

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

---

Town Mayor: **Cllr C. L. Copleston** Tel: 01582 708540  
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

18<sup>th</sup> October 2021

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

**Cllrs: C Copleston, T McMahon, S Goodchild, A Slough, S Thorne, K Wattingham and E Cooper**

(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 25<sup>th</sup> October 2021 at 7.00pm.**

Due ongoing Covid concerns, members of the public who wish to attend the meeting are encouraged to do so remotely through the meeting link below. Members of the public may also attend in person and, if doing so, are requested to socially distance as much as possible.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

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

**THIS MEETING MAY  
BE RECORDED \***

## Agenda

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

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

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

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

*\*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. MINUTES

*Pages 4 - 7*

To approve the minutes of the meeting held on 6<sup>th</sup> September 2021.

**Recommendation:** **To confirm the minutes of the Community Services Committee meetings held on 6<sup>th</sup> September 2021 and for these to be signed by the Chairman.**

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

*Pages 8 - 42*

##### *Consideration process*

Representatives from these organisations have been invited to the meeting to present their annual review / update. Due to a meeting conflict SORTED are unable to attend as it their AGM on the same evening. SORTED have submitted their Annual Report which is available upon request.

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.

Members are reminded that a report was presented to the Community Services Committee on 28<sup>th</sup> June which highlighted a significant organisational change with services being transferred from Community Action Bedfordshire (CAB) to Bedfordshire Rural Communities Charity (BRCC). Key Partner Status was awarded to CAB to enable them to provide support to local organisations. BRCC would like to use the grant to promote, support and enable residents of Houghton Regis to participate in the Chiltern Vale Timebank for the duration of the Key Partner status period.

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 able to inspect supporting information provided by the applicants upon request.

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 / BRCC	£2,500
South Beds Dial A Ride	£1,125.50
Houghton Regis Memorial Hall	£2,000
Full House Theatre	£1,500

---

Houghton Regis Heritage Society £500

**Recommendation:** To approve the release of funding as detailed for the financial year 2021/22.

### Large Capital Grant

*Pages 43 - 49*

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>
Singing Café	£4000	£1000	To fund the services of a music therapist to support the weekly Singing Café.

### Small Capital Grants

*Pages 50 - 53*

Members are advised that no Small Capital Grant applications have been received.

Members are advised that £2,800 remains in the Small Grant Fund.

### End of Award Report

In accordance with the Grant Scheme successful applicants are required to submit an End of Award Report. Members will find attached the End of Award form from Community Action Bedfordshire for 2020/21.

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

0-0

**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**Minutes of the meeting held on**  
**6<sup>th</sup> September 2021 at 7.00pm**

Present: Councillors: K Wattingham Chairman  
C Copleston  
T McMahon  
S Goodchild  
A Slough  
S Thorne  
E Cooper Virtual

Officers: Clare Evans Town Clerk  
Tara Earnshaw Community Development Officer  
Louise Senior Head of Democratic Services  
Dave Ramsay Lead Youth Worker

Public: 0

Also present: Councillor: R Morgan

**11731 APOLOGIES & SUBSTITUTIONS**

None.

**11732 QUESTIONS FROM THE PUBLIC**

None.

**11733 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**11734 MINUTES**

To approve the minutes of the meeting held on 28<sup>th</sup> June 2021.

**Resolved: To confirm the minutes of the Community Services Committee meetings held on 28<sup>th</sup> June 2021 and for these to be signed by the Chairman.**

**11735 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN**

Events Working Group 3<sup>rd</sup> June 2021 and 8<sup>th</sup> July 2021

Combating Crime Working Group 16<sup>th</sup> June 2021 and 21<sup>st</sup> July 2021

**Resolved: To receive the Minutes detailed above.**

**11736 INCOME AND EXPENDITURE REPORT**

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

**11737 REPORT FROM GROUNDWORK**

Diana Hegley from Groundwork was in attendance to update members on the work completed on behalf of Central Bedfordshire Council.

Members were advised that detached sessions had been provided, promoting the provision with a limited number of young people and were waiting to get back into the youth club venue. Members were advised that Groundwork were still able to use the youth club for sessions once it is back up and running with the provision continuing at two sessions per week under the new centre management.

**11738 HRTC COMMUNITY AND YOUTH SERVICES**

Members received reports on youth work recently completed including:

- Pop-up youth café
- Youth Council
- Community services

In addition, members were also advised that Ward Councillor grant funding had been secured for a youth project to deliver training and development opportunities around catering and hospitality. Specifically, the grant would be used as follows:

- Food hygiene level 2 on-site training at the Pavilion for 6-8 young people £300-£350
- Professional Chef session - £300
- Posh nosh for the community- £150 (Young people putting their knowledge into action)
- Trip to take those young people involved to a top or higher end restaurant. Depending on the funding available this could be a local quality restaurant-maybe Chez Jerome in Dunstable (£250), or a Michelin style restaurant (£1000).

This additional funding was very much welcomed and appreciated.

Members were advised that feedback from the summer events held on the Village Green had been positive and had been enjoyed by a wide number of people. Members feedback was that it had been very inclusive, enjoyed by families that found pricey summer activities cost prohibitive.

Members acknowledged the positive impact the events had within the community and feedback from the Lead Youth Worker was that of a real sense of community and partnership working.

Members were advised of consideration being given to establishing a core group of older members of the community for the sharing of ideas and strategies to develop services and facilities to support older members of the community.

Members were advised that Redhouse Court were not encouraging members of the public to pursue activities within the building due to the vulnerability of the residents due to Covid.

Members were updated on the idea of Posh Nosh which would expand young people's experiences with food, culture, and community, young people would learn to create food and experience serving their food, learning skills and higher techniques in addition to a food accreditation in food hygiene.

#### **11739 BULK WASTE REMOVAL SCHEME**

Members were advised that this initiative had been well received within the community with a consistent and at times high take up rate. CBC officers had been supportive and accommodating in promoting and managing this project. Members were advised that uptake figures had been 14 collections of fridge/freezers and 49 collections of other items.

Although it was relatively early in the financial year Members may receive an additional funding request to increase this budget for 2022/23. This would be put forward during the budget setting process in due course.

Members discussed the possibility of repurposing of some items and requested consideration be given to possible avenues to enable this strategy to be encouraged.

#### **11740 CHRISTMAS TREE**

Members were reminded of previous considerations for the annual town Christmas tree. Issues which were considered related to the difficulty of sourcing a tree on an annual basis, the sustainability of cutting down a tree for a short period and the suitability of the location of the tree.

Officers were tasked with investigating whether there was a more sustainable option of planting a living tree in All Saints View (ASV).

ASV have confirmed a location within the forecourt area at the front of ASV for Christmas 2022. The exact location cannot be advised until the building work was further progressed. Members were requested to consider the suitability of this location. To also consider options to provide a light feature in the current Bedford Square location.

Siting a permanent tree in ASV would be a long term, sustainable option, supportive of the Vision. It would also provide a suitable and safe area for the switch on event. However, it may be perceived as being too far off the main road. However, this could be mitigated by an additional light feature being provided in the current location.

Members raised concerns that the proposed positioning of the tree could look like an ASV Christmas tree, aimed at their residents, rather than a tree for the town's community.

It was requested that members of the community be consulted on the idea of a more sustainable tree option and the relocation of the Christmas Tree to ASV. The findings of the consultation would be reported back to the next Community Services Meeting in November.

**11741 VISION UPDATE**

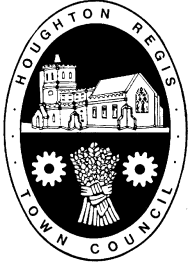
Members received an extract from the approved Vision 2020/2024 as it related to the work of this committee.

**The Chairman declared the meeting closed at 7.50pm**

**Dated this 25th day of October 2021.**

**Chairman**

DRAFT



# 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**

Citizens Advice Dunstable

**Contact Details**

**Name**

Judy Atkinson

**Position**

Chief Officer

**Address**

The Dunstable Centre  
Court Drive  
Dunstable, Beds

**Post Code: LU5 4JD**

**Telephone Number:**

01582 665629

**Email Address:**

chiefofficer@dunstable.cabnet.org.uk

**Website Address:**

<https://www.dunstablecab.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:



Due to the pandemic, we moved our advice services over to a digital platform in March 2020, offering telephone, email and web chat advice, we have started to introduce face to face appointments only where absolutely necessary.

We supported 2900 clients and dealt with 13,064 issues during 2020, we remained open and operated out of our offices throughout lockdown within The Dunstable Centre.

Stevenage Leisure and CBC made it possible for us to continue coming in to the premises to support the local community during these challenging and scary times.

We have used the £2K funding awarded from Houghton Regis Town Council over the past 12 months to provide a telephone advice service to Tithes Farm and Parkside neighbourhood centres over the telephone.

We supported clients from Houghton Regis to claim universal credit, employment, debt and housing issues.

We diagnose the problem, provide the client with the advice and support needed. 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 with a telephone follow up.

We issued food vouchers and arranged deliveries if needed, we worked in partnership with Dunstable Foodbank and DWP to process claims quickly.

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, i.e. universal credit and employment advice especially around the furlough scheme.

Our next challenge is the Universal Credit £20 uplift officially ended yesterday (6 October). Along with rising energy bills and the end of the Job Retention Scheme, we're expecting this to lead to an increase in demand for our services.

So, your continued support would be greatly appreciated.

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

	Total number	...3600 .....
	Number of Houghton Regis residents	.....1674.....

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

Our work within the past 12 months changed so that we could support clients during Covid by giving telephone and email advice, this was no mean feat as a lot of other services either closed or provided a limited service.

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.

Please see our annual report attached

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, we 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 because of furlough 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 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. This is pre Covid figures.

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.

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

More demand for our services, with the uplift of £20 being removed from universal credit, furlough scheme ending and debt work increasing due to Covid.

We will continue to support clients who regularly use the foodbanks.

Please confirm your award amount: £\_\_2K\_\_

Is the amount awarded still required?

Yes

If no, please advise the lower amount required:

If there is any chance that we could receive £4K as previously that would really help us to plan cover for the telephones, we will introduce face to face when it is safe to do so.

I am confident that this has not left clients unsupported, all are very happy with the support that they have received over the telephone.

We have still scribed for clients to fill in PIP forms, wrote letters on their behalf. Clients were and still are able to drop paperwork off for us to view and copy.

**Payment Details**

Account title

Dunstable and District Citizens Advice Bureau.....

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;**

**Signed**

**J Atkinson**

.....

**Name**

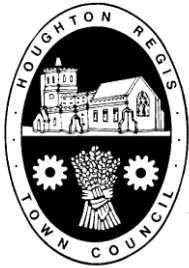
**Judy Atkinson.....**

**Position**

**Chief Officer.....**

**Date**

**.....07/10/2021.....**



# 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**

Andy Perry

**Position**

Director

**Address**

81 High Street North  
Dunstable  
Beds

**Post Code: LU6 1JJ**

**Telephone Number:**

01582 674442

**Email Address:**

Andy.perry@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 – however contact details have been changed

If no please update:

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

During the last 12 months we have continued to offer counselling to children and young people from 10-25 years old for up to 12 free sessions of 1:1 counselling. As a result of the pandemic the counselling sessions undertaken during the last 12 months have been a mixture of face to face and remote sessions over zoom, or by phone, but we are now back offering face to face sessions full time.

Counselling enables children/young persons to talk freely to a caring safe adult in a safe space without judgement. The range of issues that young people bring to counselling varies hugely with stress, worry and anxiety still being the largest issues faced. This has been enhanced due to the pandemic and lockdowns.

We also see many young people who highlight that they have a mental health issue, this can be diagnosed or undiagnosed, but 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	.....57.....

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

The grant continues to be used to contribute towards covering volunteer expenses, supervision costs and continued professional development (CPD) training for our counsellors here at Sorted Counselling Services. In the last 12 months counsellors have received CPD in Safeguarding, dealing with children who suffer with Autism and Building Resilience.

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 therapy.

As mentioned, during lockdowns caused by the pandemic we have continued to offer counselling to children and young people. The nature of the counselling had to change from face to face 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, sometimes they didn't have somewhere private and confidential within their home or they felt less able to make that connection with the counsellor via this medium. For others they embraced the medium, often having great results and particularly with the young people who would have struggled to start counselling due to anxiety in the first place.

We continued to have 50% of the young people who wanted to wait for face to face to restart. We have now transitioned fully back to face to face support. We have ensured that we are COVID-19 secure at our premises, ensuring our staff and service users can come back into the building knowing that we are keeping them safe.

We have experienced an increase in demand as children and young people head back to school and college having been away from their school friends for quite some time. 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 they want to try to find solutions to their issues and counselling supports them in this endeavour.

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.

That said, following the resignation of the Director of Sorted Counselling Services, Julie Bowes who had both Clinical and Operational experience, a decision has been made to split the Director role into both an Operations/Fund Raising role and a Clinical post. We are currently recruiting for the Clinical post, a Caseload Assessor role, and I've taken over as the Operations Director. The number of hours between the two roles is the same as was being completed by the former Director and so the cost to the charity remains largely unchanged.

Please confirm your award amount: £\_2,000.00\_\_\_\_\_

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

**Payment Details**

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

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

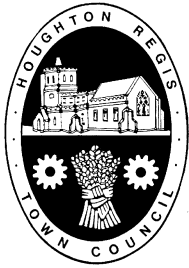
**Declaration**

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

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

<b>Signed</b>	<i>Andy Perry</i> .....
<b>Name</b>	<b>Andy Perry</b> .....
<b>Position</b>	<b>Director</b> .....
<b>Date</b>	<b>28 September 2021</b> .....





# 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**

Keech Hospice Care

### Contact Details

**Name**

Harry White

**Position**

Trusts and Grants Officer

**Address**

Great Bramingham Lane  
Streatley

**Post Code: LU3 3NT**

**Telephone Number:**

01582 707963

**Email Address:**

[Harry.white@keech.org.uk](mailto:Harry.white@keech.org.uk)

**Website Address:**

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

### 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?

Keech Hospice Care is the adult hospice for Luton and south Bedfordshire, as well as the children’s hospice for Bedfordshire, Hertfordshire, and Milton Keynes.

Between our 8-bed adult in-patient unit and 5-bed children’s in-patient unit we provide hospital transition stays, symptom management, crisis stays and end-of-life care. Every patient gets their own tailored treatment plan.

For children and their families, we offer out-patient care through specialist nursing, focused play, educational activities and memory work. We also provide social and peer-to-peer support groups including monthly teenage groups and Sparklers, a support group for siblings of children with a life-limiting condition.

For adults, our purpose-built Wellbeing Centre enables our specialist team of care professionals to come together and provide tailored out-patient support to individuals with a life-limiting condition. There is nothing else like it being offered locally and this service helps put patients at the centre of everything we do. Looked after by our expert team – made up of specialist nurses, doctors and health care assistants, a range of therapists, social workers and bereavement support – each patient is given an individualised, holistic programme of support to help them live well for longer.

Programmes may include pain management, blood transfusions, rehabilitative support through exercise groups, complementary therapy, and bereavement support. The aim is to help patients to manage their condition, keep them out of hospital, and remain independent for as long as possible.

Although many of our support services were suspended or moved online with the outbreak of coronavirus, September 2020 saw them start to be restored. This was a slow return, that fluctuated in line with changing government guidelines. However, as of September 2021 all of our services are active. The wellbeing centre, gym and hydrotherapy pool re-opened to patients; enabling them to receive rehabilitative support. Care that was moved online is starting to be held face-to-face again, for example the Sparklers group were recently able to go on a trip to the zoo – their first in-person meeting in well over a year. Due to the vulnerability of our patients, even areas that are now meeting in person are working at reduced capacity, and with enhanced hygiene protocols in place to ensure the safety of our patients.

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

	Total number	2511
	Number of Houghton Regis residents	65

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

As Houghton Regis Town Council awarded us an unrestricted grant we were able to allocate the funds to the areas they are most needed. Our adult in-patient unit has been at the forefront of the care we have provided in the last year and your grant has fully funded a room on the unit for 5 days.

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. 31% of patients were discharged home after their visit to our in-patient unit in 2020/21.

For patients cared for at end-of-life on 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.

Covid-19 forced us to make a lot of changes to the way we provided our care. Firstly, nurses had to work in full PPE for their safety, and the safety of the patients. Ordinarily we aim to keep 1 or 2 beds free to accommodate any emergency referrals. However, December 2020 into January 2021 saw the unit running at full capacity, with 50% of new referrals being admitted having already tested positive for Covid-19. Although visitors were still welcome, they had to wear full PPE and provide a negative lateral flow test before entering. During this time our building design really came into its own as visitors were able to enter patient rooms via the garden instead of coming onto the main unit.

In 2020/21 the adult in-patient unit cared for 150 patients for a total of 1834 bed nights. 93 people were cared for at end of life.

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?

Covid-19 has had a huge impact on our services. Many of our support services were moved online where possible or suspended where not. Our events were largely cancelled or postponed, and our shops had to close. However, we are now in the process of restoring our support. All services have resumed, albeit some in a changed or scaled-back form. The main change we anticipate over the next 12 months will be a full restoration of services to pre-pandemic levels. This will only be done with robust risk assessments in place and where it can be shown it is safe to do so. Our patients are some of the most vulnerable in society and deserve to live well within their conditions for as long as they have left. This is why it is important to us to be able to offer them our full range of support as soon as possible.

Please confirm your award amount: £2,500

Is the amount awarded still required?

Yes / No

If no please advise the lower amount required:

**Payment Details**

Account title

Account number

Bank / building society name and address



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

**Declaration**

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

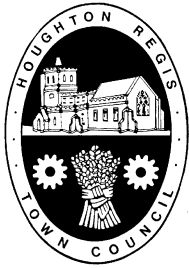
- **The information supplied is full and correct to the best of your knowledge;**

**Signed**

Signature  
removed for  
data protection

**Name**  
**Position**  
**Date**

**Harry White**  
**Trusts and Grants Officer**  
**5/10/21**



# 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**

Bedfordshire Rural Communities Charity

**Contact Details**

**Name**

Cliff Andrews

**Position**

Deputy Chief Executive

**Address**

The Old School, Cardington. Bedford

**Post Code: MK44 3SX**

**Telephone Number:**

01234 832617

**Email Address:**

Cliff.andrews@bedsrcc.org.uk

**Website Address:**

www.bedsrcc.org.uk

### Renewal Information

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

**Yes / No**

*Note: In taking over the management of CAB's key community engagement projects and staff, BedsRCC is happy with the original application.*

If no please update:

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

Over the last 12 months, BedsRCC has:

- Supported CBC and BBC in their frontline Covid-response, through the work of our Good Neighbour Schemes, Social Prescribing, Community Transport and Community Agent Teams
- Taken over the running of the Community Engagement projects and staff of Community Action Bedfordshire – Including Timebanking and Time 2 Connect: Houghton Regis
- Supported the Luton & Bedford Youth Association in the management of their Community Halls in Dunstable

In addition to the above pandemic/ new activities, we continued to provide the following:

- Village Hall & Community Building Advisory Service
- Community-led Planning (incl Neighbourhood Plans, Green Infrastructure Plans, Housing Needs Surveys and Green Wheel Masterplanning)
- HLF-funded Greensand Country Landscape Partnership
- Door to Door (Bedford) and Greensand Country Community Transport service

At the National SME Awards at Wembley Stadium in July we received the Gold Award for Community Organisation of the Year 2020-21.

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

	<p>Total number <span style="float: right;">5,000+.....</span></p> <p><i>Please note: This is a conservative estimate for the whole of BedsRCC across a range of service areas including: Good Neighbour Schemes, Community Transport, Social Prescribing, Walking for Health, Village Agents, Time 2 Connect Houghton Regis and Timebanking</i></p>
	<p>Number of Houghton Regis residents ...approx. 300..</p> <p><i>Please note: This is an estimate and includes Houghton Regis residents and volunteers across a number of the above service areas.</i></p>

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

- The funding awarded by Houghton Regis Town Council has enabled us to maintain and develop the Chiltern Vale Timebank. The funding we receive principally contributes towards our staffing costs, but also towards the cost of events, activities and promotional materials.
- The Chiltern Vale Timebank meets once a week on a Wednesday at Houghton Hall Park, where BedsRCC now has a permanent presence through our Timebanking and Time 2 Connect staff.
- Total number of active members: 40
- Total number of new members from October 2020: 32
- Our Timebanking staff also supported the Houghton Regis Neighbourhood Plan community engagement event
- We operate Timebanks in other localities, but this one has both our oldest (95) and youngest (16) Timebank volunteers.
- Across the Timebanks that we operate we survey our members, with recent results showing that:
  - 100% of participants had improved health and wellbeing
  - 78% maintained independent living
  - 100% felt less isolated or lonely
  - 89% agreed that they had increased personal satisfaction from sharing their skills and knowledge

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, we have no plans that would impact upon the delivery of our projects and services in Houghton Regis. We look forward to continuing our activity in the town and developing a strong working relationship with the Town Council.



Please confirm your award amount: £\_2,500\_\_\_\_\_

Is the amount awarded still required?

**Yes / No**

If no please advise the lower amount required:

<b>Payment Details</b>	
Account title	
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**

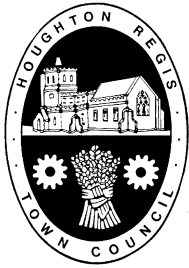
*Signature removed for data protection*

.....

**Name**           ...**Cliff Andrews**.....

**Position**       ...**Deputy Chief Executive**.....

**Date**            ...**08/10/21**.....



# 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, less mobile 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.

We achieved an operational surplus for the 7<sup>th</sup> consecutive year following our reorganisation and 'right-sizing' in 2013-14. Our bus replacement plan is proceeding as planned, and we now run a modern fleet of minibuses each suited to their delivery purpose.

Since the COVID-19 lockdown starting March 2020, demand for our dial-a-ride service has been decimated. We responded and helped local communities by delivering prescriptions to housebound patients for pharmacies in Luton, and have now delivered over 5,500.

We successfully applied for a National Lottery Community Fund (NLCF) grant to provide an 'Out of Area Hospital Transport Service', to protect patients from COVID exposure in a safe minibus and take them to important appointments in specialist hospitals. This funding application was largely inspired in the memory of Nicki, one of our drivers who tragically passed away while shielding.

Our 'Out of Area Hospital Transport Service' delivered 34 patients safely to 24 destinations for 98 appointments from Dunstable, Luton and surrounding areas to an area including Bedford, Hitchin, various hospitals in and around Central London, and Mount Vernon in the London Borough of Hillingdon, for a total fare of £20.

Our 'COVID Vaccination Service' took 52 passengers to 12 destinations for 85 appointments in Central Beds, Luton, Hertfordshire and Bedford. All Central Beds vaccination journeys were delivered free of charge.

The initial NLCF funding lasted 6 months, during which period we were delighted to have helped a total of 86 passengers to 36 destinations for 183 appointments. We have applied to a different branch of the National Lottery for 4 times the funding to cover similar services for a period of 2 years and await a decision.

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

	Total number ~1,500-2,000 (from 28,500)
	Number of Houghton Regis residents – frankly, difficult to say just now.

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?

The COVID-19 pandemic is not yet over from our point of view. Our 'market' is far from back to normal. Financially we survived F/Yr 2020-21 extremely well with the help of local authority and government financial support in various forms. Although our contracted public bus routes are receiving regular financial support from the local authority and government, our dial-a-ride services rely very much more heavily on fares income from passengers.

The lost dial-a-ride fares income for the year was £27,436 down on previous year, carrying 92.3% fewer passengers.

We had several staff members shielding for 9 months or more, and tragically lost one valued driver to a non-COVID disease.

We are now experiencing a driver shortage with 3 full-time drivers having left us. The driver 'market' is national news and 'difficult' for a charity like ours.

We are having to relocate our premises by Xmas following a decision from our 'landlord'.

Recovery signs are present, but still small. We are constantly tweaking the level of dial-a-ride service in line with demand and staff resources to deliver the best we can. It's a fine balance and unpredictable just now. We sometimes have to prioritise on medical and therapy journeys rather than shopping and leisure. We hate saying no, but do have to sometimes while we are stretched.

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

*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;**

**Signed**

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

**Name**

...R D BARRATT.....

**Position**

...General Manager.....

**Date**

...24/9/21.....



# 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 Memorial Hall

### Contact Details

Name

David Hill

Position

Vice Chairman

Address

17 Long Meadow, Houghton Regis, Dunstable Beds

**Post Code: LU55RR**

Telephone Number:

07305 433950

Email Address:

David.hill3@ntlworld.com

Website Address:

Houghtonregismemorialhall.com

### 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?

A considerable amount of work has been undertaken in the Memorial Hall including: Car Park Refurbishment, new Lino flooring and skirting in the Hall surround and Foyer areas, rebuilding of the Committee room Porch, the construction of a new roof over the Cellar steps, renewal of several exterior doors, exterior light replacements to LED.



Approximately how many people accessed your organisations services over the last 12 months:	
<b>Note, Hall was closed due to Covid, reopened in July.</b>	Total number                      Approx 600 .....
	Number of Houghton Regis residents Approx 560 Difficult to estimate.....

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

We used this funding to refurbish our Car Park with some money coming from our own funds. The work consisted of replacement drainage systems, re Tarmacing and line marking bays including two disabled bays. In addition we added Pillar lights to the car park entrance.

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 but if the Government brings Plan B in to operation we might have to close.

Please confirm your award amount:                      £ 2000.00 \_\_\_\_\_

Is the amount awarded still required?

Yes / No **YES**

If no please advise the lower amount required:

**Payment Details**





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

.....

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

**Declaration**

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

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

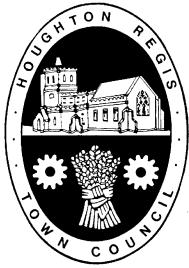
**Signed** *Signature removed for data protection*

**Name**                   ...David Hill  
.....

**Position**             Vice  
Chairman.....

**Date**                   4/10/21.....





# 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**

Creative Director

**Address**

12 Kings Arms Yard  
Ampthill  
Bedfordshire

**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** / No

If no please update:

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

Despite Covid restrictions we have managed to offer a full programme to our existing participants and to new audiences throughout 2020/21. We've delivered a range of vibrant and dynamic arts and cultural opportunities for children, young people, and families in Bedfordshire and beyond.

#### Art Town

We have continued our weekly sessions for Art Town Explorers (ages 5 to 11) and Champions (ages 12 to 18), with a mixture of digital and in-person sessions. These sessions were initially delivered remotely following our hugely successful piloted online participatory sessions with young people in July 2020. These sessions have been very varied and have included sessions such as Shadow Puppetry, creating music and T-shirt designs. Two of our practitioners dropped off materials for the online tasks and were able to have a doorstep catch up with the families at the same time.

From May 2021 we were able to meet in person outside and this coincided with our Junk Diaries sessions with Chris Warner. The young people were encouraged to litter pick then create puppets and other creations out of the junk they'd collected.

We had 73% attendance for our Spring term which based on some parents worries over Covid and changing Government guidelines, was an excellent turn out, really proving that these sessions are making a positive difference to these people's lives.

"Good for socialising, I met my new best friend."

"Social activity away from school. C is quite isolated, and she is a young carer so very important she has time away from home."

100% of parents felt their children enjoyed and 81% of young people had fun taking part in activities with other people:

"I like Art Town as it is so creative when making things."

"Fun, kind, community building confidence in children."

"We love the Art Town adults and community. It's a family :)"

Autumn term started back inside at Hawthorn Park Primary School and has been running for four weeks. We started the term with mosaic making sessions with an external practitioner Dionne Ible and will also have Desiree Bashi an Asian and Kathak dance instructor later in the term, followed by our programmed performance of 'Same, same... but different' a dance piece exploring individuality, diversity and connection. This free show has been opened to the wider public of Houghton Regis, as well as to our regular Art Town attendees.

#### Sessions for Tots and parents

As well as continuing our offering for older children, we also continued our Art Town Tots sessions. Activity for under 5s is not suited to remote working and vital support for young parents took place in person even in the strictest of restrictions. Sessions moved from inside Tithes Farm Children's Centre to outside at Houghton Hall Park in May 2020 with smaller, shorter groups, outdoors with additional COVID safe measures in place. These sessions consisted of stories, song, and movement, with a different theme or book explored each week. They have continued weekly throughout the Autumn and Spring term times, with a hiatus in the Winter term as sessions all took place outside at Houghton Hall Park.

Some of the feedback from the sessions surprised us, with 82% of parents liking the outside element of these sessions, which has encouraged us to continue to these sessions this Autumn term outdoors again. 73% of parents found these sessions benefited their child/ren by being creative and fun. With 64% liking that it was free and felt Covid safe.

"Wonderful, M loves the singing and music."

"Loved it every week."

#### Community Events

Throughout the year Art Town stages, a programme of live arts and cultural events for children and families. Many of the events are free for participants or offered on a 'pay what you can' basis. This includes Hullabaloo our free family festival, and in 2021 also consisted of additional workshops and performances such as Junk Diaries, Daydreamers and OzzleBox beatboxing workshops throughout the summer months.

#### September 2020: Houghton Regis Hullabaloo

A highlight of the Art Town calendar has been Houghton Regis Hullabaloo – an outdoor arts festival in the town. This is the 'sister project' of Art Town and is an explosion of creativity across Houghton Regis. This work is supported by additional funding from Arts Council England and adds amazing additionality to the events programme.

In September 2020, 258 people attended performances in Houghton Hall Park. The festival is growing in popularity each year and it was great to see so many local people benefitting from this free event offering circus and acrobatic entertainment from Circo Rum Ba Ba with their show L'Hotel. In addition, we had workshops from Anne-Marie Abbate including yoga, singing with movement and rock painting. After six months of Covid restrictions the summer creative blast picnic was a great opportunity for young people to share their work and gather with friends outside.

We performed Day Dreamers; an interactive, audio experience, in two Houghton Regis locations during Summer half-term and at the end of the school year. 40% of Hawthorn Park Primary School teachers said this was the first cultural experience from outside providers for students in the past 12 months:

“Everyone really enjoyed the experience, thank you.”

“Great start to the day! Thank you very much! :)”

Day Dreamers also took place in Houghton Hall Park with 97% of children feeling more confident and 84% of parents feeling positive about Houghton Regis.

“We love Full House Theatre and all the events which have been running. Thank you for bringing smiles in these crazy times.”

“Thank you for making this free and accessible to all.”

In addition to our usual weekly sessions, we extended our arts offer to the wider public for free over the Summer. We had 24 young people attend the OzzleBox beatboxing sessions at Houghton Hall Park in June, with 92% feeling like they'd learnt a new skill. SEND sessions based at Houghton Hall Park which were specifically aimed at providing engaging creative sessions in small groups for young people with special educational needs.

This is not an exhaustive list of Art Town's activity but an overview which gives a picture of the breadth of work delivered through the project and the depth of our engagement with children and families in Houghton Regis.

In addition to our Houghton Regis specific projects, we also had several projects throughout Bedford and beyond.

Little Darling was supposed to take place at Barnsley Civic throughout December, but due to Covid restrictions this didn't go ahead, but was filmed to a high quality so audiences could still view the show via a streaming site.

We coordinated our first online Feb Fest week in 2021 during half-term, with a mixture of performances and workshops.

“It was amazing! Very inspiring and engaging even for little ones. We shared the event with friends and our school. It is so impressive to see how culture, passion, care for others and most of all creativity can never be stifled, not even by a pandemic. THANK YOU ALL!”

Parent

New projects included Doorstep Adventures – a sensory experience for young people with profound disabilities to access art and culture without leaving their home. And finally Creative Buzz; Easter and Summer holiday sessions for primary aged children on Pupil premium in Bedfordshire, which offered a variety of creative activities over four days, as well as including a free hot lunch.

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

	Total number	3,847
	Number of Houghton Regis residents	2,003

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

Funding from HRTC has enabled all the project activity outlined above to take place in Houghton Regis. The valuable support of the town council brokers additional funding from a range of sources.

The Total Cost of our activities in Houghton Regis this year is £58,978

The £1500 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
- National Lottery Community Fund
- Arts Council England
- BBC Children in Need
- The Co-Operative
- Luton Airport Near Neighbours Fund
- DCMS Net Fund

**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 major changed and we are looking forward to further, deeper engagement with our Houghton Regis partners and beneficiaries.

This year our organisation celebrates twenty years of delivering impactful arts projects for children and young people and this has been a time for us to look forward as we scope the next stage of our strategic development.

Our board and CEOs are currently developing a business and delivery plan for our work until 2025. One key element of this strategy is our commitment to continued delivery of local projects and seeking to work with children and young people most disadvantaged by Covid-19.

Since our last application to HRTC we have now secured match funding from National Lottery Community Fund which means that, with the investment of Key Partner Status, we are now able to confidently plan our Arts Town activity through to at least April 2023.

As a dynamic and responsive organisation, we will continue to listen to the voices of children and young people in Houghton Regis to evolve our project delivery to be relevant and targeted.

Please confirm your award amount: £3000

Is the amount awarded still required?

**Yes** / No

**Note: In 2019/20 we requested £3000 but this was reduced to £1500 as HRTC had significant budget cuts in 2020/21. If there is a possibility of returning 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.**

If no please advise the lower amount required:

**Payment Details**

Account title

Full House Theatre Company

Account number

Bank / building society name and address



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

**Declaration**

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

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

**Signed**



**Name**

**Harriet Hardie**

**Position**

**Creative Director**

**Date**

**11-10-2021**





# 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**

Roger Turner

**Position**

Trustee/Treasurer

**Address**

The Elms, Park Road North

**Post Code: LU5 5LD**

**Telephone Number:**

07714899132

**Email Address:**

rogerhturner10@virginmedia.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

If no please update:

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

We have continued to keep members updated on the work of the Society. The website has been updated regularly. New items have been added and will continue to be added to the Society's Archive ([hrhsarchive.org.uk](http://hrhsarchive.org.uk)).

The Society held a virtual AGM earlier this year.

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

Total number      Not possible to provide this information  
as no meetings were possible

Number of Houghton Regis residents .....

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

To continue keeping member aware of the Heritage of the Town via the website and Archive and emails. Preparation of a Brandreth Interpretation Board and oak tree Memorial Plaque for Robert Gibbs Brandreth, for Houghton Hall Park, draft prints, materials 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?

No

Please confirm your award amount: £500.00

Is the amount awarded still required?

Yes / ~~No~~

If no please advise the lower amount required:

### Payment Details

Account title Houghton Regis Heritage Society

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;**

**Signed**

*Signature removed for data protection*

**Name**

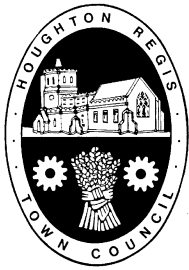
**Roger Turner**

**Position**

**Trustee/Treasurer**

**Date**

**7<sup>th</sup> October 2021**



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

## LARGE PROJECT GRANTS – £501 up to £1000 APPLICATION FORM 2021 - 2022

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

**Name of Organisation**

SINGING CAFE

### Contact Details

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

**Name**

LESLEY WILLIAMS

**Position**

SINGING CAFE VOLUNTEER

**Address**

47 EASTHILL RD  
HOUGHTON REGIS  
BEDS

Post Code: LU5 5EH

**Telephone Number**

07754401519

**Email Address:**

leswi@icloud.com

### About Your Organisation

What are the aims and activities of the organisation?

The Singing Cafe project was started 7 years ago. Prior to the Covid-19 epidemic the group provided weekly music sessions (Singing for the brain) in Red House Court, an independent living facility in Houghton Regis. Music, and occasionally dance, created a huge source of pleasure for those who attended but also has therapeutic benefits. Scientifically, music has been seen as a key to improvement of cognition, mood, memory and speech among people suffering with memory loss and social isolation. The session also included tea and refreshments and an opportunity to chat and feel part of a community. Over the years it has been open to a variety of people to join but has sought to be intentional about including people with dementia and their carers.

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

Are you affiliated to a national organisation?

*\*delete as appropriate*

\* No

Are you a registered charity?

*\*delete as appropriate*

please specify your charity number.....

Registered Charity No. 1069893

Does the organisation have a membership?

*\*delete as appropriate*

No

If yes please state

The current number of members.....

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

If No, who is the organisation accountable to?

The registered Board of Trustees.....

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

*\*delete as appropriate*

\*Yes

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

Qualified music therapists will be supplied by Chiltern Music Therapy.

Are your volunteers / coaches CRB checked?

*\*delete as appropriate*

\*Yes, details all have DBS clearance

\*

**Project Information**

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:

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

In April last year we began to look into ways we could continue to connect with the current members of our group and other people suffering isolation during the pandemic when face to face contact was stopped. For many the isolation of lock-down was 'catastrophic'. Some were hardly able to leave their rooms and their well-being was significantly compromised. We set up a weekly session via Zoom and engaged the services of a music therapist to run the sessions online. New referrals were made to the group by the Social Prescribers of Titan Primary Care Network. Technology was a problem for some of the elderly group so individual telephone music sessions were also provided to a few members of the group. This proved to be a highlight of the week for many of the group and the only time they were able to interact with the outside world during the height of the pandemic. It gave them something to look forward to and helped alleviate the isolation.

With the relaxation of the Covid restrictions in August this year we have wound down the phone service and invited those people who received calls to meet face to face, while others join the session on line. We continue to engage the services of the music therapist from Chiltern Music Therapy. Currently the sessions are held weekly in Houghton Regis Baptist Church. We are not able to use Redhouse Court at the moment. Our aim is to move the sessions to the new unit All Saints View in November when residents begin to move in. We have had conversation with staff from Central Bedfordshire Council and the All Saints View manager is keen for this to happen if it can. Some of the group are not able or do not feel confident to join in person so we anticipate running a hybrid session whereby the live session is streamed on Zoom for this group of people.

We anticipate new referrals to our group from the Titan Primary Care Network Social Prescribing team. The Prescribers are regular visitors to the group both in person and online in homes of people joining via Zoom. It is possible the group may need to expand to a second session to accommodate all the referrals if it can.

The cost to us for the services of the music therapist is £85 per session and that is what we are seeking funding for. The total annual cost of running sessions with the current set up is around £4000 (£85 x 45 weeks).

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*

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

The grant will enable us to continue to provide a music therapy session each week to members of our group. We engage primarily with isolated older people, many in their late 80s and 90s. We work to be inclusive of people with dementia and their carers. However, we are an inclusive of others who can also receive a benefit. These include people with mental health challenges and learning difficulties.

Sadly, there is an inevitable on-going process of losing members but this is matched by an inflow. The numbers attending any session will also vary with the difficulties people encounter and associated appointments. We expect that and extend support where we can. We would anticipate that over the autumn period we are likely to support at least 20 people but we may also exceed that. This is probably the maximum number we can manage within the current hybrid / in-person / online format.

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

Our Singing Café music sessions are helpful to those whose lives are often dominated by some of life's most difficult challenges, not least to their mental health and wellbeing. Let them speak for themselves:

**Group members:**

*"You come alive in the group, it's a happy experience"*

*"I really enjoyed the session and next week can't come soon enough"*

*"It gives me a boost and encourages me to sing more often... I do 'out of hours' singing now!"*

*"It feels good to be part of something"*

*"Since you've been singing with me, I'm surprised at how many words to the songs I can remember"*

Carer: *"The Singing Cafe has transformed her life"*

**Social prescribers:**

*"I just spoke to him, and he loved it, absolutely loved it!"*

*"I am really surprised at how well she engaged, even initiating dancing when she wasn't able to follow the words. When I left, she was so full of excitement, she said what a way to start the day, singing and dancing! She asked if the dancing counted towards her daily exercise!"*

**Conclusions from our research into the benefits of the Singing Cafe include the following:**

Individuals attended the singing café due to their love of singing and music, for wellbeing reasons and due to isolation. The data show measurable improvement in the overall average presentation of participants. Participants rated the Singing Cafe as very beneficial to them, making lockdown more manageable and all rated it as excellent or good. Key themes on the benefits for participants were enjoyment, wellbeing and mental health, social interaction, cognitive stimulation/learning and memory/recall. Informal feedback from Social Prescribing Link Workers indicates that they view the Singing Café to be very beneficial and they continue to use this as an effective referral route to improve patients' quality of life, mental health and wellbeing.

For Office Use Only

Grant Awarded £.....

Cheque No. ....

Issuing Date .....

<p>Approximately how many people will benefit from this grant?                  Total number.....20.....                  Number of Houghton Regis residents...10-15....</p>
--

**Project Costs**

Total cost of project	£ 4000 / annum )
How much assistance are you requesting from Houghton Regis Town Council? (Max 50% of total project cost)	
	£1000

How do you intend to fund the rest of the project?	
<ul style="list-style-type: none"> <li>• Use of existing funds? Please specify amount</li> <li>• Fundraising? Please specify amount anticipated</li> <li>• Grants from other sources? Please specify sources and amount...£3000</li> </ul>	£..... £.....
<p>We have benefitted this year from support from the Bedford and Luton Community Foundation and the Morrisons Foundation.</p> <p>We are currently applying to ASDA for funds to take us through to April 2022.</p> <p>We are talking to the PCN about making a contribution and anticipate making applications to new grant makers as well as asking others like HRTC who have generously funded us before to assist again. We hope that the Town Council's support would assist in releasing match funding from other grant makers.</p> <p>Currently, the Church community is providing a venue and the technical support to stream sessions live. If a move to All Saints View becomes possible, we would hope that Central Bedfordshire Council might wish to develop their support also.</p>	

<p>What would be the impact of the project should the Council not award the full amount requested?</p> <p>The project lives hand to mouth drawing in grants to support sessions moving forward. Without grant funding the Singing Café in its current form would not be sustainable. We believe that offering something of high quality is of great value in our community. That is being recognised by the participation of social prescribers every week. It would be a significant loss if it could not be maintained.</p>
---

*For Office Use Only*

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

**Project Timescale**

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

Funding period from April 6 - July 20 2022 comprising 12 music therapy sessions

The Town Council have developed a Town Council Plan to guide our work until March 2020. Details of the plan can be found at

<http://www.houghtonregis.org.uk/houghton-regis-a-2020-vision-plan-summary>

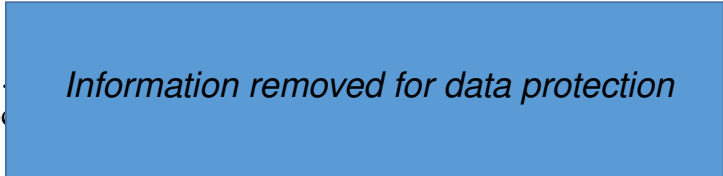
In considering the Objectives and Outcomes of the Town Council Plan please detail how you feel that this grant would support the Town Council in delivering its outcomes:

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

**Payment Details**

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

Account.number.  
.....



Bank / building soc  
and address ... ..

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

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:



**Declaration**

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts;
- You will spend the grant within 12 months of receipt.
- The application is submitted with the following required information: *Enclosed*

n/a
x
x

  - At least three competitive quotes for expenditure are required.
  - The organisations most recent set of accounts.
  - The organisations constitution.
  - Evidence of local support.

For example, letters of support from other organisations such as schools, Central Bedfordshire Council etc, results of questionnaires, surveys etc.
- It is understood that Houghton Regis Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending **YES**  
 Name of the representative (if applicable) . ..Lesley Williams would like to attend

Signed

.....  
 Lesley Williams

Name

.....  
 Singing cafe volunteer

Position

.....

Date

.....

*For Office Use Only*

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



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540 Fax: 01582 861102

Email: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk) Website: [www.houghtonregis-tc.org.uk](http://www.houghtonregis-tc.org.uk)

## END OF AWARD REPORT

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

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

**Group Name:** Community Action Bedfordshire

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

Total cost of Project            £ 220,180 (subject to audit)

Amount of grant awarded        £ 2,500

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

**Period under Review:** 1 April 2020 – 31 March 2021

The grant received for 2020/21 contributed towards the cost of working with voluntary organisations and community groups working in and/or run by the residents of Houghton Regis. This included:

#### Impact of COVID-19

The Coronavirus pandemic has had a huge impact on our organisation, activities, staff, volunteers and clients. Our activities have been adapted in order to be reactive and responsive to the changing needs and demands of the pandemic. We have played a critical role in offering advice, support and accurate information in a timely manner to assist local voluntary and community organisations to operate safely in light of government guidance and regulations.

In line with government guidance on the pandemic we had to cease events and face-to-face appointments with clients. Advice and support has been provided via telephone, email and online meetings. Our community promotional events were unable to go ahead due to the government restrictions in place. We also had to close the Office and ask staff to work from home. As we already had cloud-based storage in place staff were able to access files and documents from home and staff had work mobile phones.

From the beginning of the UK response to the pandemic we continued to strengthen and significantly increase our collaboration with partner organisations, which has been vital to coordinating an effective response to COVID-19 in Houghton Regis and elsewhere in Central Bedfordshire; including extensive partnership working, volunteer recruitment and brokerage, the placement of volunteers in organisations responding to the COVID-19, and supporting volunteer-involving organisations and mutual aid groups through the emergency.

We have worked closely with NHS, local authorities, the Bedfordshire Local Resilience Forum COVID-19 Voluntary Cell and the Central Bedfordshire VCS Infrastructure COVID-19 Response Group. We met weekly to discuss relevant issues as part of our response to the pandemic. We have worked closely with local infrastructure and volunteer-involving organisations across Bedfordshire, including the Houghton Regis Helpers Good Neighbour Scheme.

The frequent, and often complex and multifaceted, changes in government guidance during this unprecedented event meant that we were required to keep up to date with, and disseminate, relevant and accurate information within a very quick turnaround. We have continued to provide a high level of bespoke advice and guidance and increase our communication with organisations by providing frequent communications with timely advice and accurate information from a national and local level.

The pandemic affected the volunteer-involving organisations we work with in different ways, which required us to be in contact with a large number of organisations very quickly to ascertain information about their situation; whether volunteer managers were furloughed, services had ceased or were operating in some form remotely, whether new volunteers were urgently needed, if existing volunteer roles were continuing remotely or paused, whether volunteer recruitment was put on hold, how to engage with existing volunteers and adapting volunteer recruitment procedures.

**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**

We have provided information, advice and technical support on a range of issues (including governance and legal structures, mergers and funding advice) to three voluntary organisations and community groups providing services in Houghton Regis.

**Networking events, training workshops and briefings**

We were unable to provide networking events, training workshops or courses due to COVID-19 restrictions.

**Promoting, supporting and developing local volunteering, including advice and guidance for volunteer involving organisations**

We promoted Houghton Regis volunteering opportunities (along with other home-based and Central Bedfordshire opportunities) locally and through our website. We also promoted volunteering through our social media channels, including Facebook, Twitter and Nextdoor. We were unable to promote volunteering at the usual events held in the town as many of these were cancelled due to COVID-19 restrictions.

**A regular newsletter to volunteer-involving organisations on volunteer management, training and development opportunities; resources and good practice**

We produced a regular *Volunteer Management* newsletter, which was sent to Volunteer Managers, including those working in Houghton Regis. Throughout the year, as the situation with regard to the pandemic changed, we provided organisations with extensive briefings on managing volunteers and volunteering during the Coronavirus (COVID-19) crisis. We also published information of interest to local voluntary organisations and community groups through our social media platforms.

**Liaison and representation within, and on behalf of, the voluntary & community sector**

We have maintained regular contact with the Town Council. We have also taken account of the views and issues of concern to the sector in our wider engagement with strategic partnerships within Bedfordshire.

We have continued to work with stakeholders and lobby for interim community facilities and social infrastructure to be included within housing growth allocated for north of Houghton Regis.

**Promoting, supporting and developing local community engagement activities and enabling the residents of Houghton Regis to access local volunteering opportunities and participate in community activities.**

We were in contact with 22 people from Houghton Regis who volunteered in response to COVID-19, many of whom were unable to be placed. We actively sought to promote other opportunities for them to be involved in their community, through regular newsletters and communications, including Chiltern Vale Timebank.

The Chiltern Vale Timebank was launched in February 2020 and with the onset of the Coronavirus pandemic we had to adapt the way we managed and promoted the Timebank. Membership of the Timebank has continued to grow and currently stands at 20 members, 7 of whom are residents of Houghton Regis. We have undertaken new member Inductions via email and telephone communication to provide support and guidance on how to use the Time Online2 platform. The Timebank actively promoted its activities through social media, including Facebook and the Nextdoor platform.

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

N/A

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

How many people benefited from the grant? Approximately 60.

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

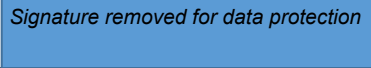
The grant has made an important contribution towards the cost of delivering services to support and develop voluntary organisations and community groups working in and/or run by the residents of Houghton Regis; and in supporting residents who want to volunteer or engage in community activities.

**Section 3: The signed declaration**

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

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

**Name:** John Gelder  
**Position in group:** Director  
**Contact telephone number:** 01525 850559

**Signature:**   
**Date:** 10 June 2021

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

---

**For office use only**

Expenditure satisfactory Yes / No

Benefits consistent Yes / No

Comments: