



**DRAFT MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
HELD ON 2nd MARCH 2021
AT 7:30 PM VIA VIRTUAL ACCESS**

Present:

Cllr Toinko (Chairman)
Cllr Dann
Cllr Earles
Cllr Dodds
Cllr Lutley
Cllr Thompson
Cllr Snape
Cllr Platt

Stacie Lockey – Environmental Services Manager
Susan Eldred – Community Services Manager
Wendy Millgate – 4YP
1 Resident

802. APOLOGIES FOR ABSENCE

Cllr Badham – Apologies accepted.
Town Clerk

803. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – None declared.

804. CHAIRMAN'S ANNOUNCEMENTS

There were no items.

805. PUBLIC OPEN SESSION

There were no items.

806. INVITED SPEAKER

Wendy Millgate (WM) from 4YP gave a presentation to Members detailing the youth provision in Flitwick.

Cllr Snape was impressed with the work being delivered within Flitwick and asked how the Asperger's Group had been initiated. WM advised that a local social worker had recognised a need and the group was then formed. There were currently 12 members.

Cllr Snape commented that the Council's aspirations were to open the Hub more regularly and asked if this would require specific skills to manage without having to increase the funding too much. WM advised that CBC had contracted 4YP to deliver sessions over the school holidays which would provide more provision in Flitwick. Cllr Snape asked if there were any obstacles preventing Members getting involved beyond the need for DBS checks. WM advised that a DBS check is not required for a visit where Members would not be alone with young people but should be obtained for regular contact or projects.

Cllr Thompson commented that she had attended a safer communities meeting with CBC and suggested the Officer liaise with 4YP to address any issues and support young people within the Town. Cllr Dodds concurred with this.

806. MEMBERS QUESTIONS

There were none.

807. MINUTES

- a. For Members to receive and adopt the minutes of the Community Services meeting held 2nd February 2021.

All Members agreed the minutes were a true recording of the meeting held on 2nd February 2021 (Vote - All in favour)

808. MATTERS ARISING

- a. Minutes of the Community Services Committee Meeting 2nd February 2021.

Cllr Dann thanked staff for working on the reorganisation of files within SharePoint.

809. ITEMS FOR CONSIDERATION

- a. **The Hub Refurbishment Rolling Capital Fund Request**

Cllr Dann asked if the leak in the roof was due to age of the building or vandalism. The Community Services Manager advised that it was due to the age of the building and the recent high winds.

Cllr Dodds commented that most community buildings would not install windows on the ground floor to prevent damage/break-ins. The Community Services Officer advised that the windows would be within the proposed new doors as a safety measure and the glass would be reinforced.

It was **RESOLVED** to spend up to £20,000 from the rolling capital fund to refurbish the Hub. (Vote – all in favour)

- b. **Country Park**

Cllr Platt advised Members that there had been some fly tipping on the country park land and suggested the Council consider safeguarding the boundary of the site and entrance along Maulden Road. Cllr Snape recalled that the Council had previously agreed to safeguard the entrance along Maulden Road adjacent to the bridleway to make it inaccessible to motor vehicles.

Members had a lengthy discussion considering the different options available.

It was **RESOLVED** to ask the Public Realm Team to conduct a feasibility study looking at different methods of securing the land at the Country Park and Officers to liaise with

Anglian Water and CBC as appropriate to see if they will work with the Town Council on this matter. (Vote – all in favour)

Action: ESM

c. Manor Park Rolling Capital Fund Request

The Environmental Services Manager briefly outlined all information with the report.

Members were informed that money had already been invested in the Manor Park project and that additional match funding would be required to complete works.

Cllr Dodds commented that the gates and posts currently in place were made from wood and asked if these should be replaced like for like, instead of the proposed metal gates. The Environmental Services Manager advised Members the original gates were made of iron and the wooden gates had been placed there as a temporary measure. Replacing the gates with a metal gates would be more in keeping with the original design.

Cllr Toinko asked if approaching a volunteer group such as the British Trust for Conservation Volunteers (now The Conservation Trust) to carry out the tree works had been considered as this could reduce the cost. The Environmental Services Manager stated this had not been considered.

It was **RESOLVED** to match fund 20% of the CBC Planning Obligation funding bid to carry out works within the Manor Park at a cost of £23,000. An additional £5,000 would be available for non-capital costs. Costs would be allocated from the Rolling Capital fund. (Vote – All in Favour)

d. Emotional Wellbeing Drop-In Session

Cllr Snape asked what budget would fund the proposed drop-in sessions. The Community Services Officer advised that expenditure would be taken from the youth budget.

Cllr Dann commented that there seemed to be other means of support available for young people however the lasting effects of the pandemic on young people were unknown and felt that the more support available the better.

It was **RESOLVED** accept the quote supplied from 4YP to deliver an emotional wellbeing drop-in session once a week. (Vote – all in favour)

e. Manor Park Electric Gates

The Environmental Services Manager gave Members a brief update on the situation with sourcing a power supply for the electric gates. Quotes had been requested but had not been received in time for the meeting. A report would be presented at the next Town Council meeting to hopefully get matters resolved as quickly as possible.

Action: ESM

f. Outdoor Gym Equipment

The Environmental Services Manager advised Members that the amount of section 106 funding available had been significantly reduced and allocated to other projects, leaving insufficient funding for the equipment envisaged and a shortfall that would need to be funded from the rolling capital fund. Members were not in favour of committing additional expenditure to the project at this time.

Cllr Snape commented a large amount of money from the Rolling Capital fund had been allocated for other projects and felt any decisions to allocate money to other projects should wait until after the Corporate Strategy meetings in March.

The Environmental Services Manager advised Members some play equipment had been removed from Station Road due to Health & Safety concerns. The equipment would need to be replaced.

Cllr Dann suggested having the gym equipment at one site only, with the possibility of extending this to an additional site at a later date.

Cllrs Earles and Thompson suggested that cheaper quotes should be obtained for smaller installations that would fit within the available budget.

It was **RESOLVED** to approach the companies who submitted quotations for Outdoor Gym Equipment to see what packages would be available with the revised budget.
(Vote – all in favour)

g. Community Engagement Policy

Cllr Thompson felt that the document was more of a plan of community engagement as opposed to a policy and asked if this was needed as a formal policy. Cllr Snape commented that to be able to obtain gold quality status, a Community Engagement Policy was required.

Cllr Dann agreed to grammar check the document and felt that the legal status of councillor surgeries needed investigating as to whether FTC can commit to surgeries being held by individual councillors.

Cllr Toinko mentioned that the Community Services committee had recently been contacted by a resident about a community gardening project and felt that the document did not provide a framework for setting something like that up. It was suggested that a working party be formed to look at the document in more detail.

It was **RESOLVED** to defer the Community Engagement Policy to the next meeting once the Corporate strategy sessions had taken place. (Vote – All in favour)

h. Bench Request from WI

Cllr Dann commented that there was lots of space within Manor Park for the bench and could not see it being an issue. Cllr Dodds added that it would be a nice gesture for the WI to choose a suitable location for the bench to be placed.

It was **RESOLVED** to install the WI bench within Manor Park once options for suitable locations had been identified by the Public Realm Team. (Vote – all in favour)

Action: ESM/Deputy Town Clerk

810. ITEMS FOR INFORMATION

a. Community Services Report

Cllr Dodds asked if there was a plan in place if events were not to go ahead and was concerned about cancellation costs. The Community Services Manager advised that there would be no cost to the Town Council for the proposed events.

Cllr Thompson asked if the allotment plot that had been allocated to the 'Shed' would instead be allocated to the Wildflower/Community Gardening group. Cllr Toinko noted that the site of the proposed plot had not been marked out or prepared, and would most likely stay unused for now.

The Community Services Manager advised Members that the Civic Service due to be held on the 18th April would no longer be going ahead due to the government restrictions in place.

The Community Services Officer also advised Members that it would cost £340 plus vat to safety test the Christmas Lights before being able to donate them as previously resolved. Cllr Snape felt that this was not good use of taxpayers money. Members agreed to recycle the Christmas lights instead.

Action: CSM

The Community Services Manager commented that training was available to all Members for completing the multi-agency information form used to help tackle low level anti-social behaviour and resident concerns such as speeding and parking issues.

b. Classic Car & Bike Show 2021

Cllr Snape asked what the estimated cancellation costs would be if the event had to be cancelled. Cllr Toinko commented that the walking Car Show held in 2020 proved a great success and asked if this was something the Town Council could get involved. The Community Services Manager advised that the Town Councils insurance policy would not provide cover for a walking car show due to the event not being controlled, supervised, and managed by the Council.

Cllr Toinko commented that Members were aware of the time and money needed to be spent on organisation of the event and felt that this could be at risk given the uncertainties around future pandemic restrictions.

The Community Services Manager advised that the organisation could be delayed slightly to give more time to monitor the situation with government restrictions.

c. Funtopia Event

Members noted the Funtopia event would be held at the Millennium Park on the 3rd July and 21st August subject to government guidelines.

d. Fun Fair

Members noted the fun fair would be held at the Millennium Park between 10th May 2021 – 23rd May 2021 subject to government guidelines.

e. Budget

Members noted the budget.

811. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

No questions or comments

812. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

No items.

Meeting closed at 21.13



09 MAR 2021

Flitwick Town Council,
The Rufus Centre,
Steppingley Road,
Flitwick,
Bedford,
MK45 1AH,
ENGLAND

3rd March 2021

Ref : 2021GA006

Dear Mayor Dann,

First of all, the councilors of Calvisson and I would like to wish you all in Flitwick a happy and prosperous 2021. We hope that this difficult period that we are all having to deal with will soon come to an end so that we can regain our freedom once more.

Concerning the community exchange, those who have participated have had a great time welcoming people from Flitwick or visiting your town. A warm welcome was always reserved for the Calvissonnais who came to visit and the interesting activities that were organized allowed them to discover the people of Flitwick, the town and the region. I hope that those who have visited us here in Calvisson feel the same way.

It is a shame that the exchanges haven't continued. We are very sad about this, but we understand that these are difficult times. Unfortunately, the committee that created the association to manage the community exchange has decided to end it as the banking charges and insurance were depleting the funds left in the account.

Yours sincerely,


Le Maire
André SAUZEDE



FLITWICK TOWN COUNCIL

Report to Community Services 6th April 2021: Flitwick Classic Car and Bike Show

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Events Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

The Classic Car & Bike Show is the second biggest event in the Flitwick Town Council event calendar.

It was agreed at Community Services in October 2020 that the annual event should be relocated to Millennium Park for 2021 should the event be able to go ahead. The event is traditionally held on the first Sunday of August. It is well attended by visitors and exhibitors, with more & more cars being entered each year.

Introduction

The Lockdown Car Show organised by a Flitwick resident was well received in August 2020 after the Council's Classic Car & Bike Show was cancelled due to COVID-19.

There were a number of positive comments on social media referring to the Lockdown Car Show being held in the centre of town, how this helped to support local businesses and how it was nice to be able to walk around town.

The Classic Car and Bike Show was an item for 'information' on the agenda for Community Services in March 2021. The Community Services Manager reported the Community Services Team planned to start organising the Classic Car and Bike Show for 2021. This caused a discussion around Covid-19 restrictions, the 4-step roadmap and mass gatherings.

Additional Matters

Relocating the Classic Car & Bike Show to the Millennium Park would result in additional expenditure.

Given the 4 step roadmap will be reviewed by Government every 5 weeks, there is a possibility of a delay in the expected end date of 21st June 2021.

Options

1. To continue to plan The Classic Car & Bike Show at Millennium Park on Sunday 1st August.
2. To consider postponing The Classic Car and Bike Show until Sunday 7th August 2022, returning to The Rufus Centre field.
3. To consider postponing The Classic Car and Bike Show until Sunday 7th August 2022, remaining on Millennium Park.
4. To consider cancelling the organisation of The Classic Car and Bike Show by the Town Council, allowing the event to be organised by residents. The Town Council could support the promotion of this event.

Officer recommendation

Susan Eldred
Community Services Manager

Grant Applications 2021					
Organisation	Total Project Cost	Grant Required	What is the Grant required for	Grant Awarded	Comments
Flitwick Cricket Club	£4,260	£3,260	To Purchase a set of mobile cricket covers to safeguard the wickets from the elements on the new second ground. Mobile covers protect the wickets before and during matches enabling the club to fulfil planned fixtures		
Bedford Daycare Hospice	£2,500	£500	The nursing staff do not currently wear uniform, but it is felt that after patients return in 2021 this change of policy will be important for infection control protocols. PPE is an additional expense for the Hospice and on top of uniform we need aprons, gloves, and masks to ensure the patients, staff and volunteers are kept as safe as possible		
Flitwick Golden Age	£500	£500	To continue weekly meetings and regular trips out. To provide tea & biscuits and games for when the group are able to meet in person again.		
Flitwick Air Crash Memorial	£1,250 - £1,500	£250	To construct and install a lasting memorial for Sgt J. Bonnewit & Sgt J Muncaster, lost in an air crash on 24/02/45 in Flitwick.		
Flitwick & Ampthill Lawns Tennis Club	£193,181 (excluding VAT)	£5,000	The Plan is to provide eight all weather floodlit courts including two seasonally covered courts during the winter months. The club is aiming to substantially improve the facilities by 1) Resurfacing an all-weather court with an all-weather surface. 2) Upgrading the old worn out acrylic court with an all-weather surface. 3) Adding Floodlights to two courts. 4) Adding a seasonal air dome over two courts. This will create additional court availability of 1) 140 hours per week - by resurfacing and increasing the number of floodlights. 2) 96 days of court time for the covered courts over the winter period.		
Flitwick Library	£400	£300	Monthly meetings at the Library with a variety of guest speakers, members of the public are invited to attend for a small fee. The meetings are aimed at retired members of the community and those not working during the week.		
Respite at Home Volunteers	£500	£500	To support clients with life limiting illnesses. This request for funding will be used to cover the increases in office use and telephone costs of the Volunteer Manager and the Volunteer and cover office rent, postage etc.		
Flitwick District Guides	£700	£300	Our project is to make our Guide HQ COVID safe so that rainbow, brownies, Guides and rangers can restart their weekly face to face meetings. The hall will also be available for use by the Bedfordshire Downs Syndrome Association that also hold meetings in the hall.		
The Jigsaw Club	£500	£500	We already have a "telephone tree" set up if we need to contact our members ie cancelled meetings due to bad weather and/or vehicle breakdowns. This project has allowed us to keep in touch with our members during these very difficult times and it has reassured them during their isolation and that they have not been forgotten by the Jigsaw club.		
Carers in Bedfordshire	£4,140	£4,140	We will run monthly wellbeing sessions for carers, former carers and people who are cared for. At these sessions, people will be able to access massage, footcare and hairdressing. They will have the opportunity to socialise (when pandemic restrictions ease), and Support Workers will offer a listening ear and information about other support. These sessions will take place at venues in Flitwick for people who live in the area.		
Mid Bedfordshire NCT Branch	£1, 216.00	£1, 216.00	The team of volunteers will run a Bumps and Baby's group, providing a safe environment to meet other local parents. The aim is to reduce isolation, reduce risk and support women with Post Natal Depression and provide a platform to share general experiences with other new parents.		
Flitwick Community First Responder Group	£40,000	£4,000	It is considered to be more efficient if each trained volunteer holds their own set of equipment to give flexibility to respond directly from home when on duty and to take responsibility for resupply.		
Kingsmoor Lower School	£8,500	£6,500	To purchase some shades sails for the field, to provide shade from the sun in the hot weather.		
Flitwick Town Lands Charity	£13,800	£2,000	To support students and apprentices living in Flitwick. The amount received by students can be used to purchase laptops, books, uni equipment or to support day to day living costs.		
Flitwick Village Hall	£1,800	£1,800	The village Hall has received funding for new windows and doors. The extra funding from FTC will be used to paint the outside of the building, replacing some broken panels.		
TOTAL		£29,550.00		£ -	

Grants to be awarded under the General Power of Competence



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Flitwick Cricket Club The Hardy Vale Flitwick Rd Westoning Bedford MK45 5AA
Name and address of person making the application on behalf of the organisation.	Howard Moxon 3 Orchard Way Flitwick Bedford MK45 1LF
Position held in organisation.	Chair
Telephone contact details.	07740365050
Email address.	howardmoxon@gmail.com
What type of organisation are you?	Community Amateur Sports Club (CASC)
When did your organisation start?	Year: 1867
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes flitwickcc.play-cricket.com
What are the aims of your organisation?	To provide cricket & rounders opportunities to the local community

What is the name of the project you are applying for?	Mobile Cricket Pitch Covers
Project start and end date.	April 2021

Financial Information

Total Cost of the Project.	£4,260
Amount of Grant requested.	£3,260
Other Sources of Funding.	Club funds which have not already been committed
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Santander Sort Code: 09-07-20 Account Number: 05920817

About the Project

Please tell us about your project (Max 100 words).

The club require a set of mobile cricket covers to safeguard the wickets from the elements on the new second ground. Cricket cannot take place when pitches are wet, as the ball does not bounce properly and the bowlers' footholds become unsafe. Mobile covers protect the wickets before and during matches enabling the club to fulfil planned fixtures. With a large playing membership, it is essential that we are able to provide as many cricket opportunities as possible for players and spectators to enjoy. If we have to cancel matches because the pitches are wet, we lose revenue from pitch hire, refreshment purchases, match fees etc.

What are the project's aims? (Max 300 words)

To ensure as many fixtures are played as possible – Mobile covers will enable the pitch to be covered during downpours immediately before or during a game with the objective of allowing the match to go ahead after the rain has abated.

To ensure player safety - Cricket cannot be played on wet wickets as the ball does not bounce properly and the bowlers' footholds are unsafe and could cause injury. Mobile covers will protect the wickets so that players can play in safety.

To protect the pitch during a match - having mobile covers in place will enable players and ground staff to protect the cricket pitch when a downpour occurs quickly and effectively.

To ensure players have as many opportunities to play as possible - By protecting the wicket before and during a game from the rain it will enable the club to fulfil its fixtures and enable players to have as much game time as possible.

To protect against possible loss of income - by protecting wickets from the weather, fixtures are able to take place, players, officials and spectators at the ground are able to contribute to the financial sustainability of the club, through ground hire, refreshment purchases, payment of match fees etc.

To contribute to the preparation of good cricket wickets - by providing the ground staff with mobile covers to protect wickets they have the best chance of preparing true, firm wickets with bounce that enable better quality matches and enhance the development of younger players.

How is financial sustainability being achieved?

(Max 300 words)

The club has a variety of income streams which enable it to be financial sustainable:

Sponsorship – the club has a sponsorship scheme which raises revenue through advertising boards, handbook advertising, match ball sponsorship, shirt sponsorship etc. These bring in a certain monthly income.

Covenanting scheme - the club has a covenanting scheme which raises certain monthly income.

Bonus ball draw – a weekly draw scheme which is linked to the national bonus lottery which raises a certain monthly income.

Membership fees – as well as senior and junior players playing an annual membership fee, we also offer non-playing membership.

Match fees – all players playing senior cricket pay a match fee which contributes to teas, umpires and maintenance of facilities.

Vice President Scheme – past players and friends of the club are able to pay an annual amount to be a Vice President of the club.

Clubhouse letting – the clubhouse is available for hire by individuals and community groups for parties, meeting, workshops, training events, dinners, small conferences, wakes etc.

Bar & Refreshment purchases – we are able to sell refreshments from the kitchen and the bar during training, matches, and functions.

Car Parking letting – the car park is available to be used by local business for parking during the daytime which brings in a certain monthly income.

Ground letting – the ground is available for hire and is regularly hired by Bedfordshire County Cricket Club, Bedfordshire Young Cricketers, Bedfordshire Over 50s & Over 60s, Beds Youth Cricket League etc

Fund raising events – the club runs a variety of fund-raising events including: Ladies Nights, Gin Festivals, Soul & Motown Nights, Race Nights, Quiz Nights, Pamper evenings etc.

How will the community benefit from the project?

(Max 300 words).

Cricket is a game that brings people together from different backgrounds, ethnicities, ages, genders and in so doing contributes to social cohesion. Being able to provide more games and complete rain interrupted games because we can protect the wickets from the weather will benefit local players, coaches, supporters, spectators etc.

The use of mobile covers to safeguard the wickets from the rain will enable local players and the leagues to have the confidence that should matches be threatened by the weather we have the best resources to successfully manage the situation.

The use of mobile covers will aid the ground staff in the preparation of quality cricket wickets with bounce which should result in a better standard of cricket for local players. The confidence and development of young players particularly, is aided by playing on quality wickets.

By providing an open, welcoming club offering high quality cricket opportunities and facilities the club provides the community with an excellent recreational resource for the people of Flitwick and surrounding communities to enjoy.

How many people will benefit from the project?

Numbers who are likely to play on the second ground and benefit from the mobile covers:

110 9-16 club players
50 18+ club players
120 county players
Visiting teams
Officials, supporters, families etc

Are you partnering with other Flitwick Groups?

No

How will you know if your project is a success and what will you measure it against?

Our Success criteria will be:

1. The number of matches we are able to play which otherwise would have been cancelled had we not used the mobile covers.
2. The number of matches interrupted by the rain which were able to continue and conclude as a result of using the mobile covers.
3. The number of players who have benefitted from being able to play as a result of 1 & 2 above as a result of the use of mobile covers.

4. The quality of pitches the ground staff are able to prepare – calculated by the scores/wickets and the scores given to the pitches by league umpires and visiting captains.
5. The number of requests we receive to hire the ground as a result of the quality of wickets and the option of being able to use mobile covers in the event of rain.

Additional Information Required for Revenue Grant Applications

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation,
describe the services /activities you plan to provide.**

How often does your management committee meet?

How many staff work for the organisation?

Paid:

Volunteers:

Please let us know of any recognised quality standards that your organisation holds or is working towards.

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p>I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p>Yes</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p>Yes</p> <p>(please click/tick box to agree)</p>
<p>Mobile Cricket Pitch C</p>	<p>Audited Accounts / Interim Financial Statement</p> <p>Bank Statement</p> <p>Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p>Mobile cricket pitch covers quotation</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	<i>Howard Moxon</i> (Chair) Typed entries are acceptable for email applications
Date:	11th February 2021

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to info@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website: www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

3. How did your project benefit the town and residents of Flitwick? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.

5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)? Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Bedford Daycare Hospice Gladys Ibbett House 3 Linden Road Bedford MK40 2DD
Name and address of person making the application on behalf of the organisation.	Nia Haines Five Pines Wood Lane Aspley Guise MK178EL
Position held in organisation.	Fundraising Office
Telephone contact details.	07971 093902
Email address.	nia.haines@bdc-hospice.org.uk
What type of organisation are you?	Please tick relevant organisation Registered Charity <input checked="" type="checkbox"/> 1001614 Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify _____
When did your organisation start?	Month: Jan Year: 1991
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> www.bedforddaycarehospice.org.uk

What are the aims of your organisation?	To care and support people with life-limiting conditions.
What is the name of the project you are applying for?	We are seeking funding to purchase clinical uniforms and extra PPE for our nursing staff.
Project start and end date.	We will purchase the PPE and clinical uniform as soon as possible, the date patients will be able to return for face-to-face contact is unknown.

Financial Information

Total Cost of the Project.	£ 2,500
Amount of Grant requested.	£500
Other Sources of Funding.	For this project we have approached other parish councils; grants received from Brickhill, Cranfield and Biggleswade. More generally we are funded from retail income, events, charitable trust funds, rental income, donations and local support, YH Lottery and small statutory income.
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Barclays Bank Sort Code:20-05-74 Account Number: 20419877

About the Project

<p>Please tell us about your project (Max 100 words).</p> <p>Our nursing staff do not currently wear uniform, but we feel that after patients return in 2021 this change of policy will be important for infection control protocols.</p> <p>PPE is an additional expense for the Hospice and on top of uniform we need aprons, gloves, masks and visors to ensure our patients, staff and volunteers are kept as safe as possible.</p>
<p>What are the project's aims? (Max 300 words)</p>

Our nursing staff do not currently wear uniform, but we feel that after patients return in 2021 this change of policy will be important for several reasons;

- the uniform that we purchase will protect staff and patients from bacteria as the fabric is anti-bacterial, increasingly important in the light of the pandemic
- uniforms are easy to wash and sterilize, this can be done on-site so staff do not wear uniform out of the Hospice, again this will have an impact on infection control
- uniform is more comfortable and will enable nursing staff to perform all tasks without constraints
- make nursing staff and healthcare assistants easily identifiable and distinguish them from volunteers and office staff

The Royal College of Nursing stresses the importance of washing and changing clothes as an important element in infection control, this is of particular importance in the current Coronavirus pandemic. They recommend a new uniform daily and a spare in case of contamination for each nurse, therefore, taking into account washing and drying time we would need to purchase a minimum of 20 uniforms, this includes our nurses and health care assistants. If we purchased these uniforms from Alexandra Workwear the total cost would be £359.80.

<https://www.alexandra.co.uk/women-s-tunic-2#.X8pLpdj7TIU>

PPE is an additional expense for the Hospice and on top of uniform we need aprons, gloves, masks and visors to ensure our patients, staff and volunteers are kept as safe as possible. We estimate that the additional cost to the Hospice for PPE will be in the region of £2,000 per annum.

How is financial sustainability being achieved?
(Max 300 words)

We rely on funding from the C.C.G. Bedfordshire for £50,000 and profits driven from 5 retail shops. We are currently looking to invest in 2 further shops as these provide sustainable income. We are also developing our charitable trust fundraising for service development and will be looking at increasing event income once safe to recommence this. We currently have 3 fundraising staff working towards this goal.

**How will the community benefit from the project?
(Max 300 words).**

The Hospice is a valuable resource in Bedfordshire that is open to any resident of Flitwick with a life-limiting illness or their carer to attend for support and care – as well as patients from other areas of Bedfordshire. I have already mentioned the services on offer at the Hospice, these can be accessed as a whole or some patients prefer to dip in and out, for example they may use the counselling or the wet room,

In addition to the Hospice offers a counselling and bereavement support service which is available to all residents in the Bedfordshire community, even those without a direct link to the Hospice.

How many people will benefit from the project?

75 patients weekly and their carers – estimated total 130 people

Are you partnering with other Flitwick Groups?

No

How will you know if your project is a success and what will you measure it against ?

This project involves the purchase of items so does not have any specific outcomes other than the items purchased. It is hoped that by having the clinical uniforms and extra PPE our patients will be able to attend the Hospice in person once more and that they will be protected from Covid once there. The date for this happening is led by Government Policy.

Additional Information Required for Revenue Grant Applications

Briefly describe the purpose of the organisation.

Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.

The main aim of Bedford Daycare Hospice is to provide support and care for patients with life-limiting illness and their carers, improving wellbeing and enabling the patient to live the best life possible within their own unique circumstances. The services available to enhance wellbeing and health include registered nursing care, a long-term condition education program, cancer awareness program, health and wellbeing days, complementary therapies, relaxation, psychological care and counselling. We can currently accommodate up to 60 patients per week (this will increase once the extension project is completed and patients resume in-person attendance). Any person over 18 with a life-limiting illness can attend the hospice if registered with a Bedford Borough or Central Bedfordshire G.P. Patients can be referred by a health care professional, a carer or can self-refer, they will then attend a holistic assessment to see how best the Hospice can help.

2020 has been a very challenging year for the Hospice, like so many charities. We have been closed for face to face contact since March as our patients are among the most vulnerable in society. Patients have been supported virtually with weekly telephone calls to offer support, signpost to further services and help reduce feelings of social isolation. We had begun re-opening to small COVID secure groups and but have had to close again due to the January lockdown. Over lockdown we have also established a new counselling service focusing on bereavement, this service is available to hospice patients and the wider community.

How often does your management committee meet?

6 times per annum

How many staff work for the organisation?

Paid: 34

Volunteers: 90+

Please let us know of any recognised quality standards that your organisation holds or is working towards.

We have been working towards Pqasso

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date
Purchase clinical uniforms and PPE once funding is secured	March 2021

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			

Materials	Nursing tunics, aprons, gloves, masks, hand sanitizer, andante-bac soaps	£2,500	£500
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total	£2,500	£500

Declaration

Applicants are asked to familliarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.	<input checked="" type="checkbox"/> We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.
In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.
We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions	<input checked="" type="checkbox"/> Yes (please click/tick box to agree)

<p>Please provide copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>
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<p>Signatures</p> <p>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</p>	<p>Nia Haines Jinny Shoosmith</p> <p>Typed entries are acceptable for email applications</p>
<p>Date:</p>	<p>25th January 2021</p>

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to info@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

3. How did your project benefit the town and residents of Flitwick? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	FLITWICK GOLDEN AGE. THE VILLAGE HALL FLITWICK BEDS.
Name and address of person making the application on behalf of the organisation.	SHEILA SMITH 108 STATION ROAD FLITWICK BEDS MK45 1LA
Position held in organisation.	CONTACT. / LEADER
Telephone contact details.	01525 713010
Email address.	ivan.sheila.smith@ntlworld.com
What type of organisation are you?	<p>Please tick relevant organisation</p> <p>Registered Charity (please give charity registration number)</p> <p>Exempt or excepted charity registered with Inland revenue. (please supply any reference number)</p> <p>Community Group/Club/Society <input checked="" type="checkbox"/></p> <p>Other please specify _____</p>
When did your organisation start?	<p>Month: / / Year: / / PRIOR TO 1987</p> <p>SPECIFIC DATE NOT KNOWN.</p>
Do you have a website that you would like to link to Flitwick Town Council's website?	<p>Yes: <input type="radio"/> No: <input checked="" type="radio"/></p> <p>Please provide URL</p>

What are the aims of your organisation?	TO GIVE PEOPLE IN THE COMMUNITY A PLACE TO GO TO. SOCIALISE AND HAVE COMPANY.
What is the name of the project you are applying for?	WE DO NOT HAVE A PROJECT.
Project start and end date.	THIS IS AN ONGOING CLUB FOR OLDER PEOPLE

Financial Information

Total Cost of the Project.	£500
Amount of Grant requested.	£500
Other Sources of Funding.	NONE OTHER THAN SUBS COLLECTED AT CLUB.
Have you applied for a grant for this project in the last twelve months?	
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Sort Code: Account Number:

About the Project

Please tell us about your project
(Max 100 words).

Club members are over 60 and live in
Fritwick, Ampthill, Maulden and Toddington.
To continue weekly meetings and
regular outings.

To provide tea and biscuits and
Supervise table top games

To allow members to keep in contact
with peers and have fun.

What are the project's aims?
(Max 300 words)

The aim of the club is to provide an
opportunity for elderly folk to meet
and socialise once a week for 2 hours
at Fritwick Village Hall.

To see smiling faces and satisfied
members.

We provide a sounding board for
members

We have kept in touch with all our
members during the Covid 19
pandemic, and delivered an afternoon
tea and a Christmas hamper.

How is financial sustainability being achieved?
(Max 300 words)

Members pay a small sum to attend the meeting and there is a raffle. We take advantage of coffee mornings on Fridays about 4 times a year at Flitwick Village Hall to raise funds for outings. We have been fortunate enough to receive a grant for Flitwick Town Council in the past

How will the community benefit from the project?
(Max 300 words).

It gives older people a chance to socialise and enjoy cards, bingo and dominoes. It also benefits volunteers who enjoy giving time for this cause.

How many people will benefit from the project?

UP TO 20 Puns & Volunteers

Are you partnering with other Flitwick Groups?

NO.

How will you know if your project is a success and what will you measure it against ?

our club members and volunteers give

feedback -

Additional Information Required for Revenue Grant Applications

Briefly describe the purpose of the organisation.

Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.

OUR ACTIVITIES AT THE CLUB ARE BINGO.

PLAYING CARDS, SCRABBLE OR DOMINOES.

WE HAVE FISH/CHIP LUNCHES FROM TIME TO TIME.

GO OUT FOR LUNCH ABOUT TWICE A YEAR,

GO FOR CHRISTMAS LUNCH & HAVE A CHRISTMAS PARTY & CELEBRATE EASTER.

WE SERVE TEA & BISCUITS EACH WEEK AND ALWAYS HAVE A RAFFLE.

How often does your management committee meet?

NO COMMITTEE

we have discussions at our weekly meetings

How many staff work for the organisation?

NONE

Paid:

NONE

Volunteers:

4

Please let us know of any recognised quality standards that your organisation holds or is working towards.

We listen to feedback from members, their families (where applicable) and our volunteers
Measures are also noted by regular attendance and smiling faces.

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date
TO HOPE EVERYONE ENJOYS	weekly.
THEMSELVES & FEELS WELCOMED.	

Please explain where revenue funding will be used by your organisation.

NONE OF THE BELOW.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	<p style="text-align: center;">.....<i>Smith</i>.....</p> <p style="text-align: center;">.....</p> <p>Typed entries are acceptable for email applications</p>
Date: 23.3.21.	

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susaneldred@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to susaneldred@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

Club members and volunteers

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

We did achieve our aim. Positive feedback and regular attendance by members and volunteers



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Flitwick Air Crash Memorial
Name and address of person making the application on behalf of the organisation.	Gareth Mackey 46 Falcon Crescent Flitwick MK45 1LZ
Position held in organisation.	Co-Organiser
Telephone contact details.	07921923013
Email address.	Gareth.mackey@centralbedfordshire.gov.uk
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group Other please specify -----
When did your organisation start?	Month: Circa / 02 / Year: /2020/
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: No:X Please provide URL

What are the aims of your organisation?	To create a lasting memorial to Sgt J. Bonnewit & Sgt J Muncaster lost in an air crash on 24/02/45.
What is the name of the project you are applying for?	The Flitwick Air Crash Memorial Project / A Time to Honour & Remember
Project start and end date.	24/02/21 – Present (Should the funding be secured, it is hoped to complete in summer '21)

Financial Information

Total Cost of the Project.	£1250 - £1500
Amount of Grant requested.	£250
Other Sources of Funding.	Crowd funding (£715 as 11/03/21)
Have you applied for a grant for this project in the last twelve months?	I have asked for a much larger amount from Resident Driven Projects Fund
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Sort Code: Account Number: I would prefer to submit an invoice to be paid directly to the Memorial Mason. As I am a Cllr, I prefer not to hold any monies personally.

About the Project

**Please tell us about your project
(Max 100 words).**

We aim to fund raise, construct and install a memorial as described above. The preferred design has been included in the pack.

**What are the project's aims?
(Max 300 words)**

To create a lasting memorial to the two airmen as described. This to be placed preferably in Flitwick Town Centre but other locations are being considered should it not be possible to secure permission.

**How is financial sustainability being achieved?
(Max 300 words)**

This is a one off project which would be constructed in such a way as to ensure longevity. The project is designed, constructed and installed by a member of the National Association of Memorial Masons.

**How will the community benefit from the project?
(Max 300 words).**

The Flitwick area has grown exponentially over the last generation. The connection to local history is gradually being lost. This project is hoped to reawaken interest in Flitwick's unique past. It is hoped that this project can also act as a focal point as we begin to emerge from the rigours of the Covid Lockdown and amongst other things be a reason for remembrance and reflection.

How many people will benefit from the project?
The whole Town
Are you partnering with other Flitwick Groups?
No
How will you know if your project is a success and what will you measure it against ?
The construction of the memorial will be evident. Feedback has already been very positive.

Additional Information Required for Revenue Grant Applications

<p>Briefly describe the purpose of the organisation.</p> <p>Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.</p> <p>This is a single issue project dedicated to fund, construct and install a memorial. We would also like to organise an unveiling where residents can be present.</p>
How often does your management committee meet? Ad Hoc
How many staff work for the organisation?
Paid:0 Volunteers:2

Please let us know of any recognised quality standards that your organisation holds or is working towards.

The contractor is a member of the National Association of Memorial Masons certified to design, construct and install the memorial.

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date
Initial Design (failed)	Done
Re-evaluation of design and material	Done
Seek new designs and approx quote	Done
Fund Raising	2/02/21 - Current
Planning Application	Once Funding Target is reached
Construction of Memorial and installation	Summer '21
Unveiling ceremony	Summer '21

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials		£1500	£250
Publicity			
Volunteer expenses			
Other (please specify)			

	Sub Total	£1500	£250

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input checked="" type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	Gareth Mackey Mark Rankin Typed entries are acceptable for email applications
Date:	11/03/21

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susaneldred@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

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The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Flitwick & Ampthill Lawn Tennis Club Astwood Drive Flitwick MK45 1EN
Name and address of person making the application on behalf of the organisation.	Geraldine Breed 16 Grange Road Ampthill MK45 2PA
Position held in organisation.	Grants Manager, Committee Member
Telephone contact details.	07730161511
Email address.	breed16.home@gmail.com
What type of organisation are you?	<p>Please tick relevant organisation Registered Charity (please give charity registration number)</p> <p>Exempt or excepted charity registered with Inland revenue. (please supply any reference number)</p> <p>Community Group/Club/Society</p> <p>Other please specify -----</p>
When did your organisation start?	<p>Month: / / Year: /1978 / Amalgamation of Flitwick Tennis Club and Ampthill Tennis Club</p>
Do you have a website that you would like to link to Flitwick Town Council's website?	<p>Yes:✓ No:</p> <p>Please provide URL www.flitwicktennis.co.uk (I think it already is linked)</p>

What are the aims of your organisation?	<p>Flitwick and Ampthill Lawn Tennis Club is a vibrant and progressive tennis club where you can play both social and competitive tennis all year round, whilst improving your health and wellbeing. We offer coaching for all abilities and ages as well as providing a sporting and social focal point for our members and the local community.</p> <p>The club is successful and has been awarded Club, Tournament and Young Volunteer of the Year in the LTA Bedfordshire awards for the past 2 years. It enters around 35 adult and junior teams into local leagues, more adult teams than any other club in Bedfordshire, so there is something for everyone.</p>
What is the name of the project you are applying for?	All-Weather Enhancements, including Seasonal Air Dome
Project start and end date.	June 2021

Financial Information

Total Cost of the Project.	£193,181 (excl VAT)
Amount of Grant requested.	£5000
Other Sources of Funding.	Applied for Section 106 Outdoor Sport grant from Central Bedfordshire Council, Wixamtree Trust, LTA interest free loan, Club funds
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Barclays Sort Code: 20-05-74 Account Number:70810819

About the Project

Please tell us about your project (Max 100 words).

The current plan is to provide eight all-weather floodlit courts including two seasonally covered courts during the winter months. The club is aiming to substantially improve the facilities by:

- Resurfacing an all-weather court with a similar surface
- Upgrading the old worn out acrylic court with an all-weather surface
- Adding Floodlights to two courts
- Adding a seasonal air dome over two courts

This will create additional court availability of:

- 140 hours per week – by resurfacing and increasing the number of floodlights,
- 96 days of court time for the covered courts over the winter period

What are the project's aims? (Max 300 words)

The aim of the whole project is to ensure that players are able to play throughout the year in a safe and pleasant environment.

The surface of two of the all-weather courts have come to the end of their life and will need to be resurfaced before next winter. The acrylic court is unsafe to play tennis on in wet or icy conditions. The upgrade of this to a Tigerturf all-purpose surface will ensure that tennis can be played safely in all weather conditions. Additionally, the club intends to floodlight the final two courts. Planning permission has already been obtained for this. The club will then have all eight courts playable in all weathers and lighting conditions.

The club is aiming to become the first tennis club in Central Bedfordshire to offer seasonal indoor courts. Two courts would be covered with an air dome from October to March each year. The LTA recommends all players should be within a 30 minutes travelling distance of indoor playing facilities. There are no other indoor courts within Central Bedfordshire and these seasonally covered courts will be made available not only to club members, but also local organisations, members of the public, other local clubs, schools and businesses.

The club have been working closely with LTA, in particular with respect to marketing. Their November 2019 Mapping Report shows there is a population catchment of 409,789 within 20 minutes drive of the club. With the improved club facilities and seasonal indoor courts, we would be looking at an increase in membership of 5% for adult member and 10% for juniors year on year.

**How is financial sustainability being achieved?
(Max 300 words)**

The Club is affiliated to the Lawn Tennis Association and Bedfordshire Lawn Tennis Association.

The club is a company limited by guarantee and has Articles of Association which are kept under review and amended as necessary by consent at Annual General Meetings. The day to day management of the club is run by an annually elected Committee.

The majority of the income, approximately £20k per year, comes from club membership, tournaments and social events.

The membership fees are reviewed at the club's AGM each year to decide whether the income is meeting the maintenance and running costs and what the increase on membership fees should be for the following year. The annual subscription review ensures that income is sufficient to cover the club's costs and to providing the required contributions to the sinking fund. This fund is used to ensure that the courts, floodlights and off-court facilities are maintained in future years. For major projects, such as this, funding is also sought from grant organisations and loan providers.

The additional revenue cost of providing a seasonal air-dome including the loan repayments, the cost of put-up and take-down and a replacement cover in 7-10 years is planned to be sufficient from money received from court hire. Courts will be charged on an hourly rate, with peak and off-peak prices for members and non-members. The court hiring and maintenance will be regularly reviewed by the Committee during the first few years to ensure costs are being covered.

If unsuccessful with all the large grant applications, the club would like to improve the facilities to provide 8 floodlit all-weather courts for all members of the local community and this £5k would be paramount to this.

**How will the community benefit from the project?
(Max 300 words).**

The majority of our members come from Flitwick and Ampthill, with 80% travelling 10 minutes or less, on foot, by bike or car. Most of the remainder travel no more than 30 minutes by car, but the few that do are offered a reduced rate Country Membership. Pay and Play is an option for all members of the community with free introductory social session trials available to prospective members along with a month long trial membership.

Coaching, individual and group, is available to all local residents without requiring club membership. Our Head Coach is a Level 5 and we also have 5 other assistant coaches with Level 1 to 3 qualifications.

All courts are accessible to all, so the club is looking to expand its coaching programme to include disability tennis and to become a Disability Hub for the area. In line with the county initiative, the club has also been looking into working with the Community Mental Health Team at Steppingley Hospital to offer coaching sessions, but this project was put on hold by the pandemic. The club also hope to get involved with the Central Bedfordshire Council Social Prescription Service and offering corporate membership to promote the community health and wellbeing agenda.

Each year, the club has hosts the local Lower Schools tournament. All 8 courts are made available for this 2 day event. Flitwick & Ampthill LTC are the only club in Central Bedfordshire to run successful one-day LTA junior tournaments on a regular basis. These attract players from across the Eastern and Central counties, with 15 one-day and a weeklong tournament planned for this summer.

The club is also looking at offering corporate membership to local companies to improve the health and wellbeing of their employees.

How many people will benefit from the project?
The club currently has 300 members with ages 5 to 80+. However, many others use the facilities through pay and play, matches and group and community use.
Are you partnering with other Flitwick Groups?
Not currently, but other Flitwick groups and organizations can use the club (eg , schools, disability groups and companies), and we are working with Flitwick Leisure Centre about use of the indoor facility
How will you know if your project is a success and what will you measure it against ?
The club will regularly monitor the court usage for both the inside and outside courts. We expect to see a marked increase in all-year use, particularly in the winter months. We are looking for a year on year membership increase of 5% for adults and 10% for juniors and will measure our membership numbers against this.

Additional Information Required for Revenue Grant Applications

Briefly describe the purpose of the organisation. Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.	
How often does your management committee meet?	
How many staff work for the organisation?	
Paid:	Volunteers:

Please let us know of any recognised quality standards that your organisation holds or is working towards.

What will the key milestones be for the organisation?

Please complete the activity table below.

[illegible]

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input checked="" type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input checked="" type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	Geraldine A Breead BMabbett Typed entries are acceptable for email applications
Date:	

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to info@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.



Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Organisation

Name and address of organisation.	Flitwick Library (Central Bedfordshire Council) Coniston Road Flitwick MK45 1QJ
Name and address of person making the application on behalf of the organisation.	Sue Styant Flitwick Library Coniston Road Flitwick MK45 1QJ
Position held in organisation.	Area Manager North Libraries
Telephone contact details.	0300 300 5400
Email address.	Sue.Styant@centralbedfordshire.gov.uk
What type of organisation are you?	<p>Please tick relevant organisation Registered Charity (please give charity registration number)</p> <p>Exempt or excepted charity registered with Inland revenue. (please supply any reference number)</p> <p>Community Group/Club/Society</p> <p>Other please specify –Public Library-</p>
When did your organisation start?	Month: 01 / 04 / 2009 Year: / / Central Bedfordshire Council
Do you have a website that you would like to link to Flitwick Town Council's website?	<p>Yes: No:</p> <p>Library already has a link to FLTC website Please provide URL</p>

What are the aims of your organisation?	To encourage local residents to use the facilities as a local hub for the community by offering events, groups as well as access to books and pc's. Encourage reading for adults and children.
What is the name of the project you are applying for?	Good Afternoon
Project start and end date.	Hopefully re start in September and carry on each month

Financial Information

Total Cost of the Project.	£400 If we run from Sept to April and each speaker has a £50 fee
Amount of Grant requested.	£300
Other Sources of Funding.	Ticket sales for the event
Have you applied for a grant for this project in the last twelve months?	We received a grant for Good Afternoon last year but due to Covid it did not go ahead and we did not cash the cheque. FLTC have supported Good Afternoon for a number of years.
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Nat West Sort Code: 60-01-16 Account Number: 45062811

About the Project

**Please tell us about your project
(Max 100 words).**

Good Afternoon is a monthly meeting where the Library arranges a variety of speakers and invites members of the public to attend for a small fee which includes refreshments. It is aimed at retired members of the community and those who are not working during the week in the afternoons. The event attracts a good number and enables people to engage with one another and the speaker on a topic they are interested in. In the past we have had staff from Woburn and Wrest Park talking about gardens, East Anglian Air Ambulance and RSPB to name a few. We have also had local authors come along and talk about their writing.

**What are the project's aims?
(Max 300 words)**

The aim is to tackle isolation and loneliness by encouraging members of the community to visit the Library during the daytime and engage in conversation with one another and the speakers. The aim is then to introduce people to the services that their local Library has to offer.

How is financial sustainability being achieved?
(Max 300 words)

Over the 8 months that the project runs we would have a maximum £50 spend on speakers, some speakers charge less. We charge a nominal fee for tickets and refreshments and this also off sets the speaker fees. The Library service would supplement should there be a shortfall.

How will the community benefit from the project?
(Max 300 words).

The community would benefit as they would have access to a variety of interesting monthly events without having to travel outside of Flitwick. It will bring people together and ensure that their local Library is a community hub, they will see all the other services available from the Library.

How many people will benefit from the project?
Good Afternoon events held previously have attracted between 30 and 50 people each month.
Are you partnering with other Flitwick Groups?
No
How will you know if your project is a success and what will you measure it against ?
We will measure success by the number of people attending the monthly events.

Additional Information Required for Revenue Grant Applications

Briefly describe the purpose of the organisation. Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.	
How often does your management committee meet?	
How many staff work for the organisation?	
Paid:	Volunteers:

Please let us know of any recognised quality standards that your organisation holds or is working towards.


Please complete the activity table below.

[illegible]

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	 Typed entries are acceptable for email applications
Date:	18.03.21

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susanedred@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to susanedred@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Respite at Home Volunteers West Mid Beds and Ivel Valley
Name and address of person making the application on behalf of the organisation.	Nicola Mills
Position held in organisation.	Volunteer Manager
Telephone contact details.	01234 743063
Email address.	respiteathomevolunteers@aol.co.uk
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) Charity Number 1161178 Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify -----
When did your organisation start?	Charity first registered as 1077727 Hospice at Home Volunteers West Mid Beds in 1999 and changed to a Charitable Incorporated Organisation on 7 April 2015 all records held by Charity Commission
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: No: Being built at present Please provide URL

What are the aims of your organisation?	To offer befriending and support to adults and some respite and time off for their families and carers in Central Beds living with life limiting illnesses
What is the name of the project you are applying for?	Lifeline support by telephone/video calls to families during this cv19 pandemic
Project start and end date.	March 2020 – when visiting restrictions are lifted and it is safe to visit people in their own homes

Financial Information

Total Cost of the Project.	£500 for a top up grant for telephone calls, postage, office rent and utilities
Amount of Grant requested.	£500 for a top up grant for telephone calls, postage, office rent and utilities
Other Sources of Funding.	Other town Council grants applied for during the year and Big Lottery funding in partnership with the Garden House Hospice and the Isabel Hospice
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Respite At Home Volunteers Sort Code: 20-05-74 Account Number: 00984205

About the Project

**Please tell us about your project
(Max 100 words).**

Our Charity started in 1999 providing help and support to clients with life limiting illnesses. One of the consequences of cv19 has been that we have had to change how we provide that help and support instead of home visits the Volunteer Manager and Volunteers have had to utilise doorstep contact (to help with shopping/prescriptions) and regular contact via telephone. Similarly maintaining contact between the Volunteer Manager and the Volunteer. This request for funding will be used to cover the increases in office use and telephone costs of the Volunteer Manager and the Volunteer and cover office rent, postage etc.

**What are the project's aims?
(Max 300 words)**

The aim of our project is to offer support and friendship to families and adults living with life limiting illnesses by telephone and video calls during this time when due to govt guidelines due to cv19 say we are unable to visit people in person in their homes.

How is financial sustainability being achieved?

(Max 300 words)

As a small charity we survive at present by receiving funding by the Big Lottery in a partnership agreement with the Garden House Hospice and the Isabel Hospice where we have received funding for the last 2 years for running the charity. The funding includes paying the Volunteer Manager's salary, renting an office, volunteers expenses, public liability insurance, publicity ie leaflets, events, recruitment and training etc

How will the community benefit from the project?

(Max 300 words).

We already visit families in Flitwick and we know from our Volunteers and indeed from direct contact with our families that our service greatly supports people who are often stuck at home isolated and lonely as well as struggling with a life limiting illness or struggling to look after someone with a life limiting illness. This is an incredibly difficult time due to cv19 especially for those who are struggling with illness as they are having to isolate due to their vulnerability. A telephone or video call can be a lifeline to someone in this situation at present.

How many people will benefit from the project?
Any adult/family who lives in Flitwick and is living with a life limiting illness can benefit from our service
Are you partnering with other Flitwick Groups?
No but we often do refer people onto good neighbours schemes in the area
How will you know if your project is a success and what will you measure it against?
We will continue to carry out regular feedback checks with our families via telephone to make sure we are meeting the family's needs and offering the support they need during this pandemic situation

Additional Information Required for Revenue Grant Applications

<p>Briefly describe the purpose of the organisation. In normal times RHV offers befriending and support to adults and some respite and time off for their families and carers in Central Beds living with life limiting illnesses</p> <p>Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.</p> <p>In normal times RHVolunteers visit the home of a family once a week for 2-3 hours sometimes longer and provide a befriending sitting service to someone who is living with a life limiting illness and this could include, cancer, Parkinson's, MS, stroke, Huntington's disease, MND etc They also offer the family/carer some much needed respite and time off to go for a walk, see friends take a nap or pursue a hobby.</p> <p>At present we are supporting families with life limiting illnesses by telephone and video calls and texting and due to the change in our communication with our families this is often more than once a week.</p>
How often does your management committee meet? Every 3 months
How many staff work for the organisation? One
Paid: One
Volunteers: 14

Please let us know of any recognised quality standards that your organisation holds or is working towards.

Our Volunteer Policy that includes vulnerable children/adult, lone working etc. is aligned with our partners Garden House Hospice and Isobel Hospice.

Similarly our training is coordinated with Garden House and Isobel Hospices to ensure we maintain a high standard of training regarding the skills and knowledge required by our Volunteers.

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date
Support people with life limiting illnesses in their homes	2021
When the govt lifts restrictions resume visiting and offering respite	2021
Keep advertising the RHV charity in local magazines for recruitment of more volunteers to expand the charity and to inform the community of the service we offer	2021
Hold a zoom training session for the Volunteers to ensure standards are maintained and new information is briefed out	2021
Use of a scoring system to measure the benefits to our client and their carers	2021

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs & utilities		£230	
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			

Publicity			
Volunteer expenses			
Other (please specify)	Telephone/video calls	£270	
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input checked="" type="checkbox"/> We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input checked="" type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

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Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	Nicola Mills Dr Kevin Clifton Typed entries are acceptable for email applications
Date:	16/3/21

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

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www.flitwick.gov.uk/



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Flitwick District Guides c/o 63 Station Road, Flitwick, Bedfordshire MK45 1JU
Name and address of person making the application on behalf of the organisation.	Karen Keeling 63 Station Road, Flitwick, Bedfordshire MK45 1JU
Position held in organisation.	Guide Leader
Telephone contact details.	07917160761
Email address.	flitwickguides@gmail.com
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify -----
When did your organisation start?	Month: February Year: 1921
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: No: x Please provide URL

What are the aims of your organisation?	Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.
What is the name of the project you are applying for?	Making the Guide HQ, Hetley House, COVID Safe
Project start and end date.	1st March 2021 – 31st December 2021

Financial Information

Total Cost of the Project.	£ 700
Amount of Grant requested.	£ 300
Other Sources of Funding.	Subscriptions and Fundraising
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Flitwick District Guide ✓Association Sort Code: 200574 Account Number: 60045640

About the Project

Please tell us about your project (Max 100 words).

Our project is to make our Guide HQ COVID safe so that rainbow, brownies, guides and rangers can restart their weekly face to face meetings. The hall will also be able for use by the Bedfordshire Downs Syndrome Association that also hold meetings in the hall.

The project will provide the equipment and cleaning materials required to enable the hall to be cleaned between groups and deep cleaned on a regular basis. Hand sanitiser and PPE will also be provided for people using the hall.

What are the project's aims? (Max 300 words)

The aim of the project is purchase the equipment, cleaning materials and PPE required to enable indoor meetings to resume as soon as possible under special conditions (including cleaning, social distancing)

A hard floor cleaning machine and antibacterial cleaner will be purchased for cleaning the floor. A fogging machine and antibacterial solution will be purchased. Hand sanitiser will be installed. First aid kit to be upgraded with gloves, aprons, and masks.

Safety instructions will be put on the wall and signage and masking tape will be used for marking out social distancing.

All non essential equipment will be removed from the hall, kitchen and bathroom to enable surfaces to be easy to clean and sanitise.

**How is financial sustainability being achieved?
(Max 300 words)**

Rainbow, brownies, guides and ranger meeting have continued online during lockdown, and parents have paid a reduced subscription rate to cover activity costs, and membership fees. Once face to face meetings resume rent payments will also resume.

We have/are also undertaking fundraising activities to support the maintenance of the building, including helping with the Santa float with the Round Table in December 2020 and raising money through sales on EBay and Music Magpie.

As a result all units are financially in credit, however reserves have been used and are now much reduced.

**How will the community benefit from the project?
(Max 300 words).**

The fund will enable over 120 children to resume weekly meetings in April. We anticipate this will grow to over 200 by the end of the year as we have over 80 girls on our waiting lists ready to join when we resume face to face meetings and the size of the groups can expand as the restrictions relax.

Through the weekly meetings we enable girls to gain confidence and develop their self esteem. Their social skills are developed and there is positive impact on their mental health. Now more than ever children need to socialise with their peers in a safe space to engage and learn new skills together.

In addition to developing the girls skills through our programme, the girls will also participate in social action and challenges. At present we are working on projects in support of Whipsnade zoo, RSPB bird watch, clearing the grounds, planting flowers and campaigning for reduction in plastic use through our plastic promise activities.

The Guide HQ was also used, pre-Covid, for weekly meetings of the Bedfordshire Downs Syndrome Association, by making the building Covid-safe it will enable these to restart.

How many people will benefit from the project?

200+ Girlguiding members, plus the Bedfordshire Down Syndrome Association.

Are you partnering with other Flitwick Groups?

No

How will you know if your project is a success and what will you measure it against ?

Success will be measured by being ready to open the building for use in April. Success will be measured by the number of meetings held and the number of girls in attendance.

Additional Information Required for Revenue Grant Applications

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation,
describe the services /activities you plan to provide.**

How often does your management committee meet? 3 times a year

How many staff work for the organisation?

Paid: 0

Volunteers: 28

Please let us know of any recognised quality standards that your organisation holds or is working towards.

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input checked="" type="checkbox"/> Bank Statement</p> <p><input checked="" type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	Karen Keeling Rachel Daughtry Typed entries are acceptable for email applications
Date:	18/3/2021

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susandred@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to susandred@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website: www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	The Jigsaw Club Flitwick Football Centre Amphill Road Flitwick MK45 1BA
Name and address of person making the application on behalf of the organisation.	Philip Hines 33, Longcroft Drive. Barton Le Clay. Beds MK45 4SF
Position held in organisation.	Secretary
Telephone contact details.	01582 753203 Mobile 07904953096
Email address.	Phil_hines@hotmail.co.uk
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) 1161907 Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group Other please specify -----
When did your organisation start?	Month: 26th February Year: 1976
Do you have a website that you would like to link to Flitwick Town Council's website?	No: Currently under discussion with committee. Please provide URL

What are the aims of your organisation?	To promote the intellectual, emotional and social well-being of disabled residents in Flitwick and Central Bedfordshire, in particular by the fortnightly provision of facilities for recreation, entertainment and social activities and by providing suitable disabled-friendly transport and other forms of assistance to enable members to access the facilities in a safe and secure manner.
What is the name of the project you are applying for?	Members Newsletter
Project start and end date.	March 2020 to December 2021

Financial Information

Total Cost of the Project.	£ 500
Amount of Grant requested.	£ 500
Other Sources of Funding.	Currently this project is being funded from our general fund as our fundraising activities have all been cancelled.
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Nat West Sort Code: 60-01-16 Account Number: 45039224

About the Project

**Please tell us about your project
(Max 100 words).**

When lockdown started in March 2020, we had to curtail all club activities in accordance with Government policy.

All of our members are elderly and have disabilities.

Their fortnightly meetings at Flitwick Football Centre were stopped immediately.

We already have a "telephone tree" set up if we need to contact our members ie cancelled meetings due to bad weather and/or vehicle breakdowns.

This project has allowed us to keep in touch with our members during these very difficult times and it has reassured them during their isolation and that they have not been forgotten by the Jigsaw club.

**What are the project's aims?
(Max 300 words)**

The aim of the project is to keep in contact with our members during these uncertain times.

The majority of our members live alone either independently or in some form of sheltered housing within the Central Bedfordshire area and are very vulnerable.

Our committee decided to produce a newsletter that coincides with what would have been their fortnightly meeting dates.

The newsletter is hand delivered to our members homes by our helpers enabling our helpers to keep in contact with our members and if they have any needs we have the opportunity of assisting them or sourcing help on their behalf.

Within the newsletter is an update about the club and members, quizzes, and also profiles about either members or helpers which they submit themselves.

Also included are the telephone numbers of our committee members that they can contact if they have any problems that we can help them with or maybe just for a chat.

The feedback we have received from our members has been very encouraging and they themselves also have contributed to the publication's content.

They all look forward to receiving their newsletter and we have received very positive feedback.

**How is financial sustainability being achieved?
(Max 300 words)**

Our funding for the running of the club on a day to day basis and also on a longer time scale is achieved in a number of ways, although some of these we have not been able to continue with currently.

At our fortnightly club meetings we always have a raffle which our members enjoy. We have a fundraising committee whose task is to plan and organise various events during the year, which due to Covid 19 we have not been able to continue with.

These include,

Quiz Nights

Curry Nights

Coffee Mornings

Cake Stalls at Ampthill Gala and other local events.

We receive donations from individuals and local community groups ie

Ampthill & District Rotary Club

Flitwick Vale Rotary Club

Ampthill & District Inner Wheel.

The majority of our fundraising is for the running costs and replacement of our three ambulances that we own and operate.

As can be seen from our bank statements the majority of our funds are ring fenced for the eventual replacement of these vehicles.

**How will the community benefit from the project?
(Max 300 words).**

The community has benefitted from this project in a number of ways.

Several of our members and helpers live in the Flitwick area and their well being has been enhanced by the distribution of our newsletter in these challenging times

It has kept them in touch with a club that they all enjoy attending and that they feel part of and also it has kept them in contact with members who live in other villages and towns within Central Bedfordshire.

We feel that without this publication, which has been a lifeline to them, they would otherwise feel very isolated and alone.

How many people will benefit from the project?

**All of our members and helpers which is about sixty people.
Also we feel sure that they will pass this publication on to family and friends which may well help our membership in the future.**

Are you partnering with other Flitwick Groups?

No

How will you know if your project is a success and what will you measure it against ?

**We know that this project has been a success by the feedback we have received from our members who look forward to its arrival once a fortnight.
It has been a lifeline for all of them during these most unusual times.**

Additional Information Required for Revenue Grant Applications

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.**

Please see our information sheet attachment.

How often does your management committee meet?

Every three months

How many staff work for the organisation?

Paid: None

Volunteers: Twenty

Please let us know of any recognised quality standards that your organisation holds or is working towards.

None

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date
Please see attached programme of events that would have taken place in the last twelve months	

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)	Newsletter costs	£500	£500

	Sub Total	£500	£500

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p>✓ <input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p>✓ <input type="checkbox"/> Yes</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p>✓ <input type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p>✓ <input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p>✓ <input type="checkbox"/> Bank Statement</p> <p>✓ <input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p>✓ <input type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	Philip Hines (Secretary) Olive Mitchell (Chairperson) Typed entries are acceptable for email applications
Date:	19th March 2021

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susaneldred@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to susaneldred@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website: www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

The members of The Jigsaw Club

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.
We feel that the aims and purpose of producing this publication has exceeded all of our expectations by keeping everyone members and helpers in touch and not forgotten.



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Carers in Bedfordshire Suite D1, Emerald Court, Pilgrim Centre, Bedford MK42 7PZ
Name and address of person making the application on behalf of the organisation.	Jolene Retallick Address as above
Position held in organisation.	Fundraising Manager
Telephone contact details.	07772 231 176
Email address.	Jolene.retallick@carersinbeds.org.uk
What type of organisation are you?	Please tick relevant organisation X Registered Charity (please give charity registration number) 1135507 Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify -----
When did your organisation start?	Month: April Year: 2004
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: X No: Please provide URL: www.carersinbeds.org.uk

What are the aims of your organisation?	We offer specialised, tailored support to improve Carers' health and wellbeing and help them better support their loved one. Support Workers offer a listening ear and practical advice, we run a programme of activities and peer support groups that bring carers together, and offer relaxation therapies to help carers unwind.
What is the name of the project you are applying for?	Monthly wellbeing sessions for Carers in Flitwick
Project start and end date.	24th May - 31st March 2022

Financial Information

Total Cost of the Project.	£4,140 (10 sessions, £415 each)
Amount of Grant requested.	£4,140
Other Sources of Funding.	We are committed to running this project and would use our own resources if necessary. However, a grant of any size would give us more flexibility to make other support available to carers.
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Barclays Sort Code: 20-05-74 Account Number: 83042707

About the Project

Please tell us about your project (Max 100 words).

We will run monthly wellbeing sessions for carers, former carers and people who are cared for. At these sessions, people will be able to access massage, footcare and hairdressing. They will have the opportunity to socialise (when pandemic restrictions ease), and Support Workers will offer a listening ear and information about other support. These sessions will take place at venues in Flitwick for people who live in the area.

Each session costs £414 to run and we are applying for funding to run ten sessions between May 2021 to March 2022.

What are the project's aims? (Max 300 words)

Carers are the people in our community who look after someone who could not manage without them. They might be an older person looking after a spouse with dementia or a parent supporting a child with a disability. Whatever their caring role they can face many challenges, including financial difficulties, isolation and problems with their mental health and wellbeing.

This project aims to enhance the emotional wellbeing of carers, former carers and people who are cared for. This will happen in different ways:

- As described above, we will offer three wellbeing services at each session (massage, foot care and hairdressing). These are relaxing in themselves and give carers the rare chance to meet their own needs.
- Carers will be able to take a break from caring. If necessary, the person who is cared for can come to the wellbeing session and a member of staff will keep them company while the carer accesses the wellbeing services.
- Carers and former carers will have a chance to talk to a Support Worker about anything that is concerning them.
- Carers will get informal peer support from meeting other carers (when this is allowed later in the year)

In our interactions with carers and former carers, we also aim to connect carers to other services that they can access through Carers in Bedfordshire.

**How is financial sustainability being achieved?
(Max 300 words)**

This is part of an ongoing project offered across the county. It is funded through a combination of NHS funding, grant funding and donations. We have previously received funding for this project from the Wixamtree Trust and will continue to apply for grants as necessary.

**How will the community benefit from the project?
(Max 300 words).**

For carers, the primary benefit is to their emotional wellbeing. Being a carer can be stressful and intense; these wellbeing sessions offer relaxation and a much-needed break. Our hairdresser, footcare therapists and masseuses have been working with us for many years and are passionate about helping carers. Their therapies are delivered thoughtfully and with compassion, they are not rushed and the carer has a real chance to relax and enjoy the treatment. In a wellbeing session before lockdown, one carer told us: "I feel so relaxed here, hardly get a chance to be out on my own, it's lovely"

When people become former carers (because the person they care for dies or moves into residential care), they need to adjust to a new way of life and often feel bereft, like 'a rudderless ship'. The prompt and opportunity to focus on their own wellbeing is welcome.

Alongside the benefit of the therapies themselves, both carers and former carers have a chance to sit down and talk with a Support Worker face-to-face. Support Workers offer practical advice and information and will gladly listen to people who rarely have a chance to unload.

Finally, carers will be able to spend time together. Peer support is a vital part of helping carers – they get to see that they are not alone in the challenges they face and can speak to people who truly understand what they are experiencing.

People who are cared for cannot always attend a salon for these wellbeing treatments (as a result of, for example, dementia, anxiety, or behavioural problems). Through their experience with us, the therapists know how to accommodate the needs of people with a variety of conditions. They make the treatments more enjoyable and might be the only way in which the person could access these treatments.

How many people will benefit from the project?

231. At each wellbeing session, there are 7 foot care appointments, 9 appointments with the hairdresser and 5 massage appointments. Over 11 months, this totals 231 people benefitting.

Are you partnering with other Flitwick Groups?

No

How will you know if your project is a success and what will you measure it against ?

If this project is successful, we will see appointments fully booked throughout the year. We use our database to record event attendance and will report our success in this way.

We also collect feedback from people who attend these sessions. We would use this to demonstrate that carers and the people they care for are more relaxed and have better emotional wellbeing following their attendance.

Additional Information Required for Revenue Grant Applications

N/A

How often does your management committee meet?

7 times per year

How many staff work for the organisation?

Paid: 41 **Volunteers:** 97

Please let us know of any recognised quality standards that your organisation holds or is working towards.

We have been awarded the Trusted Charity Mark Level 1 by the NCVO.

We are registered with the Fundraising Regulator and are a network partner of Carers Trust

What will the key milestones be for the organisation? <i>Please complete the activity table below.</i>			
Key activity			Date
Wellbeing Session			24 th May 21
Wellbeing Session			28 th June 21
Wellbeing Session			26 th July 21
Wellbeing Session			24 th August 21
Wellbeing Session			27 th September 21
Wellbeing Session			25 th October 21
Wellbeing Session			29 th November 21
Wellbeing Session			31 st January 22
Wellbeing Session			28 th February 22
Wellbeing Session			28 th March 22
Review and evaluation			May 22
Please explain where revenue funding will be used by your organisation.			
Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p>X I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
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<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p>X Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p>X Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p>X Audited Accounts / Interim Financial Statement</p> <p>X Bank Statement</p> <p>X Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p>X Any additional information in support of your application</p>

<p>Signatures</p> <p>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</p>	<p>Jolene Retallick Chris Stelling (CEO) Typed entries are acceptable for email applications</p>
<p>Date:</p>	<p>19th March 2021</p>

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susaneldred@flitwick.gov.uk



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Mid Bedfordshire NCT Branch Treasurer - Gemma McGuigan, 51 Ampthill Road, Flitwick MK45 1NZ paytgel@googlemail.com 07920 797993
Name and address of person making the application on behalf of the organisation.	Tracy Machin 102 George Street Maulden MK452DD
Position held in organisation.	Deputy Treasurer
Telephone contact details.	07523 323389
Email address.	tracyannmachin@yahoo.co.uk
What type of organisation are you?	<p>Please tick relevant organisation Registered Charity (please give charity registration number) ✓</p> <p>We are a local branch of the National charity - NCT, Brunel House, 11 The Promenade, Clifton Down, Bristol BS8 3NG Registered Charity (England & Wales) 801395 Registered company number: 2370573</p> <p>Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify -----</p>

When did your organisation start?	Our branch has records that start Month: 01 Year: 2004
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: https://www.nct.org.uk/local-activities-meet-ups/region-east-england/mid-bedfordshire Our local branch does most activity through our facebook page https://www.facebook.com/nct.midbeds
What are the aims of your organisation?	Mid Bedfordshire National Childbirth Trust (NCT) is a volunteer led local branch of the wider charity supporting families in the first 1000 days of their transition to parenthood.
What is the name of the project you are applying for?	Breastfeeding support at the bumps and babies group
Project start and end date.	June 2021 – May 2022

Financial Information

Total Cost of the Project.	£1,216.00
Amount of Grant requested.	£1,216.00
Other Sources of Funding.	In non pandemic times we would have been holding regular fund raising activities, we plan to restart these asap, but it will take time to build up funds.
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Lloyds Bank Sort Code: 30-00-09 Account Number: 01196515 Please can you use this reference number 540/GRANT

About the Project

**Please tell us about your project
(Max 100 words).**

We support ~~to~~ Flitwick parents. The team of volunteers will run a Bumps and Babies group, providing a safe environment to meet other local parents.

We aim to reduce feeling of isolation, reduce the risk of, help identify, and support women with Post Natal Depression and provide a platform to share general experiences with other new parents. We aim to provide access to breast feeding advice, information, signposting and practical ideas. This all aids parents to gain emotional support and reassurance within a parent-centred framework, so they don't feel criticized or judged (Dermott et al 2009 Nice guidelines).

**What are the project's aims?
(Max 300 words)**

The Covid-19 Pandemic has hit our local new parents hard, as a result they are suffering with feelings of isolation, have struggled to connect with other parents and to get the support they need.

As we come out of lockdown, in line with the government guidelines about safe socialising we look to re-start Bumps & Babies parent support group in Flitwick Village Hall. Breastfeeding is often challenging for new mothers and providing access to a qualified practitioner will help ensure they are getting the advice they need at a crucial time.

The grant would be used to cover the costs of providing a monthly breastfeeding advice drop in service at our local Bumps & Babies Group. We would also use the funding to cover the hall hire during the same period to ensure the group can meet weekly and support local families. By covering the cost of the hall through this grant we can then use all monies raised through normal fundraising activities to further develop the group. We can also use funds to provide better baby play equipment without all our fundraising events being tied up to cover the hall fees.

Our branch is dedicated to providing a multi-faceted approach to reducing feelings of isolation, post-natal depression and increase breastfeeding support in the Mid Beds area.

**How is financial sustainability being achieved?
(Max 300 words)**

In the last 5 years our enthusiastic volunteers have held events at bumps and babies like an easter fayre, summer picnic and Christmas fayre which are well known and supported by the local community. The fund raising events like this help keep the group open all year round. The pandemic has made it hard to raise funds in our normal way. This grant is crucial to be able to relaunch our group and restart face to face support.

The NCT Branch volunteers will undertake fund raising activities as soon as we are able to be face to face to create funds throughout the 12 months. The grant would be used to fund the breastfeeding counsellor and hall hire and to re launch the service.

All our other fund raising efforts will be directed at supporting this bumps and babies group.

**How will the community benefit from the project?
(Max 300 words).**

In Bedfordshire 10-15% of women are expected to experience mild to moderate perinatal mental illness, such as postnatal depression, anxiety and post-traumatic stress disorder as cited by Central Bedfordshire Council. These mental health concerns not only effect the mother, but also the wider family, particularly early child development, infant mental health and future behaviour and learning. We want to reach as many local parents as possible to enable them to access advice, support and reassurance from other local parents and professionals. We believe this group enables parents, and especially new mothers, to participate in their local community and are less likely to feel socially isolated or lonely.

We will signpost the Bedfordshire Wellbeing service, Health Visiting service, the local Children's Centre where appropriate.

How many people will benefit from the project?
The bumps and babies group will be open to any pregnant, new mother or mother of up to 3 years of age who live locally, no one will be excluded. In addition our Antenatal practitioner in Mid Beds teaches at least 1 class of 8 couples every month who will be invited to attend the group. We will promote the re-opening of the group to the local Midwifery team, health visitors and the Children's centre at Flitwick.
Are you partnering with other Flitwick Groups?
No official partnership, but we will liaise with other local support groups to ensure all families know about our services.
How will you know if your project is a success and what will you measure it against ?
We will record how many people attend the bumps and babies group throughout the year. What type of feeding advice they ask for. How many come back to the group.

Additional Information Required for Revenue Grant Applications

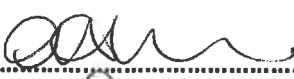

<p>Briefly describe the purpose of the organisation.</p> <p>Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.</p>

How often does your management committee meet?			
How many staff work for the organisation?			
Paid:		Volunteers:	
Please let us know of any recognised quality standards that your organisation holds or is working towards.			
What will the key milestones be for the organisation? <i>Please complete the activity table below.</i>			
Key activity			Date
Please explain where revenue funding will be used by your organisation.			
Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			

Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input checked="" type="checkbox"/> Bank Statement</p> <p><input checked="" type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

<p>Signatures</p> <p>Signature 1 (person submitting form)</p> <p>Signature 2 (Chair or senior representative of the organisation)</p>	  <p>..... Typed entries are acceptable for email applications</p>
<p>Date:</p>	

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susaneldred@flitwick.gov.uk



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Flitwick Community First Responder Group c/o Orchard House, High Street, Flitton MK45 5DU
Name and address of person making the application on behalf of the organisation.	Simon Sadler, Orchard House, High Street, Flitton MK45 5DU
Position held in organisation.	Head of fund-raising
Telephone contact details.	07341 550990
Email address.	flittonsadler1@btinternet.com
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society X Other please specify -----
When did your organisation start?	Month: /February/ Year: /2020/
Do you have a website that you would like to link to Flitwick Town Council's website?	No Please provide URL

What are the aims of your organisation?	To support the East of England Ambulance Service in improving the response time to reach potential life-saving emergencies.
What is the name of the project you are applying for?	Flitwick Community First Responder Group
Project start and end date.	The project was launched in February 2020 and the current planned end date is 31 December 2021; this is flexible as it is very much dependent on the number of applicants, available training and ultimately available funding.

Financial Information

Total Cost of the Project.	£ 40,000
Amount of Grant requested.	£ 4,000
Other Sources of Funding.	Other local authorities, Rotary Clubs, Round Table, Wixamtrees, local businesses & fundraising events
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Barclays Sort: 20-62-53 A/c: 60601306 Sub-a/c ref: R297

About the Project

**Please tell us about your project
(Max 100 words).**

The project has two linked aspects - the technical delivery of the CFRs and fundraising support. Whilst training is provided by the EEAS (see below), along with one set of equipment per group already in use, anything else is 100% funded by public donations. We consider that it is more efficient if each trained volunteer holds their own set of equipment to give flexibility to respond directly from home when on duty and to take responsibility for resupply. To fully equip each new CFR costs £4,000 and includes full medical kit, external defibrillator, uniform, and dedicated emergency mobile phone.

**What are the project's aims?
(Max 300 words)**

This is a new group that has been set up under the auspices of the East of England Ambulance Service ("EEAS") to enhance services by improving the response time to reach a potential life-saving emergency in the vital minutes before the ambulance crew arrives. The Community First Responders ("CFRs") are volunteers trained to attend certain types of emergency calls. The group of volunteers will be trained by the EEAS and be available to be called out in the area where they live or work; their role is to help stabilise the patient and provide the appropriate care until the more highly skilled ambulance crew arrives on scene to take over the treatment. The types of emergencies that they will attend are varied and will complement the defibrillators that are already in place throughout the villages.

The group's proposed area will cover the area of Flitwick, Flitton, Greenfield, Pulloxhill, Silsoe, Clophill, Maulden, Westoning, Tingrith, Barton-le-Clay and Ampthill but this is flexible and will depend on where the CFRs live. There is already one fully trained volunteer living in Greenfield who has been deployed throughout lockdowns and is now also supervising the final stages of training for 2 new volunteers, one of whom lives in Flitwick. Another 4 are undergoing assessment, of which 2 are Flitwick residents and expressions of interest from another 6 are being followed up with online briefings/interviews. Since they do this in their spare time as unpaid volunteers, the objective is to have a pool of 10 in the group who live locally in order to provide comprehensive cover.

How is financial sustainability being achieved?
(Max 300 words)

Since a volunteer can be fully deployed once they have the full equipment, our fund-raising aims to have the funds in place just beforehand; ie expenditure can only be covered if income is available and the financial governance is provided by the EEAS which handles all purchasing and banking. We benefit from the discounts available to them, the recovery of gift aid, the minimal impact of VAT and no staff overheads.

In terms of the ongoing recurrent expenses, the budget includes such costs for at least the 1st year. Whilst the EEAS have not specified that they will always cover the cost of replacing all consumables, they have done so to date. Thereafter, we will hold periodic fund-raising events going forward to top up funds to cover incidental costs such as petrol. I am also confident that once the scheme is up and running the ongoing publicity will assist in successful fund-raising events.

As for commitment, I realise that we are very dependent on the individuals. However, where this scheme differs from previous initiatives is that there is more input from the EEAS for training and interaction with the service as a whole; cynically there has to be as the EEAS is placing considerable reliance on the whole programme. One of the learning points previously was that First Responders felt like a one-man band, which, hopefully, will be avoided because this programme is based on operating as a group. In addition, the equipment will be owned by the EEAS so, in the unfortunate but unlikely scenario that one of the CFR's cannot maintain their commitment, the equipment is retained for transfer to a new volunteer (less uniform I assume).

How will the community benefit from the project?
(Max 300 words).

As we all know, the Ambulance service is always under pressure, and given that there is only an ambulance station in Ampthill between the two hospitals that serve this area

which are both 10 miles or so away, any assistance to speed up response times will inevitably benefit the community. There has been one CFR on duty periodically since February 2020 who has been called out constantly to all parts of the proposed area of

responsibility covering Flitwick, Ampthill and the surrounding villages. The EEAS is prevented from providing me with details of the number of callouts and the nature of the emergencies involved but I can confirm that Flitwick has been a frequent destination and over the Xmas holiday period as well. The level of his activity and the limited resources available at the ambulance station has prompted the EEAS to increase its ideal target of CFRs in the group from 3-4 to 10.

There is no doubt, albeit unsupported by statistics, that the community will benefit from this first line quick response initiative. It is similar to the community defibrillators in that it provides both reassurance that they are available and hope that there will be no cause to need them. Equally there is no doubt that the community will receive value from the team of volunteers and it is hoped that, if they are prepared to give of their time and training, the community can ensure that they are equipped to carry out the job that they volunteered to do.

How many people will benefit from the project?

For obvious reasons, it is not possible to quantify who will directly benefit but it is an emergency resource available to the community as a whole.

Are you partnering with other Flitwick Groups? No

How will you know if your project is a success and what will you measure it against ?

Although we will receive a report in due course from the EEAS with respect to the efficiency and effectiveness of the groups as a whole, we will measure ourselves against 2 yardsticks:

- (a) adhoc record of incidents and their conclusion which will not be available for general circulation for confidentiality reasons: and
- (b) recruitment and retention of the CFR volunteers.

Additional Information Required for Revenue Grant Applications

Briefly describe the purpose of the organisation.

Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.

How often does your management committee meet?

How many staff work for the organisation?

Paid:

Volunteers:

Please let us know of any recognised quality standards that your organisation holds or is working towards.

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement none available as banking is administered by the EEAS and the group has a sub-account</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	Simon Sadler Joe Bowen Typed entries are acceptable for email applications
Date:	19 th March 2021

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to info@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	Kingsmoor Lower School
Name and address of person making the application on behalf of the organisation.	Caroline Jenkins Kingsmoor Lower School
Position held in organisation.	Head Teacher
Telephone contact details.	01525712448
Email address.	head@kingsmoorschool.co.uk

RMGc Policy – Grants

Approved December 2020

Review Date December 2022

What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify <u>school</u>
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When did your organisation start?	Month: / / Year: 1963
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: No: Please provide URL: https://www.kingsmoorschool.co.uk/
What are the aims of your organisation?	Would like to be able to support more community events in the summer such as children's sporting events, fetes and to keep the pupils of Kingsmoor sun safe during the summer term. We have a fantastic field but during the summer months it can get very hot for the children so we have to limit their time outside. We are also supporting football tournaments which encourages children and families from all of the surrounding areas and is an excellent opportunity for the school to further raise its profile and do some fundraising. The same with summer fetes which have been hugely popular with fundraising results being put straight back into the school to support the pupils and families. We are a small school with an even smaller budget. The sails would make a huge difference to the school and ensure that the children and families of Kingsmoor know that they are valued.
What is the name of the project you are applying for?	Sun Shade Project
Project start and end date.	As soon as possible.

Financial Information

Total Cost of the Project.	£ 8500
Amount of Grant requested.	£ 6500

Other Sources of Funding.	Fundraising carried out by the school
Have you applied for a grant for this project in the last twelve months?	no

RMGc Policy – Grants

Approved December 2020

Review Date December 2022

Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Central Bedfordshire Council RE. Kingsmoor Lower School Sort Code: 60-02-13 Account Number: 36177369
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About the Project

<p>Please tell us about your project (Max 100 words).</p> <p>We would like to purchase some shade sails for our field to provide shade from the sun in the hot weather. This would not only benefit the pupils of the school but also the wider community with a number of events that we already host and further events that we would like to host but have been unable to due to the lack of provision that we currently have.</p> <p>http://www.maximplay.co.uk/</p> <p>https://www.aandslandscape.co.uk/playground-shade-sails/</p>
<p>What are the project's aims? (Max 300 words)</p>

To support community events in the summer such as children's sporting events, fetes and to keep the pupils of Kingsmoor sun safe. We have a fantastic field but during the summer months it can get very hot for the children so we have to limit their time outside. We support football tournaments which see children and families from all of the surrounding areas and is an excellent opportunity for the school to further raise its profile and do some fundraising. Our Summer fetes have been hugely popular with fundraising results being put straight back into the school to support the pupils and families. The sails can be incorporated into the school topics such as making a Viking longboat which would also support the curriculum, children's understanding and imaginative play. We are a small school with an even smaller budget. The sails would make a huge difference to the school and ensure that the children and families of Kingsmoor know that they are valued.

**How is financial sustainability being achieved?
(Max 300 words)**

Because the sails are expensive and professionally fitted they are built to last with a guarantee of 15 years for the sail and 20 for the steel therefore excellent sustainability.

RMGc Policy – Grants

Approved December 2020

Review Date December 2022

**How will the community benefit from the project?
(Max 300 words).**

<p>How many people will benefit from the project? All pupils which is always about 180 and also members of the community with various events so up to 600 people per year.</p>
<p>Are you partnering with other Flitwick Groups?</p>
<p>No</p>
<p>How will you know if your project is a success and what will you measure it against ?</p>
<p>We will be able to use the field all year round to support pupils and the community with a range of events.</p>

Additional Information Required for Revenue Grant Applications

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new
organisation, describe the services /activities you plan to provide.**

As previously mentioned.

How often does your management committee meet?

Our governing board meets 3 times a term.

How many staff work for the organisation?

Paid: Volunteers: We currently employ almost 40 members of staff

**Please let us know of any recognised quality standards that your organisation holds
or is working towards.**

We have the:
Quality Mark
Active Mark
Music Mark
School Games
ICT

RMGc Policy – Grants
Approved December 2020
Review Date December 2022

[illegible]

Please explain where revenue funding will be used by your organisation.			
Title	Description	Total Amount	Amount Requested
	NA		
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p>X I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
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<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input checked="" type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

<p>Signatures</p> <p>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</p>	<p>Caroline Jenkins.....</p> <p>..... Typed entries are acceptable for email applications</p>
<p>Date:</p>	<p>12.3.21</p>



Flitwick Town Council

Grant Application Form

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Organisation

Name and address of organisation.	Flitwick Town Lands Charity C/O 18 High Street Flitwick
Name and address of person making the application on behalf of the organisation.	Mrs Ann Lutley 18 High Street Flitwick Beds MK45 1DS
Position held in organisation.	Treasurer
Telephone contact details.	01525 712837
Email address.	ann@rlutley.myzen.co.uk
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) X Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify -----
When did your organisation start?	Month: / / Year: / / Specific date unknown 16th & 17th century
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: X No: Please provide URL

What are the aims of your organisation?	Support Students and apprentices with a one off payment. Support people in need with a gift at Christmas as long as they are eligible.
What is the name of the project you are applying for?	N/A
Project start and end date.	1st September to 31st December – Every year

Financial Information

Total Cost of the Project.	£ Unknown until applications are made September. In 2020 approx. £13,800 was paid out In 2019 approx. £12,400 was paid out
Amount of Grant requested.	£2,000
Other Sources of Funding.	Dividends from investments
Have you applied for a grant for this project in the last twelve months?	No
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Barclays Sort Code: 20-05-74 Account Number: 20387975

About the Project

**Please tell us about your project
(Max 100 words).**

See Appendix 1

**What are the project's aims?
(Max 300 words)**

To support students and apprentices living in Flitwick. The amount received by students can be used to purchase laptops, books, University equipment or to support day to day living.

**How is financial sustainability being achieved?
(Max 300 words)**

**How will the community benefit from the project?
(Max 300 words).**

How many people will benefit from the project?

**This will depend on the applicates in September, last year we received 58 applications
(students and relief in need)**

Are you partnering with other Flitwick Groups?

No

How will you know if your project is a success and what will you measure it against ?

N/A

Additional Information Required for Revenue Grant Applications

Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.

How often does your management committee meet?

4 times a year

How many staff work for the organisation?

Paid: 0

Volunteers: 5

Please let us know of any recognised quality standards that your organisation holds or is working towards.

What will the key milestones be for the organisation?

Please complete the activity table below.

I feel it would be useful for members to know a little of how Flitwick Combined Charities works.

The combined charities are Flitwick Town Lands Charity and the Poor's Moor and Deacon's Dole charity.

Income for disposal by the trustees recently has only been from dividends from our investments.

From 2001-2006 FTC gave grants of £500-£600 each year.

The charity's constitution requires the trustees to divide the income from the last financial year ending 31st August, between students and relief in need (people in receipt of specific benefits) this is apportioned on a 50-50 basis where possible keeping gifts to a round sum.

Due to the high number of applications last year the trustees felt it was appropriate to spend some of the monies we had accumulated over the years to make up the short fall between dividends and the number of applications received ensuring that a meaningful amount was paid. £200 was paid to all recipients. Funds are accumulated by gifts being returned when a person has died during the last year or as gifts in memory of someone who has recently died. David Empson had requested money to be given to the charity this raised £270.

Grants applications from students beginning their second year of a course must be received by the end of September and are paid late November early December.

Relief in need gifts are paid every year whilst the applicant is eligible. Application forms must be received by the end of October and are also paid end of November early December.

Over the last two years the trustees have been actively seeking people who would be eligible for and benefit from a grant or relief in need gift. From 13 student grants in 2006 to 43 students grants last year and with Relief in need applications at the same time from 23 to 35.

The trustees feel that with the current pandemic putting additional pressures on peoples finances we may find that there will be more applications for our funds. So far this year some dividends are holding their own while some are far below the rate last year.

If anyone has any questions I will be pleased to answer them at any time.

Ann Lutley (Treasurer)



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	FLITWICK VILLAGE HALL DUNSTABLE ROAD FLITWICK BEDS MK45
Name and address of person making the application on behalf of the organisation.	ERIC EDWARDS 7 THE WILLOWS FLITWICK BEDS MK45 1BW
Position held in organisation.	Hon Treasurer
Telephone contact details.	07795204863
Email address.	ERIC.EDWARDS@BTINTERNET.COM
What type of organisation are you?	<p>Please tick relevant organisation</p> <p>Registered Charity (please give charity registration number) <input checked="" type="checkbox"/> 388034</p> <p>Exempt or excepted charity registered with Inland revenue. (please supply any reference number)</p> <p>Community Group/Club/Society</p> <p>Other please specify -----</p>
When did your organisation start?	Month: 01/11 Year: 1968
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: No: BT Shut it down in process of building New one.

What are the aims of your organisation?	Providing self funding meeting place for residents of Whitworth
What is the name of the project you are applying for?	usual enhancement.
Project start and end date.	When funds are available

Financial Information

Total Cost of the Project.	£ 1800
Amount of Grant requested.	£ 1800
Other Sources of Funding.	NIL
Have you applied for a grant for this project in the last twelve months?	NO
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: BARCLAYS Sort Code: 20-05-74 Account Number: 00388548

About the Project

Please tell us about your project
(Max 100 words).

In the near future new windows will be fitted, which will leave the ~~woodwork~~ woodwork looking drab and uncared for. The external woodwork has not been painted for a number of years and in places panels need replacing. The plan would be to replace the wood with bricks if possible, or just repaint.

What are the project's aims?
(Max 300 words)

The fire doors were replaced a couple of years ago in white to liven up the hall's appearance the new windows and infill panels will also be in white, so the aim is to complement these improvements with a fresh coat of paint to the rest of the building.

How is financial sustainability being achieved?
(Max 300 words)

When in normal times the hall is self
financing by the users paying hire
charges and was 85% used prior to lockdown

How will the community benefit from the project?
(Max 300 words).

The windows will add heating efficiency and
the painting will have visual enhancement as
it has a prime position when people enter the town

How many people will benefit from the project?

Residents of Htawon, NHS, CFC and others

Are you partnering with other Flitwick Groups? NO

Htawon village Hall is managed by Management Committee

How will you know if your project is a success and what will you measure it against?

Comments by user groups

Additional Information Required for Revenue Grant Applications

Briefly describe the purpose of the organisation.

Describe the usual activities/services you provide. If you are a new organisation, describe the services /activities you plan to provide.

See enclosed Supporting documents

How often does your management committee meet?

Monthly

How many staff work for the organisation?

Paid:

4

Volunteers:

Committee only 5

Please let us know of any recognised quality standards that your organisation holds or is working towards.

We comply with all Health and Safety requirements, Fire Regulations, Maintenance and Electrical Standards.

What will the key milestones be for the organisation?
Please complete the activity table below.



Key activity	Date
TO GET GOING again	?

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs	N/A		
Training	N/A		
Office costs			
	Subtotal		
Salaries	N/A		
Travel expense etc	N/A		
Venue hire	N/A		
Materials		1800	1800
Publicity	N/A		
Volunteer expenses	N/A		
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input checked="" type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input checked="" type="checkbox"/> Audited Accounts / Interim Financial Statement <i>2020</i></p> <p><input checked="" type="checkbox"/> Bank Statement <i>Current Balance</i></p> <p><input checked="" type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input checked="" type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input checked="" type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)	  Typed entries are acceptable for email applications
Date:	17/3/21

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susaneldred@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to susaneldred@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.



FLITWICK TOWN COUNCIL

Report to Community Services 6th April 2021: Flitwick Interchange Public Art Project

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: CBC project fund/Section 106 funding

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

Central Bedfordshire Council's (CBC) ambition is to regenerate the area around the station, improving the overall experience of visiting Flitwick and encouraging residents and visitors to make more use of the town centre retail, rail/ bus services and community facilities.

Flitwick train station is well used by residents and people from the wider community. The plans for the new interchange have the potential to improve the area in terms of transport, retail, jobs, and homes.

Introduction

FTC was contacted by Julia Scott from CBC. Julia Scott is the Landscape Planner within the Place & Communities Directorate Team at CBC.

Within the plans for the new Flitwick Interchange, due to start development in 2021, CBC have allocated space on a wall directly outside the train station for a piece of public art.

CBC would like to do some collaborative working with FTC on the delivery of the public art project on the interchange site. Within the planning application, CBC have stated the cost of the project is approx. £25,000. CBC have allocated a budget of £10,000 for the project and are asking FTC to help secure further funding to complete the project.

CBC are currently working on an artist's brief; this will be shared with FTC once complete.

Additional Matters

The Public Art Working Group have attended a meeting with Julia Scott, The Community Services Manager and The Environment Services Manager to discuss the project.

There is currently a total amount of £74,195 in the Section 106 Public Art fund.

Some Members of the Public Art working group are opposed to accessing Section 106 funds to secure the additional funding needed to complete the project.

The Community Services Manager recommendation is to access the Section 106 Public Art fund, for the amount of £15,000 to secure the outstanding funds needed to complete the public art project at the new interchange in Flitwick.

Options

1. To consider working together with CBC on the Public Art project at the new Interchange, accessing £15,000 of Section 106 funds from the Public Art fund to complete the project.
2. To consider working with CBC on the Public Art project at the new Interchange, securing additional funding from other avenues, e.g. Business Sponsorship.
3. To consider not working with CBC on the Public Art project at the new Interchange.

Officers would like Members to decide what option to take from the above options in order to progress.

Susan Eldred
Community Services Manager

Wildflower and Grass Seed Mix

The following seed mix has been identified to suit the soil types in this area and can be sown at either 3 grams per square metre or 4 grams per square metre.

The cost of the seed per kilo is £32.50 a kilo.

At 3 grams per square metre, seed required would be 16.5 kilos. = £536.25

At 4 grams per square metre, seed required would be 22 kilos. = £715.00

The following seed mix has been identified as suitable to the area.

Birdsfoot Trefoil (*Lotus Corniculatus*) 0.1%, Betony (*Stachys Officinalis*) 0.1% Corn Poppy (*Papaver Rhoeas*) 1.8% Cornflower (*Centaurea Cyanus*) 0.6% 0.5%, Field Scabious (*Knautia Arvensis*) 0.1%, Lady's Bedstraw (*Galium Verum*) 1.0%, Lesser Knapweed (*Centaurea Nigra*) 2.0%, (Meadow Buttercup (*Ranunculus Acris*) 0.1%, Meadow Vetchling (*Lathyrus pratensis*) 0.1%, Musk Mallow (*Malva Moschata*) 1.2%, Ox Eye Daisy (*Leucanthemum Vulgare*) 1.3 %, Ragged Robin (*Lychnis Flos Cuculi*) 0.02%, Red Campion (*Silene Dioica*) 2.0 %, Ribwort Plantain (*Plantago Lanceolata*) 1.6% , Rough Hawkbit (*Leontodon hispidus*) 0.1%, Salad Burnet (*Sanguisorba Minor*) 1.6%, Self Heal (*Prunella Vulgaris*) 1.68%, Small Scabious (*Scabiosa columbaria*) 0.1%, Common Sorrel (*Rumex Acetosa*) 0.1%, White Campion (*Silene Alba*) 2%, Wild Carrot (*Daucus carota*) 1.4%, Yarrow, (*Achillea millefolium*) 0.6%, Yellow Rattle (*Rhinanthus Minor*) 0.4%. Browntop bent 4.4% Crested Dogstail 1.6%, Strong Creeping Red Fescue 28%, Chewings Fescue 24%, Slender Creeping Red Fescue 20%, Yellow oat Grass 1%, Sweet Vernal Grass 1%



FLITWICK TOWN COUNCIL

Report to Community Services April 2021: Wildflower Corridors

Implications of recommendations:

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Rolling Capital Fund.

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

At the Community Services Meeting in September 2020, Members agreed to introduce several wildflower corridors within the Town. The areas identified were as follows;

Area 1 The Rufus Centre field, ditch and hedgerows

Area 2 Steppingley Roadside

Area 3 Millennium Park, green space

Area 4 Station Road, green space

Area 5 Hinskey Road, green space

Update

The Public Realm Team will be prepping the ground for the wildflowers in the coming weeks.

The Communications and Marketing Officer will be publishing information via social media to make residents aware of the project.

The Wildflower working group will be able to recruit volunteers to get involved in maintaining the areas by selective weeding and litter picking.

Recommendations

1. To agree the following expenditure for the project;

Hire of stone burrier - £525.00

Seed (refer to appendix for details)

3 grams per square metre, seed required would be 16.5 kilos. = £536.25

or

4 grams per square metre, seed required would be 22 kilos. = £715.00

Stacie Lockey

Environmental Services Manager



FLITWICK TOWN COUNCIL

Report to Community Services 6th April 2021: Community Agent Scheme

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Council's potential.

Finance: Community Services Budget

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

There are many benefits to engaging with the local community. Having a Community Agent Scheme will give you a better understanding of the needs of the town, you can build stronger relationships with local residents, have a better idea on any issues within the town and be a leader in service provision in Central Bedfordshire

Over the years, many support services that were once offered face to face have now moved to online. This can be challenging for many people who do not have access to the internet, particularly the older generation. Application forms can be complicated or full of 'professional language', meaning people can often find forms overwhelming.

Introduction

A Community Agent will support the local community with a range of services.

The Community Services Team will be able to act as Community Agents to support local people with subject areas/items such as:

- Identifying any benefits, the person may be entitled to, such as Pension Credit and Attendance Allowance.
- Offer support completing application forms such as Blue Badge, Attendance Allowance or Carer's Allowance.
- Help understand confusing correspondence or paperwork.
- Contacting other organisations, groups and agencies that can also provide the person with help & advice.
- Supporting people to make an informed choice about issues such as health, housing, transport options, joining social groups or volunteering.

The services can be delivered face to face or by telephone appointment. A face-to-face drop-in service could be delivered from The Hub a minimum of 1 day per week. People will be able to contact the Community Agents anytime within working hours to book an appointment for a face-to-face meeting or a telephone call.

This proposed service could be expanded to offer advice to community groups if it were felt there was a need.

Additional Matters

The Community Services Team would need to attend training to deliver the above service before the Community Agent programme was delivered to the community.

The Hub is currently undergoing a refurbishment, this may affect the use of the building in the short term.

Recommendations

1. To consider The Community Services team providing a Community Agents service in Flitwick, subject to the Council approving the time and training cost element of this proposal.
2. To consider delivering a face-to-face drop-in session from The Hub or the Rufus Centre one day a week with other appointments being available when pre-arranged.

Susan Eldred
Community Services Manager

Community Services Report
Prepared By Community Services Manager

Safer Communities

The Community Services Manager attended a training webinar delivered by CBC's Safer Communities Team around 'Cuckooing'.

The webinar was led by Sergeant West of Bedfordshire Police. Sergeant West shared information regarding County Lines, linked to Cuckooing and the increasing use of a new drug called 'Gummies' by young people within Central Bedfordshire.

County Lines and Cuckooing are of rising concern within Central Bedfordshire, with more vulnerable people being identified weekly.

Safer Central

The Community Services Officer and the Reception Team have attended training delivered by CBC for the Multi Agency Information form.

Flitwick Town Council currently have 4 members of staff trained to complete this form.

Cllr Dodds has completed the training previously; Cllr Thompson and Cllr Platt are due to receive training in April and Cllr Shaw is due to receive training in June.

Cllr Blazeby and Cllr Dann have expressed an interest in completing the training.

The Flit Valley Walk

The Flit Valley Walk launch will be taking place on Saturday 22nd May as long as Covid restrictions allow. It will form part of the Greensand Country Festival of events.

A short walk round Manor Park will be led by Vinnie Vass, a member of the Public Realm Operator Team. A second, longer walk will be led by David Sedgley – a knowledgeable volunteer who has helped with the creation of the route and a keen warden for maintaining the Moors. This will be a circular route from Flitwick to The Jack Crawley Memorial Barn in Flitton, returning to Flitwick.

Tickets are available now via Eventbrite and the FTC reception.

The Scarecrow Festival

The Scarecrow Festival will be taking place from Saturday 3rd July – Saturday 10th July.

This year the Scarecrow Festival theme will be 'Heroes'. This will give people the opportunity to celebrate their hero, this could be a superhero, an NHS worker, a keyworker, a famous figure, or the person that lives next door!

FTC will be displaying 2 scarecrows, one outside The Rufus Centre and one on the Tesco roundabout (ensuring not to cause any visual obstruction).

The Front Garden Competition

Promotions for The Front Garden Competition will start shortly.

Gardens/Displays will be judged on Saturday 14th August. The Town Mayor, a member of the Flitwick Gardeners' Association and the Chairman of the Community Services Committee will be invited to be on the judging panel.

The winner will be announced on Saturday 21st August at the Annual Flitwick Gardeners' Association show, held at the Village Hall where the Town Mayor will be invited to present the prize.

Flitwick Market

The Community Services Team will be returning to Flitwick Market on Friday 16th April.

The Community Services Team will attend the market on the first & third Friday of each month. Members of the public will be able to collect dog mess bags, recycling bags and food waste bags as well as have a chat to The Community Services Team. Councillor Surgeries will take place at the same time.

The Community Services Team will be joined at the market on pre-arranged dates by CBC's Safer Central Team and a representative from Grand Union Housing. FTC and the Safer Central Team are working together to address low level concerns within Flitwick such as anti-social behaviour, parking issue, speeding etc.

Flitwick Market Coffee Mornings

The Village Hall will be reinstating the Friday Market Coffee Mornings as of 21st May.

FTC has booked this slot for a Cake Sale to raise funds for the Town Mayors charities.

Friday 24th September has also been booked; this will be a Macmillan Coffee Morning.

The Million Mile Mission

Keep Britain Tidy has launched 'The Great British Spring Clean 2021'. This will take place from Friday 28th May to Sunday 13th June.

FTC will be working in partnership with The Big Beds Clean Up to deliver four litter picking sessions during this period. Each session will focus on a different area of Flitwick, with volunteers from the local community being encouraged to get involved.

The planned sessions will take place on Sunday 30th May, 6th June, 13th June and Wednesday 2nd June, 12noon – 2pm.

PUBLIC REALM SUPERVISOR REPORT (06/04/2021)

Manor park

More vandalism and fires reported this month (see photos).

Waste collections have been increased to twice a week due to the park being so busy recently.

Play Areas

Jet washing of equipment on all parks has been completed, along with cutting back bushes. We are waiting on some prolonged warmer / dryer weather to finish the painting of weathered equipment.

Allotments

Water has now been turned on for the summer months.

The main gates for the Steppingley road allotment is now by the side of the tractor store and a lock has been supplied. The gate by the roadside is being used for the COVID testing site and presented a problem with security due to their opening hours.

Youth Hub Car Park

There has been an increase in the number of cars being locked in the car park. The opening and closing times are currently 9.30am – 3.45pm. The people that have been locked in have been quite abusive toward us when we have had to go back and let them out. We have put larger signs up detailing the hours but this hasn't worked. If the times set out are to deter commuters from using the car park then I think we should look at having the same hours all year, possibly 9.30am – 8pm, as this would still deter the commuters, and make it less confusing to the public.

Grass Areas

Cutting of the grass areas will start from 1st April.

Winter Bedding Plants

The winter bedding hasn't done very well this year, possibly because of poor quality plants available due to COVID. We are sourcing our summer bedding from a new supplier.

Football Pitches

The pitches will be marked out in April ready for when the restrictions on grass roots sports to be lifted.

VANDALISM AND FIRES AT MANOR PARK





FLITWICK TOWN COUNCIL

Installation of Outdoor Gym Equipment

Implications of recommendations

Corporate Strategy: Communicate effectively with all stakeholders

Finance: Section 106 Funding

Equality: Increases inclusivity

Environment: Takes forward policy objectives directly

Background

Members resolved to install outdoor gym equipment at Hinksley Road and Millennium Park using S106 funds. Due to the funding being significantly reduced, Members asked for quotations for this project to be revised inline with funding available.

Introduction

Since the last meeting, the Flitwick and District Youth and Community Association (FDYCA) have been in contact and agreed to donate £6464.00 towards the Outdoor Gym Equipment.

Receiving this donation means that the project can go ahead at 2 sites as previously presented to the Community Services Committee.

This includes 4 pieces of equipment at Hinksley Road field and 4 pieces of equipment at the Millennium Park. Each site will consist of 3 cardiovascular units and 1 strength unit.

Stacie Lockey
Environmental Services Manager

Monthly Budget Review – February 2021

Community Services

4008	300	Insurance – Vehicle insurance paid for the year.
4132	303	Build Maint – Tractor Store alarm contract paid for the year £582.77. Electric works Tractor Store £425.00. Health & Safety remedial work from fixed wire testing carried out at Tractor Store £2206.38. Alarm maintenance Contract 2021/2022 £600.25
4016	311	Business Rates – Youth Hub business rates paid for the year.
4140	311	Maint Contracts – Youth Hub alarm maint and key holding paid for the year.
4700	303	Repairs and replacement fencing in Manor Park from work in June. Payment for Manor Park Gates to be transferred from Rolling Capital. Fencing and tree works £2,677.00. Manor Park Report & Drawings £7,500
4078	303	Plantscape Planters at Barclays Bank £3,000.00 Agreed to be taken from Rolling capital Fund
4200	313	Xmas Lights & Decorations £5,122.75. This looks high but the invoice has just been received and covers multiple months September 2020 to January 2021
4075	305	Repairs to playground £7,366.00

Committee spend for the year to 28/02/2021 is:

	Projected Budget	Spend Year to Date	Monthly Spend to 28/02/2021	
Community Services	£396,112	£358,757	£33,681	Green

Impact of Covid-19 on the budget:

Community Services

This budget should remain unaffected. All our regular activities have never been set a budget as they are overall planned to break even or make a small profit each year. Although we have no income there will also be no expenditure.

For some of the bigger events (for the first time) a budget of £10,000 was put in place this year – as most of the events have been cancelled only a proportion of this will be needed to offset the loss of deposits or admin fees in order to transfer booking dates (the actual figures will not be known until Officers have spent more time in the office checking but I would allow up to £2-3K). We therefore have approximately £7- 8K to use for events or activities that we may be able to accommodate, however with the uncertainty of the future of social gatherings, for the coming months known, it may be that this money remains unspent and helps to offset the certain deficit from the Business Services budget, or it could be redirected to help offset the cost of the Manor Park gates.

Detailed Income & Expenditure by Projected Budget Heading 28/02/2021

Month No: 11

Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY SERVICES								
300 CORE SERVICES								
1178 COVID 19 FURLOUGH SUPPORT	274	552	0	(552)			0.0%	
CORE SERVICES :- Income	274	552	0	(552)				0
4001 SALARIES AND WAGES	19,714	211,755	230,000	18,245		18,245	92.1%	
4002 UNIFORM	80	407	1,000	593		593	40.7%	
4005 VEHICLE - MAINTENANCE	0	1,089	2,000	911		911	54.5%	
4006 FUEL	1,223	4,610	5,500	890		890	83.8%	
4008 INSURANCE	0	1,982	1,982	0		0	100.0%	
4009 HEALTH & SAFETY	0	1,930	2,000	70		70	96.5%	
4023 TELEPHONES	0	48	48	0		0	100.0%	
4063 TRUCK REPAYMENTS	534	5,439	7,358	1,919		1,919	73.9%	
CORE SERVICES :- Indirect Expenditure	21,550	227,260	249,888	22,628	0	22,628	90.9%	0
Net Income over Expenditure	(21,276)	(226,709)	(249,888)	(23,179)				
301 BURIAL GROUNDS								
1004 BURIAL GROUNDS	1,692	23,839	25,000	1,161			95.4%	
1013 CBC-CLOSED BURIAL GROUND	0	0	1,000	1,000			0.0%	
1020 FUNCTIONS INCOME - Rufus Centr	0	247	0	(247)			0.0%	
1119 RECHRGBLE B GRND ITEMS income	0	4,007	4,007	(0)			100.0%	
BURIAL GROUNDS :- Income	1,692	28,093	30,007	1,914			93.6%	0
4015 UTILITIES	0	74	150	76		76	49.4%	
4068 BURIAL GR.CHURCH RD GEN	0	188	1,000	812		812	18.8%	
4069 RECHRGBLE B GRND ITEMS EXP	0	691	4,000	3,309		3,309	17.3%	
4088 PORTALOO HIRE	160	1,791	2,550	759		759	70.2%	
BURIAL GROUNDS :- Indirect Expenditure	160	2,744	7,700	4,956	0	4,956	35.6%	0
Net Income over Expenditure	1,532	25,350	22,307	(3,043)				
302 ALLOTMENTS								
1005 ALLOTMENT RENT	385	4,723	3,500	(1,223)			134.9%	
1014 PHONE MAST INC (STATION RD)	0	11,041	11,041	0			100.0%	
ALLOTMENTS :- Income	385	15,764	14,541	(1,223)			108.4%	0
4012 LAND REGISTRY	0	26	26	0		0	99.3%	
4015 UTILITIES	(77)	337	600	263		263	56.2%	
4072 ALLOTMENTS/MAINTENANCE	0	479	1,700	1,221		1,221	28.2%	
4088 PORTALOO HIRE	184	2,009	2,550	541		541	78.8%	
ALLOTMENTS :- Indirect Expenditure	108	2,850	4,876	2,026	0	2,026	58.5%	0
Net Income over Expenditure	277	12,913	9,665	(3,248)				

Detailed Income & Expenditure by Projected Budget Heading 28/02/2021

Month No: 11

Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 LOCAL AMENITIES-GEN								
1070 FLITWICK MANOR PARK	2,561	6,288	3,727	(2,561)			168.7%	
1177 GRANTS RECEIVED	0	6,667	6,667	0			100.0%	
LOCAL AMENITIES-GEN :- Income	2,561	12,955	10,394	(2,561)			124.6%	0
4078 PLANTING/GENERAL	0	3,930	4,000	70		70	98.3%	
4084 PLANT & EQUIP-PURCHASE	0	1,606	2,500	894		894	64.2%	
4085 PLANT & EQUIP-MAINTENANCE	810	810	3,000	2,190		2,190	27.0%	
4110 TREE MAINTENANCE	0	1,200	2,500	1,300		1,300	48.0%	
4111 PITCH MAINTENANCE	0	0	500	500		500	0.0%	
4115 GRASSED AREA/MAINTEN	291	329	750	421		421	43.8%	
4116 GRASS CUTTING	0	0	4,000	4,000		4,000	0.0%	
4118 BINS AND SEATS	0	0	500	500		500	0.0%	
4128 WASTE DISPOSAL	954	5,404	6,300	896		896	85.8%	
4132 BUILDING MAINT GENERAL	647	6,993	5,000	(1,993)		(1,993)	139.9%	
4700 FLITWICK MANOR PARK	7,500	29,333	21,000	(8,333)		(8,333)	139.7%	
5014 Funding from R C P	0	(17,940)	(17,940)	(0)		(0)	100.0%	
LOCAL AMENITIES-GEN :- Indirect Expenditure	10,203	31,665	32,110	445	0	445	98.6%	0
Net Income over Expenditure	(7,642)	(18,710)	(21,716)	(3,006)				
305 PLAY AREAS								
1010 PITCH HIRE	0	500	500	0			100.0%	
1177 GRANTS RECEIVED	0	7,167	7,167	0			100.0%	
1180 COMMUTED SUMS RELEASED TO	0	1,350	1,350	0			100.0%	
PLAY AREAS :- Income	0	9,017	9,017	0			100.0%	0
4075 PLAY AREA/REPAIRS & MAINT.	0	9,018	4,500	(4,518)		(4,518)	200.4%	
4082 Millennium Park	0	7,803	6,193	(1,610)		(1,610)	126.0%	
4122 CHANGING ROOMS - HINKSLEY	188	1,723	3,000	1,277		1,277	57.4%	
PLAY AREAS :- Indirect Expenditure	188	18,544	13,693	(4,851)	0	(4,851)	135.4%	0
Net Income over Expenditure	(188)	(9,527)	(4,676)	4,851				
306 STREET LIGHTING								
4096 Electricity - Street Lights	198	1,761	2,500	739		739	70.5%	
4097 Street Lighting Maintenance	0	0	1,000	1,000		1,000	0.0%	
STREET LIGHTING :- Indirect Expenditure	198	1,761	3,500	1,739	0	1,739	50.3%	0
Net Expenditure	(198)	(1,761)	(3,500)	(1,739)				

Detailed Income & Expenditure by Projected Budget Heading 28/02/2021

Month No: 11

Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
311 YOUTH HUB & YOUTH ACTIVITIES								
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%	
YOUTH HUB & YOUTH ACTIVITIES :- Income	0	15,000	15,000	0			100.0%	0
4001 SALARIES AND WAGES	0	409	2,000	1,591		1,591	20.5%	
4015 UTILITIES	(70)	1,471	2,300	829		829	64.0%	
4016 BUSINESS RATES	0	2,395	2,395	(0)		(0)	100.0%	
4049 YOUTH ACTIVITIES	0	41,201	41,200	(1)		(1)	100.0%	
4132 BUILDING MAINT GENERAL	140	2,841	4,000	1,159		1,159	71.0%	
4138 EQUIPMENT	296	296	1,000	704		704	29.6%	
4140 MAINTENANCE CONTRACTS	895	1,395	850	(545)		(545)	164.1%	
YOUTH HUB & YOUTH ACTIVITIES :- Indirect Expenditure	1,261	50,008	53,745	3,737	0	3,737	93.0%	0
Net Income over Expenditure	(1,261)	(35,008)	(38,745)	(3,737)				
312 COMMUNITY INVOLVEMENT								
1038 WATERCOLOUR PAINTING	0	(58)	0	58			0.0%	
1039 PAINTING CIRCLE	0	66	0	(66)			0.0%	
1046 CHILDRENS EVENTS	0	61	0	(61)			0.0%	
1120 KEEP FIT	0	225	0	(225)			0.0%	
1146 OLDER PEOPLE - XMAS	0	161	0	(161)			0.0%	
1171 LUNCH CLUB	0	1,076	0	(1,076)			0.0%	
COMMUNITY INVOLVEMENT :- Income	0	1,531	0	(1,531)				0
4556 OLDER PEOPLE - EVENTS	0	11	0	(11)		(11)	0.0%	
4558 KEEP FIT	0	352	0	(352)		(352)	0.0%	
4621 LUNCH CLUB	0	8	0	(8)		(8)	0.0%	
COMMUNITY INVOLVEMENT :- Indirect Expenditure	0	371	0	(371)	0	(371)		0
Net Income over Expenditure	0	1,160	0	(1,160)				
313 COMMUNITY EVENTS								
1042 TEA DANCES	0	97	0	(97)			0.0%	
1051 TRIBUTE EVENINGS	0	0	0	(0)			0.0%	
1052 COMEDY EVENTS	0	(20)	0	20			0.0%	
1072 EVENTS INCOME - Community	(40)	2,596	0	(2,596)			0.0%	
1122 MENS CLUB	(13)	(13)	0	13			0.0%	
1128 CARNIVAL	(1,313)	1,013	0	(1,013)			0.0%	
1145 CLASSIC CAR SHOW INCOME	0	437	0	(437)			0.0%	
1165 CHRISTMAS LIGHTS EVENTS	0	2,780	2,780	(0)			100.0%	
1169 DOG SHOW	0	67	0	(67)			0.0%	
COMMUNITY EVENTS :- Income	(1,366)	6,955	2,780	(4,175)			250.2%	0

Detailed Income & Expenditure by Projected Budget Heading 28/02/2021

Month No: 11

Community Services Report

	Actual Current Mth	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 GLOBAL EXPENDITURE BUDGET	4	482	10,000	9,518		9,518	4.8%	
4036 CIVIC SERVICE/AM/CAROL CONCERT	0	0	600	600		600	0.0%	
4040 IT SUPPORT	0	12	0	(12)		(12)	0.0%	
4138 EQUIPMENT	0	106	0	(106)		(106)	0.0%	
4142 EVENT EXP - Rufus Centre	0	331	0	(331)		(331)	0.0%	
4147 CATERING EXP - Rendezvous	0	249	0	(249)		(249)	0.0%	
4200 CHRISTMAS LIGHTS	10	20,751	20,000	(751)		(751)	103.8%	
4503 TEA DANCES	0	75	0	(75)		(75)	0.0%	
4530 TRIBUTE EVENINGS	0	647	0	(647)		(647)	0.0%	
4550 CARNIVAL	0	843	0	(843)		(843)	0.0%	
4619 DOG SHOW	0	58	0	(58)		(58)	0.0%	
COMMUNITY EVENTS :- Indirect Expenditure	14	23,554	30,600	7,046	0	7,046	77.0%	0
Net Income over Expenditure	(1,380)	(16,598)	(27,820)	(11,222)				
COMMUNITY SERVICES :- Income	3,545	89,866	81,739	(8,127)			109.9%	
Expenditure	33,681	358,757	396,112	37,355	0	37,355	90.6%	
Movement to/(from) Gen Reserve	(30,135)	(268,891)						
Grand Totals:- Income	3,545	89,866	81,739	(8,127)			109.9%	
Expenditure	33,681	358,757	396,112	37,355	0	37,355	90.6%	
Net Income over Expenditure	(30,135)	(268,891)	(314,373)	(45,482)				
Movement to/(from) Gen Reserve	(30,135)	(268,891)						