

# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Cllr J W Carroll** Tel: 01582 708540  
Town Clerk: **Clare Evans** E-mail: info@houghtonregis.org.uk

31<sup>st</sup> October 2023

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

**Cllrs: Y Farrell (Chair), N Batchelor, E Billington, P Burgess, T McMahon, C Rollins, 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 **Tuesday 7<sup>th</sup> November 2023 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

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

Please follow this guidance if attending the meeting remotely: [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 5 - 9*

To approve the minutes of the meeting held on 17<sup>th</sup> July 2023.

**Recommendation: To confirm the minutes of the Community Services Committee meetings held on 17<sup>th</sup> July 2023 and for these to be signed by the Chairman.**

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

*Pages 10 - 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 Community Services Manager. 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
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 2023/24.**

#### 6. KEY PARTNER – GRANT APPLICATIONS 2024 - 2028

*Pages 35 - 75*

*Budget 2024/2025*

Members are advised that this meeting is being held ahead of the budget setting process to enable suitable budget provision to be made in 2024/25.

Although at an early officer stage of budget considerations it is thought that the council may face budget pressures due to the need to meet committed revenue expenses and the aspirations of the council to deliver on the emerging council plan. As such it is suggested that members may like to consider, ahead of considering specific grant applications, a desirable budget level to restrict Key Partner grants to. During 2019 - 2023 Key Partner Grants totalled £11,626. It is suggested that the total budget attributable to Key Partner grants be capped at £15,000.

#### *Consideration process*

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

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

<b>Applicant</b>	<b>Amount requested</b>
South Beds Dial a Ride	£2,500
Dunstable & District CAB	£4,000 - £5,000
Community Link Project – Singing Café Initiative	£4,000
Full House Theatre	£5,000
Heritage Society	£1,200
Houghton Regis Ladies Group	£1,000
Memorial Hall	£4,000
Keech Hospice Care	£5,000
SORTED	£2,000

**Recommendation:** To approve Key Partner status and to determine the level of Key Partner grant for financial years 2024/25, 2025/26, 2026/27 and 2027/28.

## 7. Project Grant Scheme

*Pages 76 - 84*

Members are advised that the following application has been received for a Project Grant.

<b>Applicant</b>	<b>Total project cost</b>	<b>Amount requested</b>	<b>Brief description</b>
Recycled Teenagers	£1,475	£800	To support social activities for elderly residents
Parkside over 50's Club	£990	£792	To support an affordable theatre trip

Members are advised that £3800 remains in this budget for 2023/24.

**Recommendation: To approve the Project Grant applications as follows:  
Recycled Teenagers - £800  
Parkside over 50's Club - £792**

**8. GRANTS**

Members are advised that the following Small Projects Grant has been awarded under delegated authority:

Houghton Regis Helpers	£190.00
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*This report is provided for information purposes.*

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**HOUGHTON REGIS TOWN COUNCIL**  
**Community Services Committee**  
**Minutes of the meeting held on**  
**17<sup>th</sup> July 2023 at 7.00 pm**

Present: Councillors: Y Farrell Chair  
N Batchelor  
E Billington  
P Burgess  
D Jones Substitute  
T McMahon  
A Slough

Officers: Ian Haynes Head of Environmental & Community Services  
Tara Earnshaw Community Development Officer  
Louise Senior Head of Democratic Services  
Amanda Samuels Administration Officer

Public:  
0

Apologies: Councillors:  
C Rollins

Also present: Councillors:  
J Carroll  
E Cooper

**12510 APOLOGIES & SUBSTITUTIONS**

Apologies were received from Cllr Rollins (Cllr Jones substituted).

**12511 QUESTIONS FROM THE PUBLIC**

Item 12 – Parkside Recreation Remodelling & Feasibility.

It was suggested that the building was not suitable for remodelling as it had been built during the 1970s to an inferior standard.

It was emphasised that the suggestions in the report would provide a building on par with other wards in the town. It was suggested that the cost would be minimal and could lead to a new building, however rising costs of building materials were of concern, it was suggested that funds be taken from EMR and should not wait for a year to start construction.

**12512 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None.

**12513 ELECTION OF VICE-CHAIR**

Members were invited to elect a Vice Chair for Community Services Committee for 2023/24.



In accordance with the committee functions a review of the income and expenditure of the committee should be undertaken periodically.

Members received, for information, the budget report for Community Services Committee alongside the Budget Explanation.

Of note the following projects were anticipated during 2023/24:

- Parkside Recreation Ground Pavilion (Remodelling Feasibility)
- Visitor Publication

*Members received this report for information.*

## **12519 INCOME AND EXPENDITURE REPORT**

Members received the income and expenditure report, with appropriate commentary, for Community Services Committee to date.

Members were advised that there were no items of note within the report, and expenditure would be tracked throughout the financial year.

## **12520 YOUTH AND COMMUNITY SERVICES UPDATE (JUNE) 2023.**

Members were updated on the activities of the youth and community services.

Members were advised the pop-up café was going from strength to strength with new young people signing up, hearing about the facility through word of mouth with attendees coming from a diverse range of backgrounds, an art session had been run by Time2Connect with a positive level of interest.

It was hoped that there would be some contact with outside agencies and within Central Bedfordshire Council to connect with young people.

Enhanced activities had been planned for the summer which included golf and inflatable fun.

An update was requested on the progress of Youth Worker recruitment. Members were advised that the closing date for the current advertisement was Wednesday 19<sup>th</sup> July and shortlisting and interviews would take place after this date with the hope of a suitable and successful appointment. Suitable venues for outreach provision work were being sought.

*Members received, and noted, this report.*

**Resolved: To note the report.**

## **12521 PARKSIDE RECREATION GROUND PAVILION (REMODELLING FEASIBILITY)**

Members were invited to consider options for the potential remodelling of the Parkside Recreation Ground Pavilion.

Members discussed the suitability of the available space within the current facility.

Members suggested that the £5,000 funding for the feasibility study to be spent on an extensive consultation process to determine what type of facility was suitable for all user groups of the proposed building.

A new motion, to supersede the original three officer recommendations, was proposed by Cllr Burgess seconded by Cllr Batchelor to read:

- To consider and recommend that the expenditure for delivery of this project is taken from EMR for New Office Provision, therefore the project and delivery can start as soon as the EMR has been approved at full Town Council.

*The officer recommendations read:*

- 1) *To consider that the allocated funds of £5,000 for the feasibility of remodelling the Parkside Recreation Ground Pavilion be used for alternative projects agreed by the appropriate committee.*
- 2) *To consider and recommend to Council that monies be allocated within the emerging 2024/2025 Budget to hire a stand-alone building temporarily (Subject to positive community consultation).*
- 3) *To recommend to the Leisure and Environment Services Committee that they consider the development of a ten-year planned maintenance plan, including an estimated life expectancy and possible replacement costs, to aid in long-term financial planning.*

Members queried how much was to be requested from EMR New Office Provision with the proposed new motion. It was confirmed that the amount to be requested was the full amount of funds held in EMR and this was to be split over three wards.

It was confirmed to members that £5,000 was available for youth provision funded by YIF was for Parkside for the winter months.

It was clarified that £50,000 suggested in the report would be for a standalone building to be hired for as long as the council chose, at a cost of approximately £50,000 per year.

Members voted in favour of the motion proposed by Cllr Burgess, seconded by Cllr Batchelor.

A further motion was proposed by Cllr A Slough, seconded by Cllr Billington

- Part or full amount of £5,000 to be spent on a consultation event with residents of Parkside.

Members voted in favour of the additional motion.

A further motion was proposed by Cllr Billington, seconded by Cllr McMahon to read:

- Both of the above motions be put forward for consideration.

Members voted in favour of the third motion:

It was requested that draft plans for a consultation event be available for the full Town Council meeting in October.

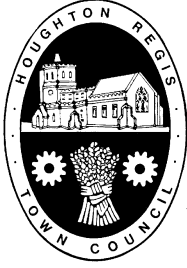
- Resolved:**
- **To consider and recommend that the expenditure for delivery of this project is taken from EMR for New Office Provision, therefore the project and delivery can start as soon as the EMR has been approved at full Town Council.**
  - **To use part or full amount of £5,000 to be spent on a consultation event with residents of Parkside.**
  - **Both of the above motions be put forward for consideration.**

**The Chairman declared the meeting closed at 8.00 pm**

**Dated this            day of**

**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

2023-2024

Name of Organisation

Dunstable and District Citizens Advice Bureau

#### Contact Details

Name

Judy Atkinson

Position

Chief Officer

Address

The Dunstable Centre, Court Drive, Dunstable

**Post Code: LU5 4JD**

Telephone Number:

01582 665629

Email Address:

chiefofficer@dunstable.cabnet.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 / No

If no, please update:

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

Residents of Houghton Regis have been heavily affected by the cost of living crisis and we have seen a huge increase over the last 12 months of the residents accessing our services. There is a lot of deprivation in the Houghton Regis area and because of this we have noticed that we are helping clients with numerous different issues such as benefits, debt, employment, housing and family breakdown. Therefore, we would need to repeatedly see clients to be able to follow up on their issues and to be able to provide them with enough time to tackle each issue.

We have seen a huge increase in clients claiming benefits such as Universal Credit, Personal Independence Payment, Attendance Allowance, Carers Allowance and Pension Credit. Due to the complexity of the forms we have noticed that the residents require extra support due to their reading and writing ability.

We hope to continue to be able to provide these services with the funding as unfortunately we do not see the situation easing and more people may start to struggle meaning our services will be in higher demand.

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

Total number	2,744
Number of Houghton Regis residents	675

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

We have been able to use the funding to continue supporting the residents in Houghton Regis

**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?**

The only change being that we are very busy supporting the community.

Please confirm your award amount: £ 4,000.00

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

**Sensitive data removed**

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

**Declaration**

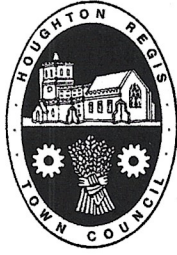
**Please sign this form to confirm that:**

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

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

Judy Atkinson  
**Judy Atkinson**  
**Chief Officer**  
**9th October 2023**





# 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

2023-2024

Name of Organisation

Sorted Counselling Services

### Contact Details

Name

Andy Perry

Position

Director of Services

Address

81 High Street North, Dunstable, Bedfordshire

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

If no please update:

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

The service continues to offer free, confidential talking counselling therapies for children and young persons between the ages of 5 and 25.

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

Total number 225

Number of Houghton Regis residents 72

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

The funding has been extremely helpful in supporting payments for our core costs of the service, such as staff salaries, sessional worker payments, safeguarding training for our counsellors, expenses, rent 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: £2000

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

**Payment Details**

Account title

Account number

Bank / building society name  
and address

Sensitive data removed

*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**

- **The information supplied**

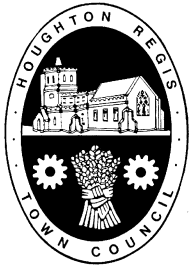
**Sensitive data removed**

**Signed**

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

**Director**  
**9<sup>th</sup> October 2023**

Maximum 25 miles	per round trip
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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**

**2023-2024**

**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:**

[Keech.org.uk](http://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?

Over the last 12 months we have continued providing the same high-level of free specialist care to our patients and their loved ones that we are known for. However, we have also worked hard to expand our services which has enabled us to help even more people, especially those from less-served communities.

Earlier this year Bedford Daycare Hospice was successfully merged into Keech Hospice Care. Not only does this mean we now have a second site to provide care from, but we were able to secure the future of Bedford Daycare’s services and our adult care now covers the entirety of Bedfordshire, not just south Bedfordshire. Our Community Connector continues in his role to destigmatise hospice care within the South Asian community and expand the reach of our services to provide more care to members of this community who will benefit from it. We have also recently begun work on a new project to bring our care to the homeless population of Luton in a way that is easy for them to access. Part of this project also includes educational work with organisations who are already interacting with the homeless population, for example temporary accommodation providers, so they can better understand the needs of someone with a palliative condition. Our education team have been proactively looking at the barriers people from LGBTQ+ communities face accessing hospice care. Their work in this area was recognised in a report from Hospice UK titled ‘I Just Want to be Me’.

Beyond this we have had to contend with the cost-of-living crisis, massive energy price increases, and political instability home and abroad. However, none of that has stopped us being there for our patients, delivering care whenever and wherever they need it.

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

	Total number	2,274
	Number of Houghton Regis residents	32

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

We can only deliver our services by being well funded, and grants such as those awarded by Houghton Regis Town Council are the reason we can keep providing such high-level care. Because of your funding we have been able to,

- Care for 69 children on our in-patient unit for a total of 330 nights
- Deliver 511 sessions of art and music therapy
- Hold 722 play and activity sessions
- Care for 381 children in the community through 2,659 visits
- Make 1,679 visits to adults in the community
- Take 3,862 calls to our 24-hour advice line
- Support 391 patients and relatives with social work
- Care for 108 patients on our adult in-patient unit for a total 1,301 nights
- Deliver 402 rehabilitation sessions to 165 patients.
- Prevent 561 hospital admissions

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.

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

Sensitive data removed

*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**

Sensitive data removed

**Name**

**Position**

**Date**



# 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

2023-2024

Name of Organisation

South Beds Dial A Ride

### Contact Details

Name

Gary Bilbrough

Position

Charity Manager

Address

The Incuba, 1 Brewers Hill Road, Dunstable, Bedfordshire.

**Post Code:LU6 1AA**

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?  
 Since 1986 we continue to provide a door to door transport service for people who find using public transport for whatever reason within the former 'South Bedfordshire', Luton and surrounding villages. The purpose is to give our members the same travel opportunities that most people take for granted.

We run a modern fleet of vehicles which are each suited to their delivery purpose.

We currently operate an "out of area" hospital transport service to various locations within a 50 mile radius which is currently a free service supported by a grant from the National Lottery. Demand for this service has risen dramatically of late. Up until the end of July this year we have taken 129 people for essential treatment to places such as Mount Vernon, Royal Marsden etc many of whom are from the local area.

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

	Total number	.....847.....
	Number of Houghton Regis residents	.....85....

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

As advised, your grant contributed to our general running 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?

We are assured our DAR contract with CBC is continuing and our contracted public services are out for Tender at this very moment.

We have acquired two new vehicles. 1 new Peugeot Boxer minibus to provide more access to Dial A Ride journeys (50/50 funded by CBC's Community Asset Fund) and 1 Volkswagen Caddy wheelchair adapted car which provides a more personable level of transport to many "difficult" hospital appointments .

We believe journeys starting in Houghton Regis account for 20% of our total area journeys and a large amount of journeys travel into the Houghton Regis area for medical, local groups, and general social trips.

Please confirm your award amount: £ \_\_\_ we were advised to expect 50% of £2251 \_\_\_\_\_

Is the amount awarded still required?

Yes please

If no please advise the lower amount required:

**Payment Details**

Account title

Account number

Bank / building society name and address

Sensitive data removed

*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**

Sensitive data removed



# 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

2023-2024

Name of Organisation

HOUGHTON REGIS MEMORIAL HALL

### Contact Details

Name

KEN WATTINGHAM

Position

CHAIRMAN

Address

THE GREEN  
HOUGHTON REGIS.

Post Code: LU5 5DX

Telephone Number:

07799 720767

Email Address:

chairman@houghtonregisMemorialhall.com

Website Address:

www.houghton-regis-Memorialhall.

### 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 achieved a great deal this past year by making increasing improvements to the hall.

our achievements have been by installing a new fire alarm system, a ramp for front of building for the disabled. New electric fuse boxes together with electric safety checks, new colradco fitted to hall amplifier, exterior signage, exterior lights. We are always getting compliments on the improvements we do to the hall.

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

Total number

7.000 regular

+ Private base hire



Number of Houghton Regis residents ..1,000+.

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

The Key Partner Grant has helped in the improvements to the hall, we look for the best value and good quality work from all trades we use.

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?

Our number one Priority is to maintain the building to a good standard for the local community to use. We will keep up with the repairs needed while looking for grants to help with big projects and we have some in the pipeline.

Please confirm your award amount: £ 2000.

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 and address

Sensitive data removed

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:**

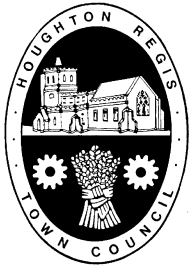
- **The information supplied is full and correct to the best of your knowledge;**

**Signed**

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

**Sensitive data removed**

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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**

**2023-2024**

**Name of Organisation**

Full House Theatre

### Contact Details

**Name**

Harriet Hardie and Kelly Ng

**Position**

Creative Director and Senior Producer

**Address**

12 Kings Arms Yard  
Amphill

**Post Code: MK45 2PJ**

**Telephone Number:**

01525 630783

**Email Address:**

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

**Website Address:**

[www.fullhouse.org.uk](http://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 the last twelve months our Art Town project has seen a bumper year of activity for children and young people in Houghton Regis.

Our Arts Explorers (5-11) and Arts Champions (11+) groups have enjoyed a year of inspiring and enriching creative activities, meeting weekly on a Tuesday in term time at Limetree Academy School. The groups have created their own podcasts, learned stage combat techniques, collaborated on a community clay project and lots more – including trips to Milton Keynes and The Grove Theatre.

The Art Town Tots Fridays sessions continue offer creative opportunities for young families who have benefitted from building connections with parents in their local area and developing their confidence to interact and engage with their children in a creative way. Monthly sessions take place Houghton Memorial Hall. The free events give parents and their pre school aged children a range of experiences including dance and sensory theatre. These sessions are inclusive and have been enjoyed by some families with children who have a SEND need.

We’ve delivered a range of community events and workshops throughout the year, including performance masterclass workshops for teenagers and free family theatre shows in the school holidays.

Houghton Regis Hullabaloo is one of the highlights of the Art Town calendar and this year was no exception. Over 1700 people came to watch outdoor performances and take part in workshops across three sites in the town. The festival is a fabulous opportunity for the community to come together to enjoy positive and meaningful creative activities in the heart of Houghton Regis.

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

<b>NOTE: Figures taken from 2022/23 beneficiaries</b>	Total number	11,588
	Number of Houghton Regis residents	930



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 £56,900

Income

Bedford & Luton Community Foundation £5,000

Houghton Regis Town Council £1,500

The Shanley Foundation £5,000

National Lottery Community Fund £14,949

Arts Council England £19,951

Youth Music Trailblazer £6,750

We currently have a funding deficit of £3,750 to reach and we continue to explore a range of funding options to meet this.

**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 our last renewal we have become an Arts Council England National Portfolio Organisation. This offers some stability for our work and strengthens our resolve to continue delivering our impactful work in Houghton Regis.

We still have to raise significant additional funds to make our work in the town happen, as outlined above. We are awaiting the outcome of a funding bid to BBC Children In Need which if successful and combined with key partner investment will secure the long term future of the Art Town project.

Please confirm your award amount: £\_1500\_

Is the amount awarded still required?

Yes

If no please advise the lower amount required:

**Payment Details**

Account title

Account number

Bank / building society name and address

Sensitive data removed

*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;**

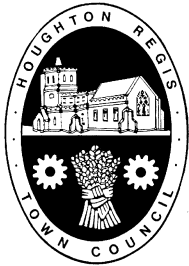
**Signed**

**Name**

**Position**

**Date**

Sensitive data removed



# 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**

**2023-2024**

**Name of Organisation**

Houghton Regis Heritage Society

**Contact Details**

**Name**

Roger Turner

**Position**

Trustee and Treasurer

**Address**

The Elms  
Park Road North, Houghton Regis  
**Post Code: LU5 5LD**

**Telephone Number:**

07714899132

**Email Address:**

rogerhturner10@virginmedia.com

**Website Address:**

hrhs.org.uk and hrhsarchive.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?

Our primary focus has been on our Archive and Website for local residents and interested parties in the UK. We have also seen visitors from the USA and the Seychelles.

The archive site which is reached via our Website or from hrhsarchive.org.uk, has at present 2,655 items, many of these can be ordered, and digital images downloaded for a small fee.

The Archive continues to grow as more images are added. For example a catalogue from the sale of items from Houghton Hall in October 1913. We are also adding some aerial photographs of Houghton Regis taken by the RAF during the war. When old images of the Town are seen on Facebook, the owners are contacted to get their permission to upload them on the Archive.

Maintenance of the Archive is important to ensure it grows and can be accessed by all who wish to view it, and the licence fee for the PastView archiving software is estimated to be £1,500 this year.

Our web site is updated as frequently as possible.

We have held public meetings, the most recent being a very successful talk by Mike Luke of Albion Archaeology on the find and Mesolithic Pits in HRN1.

Talks on the History and Heritage of Houghton Regis were given to The Dunstable Historical Society and Time to Connect.

We keep our membership informed via regular emails and more widely on the Society's Facebook page and local Facebook Groups.

This year we had a stall on the Village Green at the Town Carnival, we were surprised at the amount of interest shown by the visitors to our stand, we thought it was the best yet!

We also had a Stand at the All Saints Church Heritage Open Day Event and a table in the Library showing photographs from the Archive, field walking finds and the Archaeological Finds.

Approximately how many people accessed your organisations services over the last 12 months: Very difficult to put numbers on as we cannot know how many view the website and Archive. We have approximately 20 who attend public meetings and again we do not know how many visit the stand at the Carnival. At talks to other organisations there are approximately 20 – 30 who attend (considerably more at the Dunstable Historical Society

	Total number All Residents of Houghton Regis including Linnere and Bidwell and beyond
	Number of Houghton Regis residents All Residents

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

The funds have been used to help pay for the software licence and for holding public meetings and providing material for talks to local organisations

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?

There will be no personnel changes or general activities. However, the Licence fee for the Archive Software will probably increase to over £1,500. The Archive is central to our core aims of informing residents and others of the heritage of the Town. Increasing costs of room hire for meetings may limit what we can do.

Please confirm your award amount: £ 1,000

Is the amount awarded still required?

Yes

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**

**Name**

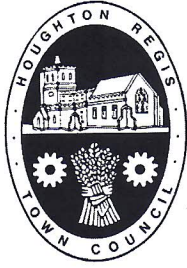
.....  
**Roger Turner**

**Position**

**Trustee Treasurer**

**Date**

**16<sup>th</sup> October 2023**



# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

**Name of Organisation**

South Beds Dial A Ride

**Contact Details**

**Name**

Gary Bilbrough

**Position**

Charity Manager

**Address**

The Incuba, 1 Brewers Hill Road, Dunstable, Beds

**Post Code: LU6 1AA**

**Telephone Number:**

01582 235454

**Email Address:**

admin@sbdar.co.uk

**Website Address:**

www.sbdar.co.uk

**About Your Organisation**

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

Will be 37 years at the end of this year

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

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

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

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

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

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

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

We have 11 staff, 7 full time and 4 part time. Our drivers are all tested to MIDAS standard (recognised industry training standard) and Dementia Friends. All our 'Trustees' are volunteers

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

Yes all staff enhanced DBS/CRB checked

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

Operating a "members only" scheme for our Dial A Ride service is a legal requirement under the Department of Transport permit under which we operate. The public bus services we operate are open to the general public

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*



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

Annual membership is £10. Each single journey costs a Houghton Regis resident £3 within Central Bedfordshire on our Dial A Ride service

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

South Beds Dial A Ride was established in 1986 to provide a door to door transport service to the elderly, frail, disabled and people who find using public transport difficult in the former 'south bedfordshire', Luton and surrounding villages. Our aim is to give our members the same travel opportunities as able bodied people take for granted. We provide the service so people can maintain a level of freedom and independence that they may not be able to keep.

**Project Information**

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

We would like to use the grant towards operating costs. As we live longer and expect an improved quality of life for the elderly and disabled , there is an ever increasing demand for our services. With additional financial support we can help more people within the Houghton Regis area and the south of Central Bedfordshire. Your support helps us to maintain our level of service within the area against the pressures of increasing costs. We are continually squeezing more efficiency in delivering our services to the increasing needs of individuals who require our help.

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

Total number...847.....

Number of Houghton Regis residents 85 @20% of our journeys star in Houghton Regis.....



**Funding Request**

**Total annual cost of running your project or Service**                      **£ £310,000**

**How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).**  
**£2500**

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

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

**Dial a Ride Contract - £70k**

**Fares - £40k**

**Bus contracts - £158k (tender process now under way for next 5 years)**

**Concessionary fare rebates - £27k**

**Monthly accounts - £8k**

**Membership fees - £2k**

**Other - £5k**

*Please note:*

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

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

**Payment Details**

Account title

South Beds Dial A Ride

Account number

Bank / building society name and address

Sensitive data removed

*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**

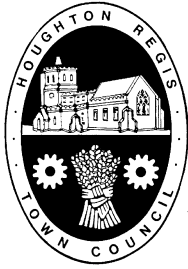
Sensitive data removed

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*



# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

**Name of Organisation** Dunstable and District Citizens Advice Bureau

**Contact Details**

<b>Name</b>	Judy Atkinson
<b>Position</b>	Chief Officer
<b>Address</b>	The Dunstable Centre, Court Drive, Dunstable
	<b>Post Code: LU5 4JD</b>
<b>Telephone Number:</b>	01582 665629
<b>Email Address:</b>	chiefofficer@dunstable.cabnet.org.uk
<b>Website Address:</b>	www.dunstablecab.org.uk

<b>About Your Organisation</b>	
<b>How long has the organisation been running?</b>	64 years
<b>Is your organisation part of a national organisation?</b>	Yes
<b>Is your organisation a Registered Charity? If so please supply the charity number and details.</b>	1110676
<b>Does your organisation have its own bank account?</b>	Sensitive data removed
<b>How many signatories are required?</b>	3 signatories
<b>Is your organisation staffed by volunteers? If so, how are they trained?</b>	We have 15 trained volunteers.

*For Office Use Only*

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

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

No
Our services are accessible to everyone, no membership is required.

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

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

No
----

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

Dunstable & District Citizens Advice offers an invaluable service to residents in Central Bedfordshire.

The service centres on helping people find a way forward – we achieve this by providing free, confidential and impartial advice to anyone who needs it.

One of our key objectives is to ensure that clients do not suffer through lack of knowledge of their rights and responsibilities, the services and benefits available to them or the inability to express themselves effectively. That’s why we’re here – to give people the knowledge and confidence they need to overcome their problems through advice, education and support. Areas we assist in range from debt, benefits and employment to family, housing, consumer and immigration. We are also able to provide food bank vouchers.

Beyond this, we make society fairer by researching and developing campaigns both locally and nationally for changes to services and law. Therefore, the impact of one visit can be seen on a far greater scale.

**Project Information**

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

We will use the grant to support the residents of Houghton Regis. The cost of living crisis has put tremendous financial pressures on households. As a service we want to be there to best support the residents.

Many households in Houghton Regis are at crisis point and require numerous appointments to address multiple issues.

The grant would be beneficial to continue our valuable work in Houghton Regis.

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

**Total number - 2,744**

**Number of Houghton Regis residents - 675**

**Funding Request**

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

**£ 4,000,00 - £5,000,00**

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

**£ 4,000,00 - £5,000,00**

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

- **Use of existing funds? Please specify amount** **£104,000,00**
- **Fundraising? Please specify amount anticipated** **£.....**
- **Grants from other sources? Please specify sources and amount** **£104,000,00**

*Please note:*

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

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

**Payment Details**

Account title	Dunstable and District Citizens Advice Bureau
Account number	<b>Sensitive data removed</b>
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**

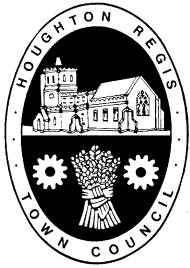
**Please sign this form to confirm that:**

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

<b>Signed</b>	Judy Atkinson
<b>Name</b>	<b>Judy Atkinson</b>
<b>Position</b>	<b>Chief Officer</b>
<b>Date</b>	<b>9th October 2023</b>

*For Office Use Only*

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



# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

**Name of Organisation**

Community Link Project - Singing Café Initiative

**Contact Details**

**Name**

David Skinner

**Position**

Project Coordinator

**Address**

17 Dalling Drive LU55EF

**Telephone Number:**

01582 529788

**Email Address:**

david.skinner@hrbaptistchurch.onmicrosoft.com

**Website Address:**

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*

<b>About Your Organisation</b>	
<b>How long has the organisation been running?</b>	The Singing Café Project has been running for 10 years
<b>Is your organisation part of a national organisation?</b>	No
<b>Is your organisation a Registered Charity? If so please supply charity number and details.</b>	The Singing Café itself was founded as a project of the Community Link Project at Houghton Regis Baptist Church. Registered Charity No. 1069893
<b>Does your organisation have its own bank account?</b>	Yes
<b>How many signatories are required?</b>	Any two for each payment
<b>Is your organisation staffed by volunteers? If so, how are they trained?</b>	The volunteers have a range of experience and professional qualifications. These include residential caring, social work and administration in a medical context. The singing cafe volunteers all receive training on safeguarding annually. Qualified music therapists are supplied by Chiltern Music Therapy. Our primary therapist is a highly experienced Neurologic Music Therapist. We would not be seeking to engage other quotes to provide this service. Skills, experience and continuity of our therapist are key to the current success of the project
<b>Are your volunteers / staff CRB Checked?</b>	Yes – with a 3 year update
<b>Who can access your services – is it open to all or is membership required?</b>	It is now located in All Saints View. Staff will signpost residents towards the project. We have a long standing partnership with Titan PCN in particular and they regularly refer people. People have self referred and we also draw people in ourselves. We aim to be open to varied needs but we intentionally include people with adementia diagnosis and their carers. The project has been open to all but we also need to manage the size of the group to ensure it retains a sense of intimacy and with that a therapeutic impact. We continue to work out how to sensitively achieve that while not turning people away.



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

No – many of our attendees and we have always taken the view that we don't wish to ask them for funds. The project has been granted funded through its ten years along with support of many volunteers who usually provide refreshments

What are the aims and activities of the organisation?

The Singing Cafe project was started 10 years ago. The group previously provided weekly music sessions (Singing for the brain) in Red House Court,. Music, and occasionally dance, created a huge source of pleasure for those who attended but also has therapeutic benefits. During lockdown the group went online and then began resuming meeting in person at the Baptist Church before moving back to the new All Saints View facilities this summer.

Working in partnership with Central Bedfordshire and the Titan Social Prescribing Team the Singing Café has now extended to a full afternoon of music therapy to support people's well-being. A wide range of needs are represented in the group but it is intended to be inclusive of people with dementia and their carers. 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. There are now opportunities for 1 to 1 to support well-being and accessing the main group. Afterwards there is small group music therapy alongside the main singing group. The main session is followed by tea and refreshments and an opportunity to chat and to feel part of a community. Since moving to All Saints View this summer people are not only signposted towards the group by the Social Prescribing Teams but increasingly by the staff advertising it to residents. Looking ahead we anticipate opportunities for small group work with some of the most vulnerable residents of ASV who are unable to attend events on the ground floor.

We aim for the sessions to positively impact everyone's well-being.

For some this will be targeted skilled therapeutic intervention, which will enable them to access the main group and increase their benefit from it.

For others it will be an activity that sustains them and their carer, stimulating activity that mitigates and perhaps hold back their symptoms. The therapeutic benefit may enable them to find speech or read. Usually to remember and reminisce. Nearly always to reduce anxiety, find well-being and improved mood.

The time over tea allows social interaction which is hard for some to achieve but the music therapy has prepared them to interact socially and is part of the fruitful outcomes of the session.

During the week some members of the team will be in touch with those who find support from a telephone call in the week to breakdown isolation or offer the support of a listening ear.

Above all we seek to deliver something of high quality for some of the most vulnerable people in our community and those who care for them.

*'It is a service we value not only because of the benefits to enhancing the memory of those people with dementia but because of the value to members of the community to develop a sense of belonging.'* Titan PCN Social Prescribing Team

### Project Information

What would the grant be used for? Funds are available for Projects or one off community initiatives only.

We are seeking to broaden our base of funding as we move into 2024. We are currently supported by a grant from BCLF but would like to diversify our base of support to ensure resilience and sustainability. We would like to invite HRTC to be part of this base of support.

The extension from May 2023 from 1-3 hours input has doubled our charges for music therapy input, which is our primary cost. The venue and some of the equipment is now provided by CBC. Music Therapy is a form of psychotherapy that uses music, its language, structure and familiarity to build relationships within complex dynamics. The provision of a music therapist is now an essential element of the Singing Café, providing something of high quality and value to those that attend. We aim to provide a therapeutic impact that will sustain people during their illness. Music creates neural pathways and develops the brain's capacity to heal itself as it works with the ageing brain, conditions such as dementia and other mental health disorders. Many will experience direct therapeutic benefits within a session. The engagement with music under skilled direction in a positive and affirming environment often provides immediate therapeutic benefits and for some these will last over the following days. For carers there are important benefits also.

*'As a carer I look forward to the safe environment the SC provides, allowing me as much or as little interaction as I want. A huge blessing in a stressful life looking after someone with dementia'*

*'After my dad passed away she became increasingly withdrawn...the SC has really brought her out and allowed her to find her beautiful voice again.'*

*'The SC has improved my mother's quality of life. She was having episodes of depression and was diagnosed with a mild form of dementia. Singing café fulfilled a need, tremendously improving her mental health. She looks forward to the Wednesday sessions and amazingly remembers when they are due. There is a lovely happy atmosphere supported by the leaders and at the end of every session I go home feeling uplifted.'*

We aim to have a maximum of 30 people in the main session including a team of 7 volunteers. However, we hope to increase our capacity by engaging in small group therapeutic sessions with those unable to access the main group and choosing to come to the smaller 'serious singing' group we are experimenting with later in the afternoon.

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

Total number: Currently 33 people and their supporters attend. Over a year this would be significantly larger. Perhaps 40-50.

Number of Houghton Regis residents: At present 24 people live in HR and increasingly we include residents at ASV which will increase local participation. Titan PCN includes a wider area and we include those they refer where appropriate.

#### **Funding Request**

<b>Total annual cost of running your project or Service</b>	£ £ 8,500 in coming year (£210 / week at 36 weeks + 4 x £110 + sundry costs) . We will in addition anticipate and inflation increase for our music therapy charges.
<p><b>How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).</b></p> <p style="text-align: center;"><b>£4,000.00</b></p>	

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

- **Use of existing funds? Please specify amount** £0.00
- **Fundraising? Please specify amount anticipated** £0.00
- **Grants from other sources? Please specify sources and amount** £4500.00
- We are currently looking to make applications to BCLF (current grant provider), Morrisons and Asda as those who have previously supported the project to achieve funding for the coming year.
- Existing funds will be exhausted in the coming weeks.
- The project has a history of being grant funded over some 10 years. In addition there are usually 24-30 volunteer hours put into each session being delivered. Some of these are staff hours donated to the project by the church.
- Refreshments are usually provided by the volunteer team.

*Please note:*

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

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

**Payment Details**

Sensitive data removed

*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**

*David Skinner*

**Name**

David Skinner

**Position**

Chair of Community Link Project

**Date**

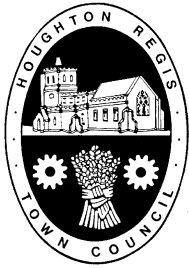
9.10.23

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*



# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

**Name of Organisation**

Full House Theatre

**Contact Details**

**Name**

Harriet Hardie

**Position**

Creative Director

**Address**

12 Kings Arms Yard, Ampthill

**Post Code: MK45 2PJ**

**Telephone Number:**

01525 630783

**Email Address:**

harriet@fullhouse.org.uk

**Website Address:**

www.fullhouse.org.uk

### About Your Organisation

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

22 years (Established October 2001)

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

No

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

1165541

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

Yes  
Two Signatories

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

No

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

Yes

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

Most activity/services are specifically for Children & Young people  
Some activity, such as performances and festivals are aimed at families but open to all

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*

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

Our services in Houghton Regis are free to access  
Some of our performances and festivals in other areas have ticket costs, which we try to ensure remain as low as possible.

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

Full House Theatre is a Bedfordshire based charity and arts organisation. We create and deliver high quality theatre and performance projects and participatory arts activities for, by and with children and young people, predominantly those from marginalised or under-served communities, those with protected characteristics and in places of low cultural engagement.

Our work is driven by our vision: “for every child to hold treasured memories of theatre”.

We exist to enrich young creative minds, delight young audiences, and nurture a lifelong connection with the arts, whilst improving the lives of children and young people. Full House is committed to listening and responding to the children’s needs, reaching out to all corners of the community to positively affect children and young people, creating lasting memories.

In the year 22/23 our projects reached 11,463 children, young people and their families with 6781 taking part in workshops and activities. Examples of our work include live performances, special needs residencies, youth engagement, creative workshops, festivals, and other bespoke arts projects. We deliver cultural activities in, for example, theatres, schools, community spaces, libraries, early years settings and museums.

We have been delivering our community arts programme ‘Art Town’ in Houghton Regis since 2014. We are currently delivering a range of provision including one off events and workshops during school holidays, weekly creative sessions for children, cultural trips, and a monthly programme of activities preschool aged children.

**Project Information**

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

**Art Town Explorers** (aged 5 to 11) and **Art Town Champions** (aged 12 to 18) will meet each week during term time to take part in a broad range of arts and cultural activities. The programme is curated by us, in consultation with our young participants and has, in the past, included podcasts, visual arts residencies and stage combat. Plans for 2024/25 will include a trailblazers music project introducing young people and our Art Town Tots families to new music experiences. As well as trying new things and making new friends in a positive and inclusive setting, participants learn new creative skills and succeed in achieving academically, almost all participants take part in and achieve Arts Award qualifications.

Art Town projects will often have a wider community benefit, increasing pride in the achievement and perceptions of young people, for example creating public art installations, trails and community events.

**Art Town Tots** monthly ‘Fantastic Fridays’ sessions are free to attend for families with children aged 1 to 4. Little ones and their grown-ups will enjoy a programme of creative activities in a safe and inclusive environment where they can develop their confidence to play and be creative with their child, parents become more connected with others in their local community reducing social isolation. Activities might include creative play development, music and movement workshops or support in exploring the outdoors safely.

**Workshops and Performances Programme:** We will give the opportunity for children to take part in one off creative experiences in the holidays and at weekends such as workshops, events, and performances. This engages a wider range of people in the community and increases the positive perception of the community and its young people.

Our annual family festival **Hullabaloo** is a free family arts festival which brings families from Houghton Regis together to enjoy amazing arts experiences in their town, with activity in Bedford Square, The Green and Houghton Hall Park. Families watch a range of performances from internationally recognised companies and a programme of workshops from the best local arts practitioners.

“Both K & C have thrived at Art Town and I’m certain without it would not be doing as well in life” Parent

Our work in Houghton Regis has made a real impact to the lives of our participants since we began working here in 2014. Providing a range of exciting and fun activities through Art Town has created a space in which young people and parents feel happier. They have groups they look forward to attending, where they feel confident, accepted and they know they will be supported to try and achieve new things.

*“I was very shy, I found it difficult to make friends and meet new people. Once I had joined, I began to find it a lot easier to do these things... which has made me so much happier and more carefree.”* Art Town Champion

Parents tell us that they have noticed positive changes for their children and that they appreciate the opportunities their children have had to achieve in Art Town sessions.

*“I feel really proud that she has achieved this (Arts Award Discovery Certificate). She loves the group and shows that all her hard work has paid off.”* Parent



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

Art Town continues to be a priority project for Full House Theatre, since 2014 we have seen some inspiring outcomes for young people, some of whom have grown up with the project, becoming Art Town Volunteers and have had employment in the creative sector as a result. Art Town is an ongoing project, which we are committed to delivering throughout the 24-28 key partner period. We are in the process of securing both short- and long-term grants to fund the cost of the project, as well as allocating funds from our Arts Council NPO grant. Key Partner funding provides vital financial support to Art Town, but also enables us to secure further grants as confirmed match funding and very importantly underlines the support of the HRTC for the continuation of our project.

<p><b>Approximately how many people will benefit from your organisation / project</b>  <b>Total number:</b> 1320 (Annual Art Town &amp; Hullabaloo)  <b>Number of Houghton Regis residents</b> 1320 (Annual Art Town &amp; Hullabaloo)</p>
--

<b>Funding Request</b>
------------------------

<p><b>Total annual cost of running your project or Service</b></p>	<p><b>£56,000</b></p>
<p><b>How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).</b></p>	
<p><b>£5,000</b></p>	

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

- **Use of existing funds? Please specify amount** £0
- **Fundraising? Please specify amount anticipated** £6,000
- **Grants from other sources? See below**

**Arts Council England NPO £16,000 (per year)**

**BBC Children In Need £27,000 (per year)**

**Central Beds LA £2,000 (per year)**

*Please note:*

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

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

**Payment Details**

Account title

Account number

Bank / building society name  
and address

**Sensitive data removed**

*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**

**Sensitive data removed**

**Name**

**Position**

**Date**

**CREATIVE DIRECTOR**

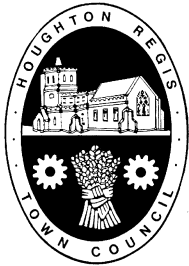
**11<sup>TH</sup> OCTOBER 2023**

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*



# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

**Name of Organisation**

Houghton Regis Heritage Society

**Contact Details**

**Name**

Roger Turner

**Position**

Trustee and Treasurer

**Address**

The Elms  
 Park Road North, Houghton Regis  
**Post Code: LU5 5LD**

**Telephone Number:**

07714899132

**Email Address:**

rogerhturner10@virginmedia.com

**Website Address:**

hrhs.org.uk and hrhsarchive.org.uk

### About Your Organisation

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

11 years

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

No

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

Yes  
 Houghton Regis Heritage Society  
 Charity Registered in England No 1174720

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

Yes  
 3 signatories

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

The Society is managed and run by the Trustees and one other member of the Management Committee. No training is required.

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

N/A

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

We have members who support the Charity. However the website, Archive and public meetings are open to all.

*For Office Use Only*

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

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

Membersip is £5.00 per year.  
 Non-members are asked to pay £2 if they attend a meeting.  
 Access to the website and Archive is open and free.

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

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

**Project Information**

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

The Grant will be used to help the charity pay for the following:  
 Archive PastView Software Licence - ~£1,500 per year  
 Public Liability Insurance ~£100 per year

The Grant would be required for four years.

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

We have two additional projects being considered now:

1. Working with Houghton Academy to provide Heritage Sessions for the pupils to learn about the history of the Town
2. Working with the Tibbs Dementia Foundation to provide Heritage/Memory walks in Houghton Regis for those living with dementia.
3. An information Board in Linmere/Bidwell describing the Archaeologic finds and Mesolithic pits

**Approximately how many people will benefit from your organisation / project**  
**Total number The population of the Town including those in Linnere and Bidwell West and beyond.**  
**Number of Houghton Regis residents All of the community including Schools.**

**Funding Request**

<b>Total annual cost of running your project or Service</b>	<b>Archive Software Licence</b>	<b>£1,500</b>
	<b>Website Hosting Fee</b>	<b>£ 132</b>
	<b>Public Liability Insurance</b>	<b>£ 100</b>
	<b>Public Meetings</b>	<b>£ 100</b>
	<b>Expenses/Shows</b>	<b>£ 200</b>
	<b>Total</b>	<b>£2,052</b>

**How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).**  
**£1,200**

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

- **Use of existing funds? Please specify amount** £852
- **Fundraising? Please specify amount anticipated** £800
- **Grants from other sources? Please specify sources and amount** We apply for grants for specific projects

*Please note:  
The Town Council has agreed that the maximum amount to be awarded to Key Partners shall be the level originally agreed.  
The grant will be awarded after the Community Services Committee meeting held in October / November of each financial year. This is to enable members to check that during the financial year the organisation is providing the services it set out to provide.*

Payment Details	
Account title	<b>Sensitive data removed</b>
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**

Sensitive data removed

<b>Name</b>	.....
<b>Position</b>	<b>Roger Turner</b>
<b>Date</b>	<b>Trustee Treasurer</b>
	<b>16<sup>th</sup> October 2023</b>

*For Office Use Only*

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



# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER' April 2024 – March 2028

Name of Organisation

HOUGHTON REGIS LADIES GROUP

### Contact Details

Name

BEVERLY LENNOX

Position

CHAIR

Address

Telephone Number:

Post Code: LU6 3PX

Email Address:

01582 527789 / 07816 122242

Website Address:

bev.lennox@live.com

N/A.

### About Your Organisation

How long has the organisation been running?

6 MONTHS

Is your organisation part of a national organisation?

NO

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

NO

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

YES

2

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

N/A

Are your volunteers / staff CRB Checked?

N/A

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

MEMBERSHIP & VISITORS

For Office Use Only

Grant Awarded £.....

Cheque No.:

Meeting Date:



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

YES, ANNUAL SUBSCRIPTION SET AT £30 FOR THIS YEAR APRIL 23-24

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

For people in the community, to get together socially for companionship and also the opportunity to share and to exchange skills. To provide activities of many varieties for all to participate in informative meetings. speakers, not able to do so, as no funds. Also an outing would be beneficial to the group. we donate to charities and hope to hold more fundraising events in the future.

Project Information

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

As we are a new group. we have no funds, so we had to set a subscription to cover hall costs for 1 yr. We would benefit from more meetings especially for projects that we would like to fulfill. We need more leaflets printing about our club HRTC, kindly did initial leaflets, need to now do a leaflet drop locally.

See business plan attached

Approximately how many people will benefit from your organisation / project

Total number.....22.....  
Number of Houghton Regis residents.....T.B.C.

Funding Request

Total annual cost of running your project or Service £ 1,000

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



Houghton Regis Town

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

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

*Please note:*

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

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

**Payment Details**

Account title

Account number

Bank / building society name and address

Sensitive data removed

*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**

Sensitive data removed

*For Office Use Only*

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



# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER' April 2024 – March 2028

Name of Organisation HOUGHTON REGIS MEMORIAL HALL

**Contact Details**

<b>Name</b>	KEN WATTINGHAM.
<b>Position</b>	CHAIRMAN
<b>Address</b>	THE GREEN HOUGHTON REGIS BEDS
<b>Post Code:</b>	LU5 5DX
<b>Telephone Number:</b>	07799 720767
<b>Email Address:</b>	chairman@houghtonregismemorialhall.com
<b>Website Address:</b>	www.houghtonregismemorialhall.com

**About Your Organisation**

<b>How long has the organisation been running?</b>	66 YEARS
<b>Is your organisation part of a national organisation?</b>	NO
<b>Is your organisation a Registered Charity? If so please supply charity number and details.</b>	YES 1045459
<b>Does your organisation have its own bank account? How many signatories are required?</b>	YES TWO SIGNATORIES
<b>Is your organisation staffed by volunteers? If so, how are they trained?</b>	YES THE MANGERMENT COMMITTEE PLUS EACH CLUB HAS ITS OWN CONTACT
<b>Are your volunteers / staff CRB Checked?</b>	NO.
<b>Who can access your services – is it open to all or is membership required?</b>	THE HALL IS USED BY VARIOUS CLUBS/GROUPS WE DO NOT HAVE A MEMBERSHIP AS SUCH

For Office Use Only

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



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

INCOME FOR THE HALL COMES FROM LETTINGS FROM CLUBS / GROUPS AND PRIVATE LETTINGS

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

THE AIM OF THE HALL IS TO PROVIDE A FACILITY WHERE BY INTERESTED PARTIES CAN ACCESS THE HALL FOR THEIR USE. THE MAIN USERS ARE DANCE CLUBS, BINGO CLUB, KEEP FIT AND RELIGIOUS ACTIVITY AND LADIES GROUP FORMALLY THE WI THE HALL IS FREQUENTLY USED AT WEEKENDS FOR BIRTHDAY / ANNIVERSARY PARTIES.

Project Information

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

THE GRANT WOULD BE USED TO HELP PART FINANCE A REFURBISHMENT OF THE KITCHEN. WE ARE HOPEING TO GET THIS DONE WITHIN THE NEXT COUPLE OF YEARS. WE ALSO HAVE A COUPLE OF OTHER PROJECTS WE NEED DOING THEY ARE: DRAINAGE FRONT OF BUILDING / REPAIR WALL OUT FRONT / NEW WINDOWS IN HALL. WE WILL LOOK TO APPLY FOR GRANTS FROM OTHER PROVIDERS

Approximately how many people will benefit from your organisation / project

Total number.../0000..t..

Number of Houghton Regis residents.../0000..t..

Funding Request

Total annual cost of running your project or Service

£ 40,416 THIS IS FOR KITCHEN NOT HAD QUOTE YET FOR OTHERS.

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

£ 4000

Houghton Regis Town

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

- Use of existing funds? Please specify amount £...10,000.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....  
IN PROCESS OF APPLYING.

*Please note:*

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

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

**Payment Details**

Account title

Account number

Bank / building society and address

Sensitive data removed

*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**

Sensitive data removed

For Office Use Only

Grant Awarded £.....

Cheque No.:

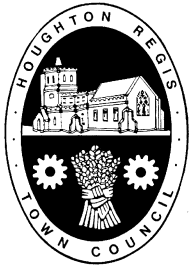
Meeting Date:

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[Faint, illegible text, possibly a list or detailed notes]

[Faint, illegible text, possibly a signature or date]

[Faint, illegible text, possibly a footer or concluding paragraph]



# HOUGHTON REGIS TOWN COUNCIL

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

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## APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

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**Name of Organisation**

Keech Hospice Care

**Contact Details**

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*

<b>Name</b>	Harry White
<b>Position</b>	Trusts and Grants Officer
<b>Address</b>	Great Bramingham Lane Streatley Luton <b>Post Code:</b> LU3 3NT
<b>Telephone Number:</b>	01582 707963
<b>Email Address:</b>	<a href="mailto:Harry.white@keech.org.uk">Harry.white@keech.org.uk</a>
<b>Website Address:</b>	Keech.org.uk

<b>About Your Organisation</b>	
<b>How long has the organisation been running?</b>	31 years
<b>Is your organisation part of a national organisation?</b>	No we are a local organisation only
<b>Is your organisation a Registered Charity? If so please supply charity number and details.</b>	Yes – Charity number 1035089
<b>Does your organisation have its own bank account? How many signatories are required?</b>	Yes – 2 signatories are required
<b>Is your organisation staffed by volunteers? If so, how are they trained?</b>	Our organisation has 295 paid staff, but we rely on a large number of volunteers to assist us, including over 900 in our retail operations alone.  Mandatory training is completed by all staff and volunteers including safeguarding, information governance and health and safety. Our staff and volunteers also undertake further specialist training as required.
<b>Are your volunteers / staff CRB Checked?</b>	All patient-facing volunteers and staff are CRB checked before starting at Keech Hospice Care.
<b>Who can access your services – is it open to all or is membership required?</b>	Our services are available to anyone affected by life-limiting conditions across Bedfordshire, Hertfordshire and Milton Keynes for children’s services, or the whole of Bedfordshire for adult services. No membership is required.

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

All of our services are provided at no cost to beneficiaries.

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

Keech Hospice Care is an all-age hospice that supports anybody affected by life-limiting illness. Our children’s service covers Bedfordshire, Hertfordshire, and Milton Keynes. Our adult service covers all of Bedfordshire.

Each year we support over 2,000 people. Taking a holistic approach, we focus on the physical, psychological, and practical needs of our patients. Our care does not stop at death; we are there for families for as long as they need us afterwards.

Care is delivered through our child and adult in-patient units for end-of-life care and symptom control; social work support; specialist peer groups, such as a carer’s walking group; complementary, music, art, and talking therapies; rehabilitation, occupational therapy, and physiotherapy in our pool and specially adapted gym; and bereavement support. Following our recent successful merger with Bedford Daycare Hospice, care is now delivered at our Bedford site as well as our existing hospice site in Luton and in the community throughout our wide catchment.

Our mission - to lead the way in providing excellent care, supporting children and adults with life-limiting conditions and those affected by death and dying, helping them to live well and make every day count - is at the heart of everything we do.

**Project Information**



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

We can only keep providing such high-level, wide-ranging care to our beneficiaries by being well funded. We would like to ask Houghton Regis Town Council to continue supporting Keech Hospice Care through your Key Partner Grant. An unrestricted grant would enable us to use funding flexibly across all the services that we provide.

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

A grant of £5,000 could fund:

- 192 sessions of art therapy, helping people come to terms with their, or a loved one’s, diagnosis.
- 135 hours of nursing care on our adult in-patient unit
- 75 sessions of bereavement care to help families understand their loss.
- A room on our adult in-patient unit for a full week, including all care, equipment, supplies, catering, and housekeeping.

Your continued support will continue making the difference when it matters the most.

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

**Total number 2,400 per year**

**Number of Houghton Regis residents 50**

**Funding Request**

**Total annual cost of running your project or Service**                      **£ 10,696,000**

**How much ongoing assistance are you requesting from Houghton Regis Town Council per year? (please note the minimum amount that Key Partners can apply for is £1,000).**  
**£5,000**

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

- **Use of existing funds? Please specify amount**

Our aim every year is to raise enough money to fully fund our services, allowing us to maintain a healthy level of financial reserves for emergency use.

- **Fundraising? Please specify amount anticipated** **£3,812,000**

This is the fundraising figure from our most recently available accounts. It is exclusively fundraising income and doesn't include lottery, retail, or statutory income.

- **Grants from other sources? Please specify sources and amount** **£600,000**

We apply to a wide range of trusts and other grant making bodies for both restricted and unrestricted funding.

*Please note:*

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

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

**Payment Details**

Account title

Account number

Bank / building society name and address

**Sensitive data removed**

*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**

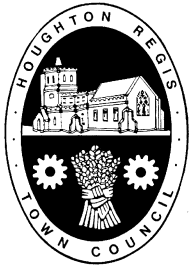
**Sensitive data removed**

**Name  
Position  
Date**

*For Office Use Only*

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





# HOUGHTON REGIS TOWN COUNCIL

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

## APPLICATION TO BECOME A 'KEY PARTNER'

April 2024 – March 2028

**Name of Organisation**

Sorted Counselling Services

**Contact Details**

**Name**

Andy Perry

**Position**

Director of Services

**Address**

**81 High Street North, Dunstable, Beds LU6 1JJ**

**Telephone Number:**

01582 674442

**Email Address:**

Andy.perry@sortedbedfordshire.org.uk

**Website Address:**

www.sortedbedfordshire.org.uk

### About Your Organisation

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

Since 1997

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

No

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

Yes

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

1141928

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

Yes we have volunteers. They are trainees working through their counselling qualifications. They have to accumulate a number of counselling hours as part of their qualification requirement and we provide them with the opportunity to do so through working with Sorted.

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

Yes

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

Our service is for children and young adults between the ages of 5 and 25

*For Office Use Only*

*Grant Awarded £.....*

*Cheque No.:*

*Meeting Date:*

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

No

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

Sorted is a charity offering counselling services to children and young people. We offer 12 free one to one confidential counselling sessions where the CYP will come to accept the difficulties that they are experiencing in their lives and build techniques to help them cope with life as they move forward.

The CYP we see are suffering in the main anxiety, low mood and depression, but we do see CYP who are suffering bereavement also.

The aim of Sorted is to improve the mental health and wellbeing of the CYP of Dunstable, Houghton Regis and South Central Bedfordshire

**Project Information**

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

The grant will be used to help cover the core costs of the charity. We have 4 members of staff who aren't directly involved in counselling, but run the operation and the money will cover a proportion of their wages and other office costs.

We have worked with Houghton Regis Town Council for a good number of years now and have found them to be totally supportive of what we are trying to achieve at Sorted and so Key Partner Status will help to cement the wonderful relationship we have with HRTC.

**Approximately how many people will benefit from your organisation / project**  
**Total number..... 105 .....**



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

- **Use of existing funds? Please specify amount**  
£.....40000.....
- **Fundraising? Please specify amount anticipated**  
£.....5000.....
- **Grants from other sources? Please specify sources and amount.....73000**  
**Children in Need £20k, The National Lottery £43k, others £10k.....**

*Please note:*

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

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

**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**

**Name**

.....Andy Perry.....

**Position**

**Director Services**

**Date**

**12<sup>th</sup> October 2023**

*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

## PROJECT GRANT SCHEME – up to £800 APPLICATION FORM

2023-2024

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

**Name of Organisation**

THE RECYCLED TEENAGERS

**Contact Details**

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

**Name**

DENNIS PERKINS

**Position**

SECRETARY

**Address**

54 HAMMERSMITH GARDENS  
HOUGHTON REGIS  
Post Code: LU5 5RG

**Telephone Number**

07551073258

**Email Address:**

dq9z@protonmail.com

**About Your Organisation**

What are the aims and activities of the organisation?

TO HELP TO PROVIDE A SOCIAL ENVIRONMENT FOR THE OVER 60S. ALSO OUTINGS. (THE CLUB HAS BEEN IN EXISTANCE FOR OVER 20 YEARS).

Are you affiliated to a national organisation?

*\*delete as appropriate*

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

*\* No*

Are you a registered charity?

*\*delete as appropriate*

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

*\* No*

Does the organisation have a membership?

*\*delete as appropriate*

*\*Yes / No*

If yes please state

The current number of members.....44.....

£3 PER MEETING

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

If No, who is the organisation accountable to?

Please specify .....TO THE MEMBERS.....

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

*\*delete as appropriate*

*\*Yes, please specify...WORK ON...EXPERIENCE*

*\* No, please explain...OVER...THE...YEARS...*

Are your volunteers / coaches DBS checked?

*\*If applicable*

*\*Yes, details.....*

*\* No, details. R.V.N...BY...VOLUNTEERS*



**Project Information**

What would the grant be used for? Funds are available for Projects or one off community initiatives only.

Please specify with as much detail as possible. THROUGH CONSULTATION MEMBERS AGREED ON SOCIAL ACTIVITIES THROUGHOUT 2023/24. THIS YEAR MEMBERS ARE KEEN TO VISIT FROST'S GARDEN CENTRE IN WOBURN VIA THE DEER PARK. THIS WILL ALSO INCLUDE A CUP OF TEA AND A Scone. IT IS ESTIMATED THAT 35 MEMBERS WILL BENEFIT FROM THIS EXPERIENCE. MEMBERS ARE ALSO KEEN TO DO A LUNCH DATE AT LA BELLA CALABRIA.

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

Please specify with as much detail as possible. MANY RESIDENTS WHO ATTEND RECYCLED TEENAGERS DO NOT HAVE THEIR OWN TRANSPORT AND WITH THE COST OF LIVING INCREASE THOSE ACTIVITIES DIRECTLY BENEFIT AND IMPROVE THEIR PHYSICAL AND MENTAL WELLBEING.

Approximately how many people will benefit from this grant?

Total number.....35.....APPROX

Number of Houghton Regis residents..33.....

**Project Costs**

Total cost of project	£1475	(please supply 3 quotes)
How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)	£800	

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

- Use of existing funds? Please specify amount £675.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....

PLUS CONTRIBUTION FROM MEMBERS BENEFITTING

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

MEMBERS WILL NOT BE ABLE TO EXPERIENCE EXTRA SOCIAL ACTIVITIES WITHOUT THE ADDITIONAL FUNDING.

**Project Timescale**

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

END OF ~~NOV~~ MARCH 2024

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

REPEATED QUESTION.

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

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

THE TOWN COUNCIL SUPPORTS SOCIAL ACTIVITIES FOR RETIRED RESIDENTS SO THIS INITIATIVE WILL FIT IN WITH THE VISION.

**Payment Details**

Account Name

Account number

Sort Code

Sensitive data removed

Please note payment will be made by BACS.

**Declaration**

Please sign this form to confirm that:

- The information supplied is full and correct to the best of your knowledge;
- You have read, understood and complied with the conditions of funding;
- You undertake to complete and return the End of Award form along with copies of invoices or receipts.
- You will spend the grant within 12 months of receipt.
- The application is submitted with the following required information: *Enclosed*
  - At least three competitive quotes for expenditure are required.
  - The organisations most recent set of accounts.
  - The organisations constitution.
  - Evidence of local support.

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


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

Name of the representative (if applicable) .....

Signed

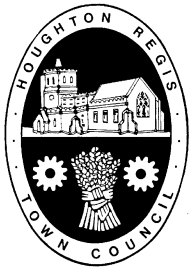
Name

Position

Date

Sensitive data removed

..2nd...October...2003.....



# HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

Fax: 01582 861102

## PROJECT GRANT SCHEME – up to £800 APPLICATION FORM 2023-2024

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

**Name of Organisation**

Parkside Over 50's Club

**Contact Details**

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

**Name**

David Skinner

**Position**

Chair

**Address**

17 Dalling Drive  
Houghton Regis  
LU55EF

**Telephone Number**

01582 529788

**Email Address:**

david.skinner@HRBaptistChurch.onmicrosoft.com

**About Your Organisation**

What are the aims and activities of the organisation?

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

Are you affiliated to a national organisation?

*\*delete as appropriate*

\* No

Are you a registered charity?

*\*delete as appropriate*

\* No

Does the organisation have a membership?

*\*delete as appropriate*

\*Yes

If yes please state

The current number of members...35.....

The rate of annual subscription £...3 / week

If No, who is the organisation accountable to?

Please specify

.....Committee.....

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

*\*delete as appropriate*

N/A – it operates as a club

\* No, please explain.....

Are your volunteers / coaches DBS checked?

*\*If applicable*

\* Generally not but some have dbs clearance .....

**Project Information**

We plan to organise a trip to the theatre / similar. We will probably go to the Grove Theatre to maximise accessibility. We would like to attract grant funding to subsidise the cost of any transport and to make the admission affordable for our members.

We meet twice monthly mainly at the Baptist Church. We are looking to rebuild the group (post covid) during this year by returning to a positive programme including regular trips out. Pre-Covid we had 50-60 members but currently have 33. For most meetings we have around 25 people. We are not associated with a national body and receive no regular funding.

We would like to reach out to old and potential new members especially to the newly retired. A theatre trip would provide a special opportunity to attract new members. For some it will be an opportunity to get out where they are unable to do so normally. Many are isolated and a social outing will enhance wellbeing and a wider sense of belonging.

Experience has shown that having social events to look forward to is very important to older people. Many of our members have mobility problems and cannot travel further afield. We aim that this trip will constitute one of the highlights of this year’s activities.

Previously the club was awarded a similar grant from HRTC. These trips have always been an amazing success and it is among the top requests from members for the year ahead. We have often aimed for the autumn for a visit but there may be shows on at the end of March we would like to offer to members if funding was possible.

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

Please specify with as much detail as possible.....

As above we hope it will create wellbeing, break down isolation and strengthen the club as a place for building social relationships / engaging with a range of positive activities.

Approximately how many people will benefit from this grant?

Total number.....30.....

Number of Houghton Regis residents...27.....

**Project Costs**

Total cost of project

Affordable theatre trip at £14.00 / person - total cost £990 based on 30 people attending at £33 (*please supply 3 quotes*)

How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost) £792

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

- Use of existing funds? Please specify amount £ 198.00 from members contributions / club funds
- Fundraising? Please specify amount anticipated £0.....
- Grants from other sources? Please specify sources and amount.....£0.....

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

The trip would not take place. We are anxious to develop a programme that can allow the group to grow in confidence and progress,

### Project Timescale

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

Autumn 2023-Spring 2024

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

The club has managed only one trip out this year. This would be an opportunity lost for members who lack confidence. Others are isolated and unlikely to join an outing like this without the support of friends. Overall the club would be negatively impacted.

The Town Council have developed a Town Council Vision. Details of the Vision can be found: <https://www.houghtonregis.org.uk/our-vision-our-town-2020-2024>

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

We are working to strength community and breakdown isolation.

### Payment Details

Account Name  
Account number  
Sort Code

**Sensitive Data Removed**

*Please note payment will be made by BACS.*



**Declaration**

Please sign this form to confirm that:

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

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

- At least three competitive quotes for expenditure are required. 

n/a
x
x
- 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) .....

Signed

Name

Position

Date

