



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr M S Kennedy**

Tel: 01582 708540

Town Clerk: **Clare Evans**

E-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

18<sup>th</sup> October 2019

**To: Members of the Community Services Committee**

**Cllrs: K Wattingham (Chairman), J Carroll, C Copleston, Y Farrell,  
S Goodchild, T McMahon and A Slough.**

(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 28<sup>th</sup> October 2019 at 7.00pm.**

**Clare Evans**  
Town Clerk

**THIS MEETING MAY  
BE RECORDED \***

## 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.

*\*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.*

#### 4. MINUTES

*Pages 5 - 10*

To approve the minutes of the meeting held on 2<sup>nd</sup> September 2019.

**Recommendation:** To confirm the minutes of the Community Services Committee meetings held on 2<sup>nd</sup> September 2019 and for these to be signed by the Chairman.

#### 5. KEY PARTNERS - ANNUAL REVIEW OF EXISTING

*Pages 11 - 44*

*Budget 2020/21*

Members are advised that this meeting is being held ahead of the budget setting process. Although at an early officer stage of budget considerations it is thought that the council may face budget pressures due to the need to meet committed revenue expenses and the aspirations of the council to deliver on the emerging council plan, the Vision. As such it is suggested that members may like to consider, ahead of considering specific grant applications, a desirable budget level to restrict Key Partner grants to. During 2016-2020 Key Partner Grants totalled £25,251. It is suggested that the budget attributable to Key Partner grants be capped at £15,000.

*Consideration process*

Applicants for Key Partner status have been invited to attend the meeting. Each organisation will present their application to members and will respond to queries. Once all applicants have been heard members are invited to approve Key partner status and to determine the level of Key partner grant.

If members have any queries ahead of the meeting about the process or any specific queries in relation to an application, please contact the Head of Democratic Services.

<i>Key Partner</i>	<i>Amount of Grant</i>
Dunstable & District CA	£4,000
SORTED	£4,000
Keech Hospice Care	£5,000
Community Action Bedfordshire	£5,000
South Beds Dial A Ride	£2,251
Houghton Regis Memorial Hall	£4,000
Full House Theatre	£3,000
Houghton Regis Heritage Society	£1,000

**Recommendation:** To approve Key Partner status and to determine the level of Key partner grant for financial years 2020/21, 2021/22, 2022/23 and 2023/24.

#### 6. GRANT APPLICATIONS

Members are able to inspect supporting information provided by the applicants at the Council Offices.

## Large Capital Grant

*Pages 45 - 56*

Members are advised that the following application has been received for a large capital grant.

Large capital grants are awarded within the financial in which they are received and are budgeted for in the next financial year such that applicants receive the funding in the April of the following financial year.

<i>Applicant</i>	<i>Amount of grant</i>
Singing Café	£1,000
Magpas Air Ambulance	£962

## Small Capital Grants

Approved small project grant:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Recycled Teenagers	£640.20	£200.00	Day trip to Wrest Park

*Pages 57 - 72*

Members are advised that £2,601 remains in the Small Grant Fund. Members will find attached at the following Grant Applications:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Singing Café	£6,050	£500	Dementia Support through interactive singing
Parkside 50's Club	£1,400	£500	Theatre trip
Networking at Dunstable	£13,400	£500	Promotion for Dunstable and Houghton Regis Business and Community Awards

**Recommendation:** To consider the Small Capital Grant Applications as detailed.

## End of Award Report

*Pages 73 – 74*

In accordance with the Grant Scheme Members will find attached an End of Award Report from the following group:

- Recycled Teenagers

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**Recommendation:**            **To note the End of Award Reports.**

**0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0**

**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**2<sup>nd</sup> September 2019 at 7.00pm**

Present: Councillors: K Wattingham Chairman  
J Carroll  
Y Farrell  
S Goodchild  
T McMahon  
A Slough

Officers: Clare Evans Town Clerk  
Louise Senior Head of Democratic Services

Public: 1

Apologies: C Copleston

**10016 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Copleston.

**10017 QUESTIONS FROM THE PUBLIC**

None.

**10018 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**10019 MINUTES**

To approve the minutes of the meeting held on 24<sup>th</sup> June 2019.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 24<sup>th</sup> June 2019 and for these to be signed by the Chairman.**

**10020 REPORT FROM GROUNDWORK**

David Ramsay was in attendance at the meeting to update members on the youth work Groundwork had completed in Houghton Regis on behalf of Central Bedfordshire Council.

Members were advised that a workshop had been held at All Saints School, focussed on year 8. Since this session, the youth provision attendees had been polite and well mannered.

Members were advised that session attendance numbers were historically sporadic during the summer school closure but this summer had reached 24 / 25 on some days with a lot of positive involvement.

Members were advised that there had been a negative incident which had required police involvement, subsequently a ban had been placed on the young person involved, however support for the young person had also been offered.

Members were advised that the Central Bedfordshire Council Youth Provision budget for Groundwork had been reduced by 25%, members were advised that attempts were being made to retain as much consistency as practicable within the reduced budget.

Members suggested that members of the police force visit the youth provision to develop and build positive relationships within the community.

#### **10021 HRTC YOUTH SERVICES**

David Ramsay was in attendance at the meeting to update members on the youth work Groundwork had completed in Houghton Regis on behalf of HRTC in delivering the pop-up youth cafes.

Members were advised that the figures were at their best and had been in the range of 20+ with a high of 28 young people which created a good mix of different characters. Several planned activities had been enjoyed such as DJ Craig, a visit from Wrigglies and a trip to Pizza Hut.

It was suggested that if there were any funding available, the pavilion would benefit from refurbishment, particularly the kitchen which could be used for more community involvement i.e. taster sessions and cooking demonstrations.

Members suggested that grants were sought by Groundwork to aid the youth programme.

**Resolved: To note the report.**

#### **10022 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Events Working Group	5 <sup>th</sup> June and 10 <sup>th</sup> July 2019.
Combating Crime Working Group	22 <sup>nd</sup> May, 19 <sup>th</sup> June and 17 <sup>th</sup> July 2019.

**Resolved: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;  
To approve that the council seek to extend the Operation Hana contract with Bedfordshire Police on the same basis until 31<sup>st</sup> March 2020.**

#### **10023 BUDGET REVIEW**

Members received a report on the income and expenditure for Community Services Committee to date.

Members discussed the benefit of including predicted sponsorship monies within the budget, or whether it should be omitted.

Members discussed whether it be pertinent to seek sponsorship from the new developers on site. Members were advised it would more appropriate for sponsorship

to be sought in preparation for the start of the new financial year as the larger events held during the first half of the financial year would offer better advertising opportunities for potential sponsors.

**Resolved: To note the report.**

#### 10024 VISION UPDATE

Members received a review of the initiatives under this committee.

Members discussed the option of removing items which had not been achieved, members agreed that these remain on the document as it was beneficial to see all items both achieved and unattained.

#### 10025 COMMUNITY SERVICES

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

Members were advised that a grant of £5,000 had been awarded for the anti-knife crime campaign.

Members were advised that due to budget cuts for the youth provision, the external support for the Youth Council may change. An alternative member of staff/volunteer would need to be arranged.

Members were advised that attendance at the summer playscheme had been excellent, with only four places unattended over all sessions.

Members were advised of preliminary feedback on the family day trip to Southend had been positive. It was suggested that three family day trips be organised, one at Easter, one in the summer and one in the October half term.

- Resolved:**
1. **To note the report;**
  2. **To request a report on options available regarding support to the Youth Council given the change in the commissioned contract between Central Bedfordshire Council and Groundwork.**
  3. **To note the potential for the Anti Knife Crime Knife Campaign to be held.**
  4. **In relation to the 2020 holiday activities to:**
    - **deliver the summer playscheme in the same format that it has been delivered this year;**
    - **to deliver 3 family day trips, one at Easter, one in the summer and one in the October half term.**

#### 10026 TOWN GUIDE

Members were advised that the current edition of the Town Guide expired in 2019.

Members were advised that historically the Guide had included a number of pages of editorial along with a number of pages of advertising. An external company had coordinated and sold the advertising space and had developed and printed the guide. The

Council had provided the editorial pages and photographs. Sufficient copies had been produced which enabled a copy to be delivered to each household plus a surplus to be used at events and ad-hoc.

There had been a cost to the council of production of £1000 as the publication had been largely funded through advertising. The advertising had been sold on the basis that a copy was delivered to each household.

A budget was requested for 2019/20 but ultimately was not agreed. It had not been possible to identify a surplus budget which could be made available in 2019/20. Therefore, members were requested to consider options around:

- Whether the council should continue to produce a guide
- Whether the current format is the right format, notably if advertising is included
- How the guide was circulated notably distributed to each house, key locations

**Resolved: To seek to complete a town guide on the same basis in 2020/21.**

#### 10027 CCTV COSTS

Members were advised that the air time and warranty for the 3 redeployable cameras expired in September 2019.

A quote had been received. For a 2-year service bundle for all 3 cameras, the cost was £4500 (equating to £500 per year per camera) and for a 3-year service bundle the cost was £5400 (equating to £600 per year per camera). The costs were payable in full and upfront. The cost was higher per camera for a 3-year bundle due to the increase liability of the camera being nearer the end of its economic lifespan.

Members were advised that the cameras were purchased as follows: 2 in 2015 and 1 in 2016. The lifespan of a camera was up to 7 years. As such it was suggested that the 3-year service bundle be purchased and that the council may need to consider replacing all cameras at the end of this period.

**Resolved: To purchase a 3-year service bundle at a cost of £5400.**

#### 10029 BULK WASTE COLLECTION CONTRACT

Members were advised that the previous council administration sought to establish an agreement with CBC to enable HRTC to subsidise bulk waste collections in the parish to reduce bulk waste in properties and incidences of fly tipping. The report presented a draft Service Level Agreement for consideration.

Members queried the process and were advised that residents would contact Houghton Regis Town Council for a reference number, they would then give this reference number to Central Bedfordshire Council and arrange their collection. Members suggested that a monitoring system be put in place to prevent abuse of the system.

**Resolved: To agree the Service Level Agreement and for the project for the Subsidy of Bulk Waste Collections commence as soon as practicable.**

**The Chairman declared the meeting closed at 8.18pm**



**Dated this 28<sup>th</sup> day of October 2019**

**Chairman**

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**HOUGHTON REGIS TOWN COUNCIL**

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

**APPLICATION TO BECOME A 'KEY PARTNER'**

**2020 - 2024**

**Name of Organisation**

Citizens Advice Dunstable

**Contact Details**

**Name**

Judy Atkinson

**Position**

Chief Officer

**Address**

The Dunstable Centre  
Court Drive  
Dunstable  
Bedfordshire  
**Post Code: LU5 4JD**

**Telephone Number**

01582 665629

**Email Address**

manager@dunstablecab.org.uk

**Website Address**

www.dunstablecab.org.uk

**About Your Organisation**

**How long has the organisation been running?**

60 years

**Is your organisation part of a national organisation?**

We are a member organisation of Citizens Advice

**Is your organisation a Registered Charity? If so please supply charity number and details.**

1110676

**Does your organisation have it's own bank account? How many signatories are required?**

Yes we have a CAF (Charities Aid Foundation) Bank account. Two signatories are required.

**Is your organisation staffed by volunteers? If so, how are they trained?**

We have approximately 35 volunteers at Dunstable and District CA. Volunteer Advisers are trained over a 9 month period to gain their Citizens Advice Certificate in Generalist Advice. Each adviser has to meet all necessary competencies and are required to attend an interview with the manager and a trustee before gaining their certificate.

**Are your volunteers / staff CRB Checked?**

Yes, if they have contact with clients and work is partly or totally targeted at legally defined vulnerable adults or children. Or if advisers conduct home visits.

**Who can access your services – is it open to all or is membership required?**

Our service is independent and provides free, confidential, impartial advice to everybody regardless of race, gender, sexuality or disability.

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

We do not charge the end user for any of our services

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

Our aims are to:

- Provide the advice people need for the problems they face.
- Improve the policies and practices that affect people's lives

Our service is independent and provides free, confidential, impartial advice to everybody regardless of race, gender, sexuality or disability. The main advice topics that we cover are debt, benefits, employment, housing, consumer, relationships and family.

**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?**

Dunstable and District Citizens Advice are seeking to continue our desperately needed outreach services in Parkside and Tithes Farm, within Houghton Regis. Our work within the past 12 months does not differentiate from previous years – one trained adviser is able to visit each location once per month and offer free, impartial, confidential, independent advice to the residents of Houghton Regis of whom benefit from this service being local to them.

Crucial changes to the benefit system, such as Universal Credit is having a lot of implications for some of the residents of Houghton Regis of whom may find themselves in a position where they will need to apply for this new form of benefit. Residents with existing claims may also require support with Universal Credit. Universal Credit currently has well known complications, one of which being the delay of first payment. We are able to provide free advice surrounding Universal Credit and other issues such as Benefits, Debt, Employment, Housing, Legal, Discrimination, Immigration and Consumer.

We also help with filling in PIP forms and will support clients with an appeal for a benefit if they have been turned down.

The grant will go towards keeping this much needed outreach open, this includes consultation with client, taking necessary action/support, recording and review. This includes any further appointments following this initial appointment. We will make further telephone calls and contact with the client as necessary and provide the client with ongoing support as required. The cost of the Houghton Regis outreach project is £4000 per annum which allows us to benefit up to 100 Houghton Regis residents who may not have otherwise accessed our service. Last year we helped 88 clients directly from the outreaches and still continue to support these clients with all areas of their lives.

**Approximately how many people will benefit from your organisation / project**  
**Total number: up to 400 over four years**  
**Number of Houghton Regis residents : up to 400**

**Funding Request**

<b>Total annual cost of running your project or Service</b>	<b>£4000</b>
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**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).**

<b>How do you intend to fund the rest of the project?</b>	
<ul style="list-style-type: none"> <li>• Use of existing funds? Please specify amount our core grant to support the outreach.</li> <li>• Fundraising? Please specify amount anticipated</li> </ul>	<p>£ We will use funds from</p> <p>.....</p>

- **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.*

*The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.*

**Declaration**

**Please sign this form to confirm that:**

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

**Signed**

**Judy Atkinson**

.....

**Name**

**Judy Atkinson**

**Position**

**Chief Officer**

**Date**

**18<sup>th</sup> September 2019**



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2020 – March 2024

Name of Organisation

Sorted Counselling Services

### Contact Details

Name

Julie Bowes

Position

Director

Address

Grove Corner, 76a High Street North, Dunstable.

**Post Code: LU6 1LE**

Telephone Number:

01582 891435

Email Address:

[Julie.bowes@sortedbedfordshire.org.uk](mailto:Julie.bowes@sortedbedfordshire.org.uk)

Website Address:

[www.sortedbedfordshire.org.uk](http://www.sortedbedfordshire.org.uk)

### About Your Organisation

How long has the organisation been running?

22 years

Is your organisation part of a national organisation?

No

Is your organisation a Registered Charity? If so please supply charity number and details.

Yes, Charity Registration number 1141928 since 2011  
Company Registration number 07437471

Does your organisation have its own bank account? How many signatories are required?

Yes, 2 signatories

Is your organisation staffed by volunteers? If so, how are they trained?

Small team of part time paid staff. Counselling delivered by volunteers.

Are your volunteers / staff CRB Checked?

Yes all staff and vounteers

Who can access your services – is it open to all or is membership required?

All children and young people from 10-25 living in Central Bedfordshire.

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

No charge for the young people accessing the counselling

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

We offer up to 12x free counselling sessions to children and young people. These weekly 50 minute sessions with a qualified volunteer in a safe non-judgemental environment enable the young people to talk freely about their feelings, experiences and the difficulties they face. Our aim is offer professional mental health support on a needs led basis, each intervention is tailored to suit the child or young person attending. The counsellors use their skills to engage them and meeting the young person where they are emotionally to explore at the level that suits them. The sessions will increase emotional understanding and communication, process trauma, develop cope and recovery skills whilst learning about their own mental health and emotional wellbeing.

We are working with young people with complex lives and difficulties, they often do not meet the threshold for CAMH or are unsuitable for other commissioned local support services. We feel that we meet this gap and are aim is to offer this early intervention to prevent long term difficulties, whether this is coping with everyday challenges that they face or to prevent deterioration into long term mental health difficulties.

We have good connections to local partners and this also an important part of the work we do signposting to other services, working hard to build these partnerships is crucial in this current landscape.

We aim offer support to parents when they are contacting to make a referral or when arranging the sessions ensuring they are able ask questions and seek further support to feel able to support their child. Signposting them to other services both in the community or online while their child is waiting for counselling insuring they do not feel alone or isolated.

We also deliver a project funded by the Big Lottery offering counselling to children and young people in Central Bedfordshire that have experienced Domestic Abuse this specialist support is in high demand.

We also continue to deliver contracted counselling in many schools across Central Bedfordshire.

**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?**

The grant would be used to maintain the 18 sessions offered a week to children and young people for up to 12 weeks. It will be used for volunteer expenses, clinical supervision, data collection/reporting and continuing professional development training this is carried out twice a year. We decide on the topics that we see through collected data as local trends or issues arising.

This is an ongoing project supporting Houghton Regis residents and so funding support would for the 4 years as a Key Partner and would help us to meet half of the outstanding amount set out in our budget. It will help towards sustainability for the service.

Being a Partner of Houghton Regis Town Council is really important part of us our connection to the community of Houghton Regis and as funding becomes more difficult to get due to demand it would enable us to continue to offer this crucial service to your young residents.

**Approximately how many people will benefit from your organisation / project**

**Total number.....284.....**

**Number of Houghton Regis residents.....70  
upwards.....**

**2017-2018 75 attended for counselling**

**Funding Request**

**Total annual cost of £ 74369.00  
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).  
£4000.00**

**How do you intend to fund the rest of the project?** We are in the process of creating a 3 year fundraising strategy and linked business plan with the support of the Cranfield Trust. We have made many funding applications to fully fund the rest of the project both short term grants and longer term grant funds

- **Use of existing funds? Please specify amount**  
£20316.00.....
- **Fundraising? Please specify amount anticipated**  
£5000.00.....
- **Grants from other sources? Please specify sources and amount.....**£40979.00..... £31128.00 Children in Need £9851.00 BLCF

*Please note:*

*The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed.*

*The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.*

**Declaration**

**Please sign this form to confirm that:**

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

**Signed** **Julie Bowes**  
 .....  
**Name** .....Julie Bowes.....  
**Position** .....Director  
 .....  
**Date** ...26/9/19.....



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2020 – March 2024

Name of Organisation

Keech Hospice Care

### Contact Details

Name	Meg Davies
Position	Trusts and Grants Manager
Address	Great Bramingham Lane, Streatley, Luton
	<b>Post Code: LU3 3NT</b>
Telephone Number:	01582 497861
Email Address:	<a href="mailto:Meg.davies@keech.org.uk">Meg.davies@keech.org.uk</a>
Website Address:	<a href="http://www.keech.org.uk">www.keech.org.uk</a>

### About Your Organisation

How long has your organisation been running	The charity began in 1991 as a hospice for adults, before expanding to care for children in 2000. We became a combined hospice in 2009.
Is your organisation part of a national organisation?	No
Is your organisation a Registered Charity? If so please supply charity number and details.	Registered charity number: 1035089
Does your organisation have its own bank account? How many signatories are required?	Keech Hospice Care has its own bank account which requires two signatories.
Is your organisation staffed by volunteers? If so, how are they trained?	We currently have 264 paid members of staff, of which 54% are full time, and 1,475 volunteers who help us provide specialist, compassionate care to adults and children. Mandatory training is completed by all staff and volunteers, including safeguarding, information governance and health and safety. Our care staff and volunteers will also undertake further specialist training.
Are your volunteers / staff CRB Checked?	All volunteers and staff are CRB checked before starting at Keech Hospice Care.

**Who can access your services – is it open to all or is membership required?**

Keech Hospice Care is the adult hospice for Luton and south Bedfordshire, and children's hospice for Bedfordshire, Hertfordshire and Milton Keynes. We provide specialist palliative care to any adult and child who has a terminal or life-limiting illness, and their families.

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

All of our specialist care and facilities are provided free of charge.

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

Keech Hospice Care's mission is 'to lead the way in providing excellent care, supporting adults and children with life-limiting conditions and those affected by death and dying, helping them to live well and make every day count.' This really is at the heart of what we do.

We are one of just a few hospice charities in the UK that provides specialist care to both adults and children, and their families. Taking a holistic approach to care, we focus on the physical, emotional and psychological needs of our patients and their relatives. In 2018/19, our specialist team cared for 1,636 patients and 734 relatives both at times of crisis and when we were needed day to day.

#### **Adult services**

We care for adults from Luton and south Bedfordshire through our in-patient unit and rehabilitation, out-patient services. Last year, 1,262 adult patients and 530 of their relatives accessed our services, including 52 adult patients and their relatives from Houghton Regis.

Our 8-bedroom adult in-patient unit provides symptom management, pain control and end-of-life care. A stay on the in-patient unit, combined with our holistic approach to care and wellbeing can make a huge difference to how a patient feels, and their own needs determine their length of stay. For patients cared for at end of life, we do everything we can to look after them and their loved ones.

The Keech Palliative Care Centre (KPCC) provides out-patient support to empower individuals to manage their illnesses themselves, keep them out of hospital, and get the most out of the time they have left. Looked after by our expert team – which is made up of specialist nurses, doctors and health care assistants, a range of therapists, social workers and bereavement support – each patient is given an individualised, holistic programme of support to help improve their overall wellbeing.

Patients can also access one-to-one and group rehabilitative support through our Independence and Wellbeing service. Led by occupational and physiotherapists, these activities encourage patients to get moving, thinking and socialising in a supportive and safe environment. Activities include the exercise group 'move, music and mind' and a weekly walking group.

Our My Care Care-ordination Team provide an advice and support service which is available 24 hours a day, 7 days a week for adults diagnosed with a palliative condition. Last year, the team made 980 after-hour visits to patients and received 4,019 calls for help from 1,031 patients. 333 admissions to hospital were avoided.

#### **Children's services**

Children with life-limiting conditions from Bedfordshire, Hertfordshire and Milton Keynes are cared for through our in-patient unit, community nursing team and day support team. Last year, we cared for 374 children and 213 relatives, which included 9 children and their relatives from Houghton Regis.

The children's five-bed in-patient unit provides symptom management, end-of-life care, transition stays from hospital, and crisis stays. Our day support services provide out-patient support to children and their families through specialist nursing, focused play and educational activities, symptom management, and memory work. We also provide social and peer to peer support groups including Tots and Toys – our weekly play and stay group for pre-school children with a life-limiting condition.

We do everything we can to meet a family's wishes about where their child is cared for. For some this may be at the hospice in Luton or in their local hospital, but for many their preferred place of care is at the family home. Our children's community team enable us to provide care and support 24 hours a day, 365 days a year to families wherever and whenever it is needed. This includes the family home, at school and in hospital.

Made up of specialist nurses and health care assistants, the team support families through community visits and 24-hour telephone support. Last year they supported 367 families through 1,291 phone calls and 2,093 visits to children including for symptom control, hospital appointments, and emotional and practical support.

For families facing a terminal diagnosis, our team will do everything we can to ensure a child's final days are as peaceful and pain free as possible wherever they are. Last year we cared for 23 children at their end of life – both at the hospice and within the community.

### **Supporting the whole family**

We don't just support child and adult patients; we are here to support their family and friends too and our care does not stop at death. We are there for families for as long as they need us afterwards. As part of our holistic approach to care, all patients and relatives are offered support through our supportive care services which includes pre- and post- bereavement support, music, art and talking therapies, and complementary therapy.

Families also have access to practical advice and guidance from our dedicated social work team. This can include support on education, housing, finances, charity applications, transition, equipment, holidays, support with funeral arrangements and access to statutory services. We also hold a weekly carer's group which is available to any carer in the local area, not just carers of Keech Hospice Care patients.

The flexible use and size of our hydrotherapy pool also provides a wide range of benefits to be enjoyed by our patients and their families, for many of whom a public swimming pool would not be suitable or inclusive. The pool is regularly used for short-length swimming, play, fun and enjoyment, therapeutic and mental health wellbeing benefits, and a place for families to spend time together.

## **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?**

It costs £16,000 per day to run all the services available here at the hospice and within the community. We would like to ask Houghton Regis Town Council to continue supporting Keech Hospice Care through vital funding from your Key Partner Grant. An unrestricted grant would enable us to use funding flexibly across all the services that we provide.

For example, a £5,000 grant from the Key Partner Grant could help fund:

- 33 visits by our community team for children wherever they are
- The specialist care and facilities for a room on the adult in-patient unit for one whole week.
- 116 music and art therapy sessions for patients and relatives for vital pre- and post-bereavement support.

As the local adult and children's hospice for the community of Houghton Regis, all patients and their families can access our vital services free of charge. With the ongoing support of Houghton Regis Town Council, we can continue to provide this specialist and compassionate care to those affected by terminal and life-limiting illnesses from the local community whenever and wherever it is needed.

Your continued support will help us to make the difference when it matters the most.





# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2020 – March 2024

### Name of Organisation

Community Action Bedfordshire

### Contact Details

#### Name

John Gelder

#### Position

Director

#### Address

Bossard House, West Street  
Leighton Buzzard, Bedfordshire  
**Post Code:**LU7 1DA

#### Telephone Number

01525 850559

#### Email Address

john@cabeds.org.uk

#### Website Address

www.cabeds.org.uk

### About Your Organisation

How long has the organisation been running?

21 years (since 5 November 1998)

Is your organisation part of a national organisation?

We are an independent organisation in membership of (and accredited by) the National Association for Voluntary and Community Action (NAVCA) and the National Council for Voluntary Organisations (NCVO).

Is your organisation a Registered Charity? If so please supply charity number and details.

Yes. Charity No: 1108879.

Does your organisation have its own bank account? How many signatories are required?

Yes. Any two of five signatories are required.

Is your organisation staffed by volunteers? If so, how are they trained?

We have a staff team of six full- and part-time staff. We also have 11 volunteers (including trustees). All staff and volunteers receive induction training, on-the-job training and have access to conferences, training courses, workshops and other personal development opportunities appropriate to their role.

Are your volunteers / staff CRB Checked?

All staff or volunteers who work (unsupervised) directly with children and young people are checked through the Disclosure and Barring Service (DBS).

**Who can access your services – is it open to all or is membership required?**

All voluntary organisations, community groups, clubs, societies and individuals interested in supporting and promoting voluntary and community action or volunteering in Bedfordshire are eligible to access our services.

All residents who want to access volunteering and community activities organised and delivered by ourselves.

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

We charge service users who attend unfunded training workshops or who use our printing and document services. We no longer charge a membership fee.

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

Community Action Bedfordshire is committed to strengthening the effectiveness of the voluntary and community sector in Bedfordshire by developing, enabling, promoting and supporting local voluntary and community action. It seeks to achieve this through advocacy; capacity building activities; enhancing the provision of volunteering; the exchange of information; the provision of training, advice and consultancy; and by working in partnership with others. Further details can be found on our website: [www.cabeds.org.uk](http://www.cabeds.org.uk)

**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?**

The grant will contribute towards the cost of working with voluntary organisations and community groups providing services in and/or run by the residents of Houghton Regis, including:

- information, advice and technical support to voluntary organisations and community groups on a range of organisational, management and development issues;
- funding advice and assistance with the completion of grant application forms;
- networking events, training workshops and briefings;
- promoting, supporting and developing local volunteering, including advice and guidance for volunteer involving organisations on volunteer management;
- liaison and representation within, and on behalf of, the voluntary and community sector.

The grant will also contribute towards the cost of promoting, supporting and developing local community engagement activities and enabling the residents of Houghton Regis to

- access local volunteering opportunities;
- participate in community activities, e.g. Timebanking;
- connect with local voluntary organisations, community groups, neighbours and others.

**Approximately how many people will benefit from your organisation / project**

**Total number** 354 plus 18,449 social media contacts  
**Number of Houghton Regis residents** 50 plus 842 known social media contacts





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# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2020 – March 2024

Name of Organisation

South Beds Dial-a-Ride

### Contact Details

Name

Dave Barratt

Position

General Manager

Address

The Old Mill, West Street, DUNSTABLE, Beds.

Post Code: LU6 1NX

Telephone Number:

01582 235454

Email Address:

[admin@sbdar.co.uk](mailto:admin@sbdar.co.uk)

Website Address:

[www.sbdar.co.uk](http://www.sbdar.co.uk)

### About Your Organisation

How long has the organisation been running?

33 years at the end of this year

Is your organisation part of a national organisation?

We are an independent organisation but are members of the Community Transport Association

Is your organisation a Registered Charity? If so please supply charity number and details.

We are a Friendly Society (No: 25620R) with charitable status

Does your organisation have its own bank account? How many signatories are required?

Our organisation does have its own bank account which requires a minimum of two signatures

Is your organisation staffed by volunteers? If so, how are they trained?

We have 10 staff, 7 full time & 3 part time. Our drivers are all tested to MiDAS standard (recognised industry training standard) and Dementia Friends. All our 'Trustees' are volunteers.

**Are your volunteers / staff CRB Checked?**

Yes all staff enhanced DBS/CRB checked

**Who can access your services – is it open to all or is membership required?**

Operating a “members only” scheme for our dial-a-ride service is a legal requirement under the Department of Transport permit under which we operate. The public bus services we operate are open to the general public.

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

Our annual membership is £10. Each single journey now costs a Houghton Regis resident £2-00 within Central Beds, or £2-50 to Luton. Other fare charges apply in other areas.

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

South Beds Dial-a-Ride was established in 1986 to provide a door to door transport service to the elderly, frail and disabled in the former ‘south Bedfordshire’, Luton and surrounding villages. Our aim is to give our members the same travel opportunities the able bodied take for granted.

Since 2011 we have diversified into some new areas of income generation, though our prime function is, and will remain, to provide the dial-a-ride service. The diversification is aimed at generating a financial surplus to allow us to provide a dial-a-ride service in Luton where we receive no financial support, and to help with our bus replacement programme.

**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?**

We would like to use the grant towards operating costs.

As we live longer and expect an improved quality of life for the elderly and disabled, there is an increasing need for our service. With additional financial support we can help more people within Houghton Regis and the south of Central Bedfordshire.

Your support also helps us to maintain our level of service against the pressures of increasing costs currently being met from contracts income which reduced with the cessation of grants from Central Beds Council and the new contracts tendering process in 2016-17. We are continually squeezing more efficiency in delivery, whilst embarking upon new revenue earning activities.

**Approximately how many people will benefit from your organisation / project**

**Total number.....** Approx. 1,027  
(of which app. 752 ‘active’, 275 ‘inactive’. Active

means travelled in last year – membership ceases if inactive after 3 years)  
 Number of journeys ending in Houghton Regis = 648  
 Visitors from neighbouring districts (eg. Luton, Whipsnade and others) are brought into Houghton Regis to utilise medical, retail, clubs and other facilities in the town.

**Number of Houghton Regis residents.....**  
 Approx. 74 (46/28). 1262 journeys started in H/Regis.  
 With the completion of the new Central Beds residential complex with an additional 130+ apartments, a further increase is expected.

**Funding Request**

<b>Total annual cost of running your project or Service</b>	<b>£ 294,000</b>
<b>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).</b>	
£2,251 was kindly offered in recent years.	

**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.....

Dial-a-Ride Contract - £70k  
 Fares - £40k  
 Bus contracts - £158k  
 Concessionary fare rebates - £27k  
 Monthly accounts - £8k  
 Membership fees - £2k  
 Other - £5k

*Please note:*

*The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed.*

*The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.*

**Declaration**

**Please sign this form to confirm that:**

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

**Signed**

.....*RD Barratt*.....

**Name** ...R D BARRATT.....

**Position** ...General Manager.....

**Date** ...7/10/19.....



# HOUGHTON REGIS TOWN COUNCIL

Houghton Regis, Bedfordshire LU5 5EY  
 01582 708540 Email: info@houghtonregis.org.uk

Peel Street,  
 Tel: \_\_\_\_\_

## APPLICATION TO BECOME A 'KEY PARTNER'

**April 2020 – March 2024**

Name of Organisation

HOUGHTON REGIS MEMORIAL HALL

Contact Details

Name  
 Position  
 Address

VINCE O'BRIEN  
 TREASURER  
 78 LEAFIELDS  
 HOUGHTON REGIS, BEDS  
 Post Code: LU5 5LX  
 01582 863739  
 PENSTRGHALL@GMAIL.COM  
 —

Telephone Number:  
 Email Address:  
 Website Address:

### About Your Organisation

How long has the organisation been running?

60 YEARS

Is your organisation part of a national organisation?

No.

Is your organisation a Registered Charity? If so please supply charity number and details.

YES; REG No 1045459

Does your organisation have its own bank account? How many signatories are required?

YES; TWO SIGNATURES REQUIRED

Is your organisation staffed by volunteers? If so, how are they trained?

VOLUNTEERS; THE MANAGEMENT COMMITTEE PLUS EACH CLUB HAS IT'S OWN CONTACT PERSON.

Are your volunteers / staff CRB Checked?

No

Who can access your services – is it open to all or is membership required?

THE HALL IS USED BY VARIOUS CLUBS / SECTIONS. WE DO NOT HAVE A HALL MEMBERSHIP AS SUCH.

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

Income for the Hall comes from LETTINGS to the CLUB/SECTION USERS

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

THE AIM OF THE HALL IS TO PROVIDE A FACILITY WHEREBY INTERESTED PARTIES CAN ACCESS THE HALL FOR THEIR USE. THE MAIN USERS ARE DANCE CLUBS, BINGO CLUBS, KEEP FIT CLUBS AND A RELIGIOUS ACTIVITY. ONCE A MONTH, THERE IS A LUNCH CLUB. THE HALL IS FREQUENTLY USED AT WEEK-ENDS FOR BIRTHDAYS / ANNIVERSARY CELEBRATIONS.

**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?

THE GRANT WOULD BE USED TO PART FINANCE THE REFURBISHMENT OF THE HALL'S CAR-PARK. THIS PROJECT HAS PROVED TO BE QUITE DIFFICULT - IN TERMS OF THE COST AND ALSO THE MATTER OF THE DRAINAGE CAPABILITY OF THE SOIL. WE HAVE MADE SEVERAL GRANT REQUESTS TO GRANT PROVIDERS - BUT WITHOUT SUCCESS. CURRENTLY, WE HAVE LODGED A PRE-PLANNING REQUEST TO CBC PLANNING DEPT (JULY 2019) AND ARE STILL AWAITING A RESPONSE FROM THEM.

Approximately how many people will benefit from your organisation / project

Total number ~~approx~~ 500  
 Number of Houghton Regis residents..... 500

**Funding Request**

Total annual cost of running your project or Service

£ 70,000 +  
 PART PAYMENT WOULD BE REQUIRED DURING COMPLETION

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).

£ 4,000



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

- Use of existing funds? Please specify amount £ 30,000.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount..... 20,000.....

REPORT APPLICATIONS  
TO GRANT FUNDERS

*Please note:*

*The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed.*

*The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.*

**Declaration**

**Please sign this form to confirm that:**

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

**Signed**

Signature removed for  
Data Protection

**Name**

**Position**

**Date**

.....  
VINCENT O'BRIEN  
.....  
TREASURER  
.....  
9 OCT 2019  
.....

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# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2020 – March 2024

Name of Organisation

Full House Theatre

### Contact Details

Name

Harriet Hardie

Position

Creative Director

Address

12 Kings Arms Yard  
Amphill  
Bedfordshire

**Post Code: MK45 2PJ**

Telephone Number:

01525 630783

Email Address:

[harriet@fullhouse.org.uk](mailto:harriet@fullhouse.org.uk)

Website Address:

[www.fullhouse.org.uk](http://www.fullhouse.org.uk)

### About Your Organisation

How long has the organisation been running?

Established in 2001, Registered charity since 2003

Is your organisation part of a national organisation?

NO

Is your organisation a Registered Charity? If so please supply charity number and details.

Registered Charity 1165541

Does your organisation have its own bank account? How many signatories are required?

Yes. Two signatories are required.

Is your organisation staffed by volunteers? If so, how are they trained?

No

Are your volunteers / staff CRB Checked?

Yes. All of our team undertake full DBS checks.

Who can access your services – is it open to all or is membership required?

Art Town's activities are mainly for children, however some events and activities are for the wider family.

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

Nearly all Art Town activities are free for participants. Occasionally a small charge is made for exceptional activity, but this would be minimal and subsidised.

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

Established in 2001, Full House Theatre is a Bedfordshire based charity and arts organisation.

Our vision is for every child to hold treasured memories of theatre and our charitable objective is the advancement of education in the performing arts through the provision of public performances and workshops.

Full House instigated the Houghton Regis Art Town project in 2014 with support from the People's Health Trust. Art Town creates opportunities for people living in the town to experience and enjoy the arts.

As an organisation we carefully craft, programme and develop theatre and performance projects for, by and with children and young people.

We exist to enrich young creative minds, delight young audiences, and nurture a lifelong connection with the arts.

Full House is committed to listening and responding to the needs of our audience, reaching out to all corners of the community to create lasting memories.

We work with children, young people and their families in schools, theatres, community spaces and other venues.

Our work fuses both participation and performance and always aims to be inclusive.

Our projects include live performances, special needs residencies, theatre-in-education, youth groups, festivals, museum education, arts development and other bespoke projects.

The focus of our work is to make a difference locally, using local knowledge to deliver projects that are relevant, accessible and targeted for participants.

<b>Project Information</b>
----------------------------

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

**We're requesting a key partner grant to support Houghton Regis Art Town** - a programme of work in Houghton Regis, offering inspirational and transformative free activities and events for children, young people, and the community as a whole.

**Houghton Regis Art Town** provides a safe, supportive environment in which participants can gain new skills and qualifications, raising self-esteem and attainment levels and providing them with better prospects for their future. Children and young people in the town take part in structured sessions specifically addressing young people's confidence, self-esteem, social and emotional skills through a proven creative, multi-arts approach. Young people access these sessions through a regular club after school, during weekends and holidays.

We want to make a difference to the lives of children and families by offering opportunities for children at the earliest stage of their lives through an early intervention programme which will support local young people to raise their aspirations and fulfil their potential. The project will also help community wellbeing, building community pride by bringing people together in positive and inspirational activities and events taking place in existing spaces in the town, supporting social cohesion.

*"It's lovely to see so many children engaged in positive and stimulating activities."* Family of 2018 participant.

*"We need more!"* Family of 2018 participant.

In 2018 we also developed **Art Town Tots** – specifically targeted and young families in Tithe Farm and Parkside Children's centres. This has been extremely successful and is bringing new and vibrant opportunities to families in Houghton. We continue to work in partnership with the Children's Centre to deliver the session, which is proving to be a highly successful model. As the centre manager told us:

*"Without Full House, being a very small team ourselves serving a population of high deprivation, we do not have capacity to provide these sessions which are extremely valued by our community of children and parents alike... The group has been instrumental in developing children and parents confidence and an opportunity to learn through playing together as well as reducing social isolation."*

A highlight of the **Art Town** calendar has been **Houghton Regis Hullabaloo** – an outdoor arts festival across three sites in the town. In 2019, **922 people** attended performances in Bedford Square, Houghton Hall Park and The Green. The festival is growing in popularity each year and it's great to see so many local people benefitting from some of the best national and international artists coming to Houghton Regis.

*"I've seen this sort of thing in London before but never in Houghton Regis. It's brilliant, brings all the community together"* Hullabaloo audience member

A key partner grant will enable us to lever the additional funds required for us to continue delivering this highly impactful and creative project for the children of Houghton Regis.

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In 2020/21 we will deliver a range of vibrant and dynamic arts and cultural opportunities for children, young people and families in Houghton Regis. This is not an exhaustive list of Art Town's activity but an overview which gives a picture of the breadth of work delivered through the project and the depth of our engagement with children and families in Houghton Regis.

#### **Arts Explorers and Arts Champions**

These groups meet every week during school term time. There are two age groups, Explorers 5 to 12 and Champions 13 to 18. Sessions take place at Hawthorn Park School. Each week up to 40 young participants come together to take part in arts activities. They work with professionals in a range of arts forms such as song writing, sculpture, graffiti, drama and photography.

#### **Art Town Tots**

Creative play sessions, for children aged 5 and under, take place every week in school term time at Tithe Farm and Parkside Children's Centres. Early years specialists deliver interactive storytelling, dance and movement combined with sensory play. Between 20 and 30 people attend each week.

#### **Events Programme**

Throughout the year Art Town stages a programme of live arts and cultural events for children and families. Many of the events are free for participants or offered on a 'pay what you can' basis.

Planned events for 2020/21 are;

**April 2020:** Performance of "SLIME" – A hilarious, surreal theatre show for 2-5 years and their families. This will take place in Bedford Square Community Centre.

**May 2020:** Houghton Handmade Tales – Arts and Crafts workshops for children at Houghton Regis Library.

**June 2020:** 'Glisten' an interactive performance for babies aged 0-18 months and their grown-ups. The audience are taken on a sparkling and shimmering immersive journey exploring the world of reflective materials, wrapped up in an ambient soundscape of evocative yet laid-back music. This will take place at Houghton Hall Park.

**September 2020:** Houghton Regis Hullabaloo

This is the 'sister project' of Art Town and is an explosion of creativity across three sites in Houghton Regis. This work is supported by additional funding from Arts Council England and adds amazing additionality to the events programme. This includes outdoor cinema screenings, circus arts and a town wide arts trail.

**October 2020:** Performance in Houghton Regis library. In October Half Term we will present a children's show in the library. The exact content of this work is to be decided in Spring 2020. There will also be dance and visual arts workshops for children in spaces across the town, with an autumn theme.

**February 2021:** Working in tandem with FebFest in Luton we'll present a day of live performances in Houghton Regis during February half term. The location of this work will depend on the nature of the performance but it will be in one of the spaces used elsewhere in the programme.

#### **Responsive and Ad hoc opportunities.**

As well as the scheduled programme of work, the Art Town project also responds to the needs of the community and specific local initiatives. For example in 2019 we worked with visual artist Anne-Marie Stijella to create a piece of visual art in response to rising Knife Crime in the area. We also worked with the Town Council to create a powerful piece of street art on the newly renovated pavilion wall. The nature of these interventions is that we don't yet know what they will be, however our networks and community engagement give us the opportunity to react and respond creatively as required.

**Approximately how many people will benefit from your organisation / project**

**Total number 968**

**Number of Houghton Regis residents 968**

**Funding Request**

**Total annual cost of  
running your project or  
Service**

**£45,494**

**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).**

**£3,000**

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

- Use of existing funds? Please specify amount £0
- Fundraising? Please specify amount anticipated £0
- Grants from other sources? Please specify sources and amount £41,194

**We are seeking funds from the following:**

**National Lottery Community Fund £17,741**

**Arts Award Access Fund £1,500**

**Arts Council England £16,953**

**Whitbread Plc. Chairman's Fund £5,000**

**We have £1,300 secured in kind support.**

*Please note:*

*The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed.*

*The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.*

**Declaration**

**Please sign this form to confirm that:**

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

**Signed**

**THIS INFORMATION HAS BEEN  
REMOVED FOR DATA PROTECTION**

**Name**

**Harriet Hardie**

**Position**

**Creative Director/CEO**

**Date**

**03/10/2019**





# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2020 – March 2024

**Name of Organisation**

Houghton Regis Heritage Society

**Contact Details**

**Name**

David Hill

**Position**

Chairman

**Address**

C/o 17 Long Meadow,  
Houghton Regis, Bedfordshire  
LU5 5RR

**Telephone Number:**

07305 433950

**Email Address:**

[david.hill3@ntlworld.com](mailto:david.hill3@ntlworld.com)

**Website Address:**

[hrhs.org.uk](http://hrhs.org.uk)

### About Your Organisation

**How long has the organisation been running?**

Seven years

**Is your organisation part of a national organisation?**

No

**Is your organisation a Registered Charity? If so please supply charity number and details.**

Yes  
Houghton Regis Heritage Society  
Charity Registered in England No 1174720

**Does your organisation have its own bank account? How many signatories are required?**

Yes. Two signatories

**Is your organisation staffed by volunteers? If so, how are they trained?**

Yes. Training has not so far been required

**Are your volunteers / staff CRB Checked?**

N/A

**Who can access your services – is it open to all or is membership required?**

The Charity has Members and information which is sent to them. However a web based Archive of photographs of Houghton Regis going back to the beginning of the 20<sup>th</sup> Century is available to all.

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

We charge a £6 membership subscription. We charge per person for History Town Walks

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

To advance the education of the public in the history and heritage of the town of Houghton Regis, in particular but not exclusively through the collection, preservation and making available to the public of material and artefacts of historic significance by the establishment and maintenance of an archive and collection for the preservation of such material and artefacts and by the production of literature, films and recordings.

**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?**

Ongoing support for a newly designed web site  
Ongoing support for the web based Archive and educational activities – scanning of documents marketing and preparation of presentations to local schools.

The Grant would be required for two years.  
A Key Partner Grant would enable the Society to continue to develop and publicise the Archive, activities of the Society via the web site and assist with its educational work to help ensure that the history and heritage of the town is as widely known as possible.

**Approximately how many people will benefit from your organisation / project**

Total number... The population of the Town and beyond.

Number of Houghton Regis residents.... All of the community including Schools.

**Funding Request**

<b>Total annual cost of running your project or Service</b>	<b>Website design cost</b>	<b>£ 610</b>
	<b>Web site support</b>	<b>£ 500</b>
	<b>Archive support</b>	<b>£ 700</b>
	<b>Total</b>	<b>£ 1,810</b>

**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).**

**£1,000**

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

- Use of existing funds? Please specify amount **£810**
- 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.*

*The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.*

**Declaration**

**Please sign this form to confirm that:**

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

**Signed**

Signature removed for  
Data Protection

**Name**

**Roger Turner**

**Position**

**Trustee and Treasurer**

**Date**

**15<sup>th</sup> October 2019**

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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 up to £1000

### APPLICATION FORM

2020-2021

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

**Name of Organisation**

SINGING CAFE

**Contact Details**

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

**Name**

LESLEY WILLIAMS

**Position**

SINGING CAFE VOLUNTEER

**Address**

**THIS INFORMATION HAS BEEN  
REMOVED FOR DATA PROTECTION**

**Telephone Number**

**THIS INFORMATION HAS BEEN  
REMOVED FOR DATA PROTECTION**

**Email Address:**

**About Your Organisation**

What are the aims and activities of the organisation?

For over 5 years the Singing Café has engaged with people who are retired, especially those who are experiencing memory loss / suffering with dementia. ‘Singing for the brain’ enhances mood, and increases wellbeing. It allows people to sing and play music they are familiar with and on occasion to dance. Reminiscence is fostered and the transformation of mood and mental function that often takes place can be v significant. We currently meet in two units of sheltered accommodation – Johnson Court and Red House Court once a month. The groups at Johnson Court and Red House Court engage around 20 people together. They may include residents from other sheltered units who join us.

We now seeking to build on these foundations through setting up a research project in partnership with Chiltern Music Therapy Group, the local GP surgeries and the local Social Prescribing team, supported by Central Bedfordshire Council. The aim of the project is to produce evidence that attendance at a regular singing group benefits the well being of those attending (older adults both with early and advanced stage dementia) to the point that front line medical intervention is reduced. The two primary care networks Chiltern Hills and Titan are currently being approached. Chiltern Hills is already expressing a definite interest to engage. Titan are currently advertising for their own social prescriber. There will be training opportunities made available to medical staff to experience the benefits of music therapy prior to the therapeutic groups commencing.

The sessions would be held weekly at Red House Court. We hope that the project will build confidence in prescribing music as a helpful therapeutic activity in Houghton Regis.

We plan that the project should seek on-going funding to extend this phase of activity for the following two years. We anticipate part of this will come from individuals using the health budgets (like direct payments) to attend.

The Singing Café itself was founded as a project of the Community Link Project at Houghton Regis Baptist Church.

Are you affiliated to a national organisation?

*\*delete as appropriate*

\* No

Are you a registered charity?

*\*delete as appropriate*

please specify your charity number.....  
Registered Charity No. 1069893

Does the organisation have a membership?

*\*delete as appropriate*

No

If yes please state

The current number of members.....

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

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

What would be the direct benefit of the Grant for Houghton Regis residents?

The grant will enable a trained music therapy practitioner to join us on a weekly basis. This will refresh our present format, extend our practice and experience as a team of volunteers and increase our capacity to deliver and further develop these sessions successfully. Overall, we would like to enhance the quality and effectiveness of what we share with those who attend. We believe this grant will enable us to increase the therapeutic experience of the sessions and the skills of the volunteers who lead going forward.

In a wider way we hope that it will help to advance the new practices of social prescribing in Houghton Regis and provide a long term valuable resource where members of the local community will be able to support their health well-being.

Approximately how many people will benefit from this grant?

Total number.....20.....

Number of Houghton Regis residents...10-15....

**Project Costs**

Total cost of project £ 6050 )

How much assistance are you requesting from Houghton Regis Town Council? (Max 50% of total project cost)

£1000

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.....

At present we have identified £1000 contribution from Chiltern Music Therapy

CLP Project funds £500

HRTC small grant application submitted

(decision pending) £500

HRTC large grant £1000

Other Charitable Funds £3,050 (to be identified)

Plus CBC Ward Councillor Grant £500

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

If No, who is the organisation accountable to?

The registered Board of Trustees.....

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

*\*delete as appropriate* \*Yes

The volunteers have a range of experience and professional qualifications. These include social work, administration in a medical context and physiotherapy. The singing cafe volunteers have all received training on safeguarding.

Qualified music therapists will be supplied by Chiltern Music Therapy.

Are your volunteers / coaches CRB checked?

*\*delete as appropriate* \*Yes, details all have DBS clearance  
\*

### Project Information

What would the grant be used for? Funds are available for Projects only.

Music, and occasionally dance, create a huge source of pleasure for those who attend but also have therapeutic benefits. Scientifically, music has been seen as key to improvement of cognition, mood, memory and speech among people suffering with memory loss.

The planned research project is initially going to take place over a period of 12 months on a once weekly basis. A music therapist will be attending each session at a cost to the project of £80 per session (£4000 over 50 weeks). <http://www.chilternmusictherapy.co.uk/>

Tea and coffee and cakes will also be provided to encourage social interaction as part of the session at an estimated £5 per session (£250). There will be some administration costs for report writing and liaison with GP's and up to 2 free training days for GPs so they can understand the benefits for their patients.

So an estimated cost of £6050 in total for the project for 12 months is predicted.

A one off grant for equipment from the Ward Councillor Grant Scheme to cover the purchase of instruments and equipment to play music is also planned.

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:



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

The project is delivered free of charge in the first year. So, we will be seeking to raise the balance of the cost from other charitable sources. We are researching other possible charitable organisations at present particularly those who donate to dementia and music-based groups.

We hope the project will stimulate activity that will support and energise the pilot project to initiate social prescribing in Houghton Regis.

**Project Timescale**

Please detail when you anticipate that the project will commence and complete.

We hope to start in January 2020 for the initial 12 months.

The Town Council have developed a Town Council Plan to guide our work until March 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:

The Singing Café aims to connect with some of the most vulnerable residents in Houghton Regis. It acts as a leisure activity but has much wider benefits. Often those who attend are those least able to connect with others effectively and with little day time provision. People look forward to the Singing Café and are always asking when it will be happening next. It creates well-being and a sense of community and is valued by residents and staff.

**Payment Details**

Account.title Community Link Project of HRBC .....

Account.number.....

**THIS INFORMATION HAS BEEN  
REMOVED FOR DATA PROTECTION**

Bank / building society name. HRBC .....

and address ... ..Dunstable Branch.....

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

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

**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. \*

n/a

For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.

***\*Please see attachments to the small grant application submitted on 9 October 2019 for this project. Accounts, constitution and other leaflets were enclosed with this application.***

- 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.

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**

Name of the representative (if applicable) . ..Lesley Williams would like to attend

Signed	Signature removed for Data Protection
Name	Lesley Williams
Position	Singing cafe volunteer
Date	10.10.19

For Office Use Only

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



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

## LARGE PROJECT GRANTS - £501 up to £1000

### APPLICATION FORM

2019-2020

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

**Name of Organisation**

Magpas Air Ambulance

#### Contact Details

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

**Name**

Sarah Greene

**Position**

Trusts and Grants Officer

**Address**

Centenary House, St Mary's Street, Huntingdon,  
Cambridgeshire

Post Code: PE29 3PE

**Telephone Number**

07990 068742

**Email Address:**

sarah.greene@magpas.org.uk

#### About Your Organisation

What are the aims and activities of the organisation?

Magpas Air Ambulance delivers the best pre-hospital emergency medical care to patients across Bedfordshire and beyond by land and air. Our service helps to save lives and our doctors and paramedics offer procedures and treatments at the scene, like general anaesthetic, which are usually only available in hospital.

We are dispatched by the 999 service to emergencies across Bedfordshire around five times a week and our most common calls are for road traffic collisions, cardiac arrest and falls from height. We use bespoke equipment and powerful drugs not routinely carried by land ambulance.

Earlier this year we were proud to launch our new AW-169 helicopter – thanks in part to members of Houghton Regis Town Council – and this aircraft is allowing us to fly further and faster in order to reach patients quicker when every second counts.

In 2018 we were activated to 1512 patients – being dispatched on average four times a day.

Are you affiliated to a national organisation?

*\*delete as appropriate*

\*Yes, please specify...Association of Air Ambulances

\* No

Are you a registered charity?

*\*delete as appropriate*

\*Yes, please specify your charity number...1119279

~~\* No~~

Does the organisation have a membership?	
<i>*delete as appropriate</i>	<del>*Yes / No</del>
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 ...The board of Trustees.....	

If applicable to your organisation, are your volunteers / coaches appropriately trained?	
<i>*delete as appropriate</i>	*Yes, please specify – full induction and appropriate safety training
	<del>* No, please explain.....</del>

Are your volunteers / coaches CRB checked?	
<i>*delete as appropriate</i>	*Yes, details.....
	* No, details.....

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

**Project information**

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

In their roles responding to life-threatening emergencies our doctors and paramedics can often find themselves working in extremely hostile environments. The nature of the incidents they respond to means that they can be working upside down in muddy fields, on train tracks, in water, climbing across wrecked cars and near fire to name a few. The severity of our patients' injuries frequently expose our clinicians to bodily fluids and potentially harmful substances for example petrol, oil, blood and vomit. In order to clean them after use the suits need to be washed and sterilised on a temperature with disinfection fluid that will clean them effectively. The frequent washing of our flight suits affects the protective lining and life span.

In order to ensure our medics are well protected we need to replace our flight suits every 2-3 years. Some of our medics are currently wearing flight suits and protective wear that is in real need of replacing, many of our flight suits are suffering from wear and tear with some having been ripped from years of use. For many the reflective properties are less effective after numerous washes which makes our medics less visible at night.

Magpas are currently seeking to replace our current stock of flight suits and protective wear. We are aspiring to replace the current stock with 31 new suits which will not only be tailored to our medics' needs but also ensure we can give our medics the best possible protection when they are at work saving lives across Bedfordshire and beyond.

Time is such a vital factor in our area of work and every second counts when responding to a new incident. Key tools and materials need to be quick to hand to allow for a swift response and treatment. Amongst other things our medics commonly carry the following in their two-piece suits:

Emergency drugs  
Gloves – multiple pairs  
Stethoscope  
Nasal co2 monitoring  
Pen and pad  
Checklists – (for intubation, drugs, scene safety and procedures)  
Scissors  
Headlight / spare car keys  
Sticky tape  
Thoracostomy set  
Knee pads  
Mobile phones  
Hospital ID badges

Each flight suit costs £481 (excluding VAT). The members are very welcome to visit our airbase at RAF Wyton, to speak with our medics and meet the team to hear more about our life-saving work. We are all very grateful for your consideration of this grant.

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*

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

Magpas Air Ambulance operates 24 hours a day and is dispatched by the 999 service to patients in life-threatening emergencies. Magpas Air Ambulance are the charity called to trauma patients in Bedfordshire most regularly – attending to 284 cases in 2018.

We are unable to predict exactly where our medics will be needed next however their specialist skills ensure that every patient they treat has the best chances of survival and recovery.

**Approximately how many people will benefit from this grant?**

**Total number.....** 1000 critically ill or injured patients

**Number of Houghton Regis residents....**unable to predict however in the last 12 months Magpas have received 18 activations to Houghton Regis.

**Project Costs**

Total cost of project	£14,911	<i>(please supply 3 quotes)</i>
How much assistance are you requesting from Houghton Regis Town Council? (Max 50% of total project cost)	£962	

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

- Use of existing funds? Please specify amount £1,199....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount...£12,750.....
- The Wixamtree Trust £6000
- The Co-op Dividend Fund £2000
- Mrs B L Robinson’s Trust £1250
- The Hedley Foundation £3500
- Houghton Regis Town Council - £962 pending

*For Office Use Only*

Grant Awarded £.....

Cheque No.:

Meeting Date:

**Project Timescale**

Please detail when you anticipate that the project will commence and complete.

This flight suit replacement project started in July 2017 and our aim is to have secured the necessary funding to purchase all 31 suits by the end of our current financial year - 30 June 2020.

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

Should we not secure the funding required we will be unable to purchase new personal protective wear for our team of doctors and paramedics.

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:

Supporting this project will ensure Magpas Air Ambulance medics can perform their life-saving care wearing appropriate protective clothing for the variety of environments they are required to work in. Whilst this project does not specifically fit within the Town Council plan, our service quite literally takes a mobile A&E department to critically ill and injured patients where ever it is needed across Bedfordshire and we hope the members feel the service is worthy of consideration at their next meeting. Some supporting information can be found enclosed which provides additional context.

Once again thank you so much to all their members for their support last year. It is truly appreciated by everyone at the charity.

**Payment Details**

Account title  
Account number  
Bank / building society name  
and address

**THIS INFORMATION HAS BEEN  
REMOVED FOR DATA PROTECTION**

....., MK19  
4JQ.....

*For Office Use Only*

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

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

**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 (NO).
- The application is submitted with the following required information: *Enclosed*

- At least three competitive quotes for expenditure are required. 

X
---
- The organisations most recent set of accounts. 

X
---
- The organisations constitution. 

X
---
- Evidence of local support. 

X
---

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...Sarah Greene.....

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.

Signed:

Name SARAH GREENE

Position:  
Trusts and Grants Officer

Date 17/10/2019

**Signature removed for Data Protection**

**Signature removed for Data Protection**

*For Office Use Only*

Grant Awarded £.....

Cheque No.:

Meeting Date:

56





# 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**

SINGING CAFE

**Contact Details**

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

**Name**

LESLEY WILLIAMS

**Position**

SINGING CAFE VOLUNTEER

**Address**

47 EASTHILL RD  
HOUGHTON REGIS  
BEDS

Post Code: LU5 5EH

**Telephone Number**

07754401519

**Email Address:**

leswi@icloud.com

**About Your Organisation**

What are the aims and activities of the organisation?

For over 5 years the Singing Café has engaged with people who are retired, especially those who are experiencing memory loss / suffering with dementia. ‘Singing for the brain’ enhances mood, and increases wellbeing. It allows people to sing and play music they are familiar with and on occasion to dance. Reminiscence is fostered and the transformation of mood and mental function that often takes place can be v significant. We currently meet in two units of sheltered accommodation – Johnson Court and Red House Court once a month. The groups at Johnson Court and Red House Court engage around 20 people together. They may include residents from other sheltered units who join us.

We are now seeking to build on these foundations through setting up a research project in partnership with Chiltern Music Therapy Group, the local GP surgeries and the local Social Prescribing team, supported by Central Bedfordshire Council. The aim of the project is to produce evidence that attendance at a regular singing group benefits the well being of those attending (older adults both with early and advanced stage dementia) to the point that front line medical intervention is reduced. The two primary care networks Chiltern Hills and Titan are currently being approached. Chiltern Hills is already expressing a definite interest to engage. Titan are currently advertising for their own social prescriber. There will be training opportunities made available to medical staff to experience the benefits of music therapy prior to the therapeutic groups commencing.

The sessions would be held weekly at Red House Court. We hope that the project will build confidence in prescribing music as a helpful therapeutic activity in Houghton Regis.

We plan that the project should seek on-going funding to extend this phase of activity for the following two years. We anticipate part of this will come from individuals using the health budgets (like direct payments) to attend.

The Singing Café itself was founded as a project of the Community Link Project at Houghton Regis Baptist Church.

Are you affiliated to a national organisation?

*\*delete as appropriate*

\* No

Are you a registered charity?

*\*delete as appropriate*

please specify your charity number.....

Registered Charity No. 1069893

Does the organisation have a membership?

*\*delete as appropriate*

No

If yes please state

The current number of members.....

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

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

If No, who is the organisation accountable to?

The registered Board of Trustees.....

If applicable to your organisation, are your volunteers / coaches appropriately trained?  
*\*delete as appropriate* \*Yes  
 The volunteers have a range of experience and professional qualifications. These include social work, administration in a medical context and physiotherapy. The singing cafe volunteers have all received training on safeguarding.  
 Qualified music therapists will be supplied by Chiltern Music Therapy.

Are your volunteers / coaches CRB checked?  
*\*delete as appropriate* \*Yes, details all have DBS clearance  
 \*

**Project Information**

What would the grant be used for? Funds are available for Projects only.

Music, and occasionally dance, create a huge source of pleasure for those who attend but also have therapeutic benefits. Scientifically, music has been seen as key to improvement of cognition, mood, memory and speech among people suffering with memory loss.

The planned research project is initially going to take place over a period of 12 months on a once weekly basis. A music therapist will be attending each session at a cost to the project of £80 per session (£4000 over 50 weeks). <http://www.chilternmusictherapy.co.uk/>

Tea and coffee and cakes will also be provided to encourage social interaction as part of the session at an estimated £5 per session (£250). There will be some administration costs for report writing and liaison with GP's and up to 2 free training days for GPs so they can understand the benefits for their patients.

So an estimated cost of £6050 in total for the project for 12 months is predicted.

A one off grant for equipment from the Ward Councillor Grant Scheme to cover the purchase of instruments and equipment to play music is also planned.

For Office Use Only

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

What would be the direct benefit of the Grant for Houghton Regis residents?

The grant will enable a trained music therapy practitioner to join us on a weekly basis. This will refresh our present format, extend our practice and experience as a team of volunteers and increase our capacity to deliver and further develop these sessions successfully. Overall, we would like to enhance the quality and effectiveness of what we share with those who attend. We believe this grant will enable us to increase the therapeutic experience of the sessions and the skills of the volunteers who lead going forward.

In a wider way we hope that it will help to advance the new practices of social prescribing in Houghton Regis and provide a long term valuable resource where members of the local community will be able to support their health well-being.

Approximately how many people will benefit from this grant?

Total number.....20.....

Number of Houghton Regis residents...10-15....

**Project Costs**

Total cost of project £ 6050 )

How much assistance are you requesting from Houghton Regis Town Council? (Max 50% of total project cost)

£500

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.....

At present we have identified £1000 contribution from Chiltern Therapy

CLP Project funds £500

HRTC £500

Other Charitable Funds £4,050 (to be identified)

Plus CBC Ward Councillor Grant £500

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

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

The project is delivered free of charge in the first year. So, we will be seeking to raise the balance of the cost from other charitable sources. We are researching other possible charitable organisations at present particularly those who donate to dementia and music-based groups.

We hope the project will stimulate activity that will support and energise the pilot project to initiate social prescribing in Houghton Regis.

**Project Timescale**

Please detail when you anticipate that the project will commence and complete.

We hope to start in January 2020 for the initial 12 months.

The Town Council have developed a Town Council Plan to guide our work until March 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:

The Singing Café aims to connect with some of the most vulnerable residents in Houghton Regis. It acts as a leisure activity but has much wider benefits. Often those who attend are those least able to connect with others effectively and with little day time provision. People look forward to the Singing Café and are always asking when it will be happening next. It creates well-being and a sense of community and is valued by residents and staff.

For Office Use Only

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

61

**Payment Detail**

Account title (

**THIS INFORMATION HAS BEEN REMOVED FOR DATA PROTECTION**

Account number

Bank / building society name. HSBC

and address ... Dunstable Branch

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

**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. 

n/a
✓
✓
✓
  - 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.

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)

*Lesley Williams would like to attend, please advise date*

Signed

Signature removed for Data Protection  
Lesley Williams

Name

Singing cafe volunteer

Position

9 October 2019

Date

For Office Use Only

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



# 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**

Parkside 50 Plus Club

**Contact Details**

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

**Name**

Gloria Smith

**Position**

Secretary

**Address**

2 Lowry Drive LU55SJ

**Telephone Number**

07500 971012

**Email Address:**

david.skinner4@ntlworld.com

**About Your Organisation**

What are the aims and activities of the organisation?

We aim to develop mutually supportive relationships amongst our members, combating isolation and social exclusion. We provide a range of stimulating activities, talks and trips for members to enjoy which promote well-being. These broaden opportunities, especially for those who are on fixed low incomes, and provide a supportive context to extend for individuals to explore new social activities.

Are you affiliated to a national organisation?

*\*delete as appropriate*

\* No

Are you a registered charity?

*\*delete as appropriate*

\* No

Does the organisation have a membership?

*\*delete as appropriate*

\*Yes

If yes please state

The current number of members.....68.....

The rate of subscription £2 a session

If No, who is the organisation accountable to?

Please specify Parkside 50 Plus Club Committee.....





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

- Use of existing funds? / Members contributions £900.....
- 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?

We plan for one trip a year to a show. Clearly this is much anticipated. If HRTC were not able to assist then we would attempt to attract funding from other sources

**Payment Details**

Account title Parkside 50 Plus Club.....

Account number **THIS INFORMATION HAS BEEN** ...

Bank / building society name **REMOVED FOR DATA PROTECTION** ...

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.*

**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.
- The application is submitted with the following required information: *Enclosed*

X
X

  - 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.

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) .Gloria Smith.....

*For Office Use Only*                      *Grant Awarded £.....*  
*Cheque No.:*  
*Meeting Date:*

**THIS INFORMATION HAS BEEN  
REMOVED FOR DATA PROTECTION**

Signed	..
Name	...Gloria Smith.....
Position	...Secretary.....
Date	...8.10.19.....

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*



## HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

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

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

**Name of Organisation**

Networking At Dunstable

**Contact Details**

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

**Name**

Vicki Stonham

**Position**

Committee Member

**Address**

The Hub, 2C Edward Street, Dunstable

Post Code: LU6 1HF

**Telephone Number**

01582 742620 or 07931 753989

**Email Address:**

**About Your Organisation**

What are the aims and activities of the organisation?

Our aim is to work with local businesses, supporting and promoting them to local businesses and the community. We work hard to support local businesses to develop and make the most of their business to local customers/clients.

We are also the organisers of the Business and Community Awards since 2012. Our aim is to lift the local spirit and celebrate the achievements of others, whom the towns believe deserve recognition. The categories vary and are all sponsored by local businesses to ensure all finalists are able to join us free of charge for a wonderful evening.

The event is run by volunteers only, as we are a non for profit organisation and all profits made are donated to charity, of which is the foodbank who supports families in need throughout our towns.

Are you affiliated to a national organisation?

*\*delete as appropriate* \* No

Are you a registered charity?  
*\*delete as appropriate* \* No

Does the organisation have a membership?  
*\*delete as appropriate* \*Yes  
If yes please state The current number of members.....578.....  
The rate of annual subscription £...0..... / annum

If No, who is the organisation accountable to?  
Please specify - Committee - Vicki Stonham, Chloe Briggs, Andrew Robinson and Richard Cooper.

If applicable to your organisation, are your volunteers / coaches appropriately trained?  
*\*delete as appropriate* \*Yes, please specify.....  
Social Media, Mentoring, Sales and Marketing

Are your volunteers / coaches CRB checked?  
*\*delete as appropriate* \*Yes, details.....  
Vicki Stonham. Chloe Briggs, Andrew Robinson and Richard Cooper

**Project Information**

What would the grant be used for? Funds are available for Projects only.  
Please specify with as much detail as possible.....  
  
All funding is used for local promotion and complimentary seats to all those who are a finalist for Dunstable and Houghton Regis Business and Community Awards 2019. The monies raised are allocated to the marketing, promotional material, Houghton Regis finalist to be granted a seat for to attend the Gala Evening with a 3 course meal, tea and coffee.  
  
Your logo will be prominent on all marketing material pre event and on the evening of the event on stage.

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

To ensure all finalist of Houghton Regis can attend the prestigious evening, at no cost to themselves.

Allowing the town to be part of an event that shows our gratitude and support for all their hard work over the year.

The grant also allows us to canvass more in the area, visiting local businesses and speaking with the public with marketing materials for them to use or pass to others.

Approximately how many people will benefit from this grant?  
Total number 230 ...  
Number of Houghton Regis residents.....

**Project Costs**

Total cost of project	£13,400	<i>(please supply 3 quotes)</i>
How much assistance are you requesting from Houghton Regis Town Council? (Max 50% of total project cost)	£500	

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

- Use of existing funds? Please specify amount £ 8000....
- Fundraising? Please specify amount anticipated £ 4400.....
- Grants from other sources? Please specify sources and amount £500 Dunstable Town Council

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

This could impact the amount of free tickets we could offer to the finalist.

Support from the Councils gives us a positive perspective from the local businesses and Community and we would miss this from many who enter the Awards.

2018 saw 52 attendees, which grows slightly every year, this comes from our local presence within Houghton Regis gaining entries and promoting in the Town.

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**Project Timescale**

Please detail when you anticipate that the project will commence and complete.

Project starts May 2019 and will complete by the end of November 2019, as promotion support continues through November after the event too.

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

We would struggle to continue to hold the event without sponsors supporting the local community and Businesses. All volunteers give their time FOC, and we need the funds to be able to offer the FOC tickets to the Gala Evening, as all should be able to attend regardless of their financial position.

The Town Council have developed a Town Council Plan to guide our work until March 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:

- Creating a platform for Houghton Regis to be part of the achievements from their town
- Encourage locals to come together and show the town that they appreciate each other and support local community groups and local businesses too
- Volunteers will promote a positive contribution of all sponsors giving back to the community in their towns
- Promoting the Town Council alongside the Town in a confident and positive light
- Coverage in local press
- Allowing the Council to engage more with their residents and businesses
- Enabling the Council to be part of the event that grows year after year and is supported by so many.
- Increasing the Town Council presence within the towns
- The council giving the residents a chance to enjoy their achievements at no cost to them

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- Keeping the Awards as part of our towns own achievements, as all run by volunteers

**Payment Details**

Account title  
 Account number  
 Bank / building society name and address

**THIS INFORMATION HAS BEEN REMOVED FOR DATA PROTECTION**

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

**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.


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**

*For Office Use Only*                      *Grant Awarded £.....*  
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Name of the representative (if applicable) .....	
<b>THIS INFORMATION HAS BEEN REMOVED FOR DATA PROTECTION</b>	
Signed	
Name	Vicki Stonham
Position	Committee Member/Secretary
Date	19th May 2019

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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.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:** Recycled Teenagers

### Section 1: How did you spend your grant?

Total cost of Project            £640.20

Amount of grant awarded        £200.00

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

The £200.00 funding that Recycled Teenagers received from Houghton Regis Town Council was used towards the payment of the entrance fee to Wrest Park in Silsoe for all our members. The outing was a chance for our members to enjoy a day out in the fresh air, strolling through three centuries of landscape design and viewing the beautiful mansion at Wrest Park.

Guided walks were offered twice during the day. These walks took guests past fragrant borders, to sweeping views and woodland walks, around the beautiful Orangery and discovering the history of Wrest Park and the mansion. After the tour guests were able to explore the 92 acres of award-winning gardens at their leisure. It was an extremely hot day and some of our older members preferred to stroll around the walled Italian garden, enter the mansion or explore the hidden treasures in the archaeological stores, where it was cooler, and everyone enjoyed a refreshing a cup of tea in the café.

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 were made from what was requested in the original grant application

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

How many people benefited from the grant? 36

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

The direct benefit of this grant was to strengthen and extend relationships and create a sense of well-being among our Recycled Teenagers, most of whom live in Houghton Regis. The enjoyment of a

social outing to Wrest Park's beautiful grounds and gardens gave them an opportunity to spend time together outside, in fresh air, on a lovely sunny day and in beautiful surroundings. Outings like this help combat social exclusion and isolation. Having social events like this to look forward to is very important to older people. As I walked around asking our members if I could take their photographs and explained that some would be included in this report several of them asked me to pass on their special thanks to Houghton Regis Town Council for making such a lovely day out possible for them.

**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:** Elizabeth Robertson

**Position in group:** Treasurer \_\_\_\_\_

**Contact telephone number:**

**Signature:**

**Date:**

**THIS INFORMATION HAS BEEN  
REMOVED FOR DATA PROTECTION**

*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.*

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Expenditure satisfactory      Yes / No

Benefits consistent          Yes / No

Comments: