



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor M Herber**
Town Clerk: **Clare Evans**

Tel: 01582 708540
e-mail: info@houghtonregis-tc.gov.uk

5th November 2025

To: Members of the Community Services Committee

Cllrs: T McMahon (Chair), P Burgess, E Cooper, Y Farrell, A Slough, C Slough, and D Taylor

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Community Services Committee** to be held at the Council Offices, Peel Street, on **Monday 10th November at 7.00 pm.**

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](#)

p.p.


Clare Evans
Town Clerk

<i>THIS MEETING MAY BE RECORDED *</i>
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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.

**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.

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

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

4. MINUTES

Pages 4 - 7

To approve the minutes of the meeting held on 3rd November 2025.

Recommendation: To confirm the minutes of the Community Services Committee meetings held on 3rd November 2025 and for these to be signed by the Chairman.

5. KEY PARTNERS - ANNUAL REVIEW OF EXISTING

Representatives from key partners 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 2024/25, 2025/26, 2026/27 and 2027/28.

Members can inspect supporting information provided by the applicants upon request.

All associated paperwork has been received and reviewed by the Head of Environment and Community Services.

The following summarises the amount of the Key partner award:

Dunstable & District CA	£2,612.50
SORTED	£1,100
Keech Hospice Care	£2,750
South Beds Dial a Ride	£1,375
Houghton Regis Memorial Hall	£2,200
Full House Theatre	£2,750
Community Link Project – Singing Care Initiatives	£2,200

Recommendation: To approve the release of funding as detailed for the financial year 2026/27 (Funds will be released after 1st April 2026).

6. PROJECT GRANT SCHEME

Pages 8 - 24

Members are advised that the following applications have been received for Project Grants.

Applicant	Total project cost	Amount Requested	Brief description
ACL Collective CIC	£1000	£800	To deliver a one-day community event at Houghton Regis Library called The Magical Christmas Library.
CHUMS Charity	£2,730	£500	To help deliver the CHUMS Babyloss Service for up to 3 Houghton Regis families.
Houghton Regis Ladies Group	£800	£640	Summer outing.
Houghton Regis Heritage Society	£1500	£800	To help cover website and archive license costs.

Members are advised that £3,200 remains in this budget for 2025/26.

The attached applications are provided for information purposes only. The Application from the HR Heritage Society will follow soon.

7. EXCLUSION OF PRESS AND PUBLIC

- Project Grant Scheme discussion and award

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

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HOUGHTON REGIS TOWN COUNCIL

Community Services Committee

Minutes of the meeting held on
3rd November 2025 at 7.00pm

Present: Councillors: T McMahon Chairman
J Carroll (Substitute)
E Cooper
Y Farrell
A Slough
C Slough

Officers: Ian Haynes Head of Environmental &
Amanda Samuels Community Services
Administration Officer

Public: 1

Apologies: Councillors: P Burgess
D Taylor

13398 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Burgess (Cllr Carroll substituted) and Cllr Taylor.

13399 QUESTIONS FROM THE PUBLIC

Cllr Herber attended the meeting to address Members on Op Hana following the earlier distribution of their email. Cllr Herber believed that Op Hana did not represent an effective use of funds and that the budget would be more effective if it was used to purchase additional CCTV/ANPR cameras.

13400 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

13401 MINUTES

To approve the minutes of the meeting held on 21st July 2025.

Resolved: To confirm the minutes of the Community Services Committee meetings held on 21st July 2025 and for these to be signed by the Chairman.

13402 TO RECEIVE THE MINUTES OF THE FOLLOWING WORKING GROUPS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Community Engagement Sub-Committee	24 th June 2025
Combating Crime Working Group	18 th June 2025, 16 th July 2025, 20 th August 2025 and 17 th September 2025.

Resolved: To receive the Minutes detailed above and to approve the recommendations contained therein as follows:

13403 COMMITTEE WORKPLAN

Members were provided with a workplan for the municipal year 2025/26.

The workplan provided a structured approach to the committee's business throughout 2025/26, ensuring all statutory requirements and governance obligations were met in a timely manner.

13404 INCOME AND EXPENDITURE REPORT

Members were provided with the income and expenditure report for the Community Services Committee to date.

The Head of Environmental and Community Services informed Members that the report was as expected. Income from sponsors had achieved its annual target and income from events was at 82.4% of its target. The public toilets figure was tracking slightly higher as this was technically out of contract and due to go out to tender.

13405 HOUGHTON REGIS TOWN COUNCIL YOUTH SERVICES

Members were updated on the in-house youth services work. Key figures were:

Day	Activity	Sessions	Average Attendance	Individual attendees
Monday	Youth Café	7	20 - 24	40
Tuesday	Open Access and Boxing	14	5 - 12	40
Wednesday (alt)	Youth Council	3	9	12
Thursday	Open Access and Football	14	20 - 30	78

A trip to Southend had been arranged for the young people as a reward for volunteering at a number of local events and activities.

Members responded that the numbers were positive and demonstrated increased engagement by young members of the community. Members expressed their thanks and appreciation for the contribution made by the volunteers.

Members suggested that suitable protective clothing was provided for the young volunteers and were advised that this request could be addressed under the Budget Requests item.

13406 BUDGET REQUESTS 2026/27

Members were provided with the officer draft budget for 2026/27 along with budget forecast figures for financial years 2027 to 2030.

The draft budget reflected ongoing budgetary commitments along with anticipated increase in budgetary commitments arising from an increase in staff resources. The draft budgetary forecast figures had been prepared to support the objectives of the

Town Council's Corporate Plan and to meet the requirements of the Corporate Governance and Accountability Practitioners Guide.

The Head of Environmental and Community Services provided Members with the main points to note:

- The most significant saving would arise from the reduced print number of the Town Crier newsletter.
- A 4% per annum increase had been factored in across the board where possible.
- There was an increased events budget allocation for fireworks and Houghton Rocks.
- The Mayor's Christmas Appeal Fund would be transferred to Corporate Services.

Members reiterated the proposal to provide protective clothing for young people volunteering at events and activities. Members unanimously approved the recommendation.

- Resolved:**
- 1. To consider and comment on the draft budget for the financial year 2026-2027 for the Community Services Committee budget responsibilities.**
 - 2. To note the budget forecast figures for financial years 2027 to 2030.**

13407 EXCLUSION OF PRESS AND PUBLIC

Members voted on the exclusion of the press and public:

Proposed by: Cllr A Slough Seconded by: Cllr Y Farrell

Votes in favour: 6

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

13408 STAFF SALARIES

Members reviewed the Community Services staff salaries for 2026/2027. The information provided highlighted, the SCP range for each post, the hours worked and the actual salary costs, with on costs broken down for each role.

- Resolved:** **To note the Community Services staff salaries for 2026/2027 and for the Committee Chair to sign that the information provided was a true record.**

13409 OPERATION HANA FOR 2026/27

Members discussed three recommendations proposed by the Combatting Crime Working Group, which was held 15th October 2025, which were

1. Cease the Op Hana agreement after March 2026 and use the budget to fund alternative activities
2. Reduce current Op Hana expenditure by 50% and use remaining budget for additional ANPR/CCTV cameras
3. Cancel the Op Hana budget and invest all funds in ANPR/CCTV cameras according to advice from CBC and Bedfordshire Police

Members discussed and after receiving advice from the Head of Environmental and Community Services. Members proposed the following amended recommendation, which were unanimously agreed upon.

- Resolved:**
1. **To request Council to considered that any underspend of cost centre 306/4059 at year end be transferred to an Earmarked reserve to be used for future Community Safety initiatives.**
 2. **Instruct the Head of Environmental and Community Services to review CCTV options available to the Town Council.**
 3. **That the Combating Crime Working Group be changed into the Community Safety Sub-Committee, as soon as possible.**

The Chairman declared the meeting closed at 8:59 pm.

Dated this 10th day of November 2025

Chairman



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

info@houghtonregis-tc.gov.uk

PROJECT GRANT SCHEME – up to £800

APPLICATION FORM

2024-2025

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

Name of Organisation

ACL COLLECTIVE CIC

Contact Details

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

Name

AARON SPENDELOW

Position

Address

Telephone Number

Email Address:

About Your Organisation

What are the aims and activities of the organisation?

ACL Collective is a Bedfordshire-based creative arts Community Interest Company (CIC) founded by Aaron Spendelow, Charlotte Read, and Lauren Connolly, three passionate practitioners with expertise in storytelling, puppetry, and set design / costume. Our mission is

simple yet impactful: to share the power of creativity to inspire, connect, and enrich our local community. We aim to address this through creative workshops, productions, events, festivals & various community residencies.

As a collective, we are deeply committed to delivering high-quality artistic experiences that resonate with our community. Through a combination of storytelling, immersive theatre, puppetry, visual arts, and educational workshops, we aim to engage people of all ages and

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*

No

If yes please state

The current number of members.....

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

If No, who is the organisation accountable to?

Please specify CIC

.....

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

**delete as appropriate*

N/A

Are your volunteers / coaches DBS checked?

**If applicable*

*Yes, details..... YES.....

* No, details.....

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.....

The grant would be used to deliver a **one-day community event at Houghton Regis Library** called *The Magical Christmas Library*. This festive, interactive storytelling performance will run on November or December 2025, offering multiple sessions throughout the day for families in the local community.

Funding will cover:

- **Artist and facilitator fees** (storyteller, puppeteer, creative workshop leader) to deliver the performances and activities.
- **Craft materials** for children to make and decorate reindeer antlers and contribute to a collective gift for Santa.
- **Props, set dressing, and puppets** to transform the library into a magical Christmas environment.
- **Technical support and materials** (sound, music).
- **Marketing and promotion** to ensure families across Houghton Regis are aware of the event.

The day will include:

- Interactive storytelling with puppetry and festive characters (Elfie the Elf, Frosty, Rudolph, and Santa).
- Magical sensory moments, including falling snow.
- Craft sessions for children to create their own festive reindeer antlers.
- Shared songs and games to build a sense of community and celebration.
- Encouragement for families to borrow festive books from the library to continue the experience at home.

This one-off initiative will bring together families from across Houghton Regis for a joyful, affordable, and inclusive celebration of Christmas, while also strengthening the library's role as a hub for creativity, literacy, and community connection.

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

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

The grant will provide **direct benefits to Houghton Regis residents** by delivering an inclusive, engaging, and free (or low-cost) community event that brings families together for a shared festive experience. Specifically:

1. Family Engagement and Participation:

Children aged 3–8 and their families will participate in interactive storytelling, puppetry, festive games, and craft activities, encouraging creativity, imagination, and hands-on learning.

2. Community Connection:

The event will bring together families from across Houghton Regis, creating opportunities for social interaction, shared enjoyment, and strengthened community bonds during the holiday season.

3. Access to Cultural Experiences:

Many families may not otherwise have access to live theatre or immersive arts experiences. This event provides a high-quality, locally accessible cultural experience within the library setting.

4. Promotion of Literacy and Learning:

By linking the performance to the library, children and families are encouraged to borrow festive books, fostering a love of reading and supporting lifelong learning.

5. Inclusive and Memorable Celebration:

The interactive and sensory elements (puppetry, snow, crafts) ensure children of varying abilities and learning styles can participate fully, promoting inclusivity. Families will leave with tangible memories (photos, crafts, books), enhancing the sense of belonging and shared joy in the community.

Overall, the grant will **directly enrich the festive experiences of children and families in Houghton Regis**, support local culture and literacy, and strengthen the library's role as a welcoming, vibrant community hub.

Approximately how many people will benefit from this grant?

Total number.....60 -80.....

Number of Houghton Regis residents.....60-80.....

Project Costs

Total cost of project	£	1000	(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 £.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....£200.....

1/2 DAY PREPARATION FEE x2 - IN KIND FROM ACL - £200

1 DAY HIRE FEE - IN KIND FROM HOUGHTON REGIS LIBRARY

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

If the Council is unable to award the full amount requested, the project **would not be able to take place.**

The grant is essential to cover the costs of artists, facilitators, materials, props, and technical support needed to deliver *The Magical Christmas Library*. Without this funding, we would be unable to provide the immersive, interactive, and family-friendly experience that is central to the project.

This would mean that children and families in Houghton Regis would miss out on a unique festive event that promotes creativity, literacy, community engagement, and inclusive participation.

Project Timescale

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

The project is anticipated to **commence in November 2025** with planning, preparation, and promotion, and will **take place in December 2025** at Houghton Regis Library. The performances, interactive activities, and crafts will be delivered during this period, culminating in the full *Magical Christmas Library* event for children and families.

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 Magical Christmas Library directly supports the objectives of the Houghton Regis Town Council Vision by contributing to the following outcomes:

1. Community Engagement and Wellbeing:

The event brings families together for a shared festive experience, fostering social interaction, community cohesion, and a sense of belonging. Children and adults alike will enjoy an inclusive, engaging activity that promotes happiness and wellbeing during the holiday season.

2. Cultural and Creative Opportunities:

By delivering high-quality, interactive storytelling, puppetry, and creative crafts, the project enhances access to cultural experiences within Houghton Regis. It helps establish the town as a vibrant hub for the arts and lifelong learning, in line with the Council's commitment to fostering creativity.

3. Support for Families and Children:

The event provides a safe, welcoming, and affordable opportunity for families with young children to participate in festive activities. It encourages literacy and learning by connecting storytelling with book borrowing, directly supporting the development and enrichment of children in the town.

4. Inclusivity and Accessibility:

The project ensures that children of varying abilities can participate fully in the activities, promoting an inclusive community where everyone can enjoy cultural and recreational opportunities.

Overall, this grant will enable the Town Council to deliver its outcomes by **strengthening community connections, supporting family wellbeing, promoting inclusive cultural experiences, and enhancing access to creative activities for all residents.**

Payment Details

Account Name

Account number

Sort Code

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

Name of the representative (if applicable)AARON SPENDELOW

~.....

DIRECTOR

Signed

Name

Position

Date



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

info@houghtonregis-tc.gov.uk

PROJECT GRANT SCHEME – up to £800

APPLICATION FORM

2024-2025

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

Name of Organisation

CHUMS Charity

Contact Details

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

Name

Sue Clarke

Position

Address

Telephone Number

Email Address:

About Your Organisation

The aims of CHUMS Charity are broadly to:

Decrease the distress and increase the functioning of every child, young person or adult referred into our 5 charitably funded mental health and emotional wellbeing services which are:

1. Trauma – Bereavement and Non-bereavement Trauma for 5 -18 year olds
2. Babyloss Service for all ages
3. Bedfordshire Suicide Bereavement Service for all ages
4. Recreational Therapeutic Music and Multi-sports programmes for 7-11 year olds
5. Disability Friendship Scheme for learning disabled young people in Luton aged 13 – 25

We aim to provide every service user with the tools to cope now and also in the future so they don't need to be re-referred into the service. Occasionally there will be a re-referral as the young person's understanding of what has happened changes as they get older and they need extra support with this, which is supported straight away.

Are you affiliated to a national organisation?

**delete as appropriate*

* No

Are you a registered charity?

**delete as appropriate*

*Yes, please specify your charity number 1179048

Does the organisation have a membership?

**delete as appropriate*

Yes

If yes please state

The current number of members 1 which is CHUMS CIC

The rate of annual subscription £0

If No, who is the organisation accountable to?

Please specify

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

**delete as appropriate*

*Yes, requiring safeguarding training and additional training relevant to the areas they work in.

Are your volunteers / coaches DBS checked?

**If applicable*

*Yes, all volunteers are DBS checked.

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.

CHUMS Babyloss Service has been running for 15 years supporting bereaved parents and families following the death of their baby due to late miscarriage [18 weeks onwards], compassionate termination, stillbirth and neonatal death. We also support couples facing palliative diagnosis for their baby.

Support is offered through a mixture of face to face, telephone and virtual sessions. The Babyloss Service offers bereaved parents [and some bereaved grandparents] assessment appointments, telephone support, individual and couple's sessions, face to face and virtual, monthly Snowdrop support groups and a closed Snowdrop Facebook group. We also offer support in subsequent anxious rainbow pregnancies, both individual/couple's sessions, monthly Rainbow groups and a closed Rainbow Facebook group. We run a bi-monthly Sunrise and Sunset group for bereaved parents who have experienced the death of a baby from a twin/triplet pregnancy where they also have a surviving baby. We also run a monthly Fathers Only Group.

We hold 2 event days each year in collaboration with Bedfordshire Hospitals Trust: a Summer Memory Day and a Snowdrop Remembrance Service in December. We also help at several community events during Babyloss Awareness Week every October.

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

Please specify with as much detail as possible.

The 3 Houghton Regis families will benefit from all aspects of the Babyloss Service for as long as it is required. Below are 2 quotes from recent groups.

"A safe space to remember our babies whilst also learning tools to help support our living children so that they are better able to express themselves. These are tools that will be useful not just for processing bereavement but also the long-term mental health of our children. The similar activities for children and parents will be great conversation starters and things that we can also replicate at home."

"CHUMS have a way of "hitting the nail on the head" and addressing difficult topics in a helpful, thought-provoking way. * and * have been a huge support to us all Thank you."

This quote is feedback for the whole service:

Thank you so much. I have found it so helpful to meet with you and talk through those challenging times. It's also been really nice to share the happy and beautiful moments too. Thank you so much for everything. X

Approximately how many people will benefit from this grant?

Total number: 3 families

Number of Houghton Regis residents 11

Project Costs

Total cost of project	£ 2,730 (average £910 per family) (please supply 3 quotes)all internal CHUMS costs. The cost of the whole service is £74,400 p.a.
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How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)	£500
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How do you intend to fund the rest of the project?

- Use of existing funds? Please specify amount £1,230
- Fundraising? Please specify amount anticipated £1,000
- Grants from other sources? Please specify sources and amount..... 0

The costs of providing the Babyloss Service are covered by a mixture of grants, corporate and community fundraising. As we have just started our new financial year, the funds available are from a corporate donor linked to one of our current service users.

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

We try to raise the funds needed from a wide range of donors. We didn't quite meet budget last year for the Babyloss Service so it is essential that we achieve this in the current year to maintain service delivery.

Project Timescale

Please detail when you anticipate that the project will commence and complete.
The project is ongoing from 1st June 2025 but all funds need to be in our bank account by 31/5/2026.

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

We are very grateful for all sums donated to CHUMS charitably funded services and realise that it is a very competitive environment for charities currently as we all strive to maintain delivery to those who need us.

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:

CHUMS shares your vision of creating a happy, fully functioning environment for individuals and families to thrive in. CHUMS strives to support every single referral into our broad range of mental health and emotional wellbeing services, so that every one of them can go on to reach their full potential, no matter what they have been through. The impact we make is to give every service user improved life outcomes and to create more resilient families and communities. We are so thankful to everyone who supports us in this mission.

Payment Details

Account Name
Account number
Sort Code

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*

N/A
Y
Y
N

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

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

A representative from the organisation is invited to attend the meeting to present the application to the Council. Please confirm if a representative will be attending YES

Name of the representative (if applicable): Sue Clarke

Signed

Name

Position

Date



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Tel: 01582 708540

21/24

PROJECT GRANT SCHEME – up to £800

APPLICATION FORM

2025-2026

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

Name of Organisation

HOUGHTON REGIS LADIES GROUP

Contact Details

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

Name

Position

Address

Telephone Number

Email Address:

About Your Organisation

What are the aims and activities of the organisation?

AS A LADIES GROUP IN THE HOUGHTON REGIS COMMUNITY WE AIM TO BRING TOGETHER LADIES WHO CAN FEEL SAFE IN AN ENVIRONMENT WHILST ENGAGING WITH LIKE MINDED PEOPLE FOR SOCIAL EVENINGS, TO SHARE AND LEARN NEW SKILLS TOGETHER.

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.....20.....

The rate of annual subscription £...30... / annum

If No, who is the organisation accountable to?

Please specifyN/A.....

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

*delete as appropriate

~~*Yes, please specify.....~~

* No, please explain.....N/A.....

Are your volunteers / coaches DBS checked?

*If applicable

~~*Yes, details.....~~

* No, details.....N/A.....

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.....

A SUMMER OUTING WITH LUNCH TO A POPULAR PLACE. TO GET OUT AND ABOUT WITH FRIENDS FOR THE DAY
ANY ADDITIONAL FUNDS WOULD BE SPENT ON CRAFT WORKSHOPS FOR THE LADIES TO PARTICIPATE IN.

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

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

THE RESIDENTS OF HOUGHTON REGIS WHO BELONG TO HOUGHTON REGIS LADIES GROUP WOULD BE ABLE TO COME TOGETHER FOR CONVERSATION ON A SOCIAL EVENT, ESPECIALLY IF THEY LIVE ALONE, IT WOULD KEEP THEIR FOCUS AND HELP THEIR MENTAL HEALTH.

Approximately how many people will benefit from this grant?

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

Number of Houghton Regis residents.....17.....

Project Costs

Total cost of project	£ 800	(please supply 3 quotes)
How much assistance are you requesting from Houghton Regis Town Council? (Max 80% of total project cost)	£ 640	

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

- Use of existing funds? Please specify amount £..160.....
- Fundraising? Please specify amount anticipated £.....
- Grants from other sources? Please specify sources and amount.....

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

OUR LADIES WOULD HAVE TO FIND MORE MONEY TO PAY TO GO ON THE OUTING. THE MAJORITY ARE PENSIONERS SO WOULD FIND THIS A DRAIN ON THEIR RESOURCES. WE ARE A SMALL GROUP, AND DO NOT THIS FUNDRAISE FOR ANY EVENTS, SO WE ARE RELIANT ON GRANT

Project Timescale

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

THE OUTING WOULD BE IN THE SUMMER
COACH + LUNCH.

A WORKSHOP COULD BE ANYTIME IF WE HAVE
ENOUGH FUNDS.

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

IF THINK IT WOULD BE DISAPPOINTING FOR
MANY OF THE HOUGHTON REGIS LADIES / RESIDENTS
IF WE WEREN'T ABLE TO GO ON AN OUTING

The Town Council has developed a Corporate Plan for 2024-2028, which sets out its priorities and objectives for the town. Details can be found at: <https://houghtonregis-tc.gov.uk/storage/files/shares/corporate-plan-2024-2028.pdf>.

In relation to the objectives outlined in the Corporate Plan, please explain how your proposed project or grant would support the Town Council in achieving its stated outcomes.

AS A COMMUNITY GROUP WE ARE VERY MUCH INVOLVED
WITH COMMUNITY EVENTS. WE SUPPORT THE TOWN COUNCIL
BY HELPING WITH RECREATION AND ALSO WITH KILLING
XMAS STOCKINGS / BOXES FOR THE MAYORS XMAS GIFTS
PROJECT TO GIVE TO THE CARE HOME RESIDENTS.
WE LOOK FORWARD TO SUPPORTING THE MAYORS CHOSEN
CHARITIES AT EVENTS SUCH AS CIVIC CEREMONY,
ST GEORGES DAY, REMEMBRANCE, BOWLING GREEN EVENT
CARNIVAL, MAYORS COFFEE MORNINGS, XMAS CAROL
CONCERT, PROVIDING RAFFLE PRIZES WHEN WE CAN.
WE FEEL PART OF OUR COMMUNITY AND ARE PROUD OF IT.

Payment Details

Account Name
Account number
Sort Code

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) BEVERLY LENNOX

Signed

Name

Position

Date

