise Bates | Bedfordshire Police Bedfordshire Police |
| | Officers: | Tara Earnshaw Louise Senior | Community Development Officer Head of Democratic Services |
| Apologies: | Councillor: | Ms J Hillyard D Dixon-Wilkinson | |

CC845 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllrs Dixon-Wilkinson and Ms Hillyard.

CC846 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC847 MINUTES

To approve the Minutes of the meeting held on the 19th September 2018.

Matters arising:

Members requested that two amendments be made to the minute wording.

Resolved: To approve the Minutes of the meetings held on the 19th September 2018 and for these to be signed by the Chairman subject to amendments.

CC848 POLICE REPORT

Members received a verbal report from the police on crime and ASB issues since the last meeting.

Members were invited to:

- Share local concerns in light of the report.
- To discuss any instructions to Bedfordshire Police under Operation Hana.

Police advised members that since the last meeting a new returns form had been introduced to enable police officers to provide feedback on crime figures and hours. The ease of the new document would enable officers to provide more detailed reports. To date police officers for Op Hana had been sourced from local Police, however new measures allowed Police from across the county to participate in the operation in order for the full hours to be utilised.

Crime figures were:

146 offences
23 Community Building burglaries
5 targeted one premises.

Figures had shown a reduced amount of activity since one of the cameras had been moved, and positive resident support had been received.

Further initiatives were discussed and the possible introduction of further initiatives in Houghton Regis.

Members discussed the 101 service, and feedback via members had been received: the online service was not reliable as the system was prone to crashing while in use, and the call centre was not answering calls in a timely manner.

Members agreed for Op Hana to focus on the following areas:

Dolphin Drive:

Shops at:

- Bedford Square
- Leaf Road
- Neptune Square
- Hillborough Crescent

Resolved: For Op Hana to focus on Dolphin Drive and the shops at: Bedford Square, Lead Road, Neptune Square and Hillborough Crescent.

CC849 REDEPLOYABLE CCTV CAMERA LOCATIONS

1. Faulty
2. Dolphin Drive
3. Clarkes Way

Members agreed for the two working cameras to remain where they were. Once the faulty camera had been repaired, this would be replaced at Hillborough Crescent.

Resolved: For the two working redeployable cameras to remain in their current locations.

CC850 ENVIRO-CRIME

Members received a schedule listing reported issues and their current status.

Members were reminded that they were able to report emerging issues at any time. These issues would be added to the schedule.

Members discussed the graffiti removal machine, and questioned its worth, it was clarified that Houghton Regis had benefitted from this machine thus far, and would benefit further going forward would prove itself over time.

Resolved: To note the schedule.

CC851 COMMUNITY SAFETY INITIATIVES

Members received a schedule providing an update on current suggested community safety initiatives. Members were requested to confirm this as a work plan.

Members were reminded that the safety initiatives will next be discussed in Decembers meeting.

Members requested an update on the speed reduction measures for Bedford Road Members were advised that this would be discussed with the developers at the time of development.

At the last meeting it was queried that some reports of graffiti had been omitted from the schedule. Officers scrutinised this document, cross referenced the information received and it was confirmed that all incidents of graffiti that had been reported were included in the schedule.

Members discussed the parking initiative that had been carried out by the Problem Solving Working Group, it was suggested that Central Bedfordshire Council be contacted regarding the extension of hours for parking permits at the back of the Community Centre.

Members suggested flyers be produced to be placed on the windscreen of inconsiderately parked cars. Concerns were raised that the initiative carried out at Thomas Whitehead CE Academy has displaced the problem, and would not have a lasting effect, particularly as members felt that this was not an issue just pertained to schools, but across the whole of Houghton Regis.

12.10 the Town Clerk joined the meeting to discuss bulk waste disposal.

Members were advised that Central Bedfordshire Council Waste Services had been contacted and were supportive in the Houghton Regis Town Council's initiative to aid residents of Houghton Regis to dispose of their bulk waste affordably. This would be on a trial basis for six months with an annual and monthly cap, with a quarterly review. This would require a Service Level Agreement be put in place for which guidance of wording would be sought, members suggested that a timescale be put in place for the implementation of the SLA.

Residents would call Central Bedfordshire Council, who would then invoice Houghton Regis Town Council for usage.

Streetwatch had been approached for their assistance in raising residents awareness of the scheme, with leaflets made available for delivery, it was suggested that Houghton Regis Helpers may also have capacity to assist.

Resolved: To draft a SLA to bring to the next meeting before going to Community Services.

CC852 DATE OF THE NEXT MEETING

Resolved: To hold the next meeting on Wednesday 21st November 2018 at 11.00am.

The Chairman closed the meeting at 12.40pm

Dated this 21st day of November 2018

Chairman

Houghton Regis Town Council
Combating Crime Working Group
21st November 2018 at 11.00am

Present: Councillors: K Wattingham (Chairman)
Ms Y Farrell
MS J Hillyard
M Kennedy

Co-opted members: Cllr Mrs S Goodchild CBC Councillor
Mrs C Butler Street Watch

Police: Insp. Rob Cross Bedfordshire Police
Community Policing Bedfordshire Police (Sub)
Sgt. Liam Mitchell

CBC Councillor Ian Dalgarno
Steve Barrett
Mandy Gower

Officers: Tara Earnshaw Community Development Officer
Sarah Gelsthorp Civic and Events Officer

Apologies: Councillor: D Dixon-Wilkinson

Police: Sgt. Louise Bates

Absent: Inspector Steve Callow Bedfordshire Police

CC853 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Dixon-Wilkinson and Sgt. Louise Bates, Community Policing Sargent Liam Mitchell substituted.

CC854 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

CC855 MINUTES

It was requested that due to some alterations that were required, the minutes of the meeting on 19th September should be amended and represented at the next meeting to be signed by the Chairman.

Matters arising:

CC851

Members asked for any updates regarding the Parking Permits at the Bedford Square Centre. This was being investigated by the Town Clerk with Central Bedfordshire Council, but Councillor Delgarno explained to members that the Parking Permit Scheme was being reworked at the present time, to potentially reduce the residential schemes to evenings only.

Councillor Hillyard asked if it would be possible for the Bedford Square Centre Car Park enforcement times to be altered from 8am – 6pm, to 9am to 2.30pm, and 3.30pm to 6pm, in order to allow the parents and carers taking to and collecting children from Thomas Whitehead School could utilise these car parking spaces. Councillor Delgarno requested that Paul Salmon at Traffic Management be contacted with this specific suggestion, in connection with the overall reworking of the Parking Schemes.

Members asked if the Camera (3) was now up and working and it was confirmed that this would be discussed under Min CC858.

It was also requested that the timescale for the SLA for the bulky waste disposal be chased with the Town Clerk to follow up with Central Bedfordshire Council.

(11.25am Steve Barrett and Mandy Gower arrived at this point)

Finally, members asked about the traffic calming measures, that were being worked in with the developments along Bedford Road, and specifically measures were required for St Michaels Avenue and Bidwell Hill. Councillor Delgarno updated members that the traffic calming schemes were connected with developer funding and that once certain occupancy levels were achieved, the funding would then be made available for the measures. It was reiterated that members had concerns that works would be put down, but then removed and altered, and that the correct measures needed to be put in place at the right time at the start.

- Resolved:**
- 1) To make amendments to the minutes of 17th October and for these to be signed at the next meeting.**
 - 2) To note the updates to the matters arising.**

CC856 POLICE REPORT

Members received a written report regarding Operation Hana.

Police advised members that since the last meeting the most significant item to report was that a number of mobile phones had been seized from individuals in connection with criminal activity.

The figures for Anti-Social Behaviour were reported as being down from the last report, but this was clarified by questioning whether it was the amount of reports that were reduced as opposed to the figures. Online reporting systems were in place to assist the public with reporting concerns, and in Leighton Buzzard a Facebook page had been created, although it was not confirmed if this would be extended to other areas. Community Policing Sergeant Mitchell questioned if a link on the Town Council's social media and website might be helpful (to be forwarded by himself) to assist the public in crime reporting.

Members felt that this would be helpful.

There were no hotspots in particular that were of any concern. Community Protection Notices had now replaced Anti-Social Behaviour Orders and these were carried out in three steps. The offenders were initially given a warning, before it progressed to a notice by the Police. If this was breached it would then progress to a Criminal Offence. The Police 'Managers' could make a decision regarding the charging of this offence (if proved beyond reasonable doubt) instead of the Courts, which would make the process be much speedier. There were some cases currently at the warning stage.

There were increases in burglaries at commercial businesses and theft from motor vehicles, in terms of tools etc from vans. Operation Dynamo would be focusing on burglaries at commercial businesses, whilst Operation Kane would be focussing on the theft from motor vehicles in a concentrated effort to combat these increases. Burglary dwellings at residential properties had not increased.

It Was requested that members of the Combating Crimw Working Group that the foot patrols be increased from the 35% recorded on the Operation Hana report to the 50% previously requested.

Members commented that there had been reports of windows being smashed on cars in the town, and it was again requested that these be reported in order to be officially recorded. It was confirmed that the numbers of PCSO's were being increased by two, but that it was recognised that Houghton Regis did have lower levels of resources than other local towns.

There were also concerns regarding incidences at Houghton Hall Park and the surrounding area. Community Policing Sargent Mitchell stated that he was happy for a Police organised community safety initiative to take place to speak to residents about this particular concern and that literature could be made available for Streetwatch, and for them to join in any such initiative. All support from Streetwatch would be greatly appreciated and was most welcomed.

There were new recruits from the Special Constabulary that would be joining Houghton Regis in spring 2019. This team would be supporting with ASB and burglary initiatives. Operation Meteor regarding the nuisance motorbikes was still in operation.

It was confirmed that the target areas for Operation Hana should remain the same, (Dolphin Drive, and the shops at Bedford Square, Leaf Road, Neptune Square and Hillborough Crescent) and to include a Community Safety Initiative centered around the Houghton Hall Park area and that the police would work closely with Streetwatch.

Resolved: For Operation Hana to focus on Dolphin Drive and the shops at: Bedford Square, Leaf Road, Neptune Square and Hillborough Crescent, include a Community Safety Initiative centered around the Houghton Hall Park area and that the police would work closely with Streetwatch.

The Chairman requested that the item regarding the Redeployable Cameras Locations and Service be discussed prior to the Redeployable Camera, in a change to issued agenda. Members were in agreement of this.

CC857 REDEPLOYABLE CCTV CAMERA LOCATIONS AND SERVICE

Officers Steve Barrett and Mandy Gower from Central Bedfordshire Council were in attendance to discuss some issues regarding the replotable cameras and some concerns experienced.

The camera previously reported as being faulty (camera 1) was now fully operational and the break in service had been owing to a modem fault affecting camera screening to the CCTV station instead of a recording problem. Cameras 2 and 3 were in full working order.

There had been two requests for footage from Camera 2 to assist the Police, and one from Camera 3 to assist the sheltered accommodation in the vicinity.

Members requested a visit to the CCTV Control Room and it was confirmed that this could take place after 4.30pm, in order for members to see the footage that could be obtained after dark. The visit would be confirmed by Mandy Gower for the following week.

Resolved: To note the report

CC858 REDEPLOYABLE CCTV CAMERA LOCATIONS

Members confirmed that the existing locations for Cameras 1, 2 and 3, did not need to be changed.

Resolved: To leave the cameras in their current locations.

12.35pm (Councillor Delgarno and Community Policing Sargent Mitchell left the meeting at this point).

CC859 ENVIRO-CRIME

Steve Barrett from Central Bedfordshire Council discussed the figures that had been presented to the Town Centre Partnership Committee regarding Enviro-Crime. It was reported that Central Bedfordshire Council had obtained a High Court Enforcement Order preventing 11 people from creating illegal traveller encampments in the Central Bedfordshire Council area, and that prevention measures had been put in place in the north of Houghton Regis and along the Woodside Link.

Members received a schedule listing reported issues and their current status.

There were concerns that at present, the reports were being made by some Councillors, but that consideration should be made to facilitating the public to make the report to the town Council themselves. It was agreed that this would be relayed to the Town Clerk for further consideration and to be reported back at the next meeting.

It was requested that in future, the report showed the number of completed and outstanding jobs, as a separate breakdown.

Resolved: To note the schedule.

CC860 DATE OF THE NEXT MEETING

Resolved: To hold the next meeting on Wednesday 19th December 2018 at 11.00am.

The Chairman closed the meeting at 12.55pm

Dated this 21st day of November 2018

Chairman

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**Service Level Agreement
for the
Subsidisation of Bulk Waste Collection
in the
Parish of Houghton Regis**

Agreement Between:

Central Bedfordshire Council (CBC)
&
Houghton Regis Town Council (HRTC)

Objectives of the Agreement

1. To establish an effective relationship between CBC & HRTC for the subsidisation of bulk waste collection in the parish of Houghton Regis
2. To provide a clear understanding of the duties of each party in relation to the contributions to this Agreement
3. To enable HRTC to subsidise bulk waste collections in the anticipation that there will be reduced incidences of flytipping and of bulk waste being left within properties
4. To set out the financial arrangements associated with the initiative

Duration of this Agreement

This Agreement shall be for a period of 12 months from the date of the SLA being signed.

Monitoring of this Agreement

On a quarterly basis CBC shall provide to HRTC:

1. A report detailing:
 - Collections arranged broken down to show means tested figures
 - Collections completed broken down to show means tested figures
 - Associated costs
2. An invoice for the completed quarter

The quarterly report will be monitored by the HRTC Combating Crime Working Group.

HRTC will consider extending the SLA prior to budget setting in November 2019.

Marketing

HRTC shall market the initiative within the parish to raise awareness and encourage use

CBC shall promote the initiative should Houghton Regis parishioners seek to arrange a collection

Level of Subsidy

To provide a 50% subsidy on bulk waste collections for all Houghton Regis residents;
To provide a 100% subsidy on bulk waste collections for all residents who meet the CBC means testing criteria

Funding Cap

HRTC will set an annual budget of £1200 under which the project is to be delivered. On a monthly basis CBC will ensure that collections are not subsidised in excess of £100. This is to ensure that the project can be delivered over the 12 month period.

CBC will continue to be liable for all revenue and capital costs associated with bulk waste collections and disposals.

HRTC have no capital cost liabilities.

HRTC have no revenue cost liabilities outside of this agreement.

Insurance

CBC shall continue to arrange adequate insurance to cover the liability of the service.

Terms of the SLA

This Agreement constitutes the entire understanding between the parties and supersede any previous communications, representations or agreements, whether oral or written.

No change to any of these conditions shall be valid or binding on either party unless in writing and signed by a Duly Authorised Officer of each party.

Contracts (Rights of the Third Parties) Act 1999

This Agreement shall not create any rights that shall be enforceable by anyone other than the parties to this Agreement.

Termination of the Agreement

Both parties may at any time terminate this Agreement in its entirety, without compensation, liability and without prejudice to any rights previously accrued.

Notice of termination must be in writing signed by a Duly Authorised Officer of either party, giving no less than three calendar month's notice. The notice shall be served by first class post to the address set out in the definitions of this Agreement.

APPENDIX A

Agreement Acceptance – Subsidisation of Bulk Waste Collection in the Parish of Houghton Regis

The following information is to be completed by CBC:

Signed

Name (Block Capitals)

In the capacity of

Duly Authorised to sign Agreement for and on behalf of:

Central Bedfordshire Council

Telephone **0300 300 8000**

Dated .../.../ 201

The following information is to be completed by HRTC.

Signed

Name (Block Capitals)

In the capacity of: **CHAIR OF COMMUNITY SERVICES COMMITTEE**

Duly Authorised to sign Agreement for and on behalf of:

Houghton Regis Town Council

Council Offices

Peel Street

Houghton Regis

Bedfordshire LU5 5EY

Telephone **01582-708540**

Dated .../.../ 201

Signature of this Agreement constitutes acceptance of the Agreement and its conditions.

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HOUGHTON REGIS TOWN COUNCIL
Town Centre Projects Task & Finish Group
23rd October 2018 at 4pm

Present: Councillors: J Carroll
Mrs Y Farrell
C Slough

Officers: Tara Earnshaw Community Development Officer
Louise Senior Head of Democratic Services

Apologies: Councillors: K Wattingham
Ms J Hillyard

TCP41 ELECTION OF CHAIR

Members were invited to elect a Chair.

Nomination: Cllr Carroll Nominated by: Cllr Farrell
Seconded by: Cllr Slough

No other nominations were received. On being put to the vote, Councillor Carroll was duly appointed as Chair of the Town Centre Projects Working Group for the municipal year 2018 – 2019.

Resolved: To appoint Cllr Carroll as Chair of the Town Centre Projects Working Group for the municipal year 2018 – 2019.

TCP42 ELECTION OF VICE CHAIR

Members agreed to defer this item to the next meeting.

Resolved: To defer the appointment of a Vice-Chair to the next meeting.

APOLOGIES

Apologies were received from Cllr Wattingham and Cllr Hillyard.

TCP43 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

TCP44 MINUTES

- a) To approve the Minutes of the meetings held on 2nd May 2018.
- b) Matters arising from the Minutes - None

Resolved: To confirm the minutes of the Town Centre Projects Task & Finish Group meeting held on 2nd May 2018 and for these to be signed by the Chairman.

TCP45 PROMOTING THE RETAIL OFFER

The Shop Local Campaign ran until 28th February 2019. Approximately 35 stamp cards had been returned to the Town Council Offices in exchange for a goody bag with vouchers. Members were requested to consider whether a further campaign should be arranged.

Members were advised that there had been an increase in uptake from residents in the scheme, and collection of goody bags had been made easier as collection from Jewels was now an option.

It was suggested that the scheme would benefit further from wider advertising. Members were advised that the local shops each had a display in their window, and were encouraged to hand out the cards to shoppers.

Members were advised that a resident had requested that his name be removed from the plaque detailing the companies who had contributed to the refurbishment of the area in front of the Community Centre.

Resolved: To arrange a further shop local campaign on the same basis to run from 1st March 2019 for a 12-month period.

TCP46 ENCOURAGING TOWN CENTRE FOOTFALL

Members received an annual diary for the Town Centre events 2019/20.

Resolved: To note the update provided.

TCP47 TOWN CENTRE PUBLIC REALM FEATURE

Within the Vision is included an Outcome to work with partners to secure a new public realm feature in the town centre.

Banners on the street light columns

Members were advised that funding for this project had been agreed by Community Services Committee. Delegated authority had been given to the Chair and an officer to look at banners on street column lights along the High Street.

Implementation of this project was progressing, it was intended to aim to commence in Jan / Feb 2019.

Members were asked to confirm the content of the banners which were to remain up year-round. The following were suggested, members were invited to consider 9 static and 9 quarterly changeable banners. Some suggestions included:

Town Council - Static

Shop Local - Static

Neighbourhood Plan – Changeable

Events sponsors – clear differentiation of sponsors rather than standard advertisements.

Bedford Square Shopping Centre - Static

Houghton Hall Park - Static

Youth Club & Pop up Café - Static

Playschemes – Changeable
Visitors Guide – Static
Have you visited... - Static

It was suggested that a ‘Visitors Guide’ be produced for visitors to collect from the Council Offices, Houghton Hall Park and the Library. It was requested that an example be prepared for the next meeting.

TCP48 DATE OF THE NEXT MEETING

Resolved: To hold the next meeting on 29th January 2019 at 4pm.

The Chairman declared the meeting closed at 4.34pm.

Dated this day of 2019

Chairman

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COMMUNITY SERVICES COMMITTEE**Agenda Item 9**

Date: 11th February 2019

Title: Income & Expenditure Report

Purpose of the Report: To provide to members a report on the income and expenditure to date of the Community Services Committee highlighting any significant variances.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To note the report.

2. BACKGROUND

Accounting good practice and Financial Regulations includes for regular review of income and expenditure. To assist members are advised of any significant variances.

3. ISSUES FOR CONSIDERATION

The following significant variances are highlighted:

302-1082 the budgeted income was based on letting income from Bedford Square Community Centre. HRTC determined to cease this function. This income target will not be achieved. However it is offset by the expense code 302-4227 which will equally be lower than the budgeted amount.

302-1910 the predicted income included only for income from the playscheme and other smaller miscellaneous sources. However this income has been enhanced by the grant from CBC for the graffiti project. There will be a corresponding expense in 302-4226 relating to the graffiti project.

302-4227 This includes £1500 shop local and £2000 for town centre attractions and £5000 for the Bedford Square Community Centre (income offset). The variance relates to the community centre booking process which has been allocated to 302-4228. This

will be adjusted in due course. Expenditure for shop local and town centre attractions is on budget

302-4228 this is overspent but it relates to the adjustment referred to in 302-4227. Once the adjustment has been made the budget of £500 will be available.

302-4992 this is the transfer in from EMR 345 re the CBC Youth Services Grant for the pop up cafes in 2018-19

303-1091 predicted income from selling Crier space to HHP. Not taken up to date

303-4033 invoice for recent Town Crier has yet to be processed

304-1094 it is highlighted that there is a concern that the amount of predicted income from sponsorship will not be met.

304-1097 it is highlighted that there is a concern that the amount of predicted income from council events will not be met.

304-4992 The transfer in from EMR is to be completed.

305-4220 The council agreed to transfer the Key Partner grant to the Memorial Hall into a EMR (£4000). The transfer to EMR is to be completed.

306-4046 this is to cover redeployable CCTV monitoring, sim, warranty. Invoices have yet to be received

306-4048 this expenditure relates to the purchase of the speed sign on Windsor Drive. This overspend was agreed through committee and was offset by a transfer in from EMR

306-4059 this expenditure relates to the fees associated with Operation Hana. Invoices for services have yet to be received

307-4121 this expense relates to the refurbishment of the civic regalia and is offset by 307-4992

307-4122 These expenses relate to the enhanced centenary celebrations

399-4804 the committee agreed to overspend on new Christmas lights for 2018 and to transfer in from EMR to meet the additional cost

4. COUNCIL VISION

The proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- There are no legal implications

Financial Implications

- There are no financial implications

Risk Implications

- There are no risk implications

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This report does not discriminate.

Press Contact

- There are no press implications.

6. CONCLUSION AND NEXT STEPS

The variances of note have been detailed. It is not considered that there are any variances of significant concern although the income deficit should be noted.

7. APPENDICES

Appendix A: Income & Expenditure extract

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31/01/2019

Houghton Regis Town Council

12:13

Detailed Income & Expenditure by Budget Heading

Month No: 10

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 302 Community Services | | | | | | | | |
| 1082 INC-LETTINGS | 0 | 1,542 | 4,500 | 2,958 | | | 34.3% | |
| 1091 Income Miscellaneous | 0 | 3,904 | 2,000 | (1,904) | | | 195.2% | |
| Community Services :- Income | <u>0</u> | <u>5,446</u> | <u>6,500</u> | <u>1,054</u> | | | <u>83.8%</u> | <u>0</u> |
| 4221 SUMMER PLAYSCHHEME | 106 | 2,859 | 3,000 | 141 | | 141 | 95.3% | |
| 4226 Youth services | 0 | 18,412 | 22,000 | 3,588 | | 3,588 | 83.7% | |
| 4227 Community Services | 0 | 1,746 | 8,500 | 6,754 | | 6,754 | 20.5% | |
| 4228 Community Facilities | 0 | 2,044 | 500 | (1,544) | | (1,544) | 408.8% | |
| 4230 Public Toilets | 0 | 13,836 | 18,800 | 4,965 | | 4,965 | 73.6% | |
| 4232 Christmas Lights | 2,437 | 10,910 | 13,000 | 2,091 | | 2,091 | 83.9% | |
| 4992 Trs from Earmarked Reserve | 0 | (2,000) | 0 | 2,000 | | 2,000 | 0.0% | |
| Community Services :- Indirect Expenditure | <u>2,543</u> | <u>47,806</u> | <u>65,800</u> | <u>17,994</u> | <u>0</u> | <u>17,994</u> | <u>72.7%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(2,543)</u> | <u>(42,361)</u> | | | | | | |
| 303 Communications | | | | | | | | |
| 1091 Income Miscellaneous | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| Communications :- Income | <u>0</u> | <u>0</u> | <u>1,000</u> | <u>1,000</u> | | | <u>0.0%</u> | <u>0</u> |
| 4029 Promotional Material | 0 | 1,035 | 1,000 | (35) | | (35) | 103.5% | |
| 4033 NEWSLETTER | 0 | 2,971 | 5,000 | 2,029 | | 2,029 | 59.4% | |
| 4034 WEBSITE COSTS | 0 | 258 | 500 | 243 | | 243 | 51.5% | |
| 4059 OTHER PROFESSIONAL FEES | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| Communications :- Indirect Expenditure | <u>0</u> | <u>4,263</u> | <u>6,800</u> | <u>2,537</u> | <u>0</u> | <u>2,537</u> | <u>62.7%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(4,263)</u> | | | | | | |
| 304 Events | | | | | | | | |
| 1091 Income Miscellaneous | 0 | 135 | 0 | (135) | | | 0.0% | |
| 1094 Income from Sponsors | (25) | 3,725 | 5,000 | 1,275 | | | 74.5% | |
| 1097 Income - Council Events | 0 | 5,856 | 8,000 | 2,144 | | | 73.2% | |
| 1098 Income-Co Event in advance | 273 | 493 | 0 | (493) | | | 0.0% | |
| Events :- Income | <u>248</u> | <u>10,208</u> | <u>13,000</u> | <u>2,792</u> | | | <u>78.5%</u> | <u>0</u> |
| 4031 ADVERTISING | 0 | 368 | 500 | 132 | | 132 | 73.6% | |
| 4222 COMMUNITY EVENTS | 7 | 37,238 | 38,000 | 762 | | 762 | 98.0% | |
| 4992 Trs from Earmarked Reserve | 0 | 0 | (2,535) | (2,535) | | (2,535) | 0.0% | |
| Events :- Indirect Expenditure | <u>7</u> | <u>37,606</u> | <u>35,965</u> | <u>(1,641)</u> | <u>0</u> | <u>(1,641)</u> | <u>104.6%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>240</u> | <u>(27,397)</u> | | | | | | |

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Detailed Income & Expenditure by Budget Heading

Month No: 10

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 305 Community Grants | | | | | | | | |
| 4203 MAYORS CHRISTMAS APPEAL FUND | 0 | 1,681 | 2,100 | 419 | | 419 | 80.1% | |
| 4218 Grants (WB) Small Projects | 0 | 3,000 | 3,000 | (0) | | (0) | 100.0% | |
| 4219 Grants (WB) Large Projects | 0 | 4,242 | 4,242 | 0 | | 0 | 100.0% | |
| 4220 Grants (WB) Key Partners | 0 | 18,251 | 22,251 | 4,000 | | 4,000 | 82.0% | |
| Community Grants :- Indirect Expenditure | <u>0</u> | <u>27,175</u> | <u>31,593</u> | <u>4,418</u> | <u>0</u> | <u>4,418</u> | <u>86.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(27,175)</u> | | | | | | |
| 306 Community Safety | | | | | | | | |
| 4046 Enviro - Crime | 0 | 0 | 3,974 | 3,974 | | 3,974 | 0.0% | |
| 4048 Community Safety Strategy | 0 | 3,226 | 3,226 | 1 | | 1 | 100.0% | |
| 4059 OTHER PROFESSIONAL FEES | 5,531 | 20,759 | 34,990 | 14,231 | | 14,231 | 59.3% | |
| 4991 Trs to Earmarked Reserve | 0 | 3,226 | 0 | (3,226) | | (3,226) | 0.0% | |
| 4992 Trs from Earmarked Reserve | 0 | (3,226) | (2,188) | 1,038 | | 1,038 | 147.4% | |
| Community Safety :- Indirect Expenditure | <u>5,531</u> | <u>23,985</u> | <u>40,002</u> | <u>16,017</u> | <u>0</u> | <u>16,017</u> | <u>60.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(5,531)</u> | <u>(23,985)</u> | | | | | | |
| 307 Civic Services | | | | | | | | |
| 4101 MAYORS ALLOWANCE | 0 | 3,216 | 3,850 | 634 | | 634 | 83.5% | |
| 4106 Mayors Civic Events | 0 | 1,832 | 2,200 | 368 | | 368 | 83.3% | |
| 4121 CIVIC REGALIA | 0 | 2,635 | 100 | (2,535) | | (2,535) | 2634.6% | |
| 4122 Civic Fund Expenses | 50 | 1,161 | 150 | (1,011) | | (1,011) | 774.1% | |
| 4992 Trs from Earmarked Reserve | 0 | (2,620) | 0 | 2,620 | | 2,620 | 0.0% | |
| Civic Services :- Indirect Expenditure | <u>50</u> | <u>6,225</u> | <u>6,300</u> | <u>75</u> | <u>0</u> | <u>75</u> | <u>98.8%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(50)</u> | <u>(6,225)</u> | | | | | | |
| 399 Community Capital & Projects | | | | | | | | |
| 4804 CAP-New Christmas Lights | 0 | 7,001 | 4,000 | (3,001) | | (3,001) | 175.0% | |
| 4992 Trs from Earmarked Reserve | 0 | (3,001) | 0 | 3,001 | | 3,001 | 0.0% | |
| Community Capital & Projects :- Indirect Expenditure | <u>0</u> | <u>4,000</u> | <u>4,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>100.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(4,000)</u> | | | | | | |
| Grand Totals:- Income | 248 | 15,654 | 20,500 | 4,846 | | | 76.4% | |
| Expenditure | 8,131 | 151,059 | 190,460 | 39,401 | 0 | 39,401 | 79.3% | |
| Net Income over Expenditure | <u>(7,883)</u> | <u>(135,405)</u> | <u>(169,960)</u> | <u>(34,555)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>(7,883)</u> | <u>(135,405)</u> | | | | | | |

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| Ref: | Outcome | Overarching Committee | Committee Update at August 2018 |
|---|--|------------------------------|---|
| Objective 3 To develop a safer town with a reduced fear of crime. | | | |
| 3a. | Develop & implement a town wide Community Safety Strategy covering <ul style="list-style-type: none"> · Nuisance motorbikes · Enhanced CCTV coverage · Improved lighting · Local environmental improvements · Visible enforcement (Police/PCSOs/Special Constables) | Community Service Committee | AMBER Unable to source contractor re strategy. CCWG approved crime and ASB projects inc enviro-crime actions, school parking, waste removal, street cleaning. Also extended redeployable CCTV camera coverage. |
| 3b. | Take positive action to tackle "enviro-crime" including parking enforcement, litter, dog waste, graffiti | Community Service Committee | GREEN Enviro Crime project launched. CCWG also in process of considering bulk waste collection initiative. Few incidences of enviro crime are reported by cllrs. Consideration was given to enabling members of the public to report incidences. This was derfered until staffing levels for 2019/20 were agreed. |
| 3c. | Speed reduction measures for Windsor Drive & Park Rd North | Community Service Committee | GREEN CCWG (15/6/16) instigated speed measurements to be collected on Windsor Drive, Tithe Farm Rd and Park Road North. Data fed back to CCWG 16/11/16. Agreed to see if Speedwatch was effective in reducing traffic speed in these locations. 20th June 2017 Comm Serv Minutes - Speedwatch confirmed their findings supported a speeding problem at Windsor Drive. Speed camera installed on Windsor Drive. Issue with collecting results from camera - under investigation. It is hoped that this has been resolved. Recent stateistics show the 85th percentile speed to be 34mph which is lower than the speed which would trigger remedial measures. CCWG to consider how speed data should be reported. |
| Objective 4 To develop a more active, engaged and inclusive community. | | | |
| 4c. | Enhance the existing town wide programme of events for the whole community to encourage community cohesion & engagement | Community Services Committee | GREEN 2016 - 2 new events delivered, Houghton Rocks and Fireworks display, significant enhancements made to Pride of Houghton Awards. Programme of events agreed annually at EWG. Delivery of events underway. |
| 4f. | Develop a Community transport provision (home to HR groups) | Community Services Committee | RED Consultation carried out with existing clubs and groups. Feedback provided to Community Services Comm. Preliminary discussions held with existing service providers. Decision by Com Serv Comm on 6/3/17 to request that HRH & SBDAR complete a 12 month monitoring period to assist the Council in assessing the demand for such a scheme. Report presented to Comm Serv Com 25th June 2018, decision made to monitor and report back on any emerging demand. |
| 4g. | Develop a Village agent scheme | Community Services Committee | RED Comm Serv Comm decided on 6/3/17 not to proceed with a VA scheme on the basis that alternative and emerging organisations provide advise, suppot and signposting to local residents. |
| 4h. | Encourage and support residents associations / local action groups | Community Services Committee | AMBER Community Development officer continues to link in with a range of local organisations. 'Tea & chat' social sessions held, to be extended to invite representatives from local organisations. |
| 4i. | Develop youth holiday club provision | Community Services Committee | GREEN Community Services Committee agreed holiday provision for Easter and Summer. Delivered by Community Development Officer. Evaluation reports presented. |
| 4j. | Encourage a youth council to establish and use their involvement to develop youth services and facilities | Community Services Committee | GREEN Being actioned by Community Development Officer. Youth Council meeting regularly and are involved in local events. |
| 4k. | Enhance youth services & facilities | Community Services Committee | GREEN Pop up cafes and social volunteering project delivered. Pop up cafes went well and will be continued to end of March, then reviewed. Social inclusion projects less effective- not continuing. Pop up cafes enhanced with an end of term event. CSC to consider provision for 2019/20 |
| Objective 5 To build a strong, efficient and proactive Town Council. Reports being made to Community Services Committee. | | | |

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| | | | |
|-----|---|------------------------------|--|
| 5i. | Raise the profile of the Mayor | Community Services Committee | <p>AMBER Use of extended title - Lord of the Manor & Mayor of HR - Agreed not to consider further.</p> <p>GREEN Purchase of mayoral robes - completed and used for first time on 24th May 2017.</p> <p>GREEN Review the Mayor making ceremony - completed.</p> |
| 5j. | Secure a Full coat of arms for Town Council | Corporate Services Committee | <p>RED Agreed to not to consider further</p> |
| 5m. | Promote links to local charities | Community Services Committee | <p>GREEN List of local charities, community groups and not for profit organisations compiled. Details of grants scheme available online.</p> <p>Publicisation undertaken through website, social media and Town Crier.</p> <p>Ongoing publicity.</p> |

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COMMUNITY SERVICES COMMITTEE**Agenda Item 11**

Date: 28th January 2019

Title: **COMMUNITY DEVELOPMENT OFFICERS UPDATE FOR THE PERIOD 5th NOVEMBER TO 30th JANUARY 2019**

Purpose of the Report: **To provide members with an update on work undertaken by the Community Development Officer.**

Contact Officer: **Tara Earnshaw, Community Development Officer**

1. RECOMMENDATION

To note the report.

2. BACKGROUND

At its meeting held on the 25th January 2015, the Town Council adopted a five-year plan containing a number of objectives for the period 2015-2020 - Houghton Regis: Our 2020 Vision, on 25th January 2016.

Since then work has focused on achieving the objectives agreed by Council and this report centres around outcomes contained within the following objectives:

Objective 1 To develop a stronger local economy which promotes local businesses.

Objective 4 To develop a more active, engaged and inclusive community.

Objective 5 To build a strong, efficient and proactive Town Council

3. COUNCIL VISION

The following action supports the Objectives of Council's Vision;

1. A stronger local economy which promotes local businesses.

Shop Local

The current scheme will end on the 28th February 2019 and the new scheme will commence in March 2019 for one year ending in March 2020.

All 32 current business participants have been invited to continue to support the scheme, and a further 25 businesses have been sent a letter and information about the

scheme in the hope that they will support the next phase. An information poster has also been produced to encourage additional businesses to participate that have not been sent information.

It is anticipated that the Town Centre Public Realm feature and Visitors Guide will be directly linked to enhance the promotion of the shop local scheme.

Ongoing:

- Continue to support those retailers taking part.
- Continue to advertise through the Town Crier, Town Council notice boards and on social media.
- Consider Shop Local advertisement in the Town Centre Public Realm banners on the street light columns and on the Visitors Guide to Houghton Regis.

Vision 1c: Town Centre Attractions

| | |
|-------------------------|--|
| Project Name | Crafty November Activities |
| Date | Wednesday 28 th and Thursday 29 th November 2018 |
| Partner Organisation | Cat Protection, Jewels and Morrisons |
| Volunteers | Cllr Yvonne Farrell, Cllr Susan Goodchild, Cllr Ken Wattingham. Cllr Tracey McMahon and Carol Butler |
| Youth Council attendees | Bethany, Lewis and Natalie |
| Target audience | Everyone |
| Promotion/Advertisement | HRTC Social Media All partner/agency contracts All retail contacts |
| Activities | Included making giant stars out of sticks, elastic bands and string lights. Paper chains were also available to make. |
| Conclusion | This event was not as busy as other Town Centre Attractions have been, this could possibly be because it was on a Wednesday and Thursday as opposed to a Friday. |

The end result looked really festive as the created decorations were hung up in the concourse. Morrisons donated a tree that was also decorated and displayed in the concourse.

| | |
|-------------------------|---|
| Project Name | Message in a Bauble |
| Date | Friday 30 th November 2018 |
| Partner Organisation | Cat Protection, Jewels, Groundwork, Houghton Hall Park and Morrisons |
| Volunteers | Cllr Yvonne Farrell, Cllr Susan Goodchild, Cllr Ken Wattingham and Carol Butler |
| Youth Council attendees | Bethany |
| Target audience | Everyone |
| Promotion/Advertisement | HRTC Social Media All partner/agency contracts All retail contacts |
| Activities | |

Conclusion Included making tree decorations, scented ornaments and a message in a bauble.
It was the second time this event has been delivered and it continues to be popular among families and well attended by residents who enjoyed the activities.

I would recommend delivering this activity again next year as part of Town Centre attractions.

| | |
|-------------------------|---|
| Project Name | Houghton Together Christmas Fair |
| Date | Saturday 1 st December 2018 |
| Partner Organisations | Groundwork, Dunstable Rotary Club, Jewels, Morrisons and Clic Sargent |
| Youth Council attendees | Leyton |
| Target audience | Everyone |
| Promotion/Advertisement | HRTC Social Media All partner/agency contracts All retail contacts |
| Activities | Included promoting the Youth Council and Shop Local. Raising funds for Houghton Together by selling reindeer hot chocolates. Also, opportunities for residents to create two stockings (keep one donate one), as well as scented ornaments. |
| Conclusion | The community engaged well with the activities provided by the Town Council with around 40 stockings filled with a toy, a sweet and a tangerine for elderly residents in the community. |

The Houghton Together organiser arranged for bands and additional stalls to be at the event which overall provided a great atmosphere for the event.

I would recommend continuing to work in partnership with Houghton Together as part of the Town Centre Attractions.

Vision 4j: Youth Council

Three meetings have been held at Houghton Regis Town Council offices since 5th November 2018. Currently there are 13 Youth Council members, we have had 2 members leave as they are currently taking exams and three new starters. The meeting was delivered in partnership with Groundwork and took place on 16th November 11th January and 25th January members communicated with each other to administrate, plan and evaluate activities and initiatives for the community.

The dynamics of the Youth Council as a group has changed since the new Youth Council members have started so we have revisited the groups purpose, ground rules and mission statement this is a working progress but will encourage team work, leadership skills and good communication among the Youth Council.

The Youth Council have also been working towards planning the Youth Awards event and are in the process of agreeing categories.

The Youth Council are currently considering interactive ways to consult with their peer group and for this to be fed back into the Town Councils wider vision to identify priorities for Young People locally. The youth council have started this process by identifying things that affect young people. To support this process research has taken place to identify the national and regional youth priorities as identified in the Make Your Mark campaign and the National Youth Work Strategy Priorities and Actions for 2017-19.

In light of its findings, the Youth Council have identified local needs within the following headings; Health and Wellbeing, Safety, Environment and Leisure, Youth Services and Facilities and Participation. The group hope to create a questionnaire using these headings consult with as many Young People as possible in the community through schools, youth groups and social media. Once the information has been collated it is hoped that it will support a four-year vision going forward from 2020-2024 linking our current Youth Services within the new vision.

Events and activities the Youth Council have engaged in:

- **Sunday 11th November – Remembrance Sunday** – 7 Youth Council members attended the memorial stone and placed a poppy wreath on the stone. The members then supported the events working group to provide refreshments to residents.
- **Sunday 18th November – Red House Talent Show** – 8 Youth Council members agreed to support Craft and Coffee in delivering a Talent Show for elderly residents and those with disabilities. The Youth Council put together a combination of three songs and provided the audience with a lyrics sheet so they could sing along. This interactive intergenerational initiative was very welcomed by its audience as the Youth Council continue to engage residents through volunteering.
- **Wednesday 28th & Thursday 29th November – Crafty November activities (Decorating the concourse)** – 3 Youth Council members created stars out of natural materials to help decorate the concourse for the community to enjoy.
- **Friday 30th November – Message in a bauble** – 1 Youth Council member volunteered to support the activity in the concourse supporting children to make the various craft activities on offer.
- **Saturday 1st December – Houghton Together Christmas fair** - 6 Youth Council members attended. The members supported this activity in a voluntary capacity, helping residents to make stockings and other craft activities. They felt that the stockings were popular for residents to make knowing that they were able to keep one and donate one.
- **Saturday 1st December – Carol Service** – 6 Youth Council members supported this event by setting up the concourse, being Regis and providing craft activities for children while refreshments were being served. The Youth Council felt that this event was well attended and enjoyed supporting it.
- **Wednesday 5th December** – Donating stockings to Red House Court – 1 Youth Council member delivered the filled stockings to the residents at Red House Court. The residents were pleased to receive them and thanked the Youth Council and members of the public for creating them.

- **Friday 7th December – Youth Council Christmas Meal** – 10 Youth Council members, the mayor and deputy mayor attended the youth council's Christmas meal as a celebratory event to recognise their commitment to the Town Council for the previous year. All members enjoyed this event and want to repeat it in 2019.
- **Saturday 8th December – Santa's Grotto** – 7 Youth Council members supported this event in various roles dressed festively. Three members supported Regis, another two supported Snow White to hand out the raffle tickets and two were elves at the main door. The Youth Council reflected that it was not as good as the previous year through lack of activities and people helping.
- **Friday 14th December – Bag Packing** – 6 Youth Council members helped to raise £113.30 while bag packing at Morrisons. The Youth Council intend to use this money towards a celebratory event that they are planning to recognise Young People's achievements in the community.

Vision 4c: Enhance Community Events

Since the last report the Community Development Officer has supported and attended the following:

- November 2018 – Remembrance Sunday, supporting the Youth Council to provide refreshments and laying a wreath.
- December 2018 – Carol Service, supporting the Youth Council to set up/pack away the concourse in preparation for refreshments and provide activities for participants.
- December 2018 – Santa's Grotto, Supporting the Youth Council while volunteering at the event.

Vision 4h: Encourage and support resident's associations/local action groups.

The Community Development Officer continues to network with a number of agencies, individuals, retailers and community groups. Updates are provided to them on community initiatives and upcoming initiatives from partners and agencies are shared.

What's happening in Houghton - Information leaflet for over 50's

A leaflet/poster will be produced which details clubs and activities for older people. The leaflet will include: Name of organisation, usual meeting time, date and place and some information about the organisation. The leaflet will be distributed by the Community Development Officer to care homes and copies will be provided to the organisations themselves.

Space permitting it will also be included in the Town Crier and on the council's noticeboards. Houghton Regis Helpers will also be approached to see if they would share the leaflet with their clients. It will also be on the council's website and social media.

Officers are aware of the following organisations for older people:

- Recycled Teenagers
- Parkside Over 50s
- Singing Café
- Churches

- Houghton Regis Helpers (including the men's club)
- Memorial Hall, Bowls Club

Members are requested to advise of any other organisations which they are aware of who may be interested in being on the list.

Vision 4j: Develop Youth Holiday Provision.

Easter and Summer Playscheme activities and family day trip Report 2018

Plans are underway to deliver two playscheme sessions over the Easter Holiday as agreed at Community Services meeting on 5th November 2018.

Vision 4k: Enhance youth services and facilities.

Groundwork

- Groundwork are continuing to deliver a youth café on a weekly basis with an enhanced session during school holidays.
- The Community Development Officer continues to attend the Youth Group on a fortnightly basis to maintain relationships with the young people.
- Groundwork support HRTC's Youth Council on a fortnightly basis.
- Groundwork support HRTC's Town Centre Attraction initiatives and events.

Graffiti Art Projects

Plans are underway to deliver two Graffiti Art initiatives in the Town working in partnership with Groundwork, Full House Theatre and Aldwyck Housing Association. Two organisations attended the initial meeting and as such they have agreed to lead on the two different projects. The first project is to plan, design and create graffiti art pieces on the Skate Park benches in Tithe Farm Skate Park and the second to plan, design and deliver a mural at Parkside pavilion.

Vision 4h and 5m to provide support to community groups

Red House Court

Working in partnership with Houghton Regis Helpers and the Youth Council to deliver a Talent show for its residents. I also supported the Youth Council to deliver Christmas stockings to its residents created by the community at the Christmas fair.

Partnership working

Jewels, Groundwork, Dunstable Rotary Club and Morrisons have been working together to deliver events in Bedford Square. A Christmas fair was delivered in December that was well attended by the local community.

Partnership Working

Full House Theatre, Aldwyck and Groundwork have been working together to plan and deliver Two Graffiti Art initiatives in the town.

Houghton Hall Park

Met with the activities officer at Houghton Hall park to discuss upcoming initiatives and possible partnership working.

4. IMPLICATIONS

Corporate Implications

The delivery of these wide ranging projects supports all sectors of the local community. The projects boost the corporate image of the council.

Legal Implications

There are no legal implications.

Financial Implications

There are no financial implications.

Risk Implications

There are no risk implications.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Detail report does not discriminate.

Press Contact

Deliveries of these projects will continue to be communicated to the press.

5. CONCLUSION AND NEXT STEPS

This report provides a summary of the ongoing projects being delivered by the Community Development officer.

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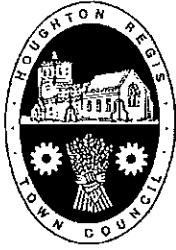
Calendar of Events

| MONTH | DATE | EVENTS AND ACTIVITIES | TIME | AGENDA |
|---------------|------------------------------------|---|-----------------|-----------------------------|
| February 2019 | Friday 8 th | Birds of Prey | 3pm - 5pm | Town Centre Task and Finish |
| | TBC | Groups/Organisations and Business meeting Place | 3pm - 4.30pm | Community Services |
| March 2019 | Graffiti project 4x2 hour sessions | | | |
| | Tuesday 5 th March | Shrove Tuesday | 11am - 1pm | Events |
| | Friday 15 th March | Red Nose Day Street Party | 3pm - 5.30pm | Town Centre Task and Finish |
| April 2019 | Sunday 7 th April | Civic Service Inc Youth Council Reading | 3pm - 5pm | Events |
| | Monday 15 th April | Graffiti Art on the Skate Park Benches | 10am - 4pm | Community Services |
| | Tuesday 16 th April | Playscheme | PM | Community Services |
| | Wednesday 17 th April | Playscheme | | Community Services |
| | Saturday 20 th April | Easter Egg Hunt and Egg and spoon race Youth Council | 9am - 1pm | Events |
| May 2019 | Graffiti project 4x2 hour sessions | | | |
| | Saturday 4 th May | May Fair Youth Council | 12pm - 3pm | Events |
| | Sunday 12 th May | Afternoon Tea at Bowls Club | 2pm - 4pm | Events |
| | Wednesday 15 th May | Mayors Inauguration Youth Council | 7.30pm - 9.30pm | Events |
| | Friday 24 th May | Community Information Day | 3pm - 5pm | Town Centre Task and Finish |
| | Thursday 30 th May | Graffiti Art at the Pavilion | 10am - 4pm | Community Services |
| | Friday 31 st May | Youth Council – Youth Awards | 2pm - 4pm | Youth Council |
| June 2019 | Saturday 19 th June | Houghton Together – Event | TBC | Town Centre Task and Finish |
| | June 2019 | Mayoral Event | TBC | Events |
| July 2019 | Saturday 13 th July | Carnival Youth Council | 9am - 4pm | Events |

| | | | | |
|---------------|-----------------------------------|--|----------------|--|
| August 2019 | Tuesday 23 rd July | Playscheme | 2am - 4pm | Community Services |
| | Wednesday 24 th July | Playscheme Outing | 1pm - 5pm | Community Services |
| | Thursday 25 th July | Skate Park and Youth Engagement: Youth Council/Graffiti | All Day | Events and Town Centre Task and Finish |
| | Tuesday 30 th July | Playscheme | 2pm - 4pm | Community Services |
| | Wednesday 31 st July | Playscheme Outing | 1pm - 5pm | Community Services |
| | Thursday 1 st August | Mayoral Event | TBC | Events |
| | Tuesday 6 th August | Playscheme | 2pm - 4pm | Community Services |
| | Wednesday 7 th August | Playscheme Outing | 1pm - 5pm | Community Services |
| | Tuesday 13 th August | Playscheme | 2pm - 4pm | Community Services |
| | Wednesday 14 th August | Playscheme Outing | 1pm - 5pm | Community Services |
| | Thursday 15 th August | Family Day Trip | All Day | Community Services |
| | Saturday 31 st August | Houghton Rocks | 10pm - 6pm | Events |
| | Saturday September 2019 | Houghton Together – Event | | Town Centre Task and Finish |
| | Friday 13 th September | Mayoral Event (meal) | 7pm - 10pm | Events |
| October 2019 | Saturday 12 th October | Pride of Houghton Awards Youth Council | 7pm - 10.30pm | Events |
| | October 2019 | Circus | 6pm - 8pm | Events |
| November 2019 | Sunday 3 rd November | Fireworks event Youth Council | 7pm - 7.30pm | Events |
| | Sunday 10 th November | Remembrance Sunday | 11pm - 12.30pm | Events |
| | Tuesday 26 th November | Celebration of Christmas | 6pm - 8pm | Events |
| | TBC | Message in a Bauble | 3pm-5pm | Town Centre Task and Finish |
| December 2019 | TBC | Christmas market with Houghton Together | | Town Centre Task and Finish |
| | Saturday 7 th December | Christmas Carol Service Youth Council | 5pm - 6.30pm | Events |

| | | | | |
|---------------|------------------------|---|--------------|-----------------------------|
| | TBC | Youth Council Christmas meal | EVE | Youth Council |
| | Saturday 14th December | Santa's Grotto Youth Council | 10pm - 2pm | Events |
| January 2020 | TBC | Groups/Organisations and Business meeting Place | 3pm - 4.30pm | Community Services |
| | January 2020 | Mayoral Event | TBC | Events |
| February 2020 | TBC | Activity | 4pm - 6pm | Town Centre Task and Finish |
| | February 2020 | Mayoral Event | TBC | Events |
| March 2020 | March 2020 | Mayoral Event | TBC | Events |
| | March 2020 | Shrove Tuesday | 11am - 1pm | Events |
| | TBC | Activity | 3pm - 7pm | Town Centre Task and Finish |
| | Sunday 7th March | Civic Service Youth Council | PM | Events |

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COMMUNITY SERVICES COMMITTEE**Agenda Item 13**

Date: 11th February 2019

Title: CHRISTMAS LIGHTS CONTRACT

Purpose of the Report: To provide to members quotes for consideration to the storage, installation and removal and repair to the council's Christmas lights.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To award the contract to Company 1 due to the in-season preventative maintenance inspections and the reactive maintenance visits provided within the contract. The contract period is from 1st April 2019 to 31st March 2024.

2. BACKGROUND

The council has reached the end of its contract period with its current supplier. Competitive quotes have been sought for consideration.

3. ISSUES FOR CONSIDERATION

HRTC will reach the end of its current contract for the installation and removal of xmas lights with the current contractor after the 2018 season. Competitive quotes have been sought from 3 providers for the following:

1. Storage of all xmas lights
2. Installation, maintenance and removal of:
 - 59 street column lights installed on 44 columns
 - cross street pea lights in Bedford Square
 - 7 illuminated wraps in Bedford Square (town centre)
 - building light on Village Green Pavilion
3. Supply and installation of a 20ft xmas tree including overhead fixings and dressing of tree
4. Supply and installation of a 10 ft xmas tree to All Saints Church
5. Annual safety check of 44 street columns
6. Annual check of light fixings within street columns and premises
7. Annual check on all lights

8. Attendance at switch on event
9. Switch off of lights on day of the 12th night

Company 1

Contract period: 5 years

Contract price £10,500 per year (fixed for the duration of the contract) plus cost of tree in year 1 £1,258, subsequent years to be advised prior to the Christmas season

Plus annual repair costs

Includes:

- Annual infrastructure inspection
- Annual inspection of decorations including PAT testing
- Installation and removal
- Provision of engineer for the Switch on event
- In-season pro-active maintenance (2 visits per week) and reactive maintenance as required
- Storage out of season

Company 2

Contract period: 5 years

Contract price £10,214 per year (fixed for the duration of the contract) plus cost of tree TBC

Plus annual repair costs

Includes:

- Annual infrastructure inspection
- Annual inspection of decorations including PAT testing
- Installation and removal
- Provision of engineer for the Switch on event
- In-season maintenance charge at £90 / hour - completed at client instruction only
- Storage out of season

Company 3

Contract period: 5 years

Contract price £10,100 per year (fixed for the duration of the contract - TBC) plus cost of tree TBC

Plus annual repair costs

Includes:

- Annual infrastructure inspection
- Annual inspection of decorations including PAT testing
- Installation and removal
- Provision of engineer for the Switch on event
- In-season maintenance - standard call out charge is £250 with a response time within 48 hours, Emergency call out charge of £500, with a two hour response time to make safe
- Storage out of season

As members are aware the council has yet to agree its budget for 2019/20. However, members are advised that the draft officers budget includes £13,000 for this provision. (An amount is included to enable repairs to be completed) The draft budget circulated by the Liberal Democrat Group, the Independent Group and the Community Independent Alliance also suggests a provision of £13,000 for this provision.

4. COUNCIL VISION

Indicate how the proposed action supports the Objectives of Council's Vision;

5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

Corporate Implications

- There are no corporate implications

Legal Implications

- The recommendation enters the council into a 5 year contract for the storage, installation, removal and maintenance of the annual Christmas lights display

Financial Implications

- Annual budget provision would need to be made.

Risk Implications

- Failure of the council to arrange for a Christmas lights display would harm the reputation of the council.

Equalities Implications

Houghton Regis Town Council has a duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This project / issue does not discriminate.

Press Contact

The decision relating to this agenda item does not need to be communicated to the press.

6. CONCLUSION AND NEXT STEPS

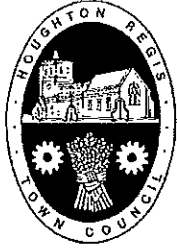
Competitive quotes for the display of Christmas lights have been sourced in accordance with Financial Regulations. Due to the current contract nearing completion it is necessary to agree the next supplier due to the ongoing storage of the lights.

Due to the in-season preventative maintenance inspections and the reactive maintenance visits it is recommended to award the contract to Company 1.

7. APPENDICES

None

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COMMUNITY SERVICES COMMITTEE

Agenda Item 14

Date: 11th February 2019

Title: REVIEW OF HRTC GRANTS SCHEME

Purpose of the Report: To provide to members with the opportunity to consider the structure of the HRTC grants scheme.

Contact Officer: Clare Evans, Town Clerk

1. RECOMMENDATION

To approve the revised HRTC Grants Scheme as detailed.

2. BACKGROUND

The council has offered a community grants scheme for many years. For the last few years this has comprised a Small Grants Scheme (up to £500 capital grants), a large Grants Scheme (over £500 capital grants, awarded the subsequent financial year) and a Key Partner Grant Scheme (to assist in covering revenue costs for not for profit organisations who have a long standing commitment to working in the town).

To ensure it is suitable it is suggested that members may like to review the scheme.

3. ISSUES FOR CONSIDERATION

The following adjustments are suggested to provide for the following:

1. To follow previous decision to only consider grants at the scheduled Community Services meeting held in Oct / Nov and Feb / March
2. To require submission of receipts / invoices from successful applicants
3. To require that successful applicants spend or commit the grant within 12 months or receipt (Small and Large capital grants only), should this present an issue to an applicant to offer to hold funds for large cap grants until the project is more certain

Adjustments have been highlighted in Appendix A.

In addition Members may like to consider altering the maximum amount that can be awarded from 75% to 50% for Large and Small Project Grants.

4. COUNCIL VISION

Indicate how the proposed action supports the Objectives of Council's Vision;

- 5. A strong efficient and proactive Town Council.

5. IMPLICATIONS

- **COUNCIL VISION**

The proposed action supports the Objectives of Council's Vision;

- 4. A more active, engaged and inclusive community;
- 5. A strong efficient and proactive Town Council.

- **IMPLICATIONS**

Corporate Implications

- Reducing the consideration of grants to twice a year will help to manage the workload of the committee.

Legal Implications

- There are no legal implications

Financial Implications

- There are no financial implications

Risk Implications

Applicants looking for lower levels of funding may find the reduced frequency of consideration an issue. It is suggested that should members agree the suggested revisions that all applicants over the last few years will be contacted with the revised details so that they are aware of the alterations and may have the opportunity to adjust to fit in.

6. APPENDICES

Appendix A - includes

Key Partners

Essential Facts

Application From

Annual Funding Form

Large Project Grants

Essential Facts

Application From

Small Project Grants

Essential Facts

Application From

**ESSENTIAL FACTS****KEY PARTNERS**

Eligible organisations

Organisations are invited to apply for Key Partner Status if they can demonstrate that they meet the following criteria:

- Access to the organisations service has unrestricted community benefit.
- The organisation provides support, advice or training.
- The services of the organisation has a wide impact across the community.
- This type of funding is needed to assist with the organisations own strategic planning.
- Revenue costs are the major cost to the organisation.

Examples of eligible organisations who have recently applied for funding to the Town Council include: Citizens Advice Bureau, Voluntary and Community Action South Bedfordshire, Pasque Charity, and SORTED.

Key Partner status is valid for four years (a Town Council's term of office). The status of Key Partner gives an organisation a fair degree of certainty that, in each of the four years, an agreed financial award will be made. This assists the Town Council and the organisation in budget planning. In the first year the organisation is required to apply for Key Partner Status and to apply for funding but in subsequent years to apply for funding only using the Renewal Application form. The annual re-application is to enable the Town Council to ensure that the organisation is still operating in accordance with its stated aims and objectives and within the parish of Houghton Regis and for the organisation to demonstrate its continued need for funding.

It is preferred that organisations apply for Key Partner Status in the first year of a new Council, however should an organisation come forward part way through a Council's term of office the application will still be considered but Key Partner Status will only be valid until the end of that councils term of office.

Funding timetable

The next new Town Council will be elected in 2015. The following dates and deadlines will apply:

| | |
|---------------------------------------|---------------------------|
| Application for Key Partner Status | October 2011 onwards |
| Application for Key Partner Funding | October 2011 onwards |
| Consideration of Status and Funding | November 2011 |
| Award of Grant | December 2011 |
| Renewal Applications | October 2012, 2013, 2014 |
| Consideration of Renewal Applications | November 2012, 2013, 2014 |
| Award of Grant | December 2012, 2013, 2014 |

Funding boundaries

Under this Scheme applications are typically for over £1,000 and can be for revenue costs or capital projects.

~~In subsequent years following from the original application the Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed increased annually by RPI (at the rate at the end of November). The amount awarded in each year shall be at the level originally applied for.~~

Retrospective applications will not be considered.

Consideration of the application

Applications for Key Partner Status and funding will be considered by the Community Services Committee at its meeting in October / November. Applications including renewals for Key Partner Status must be received 20 working days prior to the meeting date. Applicants are required to attend the Community Services Committee meeting and to give a short presentation to Council, covering the work of the organisation and its impact within Houghton Regis.

Applicants successful in obtaining Key Partner Status are required to attend the Community Services Committee subsequent October / November meetings and to give a further presentation to councillors on the continued work of the organisation. This enables the Council to ensure that the organisation continues to work within the town in accordance with the stated aims and objectives and that the funding sought from the Town Council will still be of benefit. Key partner organisations will be contacted by the Council to advise of the November committee date.

Ineligible organisations

Applications cannot be accepted from:

- Individuals.
- Organisations connected to political activity.
- Commercial businesses.

- Organisations connected to a place of worship except voluntary organisations linked to a church or religious body.
- Organisations intending to discriminate on grounds of gender, sexuality, disability, race or religion.

Purpose of the grant

The purpose of the grant must be in keeping with the organisations aims and objectives.

The organisation must be able to demonstrate that its work is of benefit to Houghton Regis residents by providing either support, entertainment, information or a service.

Supporting information

The initial application must be accompanied by:

- The organisations two most recent set of accounts.
- The organisations constitution.
- Any other supporting documentation such as budget forecast, business plan, annual report etc.

The renewal applications must be accompanied by:

- The organisations the most recent set of accounts.
- The organisations constitution if altered from that originally sent.
- Any other supporting documentation such as budget forecast, business plan, annual report etc.

Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

If you require assistance completing the form please contact:

*Voluntary and Community Action
Bossard House
West Street
Leighton Buzzard
Beds LU7 1DA
Tel: 01525 850559*

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Do your charge for any of the services that you provide by means of fees or subscription?

| |
|--|
| |
| |

What are the aims and activities of the organisation? (please supply as much detail as possible)

| |
|--|
| |
|--|

Project Information

What would the grant be used for? How long will your project require funding for? How would a Key Partner Grant be a benefit?

| |
|--|
| |
|--|

Approximately how many people will benefit from your organisation / project

Total number.....

Number of Houghton Regis residents.....

| |
|--|
| |
|--|

Funding Request

Total annual cost of running your project or Service £

How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).

£

| |
|--|
| |
| |

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....

*Please note:
The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed increased annually by RPI (at the rate at the end of November).*

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;

Signed

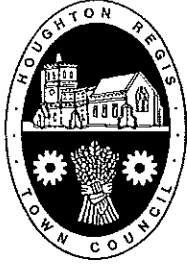
Name

Position

Date

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.....
.....
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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

Contact Details

Name

Position

Address

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

Post Code:

Telephone Number:

Email Address:

Website Address:

Renewal Information

Are the details supplied in your original application to become a Key Partner still valid and correct?

Yes / No

If no please update:

Please outline the work your organisation has undertaken in the last 12 months?

Approximately how many people accessed your organisations services over the last 12 months:

Total number

.....

Number of Houghton Regis residents

How have you used the funding awarded from the Town Council over the last 12 months?

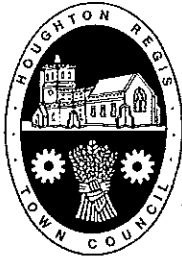
Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisations carries on in the community or on the services your organisation offers?

Please confirm your award amount: £ _____
Is the amount awarded still required?
Yes / No
If no please advise the lower amount required:

Declaration

Please sign this form to confirm that:
• The information supplied is full and correct to the best of your knowledge;

Signed
Name
Position
Date



ESSENTIAL FACTS
LARGE PROJECT GRANTS

Grants under this scheme will be awarded in April 2020.

Funding boundaries

Under this scheme applications are for **£501 and over** and must be for **projects only**. There is no funding available for running costs. Retrospective applications will not be considered.

No more than **75% of the total cost** of the project can be awarded. The applicant is expected to raise at least 25% of the project cost through other funding sources, use of reserves or through fundraising activities. Funding from HRTC will be withheld until the balance of funding can be evidenced.

No more than one application can be made per organisation per financial year.

Successful applicants will be awarded their grant in April 2020. This is to enable the Town Council to suitably budget for Large Grants.

Consideration of the application

Applications for funding will be considered by the Community Services Committee and must be received between April and September in any financial year for consideration at the scheduled meeting in October / November. Please follow the link to the Council's calendar of meetings (found on the website) to find out the meeting date. Applications for funding must be received 3 weeks prior to the meeting date. Successful applicants will receive their award in April 2020.

All questions must be answered in full. Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Applicants are **required** to attend the Community Services Committee meeting and to give a short presentation to Council, covering the work of the organisation, its impact within Houghton Regis and on the details of the project for which funding is being applied for.

Ineligible organisations

Applications cannot be accepted from:

- Individuals.
- Organisations connected to political activity.
- Commercial businesses.
- Organisations connected to a place of worship except voluntary organisations linked to a church or religious body.
- Organisations intending to discriminate on grounds of gender, sexuality, race, disability or religion.

Purpose of the grant

The purpose of the grant must be in keeping with the organisations aims and objectives.

The project must be able to demonstrate that it is of benefit to Houghton Regis residents by providing either support, entertainment, information or a service.

Examples of eligible projects include: purchase of new equipment (sports kit, computers etc), publicity for the organisation to attract new members, publicise an event etc, organisation of an event, training for volunteers. This scheme is not intended for new group start up and development costs or participation in community events. Applications for these projects should be made under the Small Project Grants Scheme, which restricts applications to £500 and under.

Supporting information

The application must be accompanied by:

- At least three competitive quotes for expenditure are required.
- The organisations most recent set of accounts.
- The organisations constitution.
- Evidence of local support. For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.

In the case of newly formed organisations with no accounts, organizations should submit their annual budget and description of their current activities.

Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Follow up information

Successful applicants must complete and return an End of Grant Report Form and evidence of expenditure such as copies of invoices / receipts. This will be sent out with

the grant cheque. Failure to return this form and evidence will disqualify applicants for making a grant application in the following financial year.

If you require assistance completing the form please contact:

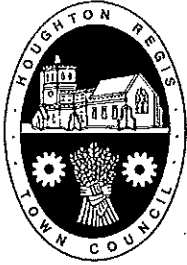
Voluntary and Community Action

Bossard House, West Street, Leighton Buzzard, Beds, LU7 1DA

Tel: 01525 850559

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

LARGE PROJECT GRANTS - £501 & OVER

APPLICATION FORM

2019-2020

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

Position

Address

Post Code:

Telephone Number

Email Address:

About Your Organisation

What are the aims and activities of the organisation?

Are you affiliated to a national organisation?

**delete as appropriate*

**Yes, please specify.....*

** No*

Are you a registered charity?

**delete as appropriate*

**Yes, please specify your charity number.....*

** No*

Does the organisation have a membership?

**delete as appropriate*

**Yes / No*

If yes please state

The current number of members.....

The rate of annual subscription £..... / annum

If No, who is the organisation accountable to?

Please specify

If applicable to your organisation, are your volunteers / coaches appropriately trained?

**delete as appropriate*

**Yes, please specify.....*

** No, please explain.....*

Are your volunteers / coaches CRB checked?

**delete as appropriate*

**Yes, details.....*

** No, details.....*

Project Information

What would the grant be used for? Funds are available for Projects only.
Please specify with as much detail as possible.....

What would be the direct benefit of the Grant for Houghton Regis residents?
Please specify with as much detail as possible.....

Approximately how many people will benefit from this grant?
Total number.....
Number of Houghton Regis residents.....

Project Costs

| | | |
|--|---|---------------------------------|
| Total cost of project | £ | <i>(please supply 3 quotes)</i> |
| How much assistance are you requesting from Houghton Regis Town Council? (Max 75% of total project cost) | £ | |

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....

What would be the impact of the project should the Council not award the full amount requested?

For Office Use Only

Grant Awarded £.....
Cheque No.:
Meeting Date:

The Town Council have developed a Town Council Plan to guide our work until 2020. Details of the plan can be found at <http://www.houghtonregis.org.uk/houghton-regis-a-2020-vision-plan-summary>

In considering the Objectives and Outcomes of the Town Council Plan please detail how you feel that this grant would support the Town Council in delivering its outcomes:

| Payment Details | |
|------------------------------|-------|
| Account title | |
| Account number | |
| Bank / building society name | |
| and address | |

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You understand that any Grant will be settled in April 2020.
- You undertake to complete and return the End of Award form accompanied by supporting invoices / receipts.
- You will spend the grant within 12 months of receipt. (please note the council may be prepared to hold the grant on behalf of the organisation until such time as the organisations feels confident about being able to spend the fund within the 12 month period. Please advise if you would like to take advantage of this option).
- The application is submitted with the following required information: *Enclosed*
 - At least three competitive quotes for expenditure are required.
 - The organisations most recent set of accounts.
 - The organisations constitution.
 - Evidence of local support.
For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.
- A representative from the organisation will be attending the meeting to present the application to the Council.
Name of the representative.....
Contact details of the representative if different from above.....
- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

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Signed

.....

Name

.....

Position

.....

Date

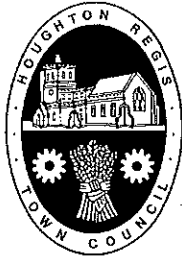
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For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:



ESSENTIAL FACTS

SMALL PROJECT GRANTS

The Town Council will have funds available for Small Project Grants in the financial year 2019/2020.

Funding boundaries

Under this scheme applications can be for **up to and including £500** and must be for **projects only**. There is no funding available for running costs. Retrospective applications will not be considered.

No more than **75% of the total cost** of the project can be awarded. The applicant is expected to raise at least 25% of the project cost through other funding sources, use of reserves or through fundraising activities. Funding from HRTC will be withheld until the balance of funding can be evidenced.

No more than one application can be made per organisation per financial year.

The organisation must commit to spend the grant within 12 months of receipt.

Consideration of the application

Applications under £200, which benefit ten or more Houghton Regis residents will be determined by the Town Clerk in consultation with members of the Community Services Committee. Successful applicants will receive their award within one month of submission of the application.

Applications for funding between £201 and £500 will be considered by the Community Services Committee at the **scheduled meetings in October / November and February / March**. Please follow this link to the Council's calendar of meetings (*found on our website*) to find out the meeting date. Applications for funding must be received 3 weeks prior to the meeting date. Successful applicants will receive their award within one month of the date of the Community Services Committee meeting. Applicants are not required to attend the meeting, although they are encouraged to do so as it often assists in the decision making process.

The council has a budget available for grants, once this budget has been exhausted any further applications will be refused although applicants will be invited to carry over their application into the next financial year.

All questions must be answered in full. Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Ineligible organisations

Applications cannot be accepted from:

- Individuals.
- Organisations connected to political activity.
- Commercial businesses.
- Organisations connected to a place of worship except voluntary organisations linked to a church or religious body
- Organisations intending to discriminate on grounds of gender, sexuality, race, disability or religion.

Purpose of the grant

The purpose of the grant must be in keeping with the organisations aims and objectives.

The project must be able to demonstrate that it is of benefit to Houghton Regis residents by providing either support, entertainment, information or a service.

Examples of eligible projects include: purchase of new equipment (sports kit, computers etc), publicity for the organisation to attract new members, publicise an event etc, organisation of an event, training for volunteers, new group start up and development costs, participation in community events. (Note: should an award be made for participation in a Town Council event the organisation would not be eligible for cash prizes at that event.)

Supporting information

The application must be accompanied by:

- 3 Quotes or at least estimates for expenditure.
- The organisations most recent set of accounts.
- The organisations constitution.

In the case of newly formed organizations with no accounts, the organization should submit their annual budget and description of their current activities.

Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

Follow up information

Successful applicants must complete and return an End of Grant Report Form and evidence of expenditure, such as copies of receipts or invoices, by the end of the financial year. This will be sent out with the grant cheque. Failure to return this form and evidence will disqualify applicants for making a grant application in the following financial year.

If you require assistance completing the form please contact:

Voluntary and Community Action

Bossard House

West Street

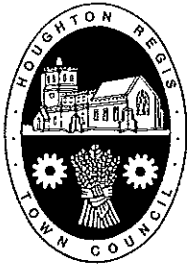
Leighton Buzzard

Beds LU7 1DA

Tel: 01525 850559

Assistance cannot be provided by Houghton Regis Town Council.

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

SMALL PROJECT GRANTS – up to £500 APPLICATION FORM 2019-2020

**** ALL QUESTIONS MUST BE ANSWERED IN FULL ****

Name of Organisation

Contact Details

(person with whom this application can be discussed and to whom any cheque should be sent)

Name

Position

Address

| |
|------------|
| |
| |
| |
| |
| Post Code: |
| |
| |

Telephone Number

Email Address:

About Your Organisation

What are the aims and activities of the organisation?

Are you affiliated to a national organisation?

**delete as appropriate*

**Yes, please specify.....*

** No*

Are you a registered charity?

**delete as appropriate*

**Yes, please specify your charity number.....*

** No*

Does the organisation have a membership?

**delete as appropriate*

**Yes / No*

If yes please state

The current number of members.....

The rate of annual subscription £..... / annum

If No, who is the organisation accountable to?

Please specify

If applicable to your organisation, are your volunteers / coaches appropriately trained?

**delete as appropriate*

**Yes, please specify.....*

** No, please explain.....*

Are your volunteers / coaches CRB checked?

**delete as appropriate*

**Yes, details.....*

** No, details.....*

Project Information

What would the grant be used for? Funds are available for Projects only.
Please specify with as much detail as possible.....

What would be the direct benefit of the Grant for Houghton Regis residents?
Please specify with as much detail as possible.....

Approximately how many people will benefit from this grant?
Total number.....
Number of Houghton Regis residents.....

Project Costs

| | | |
|--|---|---------------------------------|
| Total cost of project | £ | <i>(please supply 3 quotes)</i> |
| How much assistance are you requesting from Houghton Regis Town Council? (Max 75% of total project cost) | £ | |

How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....

What would be the impact of the project should the Council not award the full amount requested?

For Office Use Only

Grant Awarded £.....
Cheque No.:
Meeting Date:

The Town Council have developed a Town Council Plan to guide our work until 2020. Details of the plan can be found at <http://www.houghtonregis.org.uk/houghton-regis-a-2020-vision-plan-summary>

In considering the Objectives and Outcomes of the Town Council Plan please detail how you feel that this grant would support the Town Council in delivering its outcomes:

Payment Details

| | |
|------------------------------|-------|
| Account title | |
| Account number | |
| Bank / building society name | |
| and address | |

Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

For Office Use Only

Grant Awarded £.....
Cheque No.:
Meeting Date:

Declaration

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.
- The application is submitted with the following required information: *Enclosed*
 - At least three competitive quotes for expenditure are required.
 - The organisations most recent set of accounts.
 - The organisations constitution.
 - Evidence of local support.
For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.
- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

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A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending YES / NO
 Name of the representative (if applicable)

Signed

Name

Position

Date

For Office Use Only

Grant Awarded £.....
 Cheque No.:
 Meeting Date:



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540 Fax: 01582 861102

Email: info@houghtonregis.org.uk Website: www.houghtonregis-tc.org.uk

END OF AWARD REPORT

If you have any questions about this form or your grant, please contact us for assistance.
Failure to complete and return this form will cause the organisation to become ineligible for a grant in the next financial year.

Please enclose any relevant photographs, publicity material etc for our records.

Group Name: - Keech Hospice Care

Section 1: How did you spend your grant?

Total cost of Project £ 2,102,650

Amount of grant awarded £ 5,000

Please give details below of the items or activities funded by this grant.

The Caring Appeal

The Caring Appeal focuses on the specialist care provided through our adult in-patient unit for adults with life-limiting and terminal conditions, and support for their families. It is fundamentally about supporting patients to live well in the time they have left, and when the time comes, supporting patients and families at the time of death, and post bereavement.

Our purpose-built adult in-patient unit offers 8 single rooms with access to en-suite bathrooms and private outside garden patio areas. While the environment is designed to look as relaxing and welcoming as possible, the necessary medical equipment is discretely available for high quality care to be delivered.

The care provided is focused on symptom control, pain management, psychological support and end-of-life care. A stay at the in-patient unit, combined with our holistic approach to care and wellbeing, can make a huge difference to how a patient feels. This care is individualised for every patient and their own needs determine the length of their stay. In 2017/18 76% of bed nights were for pain and symptom management, and 23% were for end-of-life care. 62% of patients were discharged home after their visit to our in-patient unit.

Our multi-disciplinary team is led by specialist consultants and nurses. We listen to what our patients want and take time to discuss how we can support them. For patients cared for at the end of their life, we do everything we can to look after them and their loved ones, make them as comfortable and pain free as possible, and make the most of the time they have left.

Our mission includes supporting adults and those affected by death and dying. We know how important it is for many of our adult patients to see that we are also here for their family and loved ones. Family are welcome to visit 24 hours a day and our team provide holistic support, keeping them informed and acting as a gateway to our supportive care and social work support. This may be in the form of music, art or talking therapies, complementary therapy such as reiki and reflexology, or hydrotherapy. It also includes pre- and post- bereavement support, including for children whose parent is at the end of their life.

In the year 2017/18, we cared for 138 adults and their families through the in-patient unit including 73 adults who were cared for at end of life. Providing compassionate and holistic care, the in-patient unit allows us to support these patients to live well in the time they have left, and when the time comes, supporting them and their families at their end of life. It allows us to make the difference when it is needed the most.

If the information above is different in any way from what was stated on your original grant notification letter, use the space below to explain the change(s). Please give details of any contact that you have made with this office to agree these changes.

N/A

Section 2: What have been the benefits of the grant?

How many people benefited from the grant? 138 adult patients

Please give details below of the ways in which the grant has been of benefit to the work of your group.

We were delighted that the Houghton Regis Town Councillors awarded Keech Hospice Care an unrestricted grant which enables us to allocate the funds where it is most needed. Your most recent grant has helped fund The Caring Appeal.

We have secured over £150,000 in grant funding since we launched The Caring Appeal. We have further grant applications planned over the coming year and we have a wide fundraising base which includes corporate philanthropy, community support, events, retail and a lottery.

It costs £720 per room per day to provide the specialist care and facilities through the in-patient unit. The grant awarded from Houghton Regis Town Council has funded a room for one week, helping us to provide compassionate, individualised care and support through this key service.

With your support, The Caring Appeal has helped make the difference to people like Heidi who for eight years battled cancer. Her sister Shelley explains- *"The staff were lovely, and the nurses worked quickly to adjust her medicines, so her symptoms were soon under control, and Heidi was immediately more comfortable. It was like a home from home for us because we could come and go as we wanted. Even after Heidi died, Keech Hospice Care were still there to support the family and their bereavement support has made all the difference in the world."*

We are extremely grateful for your ongoing support and thank you for continuing to help us make the difference when it matters the most.

Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods.

We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records.

Name: Melissa Blake

Position in group: Trusts & Grants Manager

Contact telephone number: 01582 707943

Signature: Signature removed
for Data Protection

Date: 17/12/2018

If the office bearers of your committee have changed since the grant was awarded, please enclose a separate sheet detailing their names, addresses and contact numbers so that we can update our records.

For office use only

Expenditure satisfactory Yes / No

Benefits consistent Yes / No

Comments:

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540 Fax: 01582 861102

Email: info@houghtonregis.org.uk Website: www.houghtonregis.org.uk

END OF AWARD REPORT

If you have any questions about this form or your grant, please contact us for assistance. Failure to complete and return this form will cause the organisation to become ineligible for a grant in the next financial year.

Please enclose any relevant photographs, publicity material etc for our records.

Group Name: Sorted Counselling Services

Section 1: How did you spend your grant?

Total cost of Project £ 39,500

Amount of grant awarded £ 4000

Please give details below of the items or activities funded by this grant.

This grant has directly supported our Community Youth counselling service. It has enabled us to supply supervision to our volunteer counsellors working directly with the children and young people. It has contributed to volunteer travel expenses and data managerial costs to record data enabling us to produce reports. It has also contributed to us being able to offer our volunteers CPD training online with BACP code of ethics to ensure they have the skills needed to provide the counselling required by the community.

If the information above is different in any way from what was stated on your original grant notification letter, use the space below to explain the change(s). Please give details of any contact that you have made with this office to agree these changes.

No changes.

Section 2: What have been the benefits of the grant?

How many people benefited from the grant? 216 59 Houghton Regis Residents

Please give details below of the ways in which the grant has been of benefit to the work of your group.

This grant has contributed hugely to us continuing to offer these free counselling sessions to children and young people. The counselling is delivered by volunteers and the grant helps us to offer expenses, ensuring that they are able to access regular supervision and relevant training. We have seen changes in the presenting issues that these young people are dealing with and feel that it is important that our staff are able to work to meet these changing needs of the community. We are grateful for your ongoing support and being able to work with the amazing young people that we do, helping them to make changes.

Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods.

We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records.

Name: Julie Bowes.
 Position in group: Director.
 Contact telephone number: Signature removed for Data Protection 1435.
 Signature: _____
 Date: 14/12/18.

If the office bearers of your committee have changed since the grant was awarded, please enclose a separate sheet detailing their names, addresses and contact numbers so that we can update our records.

For office use only

Expenditure satisfactory Yes / No

Benefits consistent Yes / No

Comments:



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540 Fax: 01582 861102

Email: info@houghtonregis.org.uk Website: www.houghtonregis.org.uk

END OF AWARD REPORT

If you have any questions about this form or your grant, please contact us for assistance. Failure to complete and return this form will cause the organisation to become ineligible for a grant in the next financial year.

Please enclose any relevant photographs, publicity material etc for our records.

Group Name: Dunstable and District Citizens Advice

Section 1: How did you spend your grant?

Total cost of Project £ 4000

Amount of grant awarded £ 4000

Please give details below of the items or activities funded by this grant.

The grant has gone towards the cost of providing a Citizens Advice outreach service in two locations: Tithe Farm Neighbourhood Centre and Parkside Neighbourhood Centre.

A paid member of staff visits each location once a month and is able to see 4 clients each session. This allows us to improve access to our services for those who find it difficult or too costly to visit our main office in Dunstable – whether due to age, disability or money.

From these outreach locations, our paid member of staff provides free, confidential and impartial advice on all areas, ranging across Debt, Benefits, Employment, Family, Housing, Immigration and Consumer.

If the information above is different in any way from what was stated on your original grant notification letter, use the space below to explain the change(s). Please give details of any contact that you have made with this office to agree these changes.

N/A

Section 2: What have been the benefits of the grant?

How many people benefited from the grant? Approx. 96 a year.

Please give details below of the ways in which the grant has been of benefit to the work of your group.

We have two outreach services and a paid member of staff can see 4 clients per session on a monthly basis, which means we see approximately 96 clients a year.

Alongside this, on a daily basis at Dunstable and District Citizens Advice, many of our clients come direct from Houghton Regis, Tithe Farm and Parkside.

Client case study:

A client attended an advice session at our outreach who was threatened with homelessness. She was a pregnant and very young and a sufferer of domestic violence, and did not have any support or money to support herself. The client was unsure of what help she could get, so our adviser was able to advise her on what her rights are and how to complete a homelessness application. The adviser provided her free contact details for support for the domestic violence and awareness of legal aid available for any potential court action. The adviser also did an immediate benefit check and helped the client claim what she was entitled to – this was complex due to her age and significant hardship. The adviser helped her complete an application for income-related Jobseeker's Allowance and was advised when to switch to Income Support. Alongside this, the adviser supported the client in getting emergency housing and being placed on the housing register for homeless support – for which she had priority need. This was successful and the client found housing and had income to support her through the pregnancy.

Section 3: The signed declaration

I confirm that the details contained in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods.

We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records.

Name: Judy Atkinson
Position in group: Chief Officer
Contact telephone number: 01582 665629
Signature: J. Atkinson
Date: 14/12/2018

If the office bearers of your committee have changed since the grant was awarded, please enclose a separate sheet detailing their names, addresses and contact numbers so that we can update our records.

For office use only

Expenditure satisfactory Yes / No

Benefits consistent Yes / No

Comments: