



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Tracey McMahon** Tel: 01582 708540

Town Clerk: **Clare Evans** E-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)

12<sup>th</sup> June 2020

**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 22<sup>nd</sup> June 2020 at 7.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please pre-advise the Head of Democratic Services ([louise.senior@houghtonregis.org.uk](mailto:louise.senior@houghtonregis.org.uk)) by 3pm on the day of the meeting in order for appropriate access to be arranged.

**Clare Evans**  
**Town Clerk**

**THIS MEETING MAY  
BE RECORDED \***

This meeting is being held virtually due to Covid-19. To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance as provided on the Council's website.

## 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**

*\*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.*

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

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

#### 4. COMMITTEE ARRANGEMENTS

Members are advised that in accordance with the Minute 11207 taken at Town Council on 18<sup>th</sup> March the following committee arrangements remain in place:

##### *Chair and Vice Chair of Community Services Committee*

The Chair and Vice Chair of Corporate Services Committee will remain as follows:

Chair – Cllr Wattingham

Vice Chair – Cllr Copleston

##### *Committee Functions & Terms of Reference*

These remain as most recently approved.

**Recommendation: To note the report.**

#### 5. MINUTES

##### *Pages 5 - 10*

To approve the minutes of the meeting held on 10<sup>th</sup> February 2020.

**Recommendation: To confirm the minutes of the Community Services Committee meetings held on 10<sup>th</sup> February 2020 and for these to be signed by the Chairman.**

#### 6. COMMUNITY SERVICES COMMITTEE 2020/21 BUDGET REVIEW

##### *Pages 11 - 16*

Members will find attached a report on the Community Services Committees budget for 2020/21 supported by the relevant extract from the approved budget for 2020/21.

**Recommendation: To note the report.**

#### 7. INCOME AND EXPENDITURE REPORT

It is hoped to be able to provide to members an Income and Expenditure report relating to 2020/21. However, before this can be provided the financial year 2019/20 has to be completed. This is in the process of happening. It is hoped that a report on Income and Expenditure to date will be provided ahead of the meeting for consideration.

**Recommendation: To note the report**

## 8. YOUTH & COMMUNITY SERVICES

### CBC Youth Club

Members are advised that Groundwork, on behalf of CBC, have delivered a virtual youth club Monday to Thursday due to Covid-19 restrictions.

### Youth Café

Due to Covid-19 it has not been possible to continue to provide the Youth Café. This will be re-started once Covi-19 restrictions allow.

### Youth Council

The Community Development Officer has regularly engaged virtually with members of the Youth Council. A verbal update will be provided.

### Community Services

The Community Development Officer will provide a verbal update on the community engagement work that has taken place during the Covid-19 crisis, including vouchers to elderly residents, care home activity packs, dementia tabards, essential supply packs to disadvantaged and vulnerable households, financial support to Houghton Regis Helpers and virtual community and civic events.

This report is provided for information purposes.

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

*Pages 17 - 20*

Events Working Group	5 <sup>th</sup> March 2020
Combating Crime Working Group	None to present

**Recommendation: To receive the following Minutes:**

<b>Events Working Group</b>	5 <sup>th</sup> March 2020
<b>Combating Crime Working Group</b>	None to present

## 10. SUMMER ACTIVITIES

*Pages 21 - 24*

To provide members with an update on changes proposed to the HRTC summer activities due to Covid-19.

**Recommendation: To support;**

1. the provision of summer family activity boxes for families as an alternative to the planned summer play scheme and summer family day trips;
2. a family day trip in the October half term (Covid restrictions permitting)
3. a Halloween event



## 11. GRANT FUNDING FROM THE OFFICE OF THE POLICE & CRIME COMMISSIONER

Members are advised that the Office of the Police and Crime Commissioner (OPCC) launched a project to improve certain locations for young people. The OPCC has won a small amount of funding (£29,000) from Central Government for suitable projects in Bedford, Central Bedfordshire and Luton.

This was part of the money that was secured by the OPCC from Central Government for the establishment of a Violence and Exploitation Reduction Unit (VERU).

The funding can be used by Town and Parish councils for a wide range of projects that would improve locations for young people with the ambition of deterring them from unsafe spaces or by investing in areas where young people can socialise in safety.

Applications were restricted to £5000 and the submission date was 10<sup>th</sup> June 2020.

Members are advised that an application has been submitted by HRTC for £4800 to fund improvements to the services and facilities on offer to the Youth café at the Village Green Pavilion. The intention is to provide a welcoming and more youth focused venue, through improved seating and lighting, IT and gaming equipment, sports and recreational equipment and kitchen equipment.

A decision is expected week commencing 22<sup>nd</sup> June 2020. Members will be kept updated.

This report is provided for information purposes.

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**10<sup>th</sup> February 2020 at 7.00pm**

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

Officers: Clare Evans Town Clerk  
Tara Earnshaw Community Development Officer

Public: 0

Apologies: J Carroll  
C Copleston

**With members agreement the Chair advised that he would change the order of the agenda**

**11139 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr J Carroll and C Copleston.

**11140 QUESTIONS FROM THE PUBLIC**

None.

**11141 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Cllr Goodchild advised she had been involved with the Youth Club application as part of the CBC grant process.

**11142 MINUTES**

To approve the minutes of the meetings held on 28th October and 4th November 2019.

Minute 10108 - Grant Applications

Cllrs Wattingham and McMahon advised they had visited Magpas Air Ambulance. It was well worth the visit.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 28<sup>th</sup> October and 4<sup>th</sup> November 2019 and for these to be signed by the Chairman.**

**11143 REPORT FROM GROUNDWORK**

Mr D Ramsay from Groundwork was in attendance to report on the youth work Groundwork had recently completed in Houghton Regis on behalf of Central Bedfordshire Council.

Youth Club has continued to be well supported by young people attending. There have been some challenges from certain young people but these were being addressed. Some educational activities around drug and home safety use were being planned over the next few months.

It was advised that there would be a change in personnel at Groundwork in relation to the senior youth worker. The support of the council had been appreciated. The recruitment process was queried. It was advised that the young people had been informed.

It was advised that a young person had expressed an interest in attending the Youth Council, the Youth Club and the Pop Up Café. This would be followed up on.

The council noted their appreciation for the work that Mr Ramsay had completed in the town.

#### 11144 HRTC YOUTH SERVICES

Mr D Ramsay from Groundwork was in attendance to report on the youth work Groundwork had recently completed on behalf of Houghton Regis Town Council.

Members received an overview report to date.

This facility was going from strength to strength, with numbers increasing and positive feedback being received. There have been some challenges over different types of young people attending.

**Resolved: To note the report.**

#### 11145 GRANT APPLICATIONS

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

Members were advised that £1101 remained in the Small Project Grants budget.

Members were advised that the following application had been received for a small project grant.

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Groundwork East	£960	£480	Furniture & resources for Youth Centre

It was advised that the CBC grant towards this project had recently been approved.

**Resolved: To approve the Small Capital Grant Applications as detailed.**

**End of Award Report**



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

- Sorted Counselling Services
- Keech

Members queried the SORTED Impact Report. This would be investigated.

Cllr McMahon advised that she had recently visited Keech and was very impressed by the environment they had created.

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

#### 11146 COMMUNITY SERVICES

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

A representative from the Youth Council addressed the meeting. It was advised that the most recent initiative, #KINIFEFREE Houghton, had been well received by the community and Bedfordshire Police. Members of the youth council enjoy being part of an event and engaging with the community. The Youth Council were thanked for all their work and commitment to the town. It was noted that the Youth Council had been put forward for the High Sherriff's Award.

The Community & Youth Officer was thanked for her work.

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

#### 11147 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Events Working Group	2 <sup>nd</sup> , 7 <sup>th</sup> , 30 <sup>th</sup> October 2019.
Combating Crime Working Group	16 <sup>th</sup> October, 20 <sup>th</sup> November, 18 <sup>th</sup> December 2019.

**Resolved: To receive the following Minutes:**

Events Working Group	2 <sup>nd</sup> , 7 <sup>th</sup> , 30 <sup>th</sup> October 2019.
Combating Crime Working Group	16 <sup>th</sup> October, 20 <sup>th</sup> November, 18 <sup>th</sup> December 2019.

#### 11149 INCOME & EXPENDITURE REPORT

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

**Resolved: To note the report.**

#### 11150 COMMUNITY SERVICES BUDGET FOR 2020/21

Members received the approved budget for 2020/21 for the Community Services Committee supported by the budget explanation. The following points were of note:

302-4227 Community Services, agreed budget £3000

Member decision during the budget setting process to remove the funding for the benchmarking survey. The Community Services Committee were invited to consider alternative funding possibilities. It was suggested that the council could consider funding for this report in the subsequent financial year.

303-4059 Other professional fees, agreed budget £350

Member decision during budget setting process to reduce this budget to enable Survey Monkey subscription only (removal of provision for Social media management and Enviro crime reporting ap)

Members discussed ways to attract sponsorship of events. It was requested that staff seek sponsorship in person. It was noted that this was time intensive and the return was not significant. It was agreed that the Shop Local promotion to local businesses would also be used to promote sponsorship packages.

**Resolved: To note the report.**

## 11151 TOWN GUIDE

Budget provision had been made in 2020/21 for the production of a new Town Guide. This publication was delivered to every household and additional copies were provided for ad hoc distribution.

Members were requested to consider the contents of the Town Guide. The following suggestions were made:

- Title: Official Town Guide 2020-2023
- Contents page
- Introduction / Foreword from the Town Council
- Welcome
- HRTC contact details
- Town Councillors details, including council responsibilities
- Central Bedfordshire Councillors details, including council responsibilities
- Local History
- HRTC Vision
- Local events, including Shop Local
- Community grants
- Pride of Houghton and Honorary Freeman awards
- Parks, recreational, leisure and sports facilities
- Transport
- Town map
- Strategic projects
- Retail offer
- Local directory

It was advised that sports clubs were included in the guide under the local directory. If a club wanted an advert, they were able to purchase advertising space.

It was requested that costs be investigated for producing the publication on recyclable paper.



**Resolved:** To note the content of the Town Guide 2020-2023.

**11151 EXCLUSION OF PRESS AND PUBLIC**

- Youth Services

**Resolved:** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**11152 YOUTH SERVICES**

Members received a verbal update on the HRTC Youth Services provision for 2020/21.

**Resolved:** To seek to deliver the pop up cafes and resource the Youth Council on an in-house basis and to refer to Corporate Services Committee to establish a suitable staff resource.

**The Chairman declared the meeting closed at 8.43pm**

**Dated this 22<sup>nd</sup> day of June 2020**

**Chairman**

*This page is  
intentionally left  
blank*



---

**COMMUNITY SERVICES COMMITTEE****Agenda Item 6**

---

**Date:** 22<sup>nd</sup> June 2020

**Title:** 2020/21 BUDGET REVIEW

**Purpose of the Report:** To provide Members with the approve budget for Community Services Committee for 2020/21.

**Contact Officer:** Clare Evans, Town Clerk

---

**1. RECOMMENDATION**

**This report is presented for information only.**

**2. BACKGROUND**

This report is provided to present to Members the approved budget for Community Services Committee for 2020/21 and to highlight significant elements of the budget.

**3. ISSUES FOR CONSIDERATION**

Points to highlight include:

- Summer playscheme
- Continued provision for Youth Services (youth Council & Pop Up Café)
- Community services – shop local and town centre attractions
- Town centre toilet provision (cleaning)
- Christmas lights
- Town crier
- Town guide
- Events
- Community grants
- Community safety including high visibility partnership initiative
- Civic fund



Members are advised that due to the implications of Covid-19 a revised Council budget is being prepared and will be presented to Town Council for consideration.

#### 4. COUNCIL VISION

The report supports the Aspiration of Council's Vision;

- To ensure the council is fit for purpose and efficient in its delivery of services

#### 5. IMPLICATIONS

##### **Corporate Implications**

- There are no Corporate implications arising from this report.

##### **Legal Implications**

- There are no Legal implications arising from this report.

##### **Financial Implications**

- There are no Financial implications arising from this report.

##### **Risk Implications**

- The council must ensure that the predicted income is secured before the associated expenses are incurred.

##### **Equalities Implications**

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

This project / issue does not discriminate.

##### **Press Contact**

- There are no Press implications arising from this report.

#### 6. CONCLUSION AND NEXT STEPS

The approved Committee budget with significant highlights has been shared for information.

#### 7. APPENDICES

**Appendix A:** Approved Community Services Committee for 2020/21

Houghton Regis Town Council  
Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

		2018/19		2019/20				2020/21		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Community Services</b>										
<b>302</b>	<b>Community Services</b>									
1078	Grants & Donations Received	0	0	0				2,000	0	0
1082	INC-LETTINGS	4,500	1,502	0				0	0	0
1091	Income Miscellaneous	2,000	1,954	2,800				1,800	0	0
1097	Income - Council Events	0	0	0				0	0	0
	<b>Total Income</b>	<b>6,500</b>	<b>3,456</b>	<b>2,800</b>				<b>3,800</b>	<b>0</b>	<b>0</b>
4221	SUMMER PLAYSCHHEME	3,000	2,863	3,750				4,500	0	0
4226	Youth services	22,000	24,471	20,000				26,800	0	0
4227	Community Services	8,915	7,914	3,500				3,000	0	0
4228	Community Facilities	500	0	2,000				0	0	0
4230	Public Toilets	18,800	18,438	18,800				18,800	0	0
4232	Christmas Lights	12,585	11,101	13,000				13,000	0	0
4992	Trs from Earmarked Reserve	0	-2,000	0				0	0	0
	<b>Overhead Expenditure</b>	<b>65,800</b>	<b>62,787</b>	<b>61,050</b>				<b>66,100</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(59,300)</b>	<b>(59,332)</b>	<b>(58,250)</b>				<b>(62,300)</b>		
<b>303</b>	<b>Communications</b>									
1091	Income Miscellaneous	1,000	0	0				0	0	0
	<b>Total Income</b>	<b>1,000</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>0</b>
4029	Promotional Material	1,000	1,080	1,000				2,000	0	0
4033	NEWSLETTER	5,000	4,837	3,700				4,000	0	0

Continued on next page

## Note: Amended Officer Draft Budget 2020/21

	2018/19		Total	2019/20		2020/21		
	Budget	Actual				Agreed	EMR	Carried Forward
4034 WEBSITE COSTS	500	270	1,160			1,000	0	0
4059 OTHER PROFESSIONAL FEES	300	0	300			350	0	0
4225 TOWN GUIDE	0	0	0			2,000	0	0
4992 Trs from Earmarked Reserve	0	0	0			-2,000	0	0
<b>Overhead Expenditure</b>	<b>6,800</b>	<b>6,187</b>	<b>6,160</b>			<b>7,350</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,800)</b>	<b>(6,187)</b>	<b>(6,160)</b>			<b>(7,350)</b>		
<b>304 Events</b>								
1094 Income from Sponsors	5,000	3,725	5,000			5,000	0	0
1097 Income - Council Events	8,000	5,951	7,000			5,100	0	0
<b>Total Income</b>	<b>13,000</b>	<b>9,676</b>	<b>12,000</b>			<b>10,100</b>	<b>0</b>	<b>0</b>
4031 ADVERTISING	500	368	500			500	0	0
4222 COMMUNITY EVENTS	38,000	35,527	40,000			42,000	0	0
4992 Trs from Earmarked Reserve	-2,535	0	-2,537			0	0	0
5008 Tr from EMR Comm Development	0	-2,535	0			0	0	0
<b>Overhead Expenditure</b>	<b>35,965</b>	<b>33,360</b>	<b>37,963</b>			<b>42,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(22,965)</b>	<b>(23,684)</b>	<b>(25,963)</b>			<b>(32,400)</b>		
<b>305 Community Grants</b>								
4203 MAYORS CHRISTMAS APPEAL FUND	2,100	1,681	2,500			2,100	0	0
4210 Memorial Hall Sinking Fund	4,000	0	0			0	0	0
4218 Grants (WB) Small Projects	3,000	3,000	3,000			3,000	0	0
4219 Grants (WB) Large Projects	4,242	4,242	2,500			1,962	0	0

Continued on next page

14



**Houghton Regis Town Council**  
**Annual Budget - By Committee**  
**Note: Amended Officer Draft Budget 2020/21**

		<u>2018/19</u>		<u>Total</u>	<u>2019/20</u>		<u>2020/21</u>		
		<u>Budget</u>	<u>Actual</u>		<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>		
4220	Grants (WB) Key Partners	18,251	18,251	25,251			15,000	0	0
4991	Trs to Earmarked Reserve	0	4,000	0			0	0	0
	<b>Overhead Expenditure</b>	<b>31,593</b>	<b>31,175</b>	<b>33,251</b>			<b>22,062</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(31,593)</b>	<b>(31,175)</b>	<b>(33,251)</b>			<b>(22,062)</b>		
<b>306</b>	<b><u>Community Safety</u></b>								
4046	Enviro - Crime	3,974	2,700	14,000			7,400	0	0
4048	Community Safety Strategy	3,226	3,226	0			0	0	0
4059	OTHER PROFESSIONAL FEES	34,990	31,967	33,990			33,990	0	0
4991	Trs to Earmarked Reserve	0	3,226	0			0	0	0
4992	Trs from Earmarked Reserve	-2,188	-3,226	-8,755			0	0	0
	<b>Overhead Expenditure</b>	<b>40,002</b>	<b>37,893</b>	<b>39,235</b>			<b>41,390</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(40,002)</b>	<b>(37,893)</b>	<b>(39,235)</b>			<b>(41,390)</b>		
<b>307</b>	<b><u>Civic Services</u></b>								
4101	MAYORS ALLOWANCE	3,850	3,216	3,850			3,850	0	0
4106	Mayors Civic Events	2,200	1,832	2,200			2,200	0	0
4121	CIVIC REGALIA	100	2,940	100			550	0	0
4122	Civic Fund Expenses	150	1,166	150			200	0	0
4992	Trs from Earmarked Reserve	0	-2,620	0			-450	0	0
	<b>Overhead Expenditure</b>	<b>6,300</b>	<b>6,535</b>	<b>6,300</b>			<b>6,350</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,300)</b>	<b>(6,535)</b>	<b>(6,300)</b>			<b>(6,350)</b>		
<b>399</b>	<b><u>Community Capital &amp; Projects</u></b>								

Continued on next page

Houghton Regis Town Council

Annual Budget - By Committee

Note: Amended Officer Draft Budget 2020/21

	<u>2018/19</u>		Total	<u>2019/20</u>		<u>2020/21</u>		
	Budget	Actual		Agreed	EMR	Carried Forward		
4804 CAP-New Christmas Lights	4,000	7,001	6,000			6,000	0	0
4992 Trs from Earmarked Reserve	0	-3,001	-6,000			-6,000	0	0
Overhead Expenditure	4,000	4,000	0			0	0	0
Movement to/(from) Gen Reserve	(4,000)	(4,000)	0			0		
Community Services - Income	20,500	13,131	14,800			13,900	0	0
Expenditure	190,460	181,936	183,959			185,752	0	0
Movement to/(from) Gen Reserve	(169,960)	(168,804)	(169,159)			(171,852)		

Continued on next page

**Events Working Group**  
**5<sup>th</sup> March 2020 at 5.00pm**

Present:	Councillors:	T McMahon Y Farrell A Slough S Thorne	Chairman
	Co-opted Members:	Mrs C Butler D Hill	
	Officers:	Sarah Gelsthorp Louise Senior	Civic and Events Officer Head of Democratic Services
Apologies:	Councillors:	K Wattingham J Carroll Mr C Slough	

**EWG554 APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Cllr Wattingham, Cllr Carroll and Mr C Slough.

**EWG555 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Co-optee Mrs Butler declared an interest in VE day celebrations as a member of Craft & Coffee.

**EWG556 MINUTES**

To approve the Minutes of the meeting held on 6<sup>th</sup> February 2020.

**Resolved: To confirm the minutes of the Events Working Group meeting held on 6<sup>th</sup> February 2020 and for these to be signed by the Chairman.**

**EWG557 PANCAKE RACE - REVIEW**

Members discussed the final Pancake Race, which took place on 25<sup>th</sup> February 2020 and feedback was positive. Members agreed that the event had worked more efficiently indoors and I had shown off the music that accompanied the races better than when it was outside.

**Resolved: To note the report**

**EWG558 EASTER EGG HUNT**

The Easter Egg Hunt would be taking place on Saturday 4<sup>th</sup> April 2020 from 9am – 12 noon.



Members were requested to note that 450 Easter Eggs had been purchased, with an additional number of Lactose/Gluten Free Easter Eggs. The event had been advertised for children up to the age of 12 years and a hand stamp was on order, as used at the Santa's Grotto. The Clue sheets were being revised to ask for postcodes.

Representatives from the Youth Council would be in attendance to assist with handing out the clue sheets and Easter Eggs.

Concerns were raised about the possibility of having to postpone the event due to the Coronavirus pandemic. Members were advised that the eggs had a best before date of many months after April, should the event need to be rescheduled.

**Resolved: To note the report**

#### **EWG559 VE 75<sup>th</sup> Event**

Members were advised the Bedford Square Centre had been confirmed for the VE 75 Event, taking place on 8<sup>th</sup> May 2020.

- The poster for the event was currently being created
- The Afternoon Tea was confirmed and was to be held in the Bedford Square Community Centre.
- Heritage Society confirmed a static and audio visual display
- Talk on Bletchley Park was confirmed
- Déjà vu (Band) was confirmed
- The RAF Association had confirmed that they would also hold a fundraising stall.

A quotation had been obtained for VE 75 Houghton Regis Badges and it was suggested that these were given away to the children who attend and take part in a Second World War clue hunt in the local shop windows. The badges are 91p each to make, plus a die charge of £65. Members agreed they would like to purchase commemorative badges for the event.

**Resolved:**

- 1. To note the report**
- 2. To approve the purchase of badges for a Second World War clue search.**

#### **EWG560 MAYOR'S INAUGURAL RECEPTION**

Members were advised that the Annual Meeting of the Town Council (with a shortened agenda) would be taking place on Wednesday 13<sup>th</sup> May 2020 at 7pm at the Bedford Square Community Centre. The meeting would be followed by the Inaugural Reception.

The event will last approx. an hour and a half, and the incoming Mayor would be invited to hold a raffle to start off their fundraising year. The Oak Room and Sycamore Room at the Bedford Square Centre had been booked.

It was suggested that background music be arranged, in the form of a Pianist, as this had proved suitable on previous occasions.

**Resolved: To book a Pianist for background music.**

**EWG561 CARNIVAL BADGE 2020**

Members received a suggested design for the 2020 Carnival Badge for members view. After discussion members agreed on several adjustments to the design of the badge. Members were advised once the badge has been redesigned, they would receive a copy of the new design via e-mail.

**Resolved: To amend the design of the Carnival Badge and to circulate for members to view.**

**EWG562 CARNIVAL 2020**

Members were advised that several bookings had been confirmed and were in agreement that the Punch and Judy Show should be booked and Mike Ruff to play the Accordion. It was also requested that Last of the Summer Ukuleles be contacted regarding performing. Members suggested the Punch & Judy show be made more of a feature rather than a side show.

Members discussed roles for the Carnival Court and it was suggested that these be based on an Oceanic theme (Mermaid, King Neptune and sea creatures) and that school names would be chosen at random for these role on the Town Council Carnival float. The float would be based on 'The Rainbow of Ecological Disaster' using plastic bottles etc over a rainbow background.

Members queried whether the dog show would be going ahead. Members would be advised of this in due course.

**Resolved: 1. To book entertainment for the event  
2. To allocate the six roles for the Town Council float (Carnival Court).**

**EWG563 HOUGHTON ROCKS**

Members were advised that Sweeney Todd had been booked and discussed which bands they would like approached to perform at the event.

**Resolved: To receive the updates and to book suitable bands to perform.**

**EWG564 FUTURE EVENTS**

Members were invited to raise any questions regarding future events:

*Skate Jam Event – 23<sup>rd</sup> July 2020*

Members were advised that Team360 and DJ Craig had confirmed their bookings.

Members expressed their wish to have an area at the event sectioned off with play equipment for smaller children to enjoy safely, and that the Police be contacted regarding Bike marking, and 'D Locks' be investigated for prizes.

Members were advised of sponsorship for various events gained from several sources.

Members advised that they were hopeful that the Celebration of Christmas would go hopefully now ahead due to the sponsorship generously given.

Three schools had shown an interest in participating in Celebration of Christmas.

**The Chairman declared the meeting closed at 6.18pm**

**Dated this 4<sup>th</sup> June 2020**

**Chairman**





---

**COMMUNITY SERVICES COMMITTEE****Agenda Item 10**

---

**Date:** 22<sup>nd</sup> June 2020

**Title:** SUMMER ACTIVITIES

**Purpose of the Report:** To provide members with an update on changes proposed to the HRTC summer activities due to Covid-19.

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

---

**1. RECOMMENDATION**

To support;

1. the provision of summer family activity boxes for families as an alternative to the planned summer play scheme and summer family day trips;
2. a family day trip in the October half term (Covid restrictions permitting)
3. a Halloween event

**2. BACKGROUND**

Due to Covid-19 it is not possible to deliver the HRTC summer activities in the format envisaged. Officers have considered alternative delivery options.

**3. ISSUES FOR CONSIDERATION**

The HRTC summer activities comprised: the summer playscheme, family days out and Town Centre events.

Given all the remaining uncertainties over Covid-19 restrictions it is not possible to deliver the summer playscheme, family days out and Town Centre events as originally intended.

The following is suggested to support the most vulnerable / deprived families in Houghton Regis. The project comprises creating a summer family activity box that encourages families to do things together. The box could contain a range of items such as bug catching equipment, frisbee, skipping ropes, kite, map for a HHP treasure hunt, crafts, step counters etc. It would also be possible to adapt some boxes to include sensory items for families that have children with disabilities.

It is estimated that each pack would cost around £10.

The activity boxes would be aimed at families with children in primary schools. Contact would be made with the primary schools to get an idea on how many activity packs that are required. Contact would also be made with the early help team as they may have families who are not in contact with schools.

The boxes would also include information and support leaflets. For example, the children's centre has changed their delivery to become a drop in for those suffering domestic violence.

It is intended to distribute the boxes to the families direct or through the schools mid / late July in time for the summer holidays.

The treasure hunt would be a free activity so we could roll this out on a town wide basis.

As the eco-event planned for earlier this year was cancelled due to Covid-19. It is suggested that a virtual eco-event be planned, possibly designed around upcycling materials to create bird / bug / bee boxes.

It is hoped that in the October half term the postponed family day trip to London will be held (assuming tourist outlets are re-opened and social distancing allows) and also a Halloween Walk through Houghton Hall Park (in partnership with the Youth Council).

#### 4. COUNCIL VISION

The proposed action supports the Council's Vision;

Aspirations:

To develop and enhance **partnerships** between HRTC, stakeholders, partners, community groups and residents

To effectively and proactively **represent** our community

Objective 4 Our community

4.1 To create or enhance community facilities which support community development and cohesion

4.3 To provide activities for young people, families and older people

4.6 To provide a range of play facilities for all to enjoy

4.7 To support local organisations

4.8 To support HHP to seek to develop the site to its full potential

#### 5. IMPLICATIONS

##### Corporate Implications

- There are no arising corporate implications

##### Legal Implications

- The change to the planned summer activities follows current legal requirements

### **Financial Implications**

- The project suggested will be delivered within the budget allocated for the summer playscheme and summer family days out, £3000 (302-4221)

### **Risk Implications**

- The loss to the community from the summer playscheme and summer family trips will be mitigated somewhat by the provision of this alternative project. This will enhance the reputation of the town council.

### **Equalities Implications**

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

This project / issue does not discriminate.

### **Press Contact**

The council will communicate out this project to the press, via the website and social media.

## **6. CONCLUSION AND NEXT STEPS**

It is sad and disappointing not to be able to deliver the summer playscheme and family days out as planned as these are well received and valued by the community. This project aims to reach out to disadvantaged families to provide them with fun family activities. It is hoped that a family day out can be planned for October along with a Halloween event.

## **7. APPENDICES**

None



*This page is  
intentionally left  
blank*