

HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Town Mayor: **Cllr Tracey K McMahon** Tel: 01582 708540
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

16th October 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 26th October 2020 at 7.00pm.**

This meeting is being held virtually via Microsoft Teams. If members of the public would like to attend, please click on the meeting link below and follow the online instructions:

[MEETING LINK¹](#)

[MEETING GUIDANCE](#)

To assist in the smooth running of the meeting please refer and adhere to the Council's Virtual Meeting Guidance. To view the Virtual Meeting Guidance please click on the link above.

Clare Evans
Town Clerk

**THIS MEETING MAY
BE RECORDED²**

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

¹ If you require a meeting link emailed to you, please contact the Head of Democratic Services at louise.senior@houghtonregis.org.uk

² 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.

representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

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

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

4. KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Pages 5 - 34

Consideration process

Representatives from these organisations have been invited to the meeting to present their annual review / update.

Members are reminded that Key Partner status has been awarded to these organisations for the financial years 2020/21, 2021/22, 2022/23 and 2023/24.

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.

Members are advised that the Council offered the early release of funding to these organisations to help them through difficulties arising from Covid-19. Community Action Bedfordshire and Houghton Regis Heritage Society benefited from this offer.

The following summaries the amount of the Key partner award:

Dunstable & District CA	£2,000
SORTED	£2,000
Keech Hospice Care	£2,500
Community Action Bedfordshire	£2,500 (received)
South Beds Dial A Ride	£1,125.50
Houghton Regis Memorial Hall	£2,000
Full House Theatre	£1,500
Houghton Regis Heritage Society	£500 (received)

Recommendation: To approve the release of funding as detailed for the financial year 2020/21.

5. GRANT APPLICATIONS

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

Large Capital Grant

Pages 35 - 38

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>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Churches Together in Houghton Regis*	£3,171	£1000	To help facilitate a drive-in style Community Carol Service

Small Capital Grants

Approved small project grant:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Dunstable Food Bank	£500	£200	To provide Christmas parcels to children.

Pages 39 - 43

Members are advised that £2,800 remains in the Small Grant Fund. Members will find attached at the following Grant Application:

<i>Applicant</i>	<i>Total project cost</i>	<i>Amount requested</i>	<i>Brief description</i>
Churches Together in Houghton Regis*	£3,171	£500	To help facilitate a drive-in style Community Carol Service

* As Members can see Churches Together in Houghton Regis has submitted 2 grant applications, one Small Project at £500 and one Large Project at £1000. Both applications are to support the provision of a drive-in style Community Carol Service in Houghton Regis.

The grant criteria states:

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

The applicant has advised that if members have concerns that they would be prepared to withdraw the small Project application and increase the Large Project Application to £1500.

The applicant has also advised that should Covid related restrictions alter, the plans for this event will alter accordingly. The organiser will seek to ensure financial flexibility with all contractors who are engaged to support this event. Should the event not proceed, and expenses not be incurred the organiser will not draw down on the grant award.

Although this financial request has been submitted through the council's grant process Members are advised that there are sufficient funds in 304-4222, Events, which could be allocated for this event.

Members are requested to consider the Small and Large Capital Grant Applications as detailed and to confirm whether these are to be funded through the grant process or through the Council's event budget. Churches Together have indicated that they would like to see the event delivered as a shared project with HRTC and Morrisons. It is suggested that the council, in addition to a funding contribution, also offer assistance in terms of planning the event.

Recommendation: To support the Drive in Carol Concert Proposal by Churches Together in Houghton Regis and to offer £1500 from 304-4222.

End of Award Report

In accordance with the Grant Scheme successful applicants are required to submit an End of Award Report. As this is the first meeting of the council year in which grants are considered there are no End of Award Reports to present.

Recommendation: To note the End of Award Reports.

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HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

Dunstable & District Citizens Advice

Contact Details

Name

Mrs Judy Atkinson

Position

Chief Officer

Address

The Dunstable Centre
Court Drive
Dunstable

Post Code: LU5 4JD

Telephone Number:

Email Address:

manager@dunstablecab.org.uk

Website Address:

www.dunstablecab.org.uk

Renewal Information

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

Yes

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

Dunstable and District are seeking to continue our desperately needed outreach services in Parkside and Tithe Farm, within Houghton Regis. Our work within the past 12 months began similar to previous years - one trained adviser would visit each location once per month and offer free, impartial, confidential, independent advice to the residents of Houghton Regis who benefit from this service being local to them.

Despite the COVID-19 pandemic, the closure of the outreach sites and face to face services being suspended across the region, we were quick to adapt and ensure that our service continued to operate throughout. We have been able to operate a telephone and email service and have been in regular contact with our outreach sites, updating them on how clients can access our services.

We have been offering telephone initial assessments as well as appointments for casework with benefits applications and filling in forms. We have continued to receive phone calls and emails from clients living in Houghton Regis.

Demand for our service has increased and we have planned to ensure that enough volunteers are able to run the service, ensuring that we have been able to answer and respond to every single enquiry that we receive.

As well as supporting the residents of Houghton Regis apply for Universal Credit with the continued national roll out, and continued support for residents with existing claims, we have received calls for help from residents of Houghton Regis who have found they have to apply for benefits for the first time in their lives due to the coronavirus outbreak. We have received increased requests for employment advice and help with housing issues. We are able to continue provide free advice and support surrounding Universal Credit and other issues such as Benefits, Debt, Employment, Housing, Legal, Discrimination, Immigration and Consumer.

The ongoing cost of the project is approximately £166.66 per visit to a neighbourhood centre which includes consultation with client, taking necessary action, 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.

Even though we have had to temporarily suspend face to face visits to the outreach centres, we have ensured that we have advisors available and trained to support residents of Houghton Regis who continue to access our services in these troubled times. We are in continued regular conversations with the outreach sites in Houghton Regis to

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

	Total number2920.....
	Number of Houghton Regis residents1431.....

Please note: Many of these clients would have contacted us on a number of occasions but our recording system only counts them once.

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

We have used the funding awarded from the Town Council over the past 12 months to provide an advice service to Tithes Farm and Parkside neighbourhood centres on Tuesday mornings. Each location is visited once per month by a trained adviser.

We diagnose the problem, provide the client with the advice needed and then create case notes for the client back at the office following the appointment at outreach. We then provide ongoing support for all of our outreach clients.

When visits to the locations were no longer possible, we ensured that we have had trained advisors available to respond to phone calls and email enquiries from residents of Houghton Regis as well as provide them with ongoing help and support through appointments.

The funding has allowed us to train these advisors so that they are able to provide up to date current advice with enquires regarding benefits, employment and especially the furlough scheme.

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

No, our core funding from Central Bedfordshire Council is secure for the next 12 months. We are also regularly reviewing the situation with COVID-19 so that we can resume our outreach services as and when it is safe to do so.

Please confirm your award amount: £2000

Is the amount awarded still required?

Yes

Payment Details

Account title	Dunstable and District Citizens Advice Bureau
Account number
Bank / building society name and address	This information has been removed for data protection.....

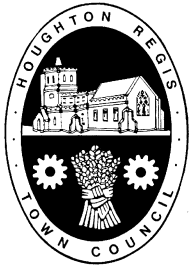
Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

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

Signed	J ATKINSON
Name	Judy Atkinson
Position	Chief Officer
Date	04/09/20



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

Sorted Counselling Services

Contact Details

Name

Julie Bowes

Position

Director

Address

81 High Street North
Dunstable Beds

Post Code: LU6 1JJ

Telephone Number:

01582 674442 01582 363040

Email Address:

Julie.bowes@sortedbedfordshire.org.uk

Website Address:

www.sortedbedfordshire.org.uk

Renewal Information

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

Yes

If no please update:

Please outline the work your organisation has undertaken in the last 12 months? We have offered counselling to children and young people from 10-25 years old for up to 12 sessions. This has enabled them to talk freely in a safe space without judgement to a safe caring adult. The range issues that young people bring to counselling varies hugely - stress, worry and anxiety is still the largest concerns reported to us. We also see many young people who highlight that they have a mental health issue, this can be diagnosed or undiagnosed they are seeking support regarding this issue. We encourage young people to contact their GP and work with them to further signpost where required to ensure they are receiving the correct levels of support.

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

	Total number	222
	Number of Houghton Regis residents	65....

How have you used the funding awarded from the Town Council over the last 12 months?
 This grant has contributed to volunteer expenses, supervision and continued professional development training for our counsellors here at Sorted.
 Clinical supervision is vital to ensure the counsellors are working ethically with the clients and enables them to safeguard the young people to the appropriate level.
 CPD training is crucial to ensure that the counsellors are able to work with all issues presented by the young people during their counselling.
 Since lockdown started in March, we have continued to offer counselling to children and young people. This very quickly had to change format to phone or online counselling and we are lucky that our staff made this transition easily and without question.
 We found that some young people embraced this new way of working and for others it was more challenging, this was for a variety of reasons whether they didn't have somewhere private and confidential within their home or they felt less able to make that connection via this medium. For others they embraced the medium often having great results and particularly the young people who would have struggled to start counselling due to anxiety.
 We had 50% of the young people on our waiting list wanting to wait for face to face to restart. We are now transitioning back to face to face support so that we can get these young people supported. We are ensuring we are COVID secure and ensuring our staff and service users can come back into the building knowing that we are keeping them safe.
 We expected to see an increase in demand as children and young people head back to school and college. For many this has been a difficult time where they have been challenged in so many different ways, they are concerned about their futures, they are worried about the illness and find it difficult to understand that people don't have all the answers.

Do you anticipate any changes within your organisation over the next 12 months that will impact on the work your organisation carries on in the community or on the services your organisation offers?
 We will continue to offer phone or online counselling if young people are happy to undertake it in this format. As our counsellors have undertaken training and have built confidence/skills in this method it seems logical to add this to our core way of working. We will work with the young people and their families to establish the best way of working for them.
 We are concerned that if what we can offer will not be able to meet the demand of young people looking for mental health support.

Please confirm your award amount: £_____2000_____

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

Payment Details

Account title	Sorted Counselling Services
Account number <i>Information removed for data protection</i>
Bank / building society name and address	

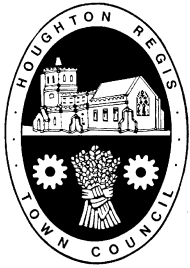
Please note cheques will be made payable to the name of the organisation and sent to the contact as detailed unless otherwise advised.

Declaration

Please sign this form to confirm that:

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

Signed Name	<i>Signature removed for data protection</i> Julie Bowes
Position Director
Date 14/9/20



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Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

Keech Hospice Care

Contact Details

Name

Melissa Blake

Position

Trusts & Grants Manager

Address

Great Bramingham Lane, Streatley, Luton, Beds

Post Code: LU3 3NT

Telephone Number:

01582 497831

Email Address:

mblake@keech.org.uk

Website Address:

www.keech.org.uk

Renewal Information

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

Yes

If no please update:

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

Keech Hospice Care is the adult hospice for Luton and south Bedfordshire, and children's hospice for Bedfordshire, Hertfordshire and Milton Keynes. We are one of just a small number of hospice charities in the UK that provides free, specialist care to both adults and children with life-limiting conditions, and their families.

Taking a holistic approach to care, we focus on individual's physical, emotional and psychological needs. This is provided through our in-patient units, community teams, day support and supportive care teams. Last year, we cared for 1427 adults, 352 children and 503 relatives both at times of crisis and when we were needed day to day.

As a leading hospice, we know patients' needs are changing as people are living longer with complex illnesses and more young patients move from the child to adult care services. Our rehabilitative outpatient service formally known as the Keech Palliative Care Centre was given a major overhaul to meet these needs and in January 2020 we rebranded this service and were thrilled to launch our new Wellbeing Centre.

The Wellbeing Centre benefits from updated facilities and now includes an amazing specially adapted gym which compliments a range of specialist outpatient support to help people live well and be independent for as long as possible. The new gym is just one part of what is a fantastic service which has really become the heart of the hospice.

The Wellbeing Centre is where patients will often come to first when they have been referred to Keech Hospice Care. After an initial assessment by our community liaison nurse, each patient is given a plan which includes access to a range of support services tailored to their individual physical, psychological and emotional needs. This may include for example, pain management, nutrition, and breathing exercises, as well as the opportunity to access other services such as the Independence and Wellbeing Service, complementary therapy or our dedicated social work team.

We have also developed new services for example we introduced our new voice banking service for patients with neurological illnesses like motor neurone disease so they can 'bank' their voice so they don't lose it and we have opened a clinic for patients with chronic liver failure which is run with the Luton & Dunstable Hospital.

Then in March our services were impacted almost beyond recognition with the outbreak of the global pandemic – Covid-19.

Responding to the Covid-19 pandemic within our Adult in-patient service

Our patients are some of the most vulnerable and highly susceptible to the virus. It presents a real threat to their lives and despite their own fears, our dedicated care teams have been continuing to care for children and adults at the end of their lives, both at the hospice itself and out in our communities. This includes patients that are new to us and have tested positive for Covid-19.

The adult-in-patient unit has been at the forefront of these changes and our teams have continued to provide specialist round the clock care to our patients and their families whether this is at the end of their life or for symptom management. There have of course been some changes which includes limited visitor numbers and social distancing measures are in place.

Whilst some things have changed, the quality of our service has not. Our clinical staffing levels have remained high, and while staff have had to isolate at home we have been able to move our care teams around the hospice, for example our children's team supporting work in the adult in-patient unit when staff availability has been low.

Back in April we became part of the bed tracker service with the Luton & Dunstable hospital which meant that end of life patients could be transferred to the hospital when beds became available. Thus relieving the pressure on the hospital where ever possible. Our referral system is still in place, and the teams are working harder than ever to ensure that people are contacted as quickly as possible

We are a leading specialist hospice in the UK and during this pandemic we have demonstrated this by supporting not only our patients and their families but also the wider community. For example the phlebotomy service at the hospital has been restricted and we identified that this would have a negative impact on the fortnightly bloods which are taken from cancer patients, this service was moved onto our adult-in-patient unit as our nurses have the skills and equipment to be able to provide this phlebotomy service.

While our Wellbeing Centre is closed to patients it is being used as a hub for supplies, we have become the hub for PPE equipment for the region and have been distributing the equipment to the other hospices. However, whilst this equipment will of course help ensure the safety of our staff, our service is holistic, we care for the whole person, and a smile, a touch or a hug is often the thing that families remember the most about the care we gave their loved one. It is difficult for our team to restrict visitors and to be behind a mask, but they continue to work, to provide care when it is most needed, in the saddest situations.

No doubt our service will continue to evolve and adapt as we learn more about the virus and how we need to adapt to the challenges that it faces. But most importantly we have been and will continue to provide as much care and support as possible to our patients and their families.

Approximately how many people accessed your organisations services over the last 12 months: 1,427 adults, 352 children and 503 relatives

	Total number	2,282 people
	Number of Houghton Regis residents	29

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

We were delighted that the Houghton Regis Town Councillors awarded Keech Hospice Care an unrestricted grant which enables us to allocate the funds where it is most needed. It costs £505 per day per room to provide the specialist care required to care for a patient on our adult in-patient unit. Your most recent grant has fully funded 5 days of specialist care.

Our adult in-patient unit provides care and support 24 hours a day, 365 days a year. The purpose-built in-patient unit opened in 2009 and offers eight single rooms with access to ensuite bathrooms.

Patients are cared for by our specialist team which includes doctors, nurses, healthcare assistants, therapists and social workers. They provide individualised care for every patient and upon arrival to the in-patient unit, a plan of care is devised for each patient that best suits their individual needs. We listen to what our patients want and take time to discuss how we can support them, including where their preferred place would be for end-of-life care. This support is continuously monitored and reviewed throughout their stay.

For patients who have been admitted for pain management, we aim for them to be discharged when their symptoms are under control. Treatment typically involves: a detailed assessment of their symptoms and care needs; symptom control of pain through more effective medication; psychological and emotional support for patients and their relatives; complex conversations on options for resuscitation and advanced refusal of treatment; treatments administered; and social work involvement for emotional, practical and psychological support. 37% of patients were discharged home after their visit to our in-patient unit in 2019/20.

For patients cared for at end-of-life in our in-patient unit, we do everything we can to look after them and their loved ones, make them as comfortable and pain free as possible, and make the most of the time they have.

We know how important it is for many of our adult patients to see that we are also here for their family and loved ones. Family are welcome to visit 24 hours a day and, unlike hospitals, there is a family lounge, a quiet room, and overnight accommodation available on site, near the in-patient unit. Families can use these at any time to be near their relative whilst they receive support, and many have told us how the hospice became like a second home in their loved one's final days.



It is a privilege to be with someone who is dying, to be part of supporting their family and helping them to have a dignified death. We only have one chance to get it right. We want to provide the best care possible for each and every patient.” Shirley Gadsden, Senior Sister

Our holistic support continues after a patient dies and the team on the in-patient unit act as a gateway for families to our supportive care and social work support. This may be in the form of music, art or talking therapies, practical guidance regarding funeral arrangements or financial worries, and one-to-one and group bereavement support.

We believe hospice care is about life. It is about living symptom and pain-free. It is about working to make dying, death and bereavement a normal process. It is about helping patients and their families to live with these realities.

Last year, some of the outcomes for the adults and families cared for through the in-patient unit included: -

- The average length of stay for patients receiving pain and symptom management was 12 nights, and 7 nights for end of life care.
- 76% of our patients were over the age of 61, 20% between 41 and 60 years old, and 4% were under the age of 40. Cancer accounted for 93% of patient diagnosis.
- 44% of patients stated Keech Hospice Care as their preferred place of death.
- The social work team provided support to 40% of patients.
- Bereavement support and art, music and complementary therapy sessions were provided to 48% of patients whilst staying on the in-patient unit

As a charity, the support provided through the adult in-patient unit is only possible with the help of our supporters. Thank you for helping us to make the difference when it matters the most.

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

Since the outbreak of Covid-19 back in March many of our services have had to be adjusted to ensure our patients, their families and our staff are protected as much as possible. Over the past 6 months we have been delivering our services in new and innovative ways. For example some of our services such as our social work are now being delivered virtually rather than face to face. These services will continue to be delivered in this way for the foreseeable future.

As we move into the winter months and with a second wave of Covid-19 alongside seasonal flu, we believe that we will see an increase in demand for our services.

We are continuing to re-introduce our services where it is safe to do so and will continue to offer our services to adults, children and their relatives.

Our fundraising events are going to continue to be impacted over the coming months while the restrictions on social distancing and gatherings are in place. Sadly we have had to cancel and postpone many of this year's activities and as yet we don't know what events will be able to take place next year. We have however embraced virtual events and launched virtual quizzes, bingo evening's and virtual sporting challenges such as running, walking, swimming and scooting.

These changes will have an impact on the organisation however we will continue to deliver our services in new and innovative ways and continue to care for patients and their families when they need us the most.

Please confirm your award amount: £ 2,500

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

Payment Details

Account title	Keech Hospice Care
Account number <i>Information removed for data protection</i>
Bank / building society name and address	

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

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

Melissa Blake

Position

Trusts & Grants Manager

Date

5th October



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

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 (Office) 07976 640451 (Mobile)

Email Address:

john@cabeds.org.uk

Website Address:

www.cabeds.org.uk

Renewal Information

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

Yes

If no please update:

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

The grant has contributed 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
- a regular newsletter to volunteer-involving organisations on volunteer management, training and development opportunities; resources and good practice;
- liaison and representation within, and on behalf of, the voluntary and community sector.

The grant has contributed 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 accessed your organisations services over the last 12 months:

	Total number 1540
	Number of Houghton Regis residents 55

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

The funding awarded by the Town Council has been a very welcome contribution towards the costs of providing the services described above. The funding has been used to meet staff and volunteer costs, IT/Database costs, telephone, travel and other associated costs for delivering this work.

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

In addition to the grant received from the Town Council, we also receive funding from Central Bedfordshire Council and this is planned to cease at the end of March 2021 (although now subject to review). There is uncertainty on whether this funding will continue, and this may therefore result in changes to the services offered by our organisation.

The COVID-19 pandemic has impacted upon the way in which we deliver services due to Government measures to control the spread of the virus, including social distancing and limitations on where and how people can meet together. Our office remains closed with all staff working remotely from home; meetings and volunteer interviews are conducted remotely via mobile phone and video conferencing (using Zoom or MS Teams) and training will move online. The pandemic has placed limitations on our ability to meet with residents in the community and for residents to get involved in everyday community activities.

The pandemic has affected, and will continue to affect, the volunteer-involving organisations we work with in different ways. This requires us to be in contact with a larger number of organisations than usual, often very quickly as things change, to ascertain information about their situation; whether volunteer managers are furloughed, services have ceased or are operating in some form remotely, whether new volunteers are urgently needed, if existing volunteer roles are continuing remotely or paused, whether volunteer recruitment has been put on hold, how to engage with existing volunteers and adapting volunteer recruitment procedures. As the pandemic evolves, we will need to provide a high level of bespoke advice and guidance and increase our communication with volunteer managers by providing frequent newsletters with timely advice and accurate information from a national and local level.

The number of volunteers coming forward to offer their time to support with the COVID-19 response has been, and is expected to be, disproportionate to the number of formal volunteering opportunities available. This is due to several factors including the challenge of coordinating and mobilising large numbers of volunteers incredibly quickly, the government lockdown restrictions and the need to adapt volunteer management processes to ensure volunteers are recruited safely. The complex nature of the challenges that organisations are faced with means we need to be reactive to organisations' evolving support needs.

Please confirm your award amount: £2,500

Is the amount awarded still required? Yes

If no please advise the lower amount required:

Payment Details	
Account title	Community Action Bedfordshire
Account number	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Information removed for data protection</div>
Bank Sort Code
Bank / building society name and address

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

Please make payment via BACS transfer to bank account detailed above

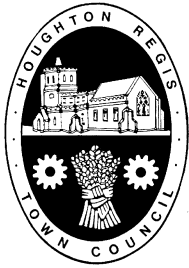
Declaration

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 John Gelder
Position Director

Date 5 October 2020



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

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

Website Address:

www.sbdar.co.uk

Renewal Information

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

Yes

If no please update:

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

As we have since 1986, we continue 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.

In the past 12 months we have provided over 14,400 dial-a-ride journeys and over 14,100 public bus journeys. We exceeded all targets and all previous year's achievements. In fact we increased fares to reduce demand in the Dunstable area. We achieved an operational surplus for the 6th consecutive year following our reorganisation and 'right-sizing' in 2013-14. Our bus replacement plan is now on target following a number of years of uncertainty, and we now run a modern fleet of minibuses each suited to their delivery purpose.

Since the COVID-19 lockdown demand for our dial-a-ride service has been decimated, but instead we delivered ~3,500 prescriptions to housebound patients for pharmacies in Luton.

At the time of writing, there are small signs of a slow recovery in demand but this is from a very low base. Few of the destinations to which our members customarily travel are currently open.

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

	Total number	28,500
	Number of Houghton Regis residents - currently 27. We performed a cull of our membership list removing those residents who have not been 'active' for 2 years or more.	

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

As advised, your grant contributed towards general operating costs.

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

During the current COVID-19 pandemic it would be naive to think we shall be unaffected, though we have survived extremely well so far with the help of local authority and government financial support in various forms. Although our contracted public bus routes are receiving very welcome support from the local authority and government, our dial-a-ride services rely very much more heavily on fares income from passengers. We are currently ~£14,000 down on fares income in the 6 months since lockdown, with signs of only a small recovery in the past 2 months. We anticipate the level of dial-a-ride service will need to be tailored in line with demand and income before the end of this calendar year.

Please confirm your award amount: £_we were advised to expect 50% of £2251

Is the amount awarded still required?
Yes please

Payment Details

Account title	South Beds Dial-a-Ride
Account number	<i>Information removed for data protection</i>
Bank / building society name and address	

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

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

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

Date ...**2/10/20**.....



HOUGHTON REGIS TOWN COUNCIL

Houghton Regis, Bedfordshire LU5 5EY
01582 708540 Fax: 01582 861102

Peel Street,
Tel: _____

KEY

PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

HOUGHTON REGIS MEMORIAL HALL

Contact Details

Name
Position
Address

DAVID HILL
VICZ CHAIRMAN
17, LONG MEADOW, HOUGHTON
REGIS BEDS
Post Code: LU5 5BA
01582 527370
07305 433950
DAVID.HILL3@PROTONMAIL.COM

Telephone Number:
Email Address:
Website Address:

Renewal Information

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

Yes / No

If no please update:

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

WE HAVE CONTINUED TO ~~OPERATE~~ OPERATE IN ACCORDANCE WITH THE AIMS AND ACTIVITIES SET OUT IN OUR 'KEY PARTNER' APPLICATION DATED 9 OCT 2019. THE MEMORIAL HALL HAD TO CLOSE TO THE PUBLIC IN MARCH 2019 DUE TO THE CORONAVIRUS. WE ARE INVESTIGATING IF IT WILL BE POSSIBLE TO OPEN IN A LIMITED CAPACITY IN THE NEAR FUTURE. ON THE POSITIVE SIDE, WE FINALLY RECEIVED ADDITIONAL GRANTS FROM @BC AND CHARFIELD WESTON TO ENABLE THE CAR PARK REFURBISHMENT TO PROCEED. WORK IS EXPECTED TO COMPLETE ABOUT 19 SEPT 20.

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

Total number	450
Number of Houghton Regis residents	450

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

YES. WE RECEIVED THE CUMULATIVE AMOUNT AWARDED OF £10,000 AS FUNDING TOWARDS THE CAR PARK REFURBISHMENT.

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

WE REMAIN HOPEFUL THAT THE HALL WILL RE-OPEN ON A LIMITED BASIS. CONSIDERABLE EFFORT HAS GONE INTO MAKING THE HALL "COVID SAFE". HOWEVER, THE DANCE GROUPS ARE UNLIKELY TO RETURN UNTIL COVID CONDITIONS IMPROVE SUBSTANTIALLY.

Please confirm your award amount: £ 2,000

Is the amount awarded still required?

Yes / ~~No~~

PARTICULARLY GIVEN OUR FALL IN INCOME WITH THE HALL BEING CLOSED.

If no please advise the lower amount required:

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;

Signed

Signature has been removed for data protection

Name

.....
DAVID HILL

Position

.....
VICE CHAIRMAN

Date

.....
17/9/20



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

Full House Theatre

Contact Details

Name

Harriet Hardie

Position

Co-Creative Director (CEO)

Address

12 Kings Arms Yard, Church Street, Ampthill

Post Code: MK45 2PJ

Telephone Number:

01525 630783

Email Address:

harriet@fullhouse.org.uk

Website Address:

www.fullhouse.org.uk

Renewal Information

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

Yes

If no please update:

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

In our application we put forward a programme of vibrant and dynamic arts and cultural opportunities for children, young people and families in Houghton Regis, and whilst the past 6 months have been challenging, we are incredibly proud to say that we have still delivered against this aim. Our projected beneficiary figures have been affected as we were forced to cancel some events and activities during lockdown, and all our activity since has been restricted due to social distancing and 'rule of 6' measures. Given the circumstances however we have been responsive and agile in our planning, ensuring that as many children and families in the community can still take part, as is safely possible. We have strengthened our health and safety procedures to include robust event management and risk assessments which take into account Covid-19 health, hygiene and safety measures.

Houghton Regis Art Town (Arts Explorers and Arts Champions):

After school sessions continued as planned at Hawthorn Park Primary School until the lockdown prevented further in-person sessions from March. Until that point the children had been working with a professional performer to create and perform their own shadow puppetry scenes. There was a pause in activity between March – June as we went through a period of organisational reflection and emergency response planning as a result of the pandemic. We were successful in receiving emergency funding from Anglian Water via Bedfordshire and Luton Community Foundation which enabled us to resume Art Town sessions online via Zoom. This has included delivering 50 creative activity packs to children in HR, participants making their own picnic blankets, decorating an umbrella, and learning songs and dances, all shared at a community picnic at Hullabaloo (see below). The project will continue this autumn with further support from the National Lottery Community Fund (Covid response), where a further 50 local children will have the chance to work with a spoken word artist, composer and visual artist via Zoom, working towards the creation of a socially distanced video which we hope to share at A Celebration of Christmas.

Beneficiaries: 130 (30 Explorers and Champions Jan – March, 50 Zoom Spring and 50 Zoom Autumn.)

Art Town Tots:

Our creative sessions for the under 5s continued into 2020, until lockdown prevented the continuation of this activity. We were not able to resume when lockdown restrictions began to ease due to the Children's Centre remaining closed for our weekly sessions. We are really excited however for the sessions to be re-starting in October as creative outdoor sessions at Houghton Hall Park with a story-time, singalong and welly walk for the under 5s with our creative practitioner.

Beneficiaries: 102

Performances in the Community:

During February half term we programmed Trunk Tales at Houghton Regis Library, an interactive story session with professional theatre company Tell Tale Hearts. This was a great success:

"Brilliant, engaging. Would love to come to more shows."

"A lovely show, amazing stage, great stories, warm atmosphere. Thank you!"

"The show was amazing, my son loved it as did I."

Our planned performance of Slime by Herd Theatre Company in the Community Centre at Easter had to be cancelled, however we hope to reschedule this for Spring 2021

Beneficiaries: 40

Workshops in the Community:

During August, with further support from Bedfordshire and Luton Community Foundation we ran 'Summer Creative Blast' – a series of socially-distanced outdoor creative workshops in Houghton Hall Park, including arts and crafts, circus and acting. These were really popular and parents told us how delighted they were for their children to have activity to take part in again, in person.

Beneficiaries: 109

Houghton Regis Hullabaloo:

It was a massive achievement that in September we got the go-ahead from Central Bedfordshire Council to run our annual outdoor family festival. It was a wonderful day, with live shows by Circo Rum Ba Ba, creative workshops for children aged 6 – 12 years, and a community picnic, complete with giant bug stilt walkers!

“This was a really wonderful event and brought some normality to very abnormal times.” “Great performance - felt privileged to see this for free.”

“Very pleased to get out and try something new.”

“They had a fab time, great entertainment and all felt very safe! Thank you all for a lovely day.”

“Wonderful family experience, whole family enjoyed the events. Thank you.”

Beneficiaries: 318

Planned events for the remainder of the year. (subject to changing Covid-19 restrictions):

Art Town: Art Town Explorers and Champions will continue throughout autumn (as above) and after Christmas, with sessions held with creative practitioners over Zoom (led by Full House Theatre). Art Town Tots will continue with outdoor sessions at Houghton Hall Park. We hope to reach a further 72 Tots beneficiaries and 50 Explorers and Champions

October half term workshops: We will be running two days of creative workshops during October half term in Hawthorn Park Primary School, including visual arts and performance activities. This will reach up to 90 beneficiaries.

Community Christmas show: We have programmed local theatre company Widdershins to perform their show The Gingerbread Man at the Memorial Hall for Saturday 5th December for up to 60 people. COVID safe measures will be in place and adherence to government guidelines and restrictions.

Half term shows and activities 2021: We hope to have community performances and creative workshops in Houghton Regis for February half term and the Easter holidays, subject to on-going restrictions.

Further ahead:

Houghton Regis Hullabaloo: we are planning ahead for Hullabaloo 2021 and currently seeking funding to enable to event to happen. It is sure to be greatly received in the current climate where many arts events and performances will continue to take place outdoors.

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

	Total number	926
	Number of Houghton Regis residents:	Approx 90%

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

The Total Cost of our activities in Houghton Regis this year is £36,300

The funding awarded by HRTC contributed to these costs and as match funding enabled us to lever further support from other sources;

Bedford and Luton Community Foundation £7500

Anglian Water Positive Difference Fund £4820

National Lottery Community Fund £21150

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

Having been through a difficult time in the immediate aftermath of the Covid-19 lockdown, Full House has had the opportunity to undertake emergency planning which will see us through the next 12 months. Initially two of our staff were furloughed and they are now back to normal hours and duties, and we continue to run an efficient organisation with a core team of four plus freelance creative practitioners.

We will continue to be responsive to both the opportunities and restrictions that Covid-19 presents. Now, more than ever, local children and families will benefit from the sorts of events and activities that Art Town can offer. We have already seen from the response to our Art Town at Home offer that there is an appetite for creative activities, and we will continue to offer these over the next 12 months whether by Zoom or in-person when restrictions lift enough to allow us to run these safely back at Hawthorn Park Primary school, who have always been so supportive of our work. We are already moving our Tots sessions outdoors and will continue to do so for as long as we need.

We have been able to run successful safe and socially-distanced activities and events both in Houghton Regis and elsewhere during the summer and so will plan to continue to do so as part of Houghton Regis Art Town.

Of course, all of our work is dependent on the current crisis and any further changes to restrictions we may face. However, we are optimistic that Full House can continue to ride this storm and that Art Town can emerge even stronger, taking a flexible approach to our work over the next 12 months and beyond to support our Art Town community of children and families in Houghton Regis. This will all be dependent on our future funding as our wider funding for Art Town currently takes us to Spring 2021. If we are unable to secure further funding beyond that, our programme may need to be drastically reduced.

Please confirm your award amount: £1500

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

Note: Last year we requested £3000 but this was reduced to £1500 as HRTC had significant budget cuts in 2020/21. If there is a possibility of increasing our award to £3000 this year this would be very welcome. We do of course appreciate any support that HRTC can give and will endeavour to find the additional funds needed to deliver our activity if this is not possible.

Payment Details

Account title Full House Theatre

Account number

This information has been removed for data protection

Bank / building society name and address

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

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

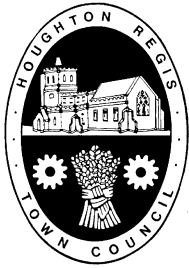
Harriet Hardie

Position

Creative Director - CEO

Date

30/09/2020



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

KEY PARTNER ANNUAL FUNDING FORM

Total Period April 2020 – March 2024

2021-2022

Name of Organisation

Houghton Regis Heritage Society

Contact Details

Name

David Hill

Position

Chairman

Address

C/o 17 Long Meadow, Houghton Regis Bedfordshire

Post Code: LU55RR

Telephone Number:

07305 433950

Email Address:

david.hill3@ntlworld.com

Website Address:

Hrhs.org.uk

Renewal Information

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

Yes / No YES

If no please update:

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

The Heritage Society have continued to be at the forefront of Heritage in Houghton Regis. Due to Covid we have not had any public meetings since March. We have increased the number of items in our archive to 1,945 as at the 1st of September and have been receiving items (pictures) from members of the community which have all been added. Last year we had 355 visits to our archive and this year 2,380. In August we had 86.7% new visitors with 13.3% returning visitors. Our ordinary website has proved popular and we continue to update on a regular basis with fresh articles and news.

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

	Total number From August 2019 to 1 st of Sept 2020 ...approx. 2735 +
	Number of Houghton Regis residents See line above.....

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

Our focus has been on funding our ordinary website. Last year we had a professional company design a new website for us, we make payments on this on a monthly basis. We have been putting money aside for our Archive site of which renewal becomes due in Feb 2021.

Other expenses are running costs, insurance etc.

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

We do not anticipate any changes, we are hopeful that we will restart our public meetings when Covid subsides?.

Please confirm your award amount: £_500.00_____

Is the amount awarded still required?

Yes / No YES

If no please advise the lower amount required:

Payment Details

Information 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

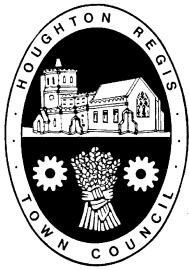
Please sign this form to confirm that:

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

**Signed
Name
Position
Date**

Signature removed for data protection

.....
.....
.....



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

LARGE PROJECT GRANTS - £501 & OVER APPLICATION FORM 2020-21

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

Name of Organisation

Churches Together In Houghton Regis

Contact Details

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

Name

David Skinner

Position

Minister at Houghton Regis Baptist Church

Address

c/o 17 Dalling Drive
Houghton Regis
Post Code: LU55EF

Telephone Number

01582 529788

Email Address:

david.skinner4@ntlworld.com

About Your Organisation

What are the aims and activities of the organisation?

Please see attached proposal

Are you affiliated to a national organisation?

**delete as appropriate*

*Yes, please specify...Churches Together in England

* No

Are you a registered charity?

**delete as appropriate*

*Yes, unincorporated charity

* No

Does the organisation have a membership?

**delete as appropriate*

Includes All Saints, St Vincent's, HRCC & HRBC

If yes please state

The current number of members.....N/A.....

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

If No, who is the organisation accountable to?

Please specify

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

**delete as appropriate*

*Yes, please specify.....

* No, please explain.....

Are your volunteers / coaches CRB checked?

**delete as appropriate*

*Yes,

Project Information

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

Please see attached proposal

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

To provide a positive, professional and safe Christmas celebration which can be shared and enjoyed by the whole town.

Approximately how many people will benefit from this grant?

Total number 300+

Number of Houghton Regis residents 300+

Project Costs

Total cost of project	£ 3171 approx	<i>(please supply 3 quotes)</i>
-----------------------	---------------	---------------------------------

How much assistance are you requesting from Houghton Regis Town Council? (Max 75% of total project cost)	
--	--

£1000.00

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...£1500
- All local churches are considering this as are Morrisons. At present we have verbal offers of support amounting to £1000.

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

We're looking to bring together an event which will allow the community to gather in person and virtually in a celebration of Christmas. We hope this will prove an important shared event which will support a sense of well-being and cohesion at this important time in the year.

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

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

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

We hope this would facilitate the building of a strong inclusive community

Payment Details

Account title	...Houghton Regis Baptist Church
Account number	Information removed for data protection
Bank / building society name and address	

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

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 2016.
- You undertake to complete and return the End of Award form.
- The application is submitted with the following required information: *Enclosed*
 - At least three competitive quotes for expenditure are required.
 - The organisations most recent set of accounts.
 - The organisations constitution.
 - Evidence of local support.

For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.
- A representative from the organisation will be attending the meeting to present the application to the Council.
Name of the representative.....
Contact details of the representative if different from above.....
- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

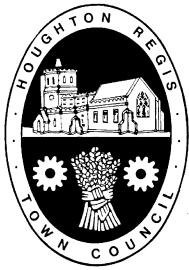
For Office Use Only

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

SignedDavid Skinner.....
Name
PositionBaptist Minister.....
Date15.10.20.....

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 2020-2021

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

Name of Organisation

Churches Together In Houghton Regis

Contact Details

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

Name

David Skinner

Position

Minister at Houghton Regis Baptist Church

Address

c/o 17 Dalling Drive
Houghton Regis
Post Code: LU55EF

Telephone Number

01582 529788

Email Address:

david.skinner4@ntlworld.com

About Your Organisation

What are the aims and activities of the organisation?

Please see attached proposal

Are you affiliated to a national organisation?

**delete as appropriate*

Yes, please specify...Churches Together in England

* No

Are you a registered charity?

**delete as appropriate*

*Yes, unincorporated charity

* No

Does the organisation have a membership?

**delete as appropriate*

Includes All Saints, St Vincent's, HRCC & HRBC

If yes please state

The current number of members.....

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

If No, who is the organisation accountable to?

Please specify

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

**delete as appropriate*

*Yes, please specify.....

* No, please explain.....

Are your volunteers / coaches CRB checked?

**delete as appropriate*

*Yes, details.....

Project Information

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

Please see attached proposal

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

To provide a positive, professional and safe Christmas celebration which can be shared and enjoyed by the whole town.

Approximately how many people will benefit from this grant?

Total number 300+

Number of Houghton Regis residents 300+

Project Costs

Total cost of project	£3171 approx	(please supply 3 quotes)
-----------------------	--------------	--------------------------

How much assistance are you requesting from Houghton Regis Town Council? (Max 75% of total project cost)	£500.00
--	---------

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.....£1500
- All local churches are considering this as are Morrisons. At present we have verbal offers of support amounting to £1000.

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

We're looking to bring together an event which will allow the community to gather in person and virtually in a celebration of Christmas. We hope this will prove an important shared event which will support a sense of well-being and cohesion at this important time in the year.

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:

We hope this would facilitate the building of a strong inclusive community

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

Payment Details	
Account title	...Houghton Regis Baptist Church
Account number	Information removed for data protection
Bank / building society name and address

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

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*
 - 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)

SignedDavid Skinner.....
Name
PositionBaptist Minister.....
Date15.10.20.....

For Office Use Only

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

Drive in Carol Concert Proposal. **Early evening Sunday December 13th**

The aim: To provide a positive, professional and safe Christmas celebration which can be shared and enjoyed by the whole town. We hope that this could be a shared project in partnership with Houghton Regis Town Council, Morrisons and Churches Together in Houghton Regis.

Content: We have a booking for a professional group of singers called Get Gospel and we would be inviting them to select Christmas content from their substantial repertoire of singing. You can listen to them perform [here](#). And listen to their some of their Christmas material [here](#).

It would be a concert, rather than a service, show casing Get Gospel but including some communal carol singing. It could also include some short elements such as a recording of a school choir and a Christmas greeting from the mayor on behalf of the Town Council.

Other potential partners:

Planning for this event is just beginning but we are approaching the Town Council for support to allow the promising initial conversations to progress to a confirmed event in a few weeks' time.

Chris Clements the manager of Morrisons is ready to make their car park available if we can assure senior managers of an effective approach to safety, specifically a Covid risk assessment.

Developing a successful plan:

It is conceived as a socially distanced 'drive in event' for about 60 minutes.

We believe there would be capacity for around 90 cars using alternate car parking spaces.

Booking would be via Eventbrite which would ensure good track and trace. Publicity will help guide the expectations of those attending regarding safety.

We plan to have a PA to provide a good quality of sound but also to stream sound to people's car radios. In addition to a raised stage there would be a screen with a live camera feed and words as required. We hope this would enable us to provide good sound and vision and encourage people to remain in their cars.

In addition, we would be aiming to broadcast live to Facebook or a similar platform. In particular this could be focused on the Town Council's Christmas web pages. We hope this would allow a wider participation and help prevent crowds from gathering.

Our risk assessment would need to include the careful marshalling of the event and the positive management of any pedestrians that might otherwise gather on the pavements. We are already in touch with the Safety Advisory Group (Natalie Preston) who are supportive and ready to work with us on this to ensure we have a robust plan.

We have made an initial approach to the SOS Bus to manage first aid

It would be a free event though we may explore how to raise some money for a local charity / possibly the mayors charitable causes.

We would be interested to work for wider community participation in the delivery of the event where that is appropriate.

We would be putting in place details for a virtual event should the Drive In Christmas Celebration prove impossible to deliver due to government guidelines and restrictions nearer the time.

Finance:

After going out to several companies / bodies we believe that the total cost will be around £3,000.

We would like to ask the Town Council for a small and large grant (£1500 total) to support us to do this. We are seeking pledges of support from the churches and also Morrisons at this point to find the other half of the costs. At the present time these stand at £1000.00.

It is likely that the funds will be administered through Houghton Regis Baptist Church accounts as Churches Together doesn't operate a shared bank account.

We are keen to work with staff at HRTC to ensure we have a plan that is supported by all parties in a few weeks' time when the risk assessment is agreed and funding is in place.

Initial budget costings for Drive in Carol Concert

First Aid	SOS BUS	Joan Bailey	150	
Temporary Event Notice		CBC	21	
PRS License			50	
Insurance			0	
Eventbrite Tickets			0	free service
Equipment	ARB Ltd			
	LED 12.5m mobile LED Screen		500	
	Camera feed		200	
	PA		300	
	Basic stage Lighting		250	
	Streaming to web platforms		510	
	Projection of words / other content		50	
	Generator		310	2120
Staging	Morrisons may provide a curtain sided lorry		0	
Get Gospel			800	
Publicity	Support from a digital marketing consultant		30	
			3171	