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DUNSTABLE  
TOWN COUNCIL

**David Ashlee** Town Clerk and Chief Executive

Our Ref: DA/RGS

Date: 30 December 2016

Dear Councillor

Could you please note that a meeting of the Community Services Committee will be held in the Council Chamber, Grove House, High Street North, Dunstable on **Monday 9 January 2017** at **7.00 pm** when the following business will be transacted.

### AGENDA

1. Apologies for Absence
2. Minutes of the meeting of the Community Services Committee held on 7 November 2016 (copies previously circulated).
3. Specific Declarations of Interest.
4. Dunstable Market - Fees and Charges 2017/2018 (see page 1).
5. Events Programme 2017/2018 (see page 5).
6. Budget Proposals 2017/2018 (see page 10 and separate enclosures).
7. Dunstable Town Centre Services (see page 13).
8. Events and Marketing – information report (see page 27).
9. Priory House - information report (see page 29).
10. Grove Corner and Community Engagement – information report (see page 31).
11. Older People's Day Care Service – information report (see page 34).

Cont'd .....

DA//RGS


30 December 2016

12. Reports from outside bodies:

South Bedfordshire Dial-a-Ride – Cllr Martin  
Dunstable Town Band – Cllr Sparrow

Yours faithfully



 David Ashlee  
Town Clerk and Chief Executive

To: All Members of the Community Services Committee  
Peter Hollick (Town Mayor), Gloria Martin (Deputy Town Mayor), Pat Staples (Chairman),  
John Chatterley (Vice-Chairman), Lisa Bird, Jessica Castle, Terry Colbourne, Steve Elliott,  
Jeannette Freeman, Eugene Ghent, Claire Meakins-Jell, Patricia Russell, Emma  
Simmons, William Tookey and other Members of the Council for information.

**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 9 JANUARY 2017****DUNSTABLE MARKET FEES AND CHARGES 2017/18**

**Purpose of Report:** For members to consider and comment on proposed fees and charges for Dunstable Market for 2017/18 and make recommendations to the Finance and General Purposes Committee accordingly.

**1. ACTION RECOMMENDED**

- 1.1 For members to consider and comment on proposed fees and charges and make recommendations to the Finance and General Purposes Committee accordingly.

**2. INTRODUCTION**

- 2.1 At the last Council meeting it was resolved that the Community Services Committee should consider its fees and charges proposals for Dunstable Market as part of the budget setting process.
- 2.2 This report sets out the current structure of fees and charges for market stalls and recommends proposed changes to be effective from 1 April 2017.

**3. DUNSTABLE MARKET FEES AND CHARGES**

- 3.1 The Council currently has a three tiered charging structure for:
- Regular traders
  - Casual traders
  - Second hand goods traders (car booters)
- 3.2 The charges are set seasonally and per stall. The individual stall charge decreases depending on how many stalls are required. The charges for 2016/17 are set out below:

**Permanent/ Regular Trader – 2016/17**

	April – December (2016)		January - March (2017)	
	Wed/Sat 2016	Fri 2016	Wed/Sat 2017	Fri 2017
Standard single	£24	£22	£20	£18
Standard double	£40	£38	£36	£34
Standard triple	£52	£50	£48	£45
Standard quad (incl. double depth)	£64	£62	£60	£58
Standard quin	£82	£80	£78	£76

**Casual Trader – 2016/17**

	April – December (2016)		January - March (2017)	
	Wed/Sat 2016	Fri 2016	Wed/Sat 2017	Fri 2017
Standard single	£28	£24	£22	£20
Standard double	£44	£40	£38	£36
Standard triple	£56	£52	£50	£48
Standard quad (incl. double depth)	£70	£64	£62	£60
Standard quin	£86	£82	£80	£78

**Second hand goods (car boot) 2016/17**

No of parking bays	Prices
2 parking bays	£9
3 parking bays	£13
4 parking bays	£17

- 3.3 Members will already be aware that the draft budget is proposing a reduction in the income target for the Market of £17,500 as a result of the current decline in permanent regular trader numbers. As a result the setting of fees and charges for the Market for 2017/18 is an important decision for the Council.
- 3.4 The setting of fees and charges is not straight forward. Getting the balance right between setting the fees too high and under valuing the trading environment provided by the Market is not an exact science. Indeed the Council has already experimented with halving trader rents during 2015/16. This initiative resulted in attracting no additional regular traders and ultimately had the impact of reducing the Market income even further.
- 3.5 The proposals set out in this report are therefore made in the context of trying to make the Market a more attractive trading prospect whilst at the same time not undermining the Council's ability to attract a reasonable income from providing a market. The Council's ultimate aim should be to eradicate any subsidy being targeted at the Market and indeed there is no reason why providing a market should not deliver a profit centre for the Council.
- 3.6 The proposed fees and charges for next year are therefore as follows:
- The Council has already agreed that from 1 April 2017, on every other Saturday there will be a promotion on the Market, namely a themed market every 2nd Saturday and a craft market every 3rd Saturday. At present, whilst both these initiatives are currently in place, the charging mechanism for stalls has never been formally approved by this Committee. It is therefore proposed that for both these promotional Saturdays all traders are charged a flat £15 per stall fee. This should have the effect of making the promotional day attractive to potential additional traders whilst also giving existing regular traders a benefit every other Saturday. This proposal should also ensure that whilst income on these Saturdays would be reduced from regular traders, the

## AGENDA ITEM 4

additional traders attracted by the promotional events should help make up any losses. Agreeing a charging structure in this manner will also enable officers to develop a marketing campaign targeting the market trader environment to help maximise trader numbers.

- In addition it is also proposed to make small increases to the charges currently made for casual traders and second hand goods traders.

The proposals are therefore as follows:

### Permanent/ Regular Trader – 2017/18

	April – December (2017)		January - March (2018)	
	Wed/Sat 2017	Fri 2017	Wed/Sat 2018	Fri 2018
Themed/craft market Saturdays only	£15 per stall		£15 per stall	
Standard single	£24	£22	£20	£18
Standard double	£40	£38	£36	£34
Standard triple	£52	£50	£48	£46
Standard quad (incl. double depth)	£64	£62	£60	£58
Standard quin	£82	£80	£78	£76

### Casual Trader – 2017/18

	April – December (2017)		January - March (2018)	
	Wed/Sat 2017	Fri 2017	Wed/Sat 2018	Fri 2018
Themed / craft market Saturdays only	£15 per stall		£15 per stall	
Standard single	£29	£25	£23	£21
Standard double	£45	£41	£39	£37
Standard triple	£57	£53	£51	£49
Standard quad (incl. double depth)	£69	£65	£63	£61
Standard quin	£87	£83	£81	£79

### Second hand goods (car boot) – 2017/18

No of parking bays	Prices
2 parking bays	£10
3 parking bays	£15
4 parking bays	£20

**4. FINANCIAL IMPLICATIONS**

- 4.1 Whilst the income target for 2017/18 has been reduced by £17,500 it is hoped that by introducing this new pricing scheme and developing a marketing campaign based around the new themed days, new additional traders might be attracted that will hopefully become permanent traders and then in turn improve the Council's generated income. However, with the current market trading environment it is considered prudent that the Council is realistic in setting the proposed income target.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The proposals contained in this report accord with the 2017-19 Corporate Plan aspiration of *continuing to look for opportunities to enhance Dunstable Market*.

**6. HEALTH AND SAFETY IMPLICATIONS AND HUMAN RESOURCE IMPLICATIONS**

- 6.1 None

**7. LEGAL IMPLICATIONS**

- 7.1 The Council is empowered to manage and provide markets under the Local Government Act 1972, s.101 and the Food Act 1984, s.50.

**8. BACKGROUND PAPERS**

- 8.1 Report to Community Services Committee, Monday 7 November 2016 - *Dunstable Market* and associated recommendation to Council

**9. AUTHOR**

- 9.1 David Ashlee – Town Clerk and Chief Executive  
E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**

**9 JANUARY 2017**

**EVENTS PROGRAMME 2017**

**Purpose of Report:** The purpose of this report is to receive the findings and recommendations of the Member and Officer working group convened to consider the 2017 events programme.

**1. ACTION RECOMMENDED**

- 1.1 That the Committee agree the recommendations of the working group and request that the Finance and General Purposes Committee agree the financial implications through the budget setting process accordingly.

**2. BACKGROUND**

- 2.1 At its meeting on 7 November 2016, this Committee agreed to establish a Member and Officer working group to review the events programme and opportunities for change in 2017 with a view to reporting the findings to the January Committee.
- 2.2 Members and Officers met on 7 December 2016 to discuss the programme and establish Member recommendations and associated 2017/18 draft budget implications.
- 2.3 It should be noted that at the September 2016 meeting of this Committee, Members had already approved dates for various events in 2017.

**3. MAIN CONSIDERATIONS AND FINDINGS**

- 3.1 In order to assist the review process Officers provided Members with various information including thoughts and issues relating to the 2016 programme, a summary of the outturn cost of each event over the last 4 years including 2016 to date, a breakdown of the main cost elements for each event and responses to the events survey questions received during 2016.
- 3.2 The following summary details the review group's proposals for the 2017 events programme and includes some new events for consideration alongside budget implications.
- 3.2.1 St George's Day/National Celebrations – Saturday 22 April 2017 – 11.00 am to 4.00 pm

Members expressed satisfaction with this event in 2016 and noted that it is gaining popularity year on year. Potential to link this event with other town wide St George's Day activities as the opportunity arises. No specific national celebrations have been identified for inclusion in the 2017 programme. No change to budget, remaining at £4,000 for 2017/18.

3.2.2 Around the World/History Day – Saturday 20 May 2017 – 10.00 am to 4.00 pm

Members wished to continue with this event noting that the 2017 event would be an Around the World cultural type event and that the 2018 event would link with the centenary of the end of World War One. Members felt that alternating between a cultural type event and a history event in subsequent years was the best way forward. No change to budget, remaining at £8,000 for 2017/18.

3.2.3 Classic Motor Rally – Saturday 10 June 2017 – 10.00 am to 4.00 pm

This remains a Priory House team event and there are no changes proposed in 2017.

3.2.4 Dunstable Live – Saturday 17 June 2017 – 3.00 pm to 8.00 pm

Members and Officers felt that that this was the best music event in 2016 and that the format works well and should be retained. Members agreed that the theme and genre should continue to change each year and that 70s/80s disco would be a good theme for 2017. No change to budget, remaining at £9,000 for 2017/18.

3.2.5 Sunday Band Concerts – Sunday 26 June, 2, 9, 23, 30 July, 6 and 13 August 2017 – 2.30 to 4.15 pm

Members felt that there was still good support for this type of band music, albeit that numbers attending are much smaller than for other music events. For this reason and to retain some diversity in programme to suit a wide range of needs, Members felt that these should continue. Proposed that timings change to commence at 2.30 pm to see if this would attract even more people. Officers will consider how best charitable organisations and clubs could take it in turns to raise funds for their group by offering light refreshments at each event. No change to budget, remaining at £3,000 for 2017/18.

3.2.6 Dunstable Rocks

Officers explained that this was the most difficult event over the last two years in terms of crowd issues and it was felt that the general atmosphere at the event was becoming less family orientated. At the 2016 event the Police were called to an incident and St John's Ambulance were kept very busy.

Members agreed that this event should be suspended from 2017 and replaced by two free outdoor film festivals in Priory Gardens. More details are provided below.

Suspending this event would create a saving of £14,000 which could be used to fund the film events.

3.2.6 2 x Priory Pictures (Outdoor Film Showings) – Saturday 1 July and 19 August 2017 – Evening screenings

Members considered that showing outdoor films at Priory Gardens would be a good replacement for Dunstable Rocks and would allow the Council to diversify and widen its audience reach. The proposal would be to show two films on each occasion starting at 6.00 pm with a children's or family film followed by a main film



at 8.00 pm. The cost of running the two events is estimated to be £12,000 which would be funded by the loss of Dunstable Rocks.

3.2.7 Party in the Park – Saturday 15 July 2017 – 12 noon to 8.00 pm

Members wished to retain the Party in the Park event and believe that there is an opportunity to create more of a family fun day. Key format points for officers to investigate further to achieve this might include:

- Less music and more of other types of entertainment on the performance area including comedians or magicians. Have this take place over the last two hours of the event.
- More country fayre type activity.
- A dog show arena and a dance tent.
- Bring back charity stalls but limit numbers to 12 and disperse them among other activities rather than have them in one location.
- Increase the number of children’s activities and consider a fancy dress or talent show competition for young people.

Officers recommend that the budget should increase by £500 to £12,500 for 2017/18 to cover the cost of improving the security arrangements at the event.

3.2.8 Proms in the Park – Saturday 9 September 2017 – from 6.00 pm

Members were very pleased with this first event in 2016 and wished to see the event take place again in 2017 and beyond using the same successful format. Suggestions for officers to consider further included increasing the food and drink concessions available, encouraging more picnicking and ensuring that the Town Band can play (even under cover) very close to or on the main stage/screen.

In 2016 the Proms event was funded from reserves. If Members are minded to approve this event for 2017 it will be necessary to increase the events budget by up to £10,000 for 2017/18.

3.2.9 Beer Festival – Thursday 21 and Friday 22 September – 4.00 pm to 11.00 pm and Saturday 23 September - 12 noon to 11.00 pm

Members wished to retain a beer festival and understood that the Council’s partner in previous years no longer wishes to take any financial risk with the event. The partner is however, happy for the Council to buy in his services direct.

Officers will need to further investigate the options for delivering the beer festival including working with a brewery and reviewing the pricing structure.

Members felt that the venue should remain at Grove House Gardens to allow people to attend more easily on foot and to capture some of the existing town centre night time economy.

Expenditure and income would both need to be set at £10,000 for 2017/18 to ensure that the event is not subsidised. If it is considered not possible to hold a break-even beer festival it is recommended that the event does not take place.

### 3.2.10 Dunstable Fireworks Display - Friday 3 November 2017 – Display starting at 7.00 pm

This event was well received in 2016 and Members considered that it was appropriate to propose making this a free event in 2017. Members recognised that this would be in line with both the Luton and Houghton Regis events which were free in 2016 and would require a growth in the budget of £13,000 for 2017/18

### 3.2.11 Torch Light Procession and Christmas Carols - Friday 1 December 2017 – from 7.00 pm

Members were very pleased with the 2016 event and the light show finale and the Council received some very positive feedback. Officers expressed concern that future light shows might increase the audience numbers to the point that it might become unsafe at the existing venue. Members gave a clear steer that they wish to retain the event at this venue and if a light show finale is agreed for 2017, Officers will look into increasing the audience area by revising the layout and re-directing the torchlight route slightly. Members were reminded that the lightshow element of the event was funded by a Joint Committee contribution of £4,800. However, the true cost to the contractor was £6,500. There are no proposals at this stage to fund a light show in 2017.

### 3.2.12 Mistletoe Magic – Saturday 9 December 2017 – 10.00 am to 4.00 pm

This remains a Priory House team event and there are no changes proposed in 2017.

## 4. FINANCIAL IMPLICATIONS

- 4.1 The specific event related financial implications of this report and the work of the review group are detailed in section 3. However, there are additional budget implications for 2017/18 and a summary of all is shown in the table below. These are also included and explained in the draft budget report to this Committee.

<b>Budget 2017/18</b>			
<b>Savings</b>		<b>Growth</b>	
Events staff costs	6,852	Events staff costs	6,852
Dunstable Rocks	14,000	Events electricity	300
		Party in the Park	500
		Events infrastructure (waste)	3,000
		Proms in the Park	10,000
		Priory Presents (Films)	12,000
		Fireworks income	13,000
<b>Total Saving</b>	<b>20,852</b>	<b>Total Growth</b>	<b>45,652</b>

- 4.2 If Members are minded to approve the recommendations in this report the net growth on the events budget for 2017/18 would be £24,800.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The work of the review group and the associated Member recommendations are in keeping with the Corporate Plan 2017-19 objective to *'keep the events programme regularly reviewed making changes and additions to the programme as necessary'*

**6. HEALTH AND SAFETY, HUMAN RESOURCE, LEGAL AND ENVIRONMENTAL POLICY IMPLICATIONS**

- 6.1 None

**7. APPENDICES AND BACKGROUND PAPERS**

- 7.1 None

**8. AUTHOR**

- 8.1 John Crawley  
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- 8.2 Lisa Vincent  
Events and Marketing Officer  
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**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 9 JANUARY 2017****BUDGET PROPOSALS FOR 2017/18**

**Purpose of Report:** For members to consider and comment on draft budget proposals for the Community Services Department for 2017/18 and make recommendations to the Finance and General Purposes Committee accordingly.

**1. ACTION RECOMMENDED**

- 1.1 For members to consider and comment on draft budget proposals and fees and charges for the Community Services Department for 2017/18, summarised below and shown on the separate enclosures, and make recommendations to the Finance and General Purposes Committee accordingly.

**2. INTRODUCTION**

- 2.1 Members of the Council considered proposals for a draft 2017/18 revenue budget at the Council Meeting held on 5 December 2016.
- 2.2 At this meeting, members were presented with a draft budget that accounted for:

**Increased Revenue Expenditure**

Increased revenue expenditure on existing revenue budget £186,386

**Savings/additional income**

Identified revenue savings and increased income targets £169,913

Additional income from tax base increase

£61,499

TOTAL

£45,026 surplus<sup>1</sup>

- 2.3 This illustrated that at draft budget stage, the Council was able to identify a potential £45,026 contribution to the Corporate Plan reserve. As a result the Council resolved the following:

**RESOLVED:** that the Council adopt a working strategy of trying to establish the Band D council tax charge for 2017/2018 at the existing rate of £175.21.

- 2.4 Since this time the budget has been further revised and recommendations on the budget will be considered by all three main Committees, which, if agreed, will result in an overall revenue surplus of £19,810.
- 2.5 The purpose of this report is for members to consider and comment upon the detailed proposals for the Community Services Department budget.

<sup>1</sup> Once the budget has been agreed on 6 February 2017, any revenue surpluses will be identified against a Corporate Plan reserve fund

### 3. COMMUNITY SERVICES BUDGET 2017/18

- 3.1 The proposed budget for the Community Services Department for 2017/18 presents a revenue cost to the Council of £836,845 that includes an income target of £242,470 giving a gross budget of £1,079,315. This figure includes the previously considered reports on this agenda relating to the events programme and market fees and charges and the associated financial implications.
- 3.2 The following summarises movements in the proposed budget for the Community Services Department for 2017/18 assuming that the recommendations of the previously considered events and market reports are approved.

**Excluding staffing costs of £12,701, the overall Community Services budget has INCREASED by £29,031.** This can be explained as follows:

Community Services	
SAVINGS AND INCREASED INCOME TARGETS	GROWTH
Priory House Licences - £200	Priory Tea Rooms staffing costs - £6,136
Priory House Marketing - £2,000	Priory House waste - £50
Priory House shop income - £1,500	Priory House maintenance contracts - £350
Priory House events - £1,000	Priory House Tea Rooms equipment - £1,500
Priory House train ticket commission - £1,000	Priory House shop stock - £500
Priory House utilities - £2,000	Priory House 3 <sup>rd</sup> party sales - £1,000
Priory House loan charges - £1,025	
Market Officer salary costs - £7,054	Market insurance - £250
Market Portering costs - £6,188	Market telephone - £500
	Market equipment - £428
	Market income - £17,500
Older people's transport (use of reserve) - £1,200	Older people's services meals – 238
	Older people's transport - £1,415
	Older people's income - £1,000
Summer activities wages - £500	Summer activities programme - £500
Grove Corner staff (caretaking) - £2,969	
Grove Corner utilities - £500	
Events staff costs - £6,852	Events support staffing - £6,852
Dunstale Rocks - £14,000	2 x new Priory Pictures event - £12,000
	Events electricity - £300
	Party in the Park - £500
	Proms in the Park - £10,000
	Events waste - £3,000
	Fireworks income - £13,000
<b>Sub-total - £47,988</b>	<b>Sub-total – £77,019</b>
<b>OVERALL GROWTH = £29,031</b>	

- 3.3 The primary changes to the Community Services Department budget relate to an increase in the Priory House Tea Rooms staffing costs following a complete re-profiling of existing costs; a saving in Market related staffing costs due to a decrease in the number of hours employed; a decrease to the Market income target due to a decrease in the number of regular traders; various changes to the events budget due a member led review of the events programme.

**NB** – Members should note that at the time of preparing this report, CBC had not yet confirmed in writing their contribution to the elderly day care service. The budget presented assumes this ongoing income from CBC.

**4. FINANCIAL IMPLICATIONS**

- 4.1 If approved, the recommendations of this report contribute to the reduced surplus identified in paragraph 2.2 above of £19,810.

**5. POLICY AND CORPORATE PLAN IMPLICATIONS**

- 5.1 The Council has set itself a number of challenges and aspirations as contained in the Corporate Plan 2017-19. These budget proposals accord with the aspirations contained within the Corporate Plan and will allow the Council to continue to grow and become more influential in terms of service delivery in the town for many years to come.

**6. HEALTH AND SAFETY IMPLICATIONS**

- 6.1 The draft general health and safety budget for 2017/18 has been maintained at the same rate set for 2016/17. Members should be mindful that the budget recommendations take into account the Council's health and safety responsibility, particularly in respect to the events infrastructure budget increase.

**7. HUMAN RESOURCE IMPLICATIONS**

- 7.1 The staffing costs as illustrated on the separate enclosure assume a 1% pay award for all staff except those positions that are paid the 'National Living Wage Foundation Living Wage' which will increase by approximately 2.5% from £8.25 to £8.45 per hour.

**8. LEGAL IMPLICATIONS**

- 8.1 There are none arising directly from this report.

**9. SEPARATE ENCLOSURES**

- 9.1 Enclosure 1 - Draft budget 2017/18  
Enclosure 2 - Draft pricing schedule 2017/18

**NB** - Would all members please retain the enclosures as this report will be duplicated for the Grounds and Environmental Services Committee and Finance and General Purposes Committee.

**10. BACKGROUND PAPERS**

- 10.1 Meeting of full Council, 5 December 2016 - *Draft Budget 2017/18*

**11. AUTHOR**

- 11.1 David Ashlee – Town Clerk and Chief Executive  
E-mail – [david.ashlee@dunstable.gov.uk](mailto:david.ashlee@dunstable.gov.uk)

**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 9 JANUARY 2017****DUNSTABLE TOWN CENTRE SERVICES**

<b>Purpose of Report:</b> For information and to approve the Dunstable Market Questionnaire
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**1. DUNSTABLE MARKET****Traders**

- 1.1 At the time of writing there were 10 individual, regular traders on Dunstable Market. A regular trader has recently handed in their notice, unable to trade over the winter period. However, the trader has expressed an intention in continuing to trade on a casual basis. Officers continue to promote the market through the Dunstable Town Council website, social media and Talk of the Town as well as in local and trade press.
- 1.2 The table below details the number of traders for October and November 2016 on each trading day:

**October 2016**

DATE	NUMBER OF TRADERS	NUMBER OF PITCHES
Sat 1/10	16	21
Weds 5/10	10	16
Fri 7/10	3	3
Sat 8/10	8	12
Weds 12/10	9	14
Fri 14/10	3	3
Sat 15/10	9	14
Weds 19/10	8	13
Fri 21/10	3	3
Sat 22/10	12	16
Weds 26/10	10	16
Fri 28/10	3	3
Sat 29/10	12	16

**November 2016**

	NUMBER OF TRADERS	NUMBER OF PITCHES
Weds 2/11	10	15
Fri 4/11	4	6
Sat 5/11	19	25
Weds 9/11	7	13
Fri 11/11	4	6
Sat 12/11	8	13
Weds 16/11	10	16
Fri 18/11	5	9
Sat 19/11	16	21

	NUMBER OF TRADERS	NUMBER OF PITCHES
Weds 23/11	11	20
Fri 25/11	3	6
Sat 26/11	10	14
Weds 29/11	11	17

1.3 The average trader figure for October was 8.15, an increase of 0.9 traders on September 2016. The average for November was 9.08, an increase of 0.93 traders from October 2016. The table below provides the average trader figures for October and November in comparison to the same period in 2015:

2015/16	2016/17
October 2015 11.86	October 2016 8.15
November 2015 9.92	November 2016 9.08

### Finance

1.4 The table below details Dunstable Market Profiled Income and Expenditure Report to the end of November 2016

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov
<b>Budgeted Expenditure</b>	£8,237	£7,737	£7,742	£7,737	£7,737	£7,742	£7,737	£7,737
<b>Actual Expenditure</b>	£7,152	£9,349	£6,329	£8,859	£6,949	£6,719	£8,147	£7,231
<b>Variance</b>	£1,085	-£1,612	£1,413	-£1,122	£788	£1,023	£-410	£506
<b>Budgeted Income</b>	£4,583	£4,583	£4,584	£4,583	£5,083	£5,084	£5,083	£5,083
<b>Actual Income</b>	£3,692	£3,132	£3,312	£3,956	£3,750	£2,239	£3,630	£2,946
<b>Variance</b>	-£892	-£1,451	-£1,272	-£627	-£1,333	-£2,845	-£1,453	-£2,137
<b>Total Variance</b>	£193	-£3,063	£141	-£1,749	-£545	-£1,822	-£1,864	-£1,631
<b>Overall Variance</b>	<b>-£10,340</b>							

As can be seen from the table above, the reduced trader numbers continue to be reflected in the income figures.



**Staffing**

- 1.5 At the time of writing, officers were still trying to recruit for two positions of Market Porter Supervisor/Driver. Some interest has been received and interviews have taken place. Members will be updated on the outcome at the meeting.

**Christmas Activities 2016**

- 1.6 A synthetic Ice Rink was installed on The Square for one week from 16 December to 22 December. The rink was funded from the Dunstable Joint Committee funds for 2016/17, set aside for Christmas promotions.
- 1.7 Tickets for the rink were sold via the Town Council's website and from Priory House at a cost of £3.00 per adult and £2.00 per child with a family ticket for two children and two adults at a discounted rate of £8.00.
- 1.8 The rink operated from 10.00 am to 4.00 pm each day with an additional evening session until 8.00 pm on the first day with a maximum of 35 persons being able to skate for a duration of 45 minutes at any one time.
- 1.9 A total of 1610 individual tickets were available for the duration of the attraction. The bulk of the income from tickets sales will go back into the Dunstable Joint Committee funds to offset against some of the cost of the rink. A verbal update on total ticket sales for the rink will be given at the meeting.
- 1.10 As part of the Christmas Promotions, a Festive Shop Front Competition was run, encouraging businesses to light and decorate their frontage and with the prize for the winning business being an advert in the March edition of the Talk of the Town. A total of 17 businesses signed up to take part. Judging was done by the Mayor of Dunstable and Chairman of the Dunstable Joint Committee and took place on Wednesday 21 December. The winning business for 2016 was Angliss Carpets in Church Street with Lisa Roberts Catering of Ashton Square and Hair Boutique of High Street South as runners up. The winner will receive an advert in the spring edition of the Talk of the Town.
- 1.11 Residents were asked to send in pictures of their external festive decorations with vouchers on offer to spend in the town centre for the winner and two runners up. At the time of writing 2 entries had been received and the judging is scheduled to take place early in the New Year.
- 1.12 It is hoped that the idea of a lighting festival can be developed over time across the town, in order to encourage footfall.

**Programme of Themed Events for 2017**

- 1.13 As Members will be aware, the final event in the Dunstable Joint Committee funded series of themed events for the Ashton Square area took place on Saturday 3 December as part of the town wide Christmas in Dunstable day.
- 1.14 Events generally went well, attracting both footfall and additional traders onto the market, although some themes were more successful than others. Officers have spoken directly to the attending traders on the event days to give them further

information about trading on the general market and this has been followed up after each event through emails and telephone calls. Whilst some traders have expressed an interest in the general market, none traded on any other market days.

- 1.15 Discussions have started through the Dunstable Joint Committee with regards to the continuation of a programme of activities in the Methodist Church. However, the Town Council will be promoting themed market events on the second Saturday of each month, from April through to December 2017, with the provisional programme as follows:

**Women's Day/Health and Beauty theme**

Saturday 8 April 2017

Linking in with women's Day 8 March  
Could also include Easter/children's trail

**Fair Trade Market**

Saturday 13 May 2017

14 May, Fair Trade Day  
Linking in/publicising Around the World event 20 May

**Youth Event**

Saturday 10 June 2017

In conjunction with Youth Organisations, linking in with the Car Rally

**Family Day**

Saturday 8 July 2017

Teddy Bear's Picnic Day, 10 July

**Pre-loved, Bric-a-Brac Market**

Saturday 12 August 2017

Book Lover's Day, 9 August  
Vinyl Record Day, 12 August  
Garage Sale Day, 13 August

**Charity Day**

Saturday 9 September 2017

Charity Day, 5 September

**Halloween/ Autumnal theme**

Saturday 14 October 2017  
Warm clothes, bedding plants, themed food and drink

**Food & Drink**

Saturday 11 November 2017

Linking in with international Man's Day

**Christmas**

Saturday 9 December 2017

**Creative Craft Market**

- 1.16 For the third Saturday of each month in October, November and December, a trial Creative Craft Market took place in Middle Row.
- 1.17 The first date had 6 stalls, the second 8 and the last date before Christmas 3 stalls.
- 1.18 An introductory rate for traders was agreed at £10.00 per stall, in line with the rate for Special Saturday/Party in the Market traders, for the duration of the trial.
- 1.19 The events went well with positive feedback from the craft traders and officers have been subsequently liaising with a representative of the group of traders to continue and develop this element of the market for 2017 on the third Saturday of each month from April. A meeting will be held in the New Year with a representative of the traders to discuss the arrangements further.

**Market Trader/Member Liaison**

- 1.20 Jo Wright of 'Jo and Taz Markets' has been confirmed as the official representative of Dunstable Market traders.
- 1.21 Officers have met with the representative to discuss the most effective means of communication and to liaise on market operations and regulations.
- 1.22 It has been agreed that officers will meet regularly with the representative to exchange information and ideas.
- 1.23 The next edition of the Market Trader Newsletter will feature the representatives contact details to ensure all traders are aware they can have their view represented, although officers will of course continue to communicate directly with individuals where necessary or requested.

**General Update**

- 1.24 At the Council meeting on 5 December 2016, the Council considered the recommendations made by the Community Services Committee in respect of the future of Dunstable Market and the following was resolved (*Dunstable Council Meeting Minute 217 (a), 5 December 2016*):
  - i) that despite ongoing operational difficulties and the current decline in regular trader numbers, the council continues to manage and fund the provision of a general market in Dunstable

- ii) that officers formulate a questionnaire aimed at securing residents views as to the future provision of a market in Dunstable. A draft questionnaire to be presented to the January meeting of Community Services Committee for approval.
- iii) that as of 1 April 2017, the Council continues to provide a market on Fridays but does not provide any portering arrangements for the provision, erection and dismantling of market stalls
- iv) other than on Fridays, the Council continues the current provision of a portering service for stall holders
- v) that following a suggestion from a market trader to reposition the location of the market to Middle Row, the Council does not agree to this suggestion and makes no imposition on existing regular traders to move from their current trading positions
- vi) that the Council does not agree to the suggestion from a market trader to move the second hand goods sale from normal market days to Sundays
- vii) that the Community Services Committee fully reviews the current fees and charges structure for the market at their January Committee Meeting, taking into account all associated financial implications

1.25 Traders have been advised of the outcome of the meeting and written to formally to confirm that as from 1 April 2017, there will be no portering service on a Friday for Dunstable Market.

1.26 Attached at appendix 1 is a draft questionnaire seeking residents' views on Dunstable Market, for Members' approval.

1.27 The fees and charges for Dunstable Market for 2017/18 will be considered elsewhere on this agenda.

## **2. CHRISTMAS ILLUMINATIONS**

2.1 The Christmas lighting scheme was installed and switched on as scheduled with the column decorations being illuminated from the week commencing 21 November, followed by the giant tree from 2 December.

2.2 Following switch off and removal from early January, the decorations will be tested and any necessary repairs made in preparation for the 2017 scheme.

2.3 All elements of the scheme were met from the existing Christmas lighting budget for 2016/2017, excluding the new Mistletoe Star tree lights for High Street North and West Street which were part funded by the Dunstable Joint Committee.

2.4 As previously reported, due to the impending work on the A5, officers will now be negotiating with the contractor to extend the lighting contract for a minimum of 12 months.

**3. ASHTON SQUARE TOILETS**

- 3.1 The current licence for Dunstable Town Council to operate the Ashton Square Toilet Facility is due to expire 31 March 2017. Officers have contacted Central Bedfordshire Council with regards to extending this on the existing terms. Members will be kept updated.
- 3.2 As previously reported, the Ashton Square Toilet facility has been awarded an overall grade of platinum for the fourth year running. Official certification has now been received and is on display at the premises.
- 3.3 The Ashton Square toilet facility continues to operate as required. The Janitors continue with ad hoc maintenance duties in the town centre and cleansing duties in the Eleanor's Cross area.

**4. APPENDICES**

Appendix 1 – Dunstable Market Questionnaire

**5. AUTHOR**

- 5.1 Clare Brett – Town Centre Manager  
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## DUNSTABLE MARKET SURVEY

Dunstable Market is an historic, outdoor general market that operates in the Ashton Square area on Wednesdays, Fridays and Saturdays (excluding Bank Holidays).

There are currently 10 regular market traders that trade over the three market days selling a range of goods including fruit and veg, meat, baked products, cooked food, clothing and gifts. Casual traders also operate on an ad hoc basis and attend events promoted on the market throughout the year. As well as the general market, a second hand goods market operates in the Ashton Square Car Park on each trading day.

Dunstable Market is owned and operated by Dunstable Town Council. The Town Council took over the management of the market from June 2012. Dunstable Town Council subsidises Dunstable Market at a current cost to the residents of approximately £40,000.

1. Do you use Dunstable Market?

Yes


No

If you answered yes, please go to question 6.

2. If not, why not?

Didn't know Dunstable had a market

Inconvenience

Location

Limited variety/not enough stalls

Outdoor shopping




Cleanliness/maintenance of the area

Atmosphere

Don't use markets

Other, please state.....

3. If you do not currently use Dunstable Market, do you use any other local markets?

Leighton Buzzard

St Albans

Hitchin

Luton

None

Other, please state.....

4. If you don't use markets, where do you shop?

Supermarkets

Town Centre

Out of town retail

Internet

Other, please state.....

5. What if anything would persuade you to use Dunstable Market?

Change in location	<input type="checkbox"/>
More stalls/more variety	<input type="checkbox"/>
Different trading days/hours	<input type="checkbox"/>
Facility for cashless payments	<input type="checkbox"/>
Internet ordering/pre-ordering	<input type="checkbox"/>
Other, please state.....	

6. How often do you visit the market?

Each market day	<input type="checkbox"/>
Once/Twice a week	<input type="checkbox"/>
Monthly	<input type="checkbox"/>
Occasionally	<input type="checkbox"/>
Rarely	<input type="checkbox"/>
Never	<input type="checkbox"/>

7. Which part(s) of the market do you visit (Tick all that apply)

Food	<input type="checkbox"/>
Non-food	<input type="checkbox"/>
Specialist Markets/Events	<input type="checkbox"/>
Second Hand Goods	<input type="checkbox"/>

Do you ignore or avoid any parts of the market? If so, please state

.....





6. Why do you use Dunstable Market?

Location

Convenience

Experience/customer service

Tradition/habit

Traders/Goods on sale

Quality

Other, please state.....

7. How would you rate the current retail offer at Dunstable Market?

Excellent

Good

Fair

Poor

8. What other goods/services would you like on Dunstable Market?

Please state.....

9. How much time would you normally spend on Dunstable Market?

Less than one hour

1-2 hours

2-4 hours

Other, please state.....

10. On average, how much do you spend on a visit to Dunstable Market?

Nothing	<input type="checkbox"/>
£0.01-£5.00	<input type="checkbox"/>
£5.01-£10.00	<input type="checkbox"/>
£10.01-£20.00	<input type="checkbox"/>
£20.001-£50.00	<input type="checkbox"/>
More than £50.00	<input type="checkbox"/>

11. How did you get to and from the market?

Walk	<input type="checkbox"/>
Drive	<input type="checkbox"/>
Bicycle	<input type="checkbox"/>
Bus	<input type="checkbox"/>

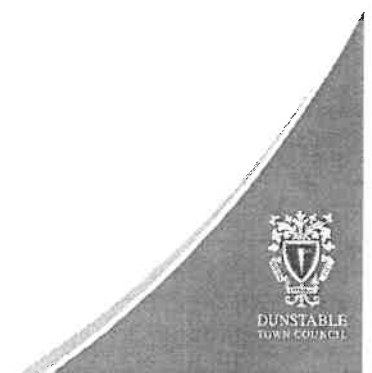
12. Would you currently recommend a visit to Dunstable Market?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please provide further explanation.....

13. Do you think Dunstable should continue to have a market?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>



14. Do you think that Dunstable Town Council should continue to provide a market?

Yes

No

And finally...

Please list two things you like about the market?

1. ....

2. ....

And two things you don't like...

1. ....

2. ....

Any other comments

What, roughly, is your annual household income?

1=0-£10,000;

2= £10,000-£15,000;

3= £15,000-£20,000;

4= above £20,000)



DUNSTABLE  
TOWN COUNCIL

About you

Age? (Under 25, under 45, under 65, over 65)

Gender

Work (postcode)

Student?

Where you live (postcode)

Could you describe your ethnic background?

Please return this survey to .....



**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 9 JANUARY 2017****EVENTS AND MARKETING**

<b>Purpose of report:</b> For information
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**1. PAST EVENTS**

- 1.1 The Christmas Torchlight procession and carols was a very successful event. The number of children and choirs increased this year with extra effort being made to invite and encourage adult choirs to take part which was something new. The lightshow finale has received excellent feedback from the schools, the audience and others involved with the event.

**2. SOCIAL MEDIA**

- 2.1 Facebook currently has 2,226 followers, up from 1,291 likes this time last year. The number of Twitter followers for the five DTC twitter accounts are -

Events	1535	Town Centre	1439
CPCFC	504	Priory House	325
DTC	1470		

- 2.2 Officers continue to use Facebook and Twitter as one of the Council's main marketing tools, and all Twitter accounts are increasing.
- 2.3 Officers are also increasingly using Facebook to create Facebook event pages and this is receiving a lot of interaction, shares and responses. Officers are also keen to use Facebook advertising to help increase awareness of events, activities or services.

**3. WEBSITE**

- 3.1 Officers have used the website to sell festival hampers and afternoon teas, summer activities and Brewed, Fireworks and ice skating tickets. This method of booking and paying is increasingly more popular with Fireworks on-line ticket sales rising from £500 in 2015 to £1300 in 2016.
- 3.2 Website statistics show a slight increase in numbers on previous years. This is very positive and shows that the website is a successful way of reaching the residents and the wider public. Details are provided below:

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Sessions	69,443	86,093	89,852
Users	41,158	59,820	62,867
Pages Views	230,832	231,004	240,215

It is worth noting that over a two year period the number of users has increased by 52%

**4. TALK OF THE TOWN**

- 4.1 Officers have recently reviewed the dates and format for Talk of the Town for 2017 taking account of the need to publicise the wide range of Town Council activities and events. In 2017 there will be a smaller 8 page January edition, a 24 page edition (either April or July) and two 16 page editions. The distribution dates and copy deadlines are shown below:

**January Edition**

Deadline 13 December 2016

Distribution 19 January

**April Edition**

Deadline 7 March

Distribution 19 April

**July Edition**

Deadline 29 May

Distribution 6 July

**October Edition**

Deadline 5 September

Distribution 12 October

**5. AUTHOR**

- 5.1 Lisa Vincent - Events and Marketing Officer  
Lisa.vincent@dunstable.gov.uk

**DUNSTABLE TOWN COUNCIL**  
**COMMUNITY SERVICES COMMITTEE**  
**MONDAY 9 JANUARY 2017**  
**PRIORY HOUSE**

**Purpose of Report:** For Information

**1. OPERATIONAL ISSUES**

- 1.1 Priory House Tea Rooms will need to be closed to the public on Monday 16, Tuesday 17 and Wednesday 18 January to allow some opening up of various areas of the building for structural engineering inspections and the opportunity will be taken to extend the gas supply in the kitchen during this time.

**2. TOURIST INFORMATION CENTRE AND RETAIL OUTLET**

- 2.1 December Showcase shelving was fully booked but so far January has no bookings and February one booking. This is not unexpected at this time of year.
- 2.2 Christmas displays will be removed during the first week of January and the New Year Sale will start on Monday 9 January.
- 2.3 Staff and members of the Friends of Priory House sold Glow products at Fireworks taking £1,500 and selling out bar a few fluffy tiaras and again at Torchlight selling £450 worth of products.

**3. UNDERCROFT AND OTHER MAINTENANCE**

- 3.1 The drain survey for the Feasibility Study has now been carried out and the structural and environmental monitoring equipment will be put in place in mid-January.
- 3.2 Various floor boards will be lifted and walls opened up so that the structural engineer and architect can view the support systems for the roof at the same time.
- 3.3 At the same time as these works take place core samples will be taken from the front of the building to assess the condition of both the render and the stonework.

**4. EDUCATION AND HERITAGE DEVELOPMENT AND EVENTS**

- 4.1 The Mistletoe Magic event on 10 December went very well, more children visited Santa's Grotto despite it being outside and the inclement weather. The Reindeer were also very popular; one lady admitted to driving from Northampton and collecting her 80+ year old mother en route.
- 4.2 The Christmas crafts were busier than ever and received many favourable comments
- 4.3 The research and design of the Tea Exhibition remains ongoing.

## 5. PRIORY HOUSE TEA ROOMS

- 5.1 The Tea Rooms continue to receive positive feedback from customers via TripAdvisor.
- 5.2 Christmas Afternoon Teas are quieter this year so far.
- 5.3 Christmas Pudding Nights ran on 1, 8 and 22 December on the same basis as last year, pre-bookings only, the dates closer to Christmas proved more successful and this will be reviewed when all figures are available.
- 5.4 Sunday openings have been quiet this year and as agreed at the last meeting of this Committee (Minute 185/2016), Sunday openings will only be available and marketed in future as pre-booked activities with a stated minimum attendance.
- 5.5 The Mayor held a Pudding Night on 15 December and the Friends of Priory House and Gardens held a Festive Tea on 27 November, both of which were well attended and successful.

## 6. FINANCE

### 6.1 Profiled Budgets until end November

	April	May	June	July	Aug	Sep	Oct	Nov
<b>Budgeted Expenditure</b>	£27,879	£27,980	£30,430	£28,380	£29,931	£31,482	£32,179	£28,780
<b>Actual Expenditure</b>	£25,430	£26,957	£32,221	£37,431	£39,447	£35,726	£36,601	£30,939
<b>Variance</b>	£2,449	£1,023	-£1,791	-£9,051	-£9,516	-£4,244	-£4,422	-£2,159
<b>Budgeted Income</b>	£10,084	£11,084	£12,871	£14,334	£12,584	£13,120	£11,584	£14,084
<b>Actual Income</b>	£11,719	£10,184	£14,601	£15,147	£17,533	£17,562	£12,134	£11,756
<b>Variance</b>	£1,635	-£900	£1,730	£813	£4,949	£4,442	£550	-£2,328
<b>Total Variance</b>	£4,084	£123	-£61	-£8,238	-£4,567	£198	-£3,872	-£4,487
<b>Overall Variance</b>	<b>-£16,820</b>							

- 6.2 The negative variance shown above is due to additional spending over budget profile at this point for equipment and repairs and a lower than normal income for November, as well as additional staffing costs.
- 6.3 Transfers have still to be made regarding additional spending for repairs of the building and IT equipment. There is also income in holding codes which need to be ratified and transferred to the relevant income codes in due course.

## 7. AUTHOR

- 7.1 Helen Walker-Sygrove - Priory House Manager  
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**DUNSTABLE TOWN COUNCIL**

**COMMUNITY SERVICES COMMITTEE**

**MONDAY 9 JANUARY 2017**

**GROVE CORNER AND COMMUNITY ENGAGEMENT**

<b>Purpose of Report:</b>	For information
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**1. GROVE CORNER FIGURES**

- 1.1 Grove Corner has received 456 visits from young people with 16 new sign ups since the last report up to and including 21 December 2016. Numbers are recorded through a headcount by officers and staff.
- 1.2 There have been 26 drop-in sessions.
- 1.3 Grove Corner now has 326 Facebook 'Likes' and Grove Corner's Instagram now has 55 followers. Both remain an excellent tool for communicating with young people.
- 1.4 Pokémon continues to be popular and has approximately 33 people attending per week. They have some young people (aged 18+) who are interested in volunteering now that they are too old to be members. They are currently completing the DTC volunteering forms and will be supported by the Senior Community & Young People's Officer with regards to induction and training.
- 1.5 SORTED Counselling Services have seen 46 clients between 21 October and 9 December 2016. Of these, 26 clients were continuing from before 20 October and 20 clients have started since 21 October. SORTED have offered 192 hours of counselling of which 153 hours have been attended and 39 hours have been cancelled or clients did not attend the appointment.
- 1.6 The 10-hour session worker post is still vacant as it was not possible to appoint anyone to the position. The drop-ins continue to be delivered with the support of the Community Assistant and the Community & Young People's Services Manager. The post has been reassessed and the recruitment of casual staff is underway to support service delivery.

**2. PARTNERSHIP WORKING**

- 2.1 Autism Bedfordshire continue to hold their socials on Thursdays, once per month from 7.00 pm until 10.00 pm for adults. The work club has been running fortnightly and took place on Thursdays 10.00 am to 12 noon. However, Autism Beds have decided to cancel the work club for the foreseeable future in the New Year.
- 2.2 SORTED were successful in their funding application to Central Bedfordshire Council to deliver some mental health workshops in two local schools. The Senior Community and Young People's Officer has met with SORTED and is helping to devise an 8-week taster programme with the aim of introducing topics such as self-

worth, avoiding self-harm, developing healthy relationships and managing anger and conflict. It is hoped that the first programme will be delivered to Weatherfield Academy in the New Year.

- 2.3 Officers have attended CBC led task & finish groups, assisting in the development of a Children Emotional Resilience & Mental Health & Wellbeing strategy. Officers have also attended a CBC led Developing Services for Adolescents workshop. The Community & Young People's Services Manager continues to represent DTC on the Community Engagement forum, the Voluntary & Community network forum and the Community Safety tasking group.
- 2.4 Officers have met with the Volunteer Coordinator for Signposts and it has been agreed that the Signposts' Community Volunteer Team will support a number of events throughout 2017. Officers are in the process of completing Signposts' bookings form.

### 3. PROJECTS

- 3.1 Young People attending Grove Corner have explored Drugs and Alcohol Awareness with a visit from Aquarius Drug and Alcohol Young People's Services. All who attended the session engaged well and participated with discussions. The Domestic Advice Officer attended Grove Corner and spoke to 11 young people about abusive relationships and how to spot the signs. Brook attended Grove Corner as part of the Healthy Relationship theme. Culture Plus attended and facilitated an arts session.
- 3.2 Unfortunately the planned Good, Bad and Ugly project with Watling Lower School has been unable to go ahead due to flooding at the school and subsequent repairs. Officers will be contacting other schools across the town to offer the project in the New Year.
- 3.3 On Saturday 10 December Officers ran an arts and craft workshop at Priory House as part of the Mistletoe Magic event. The feedback from some of the 291 people who attended was very positive.
- 3.4 Officers ran two Family Fun Day events over the Christmas half-term with a Christmas theme. 147 people attended one at CPCFC and 59 people attended the one at Downside Community Centre. Verbal feedback was very positive.
- 3.5 Due to staff shortages and the milder weather, the agreed winter opening hours for Grove Corner have been delayed. From January 2017 Grove Corner will open from 6:00 pm on Monday evenings.

### 4. TRAINING

- 4.1 The Senior Community & Young Peoples Officer, Community Assistant and Community & Young Peoples Manager have recently undertaken a range of training including the following:
  - i) Managing Volunteers
  - ii) Teenage Violence in Relationships

- iii) Delivering Appraisals
- iv) Environmental Awareness

The Community Assistant is currently undertaking a Diploma in Youth Work.

## **5. COMMUNITY ENGAGEMENT**

### **5.1 Dunstable Men in Sheds**

The group now have a committee and a signed constitution. The group Chairman is busy planning some fund raising activities and researching funding opportunities to help the group buy tools and materials. The members met up just before Christmas for a 'getting to know you' social event and collected the annual membership fees which have been set at £5 per person.

### **5.2 St. Augustine's Junior Wardens**

The wardens were very busy in the lead up to Christmas. They entered a design a Christmas card competition which was judged by the Mayor. He had a difficult task as they were all good but the three best were produced and delivered to those living in Mayfield Road bungalows. The wardens delivered the cards and decorations they had made to the residents and sang a selection of Christmas carols which were enjoyed by all.

Members also planted some gift aided trees and shrubs in the school grounds and re-planted their In Bloom wheelbarrow for the winter.

## **6. AUTHORS**

- 6.1 Gill Briggs – Senior Community and Young Peoples Officer  
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- 6.2 Jack Adams-Rimmer – Community Assistant  
Email – [jack.adams-rimmer@dunstable.gov.uk](mailto:jack.adams-rimmer@dunstable.gov.uk)
- 6.3 Sandy Coyle – Community and Young Peoples Service Manager  
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**DUNSTABLE TOWN COUNCIL****COMMUNITY SERVICES COMMITTEE****MONDAY 9 JANUARY 2016****OLDER PEOPLE'S DAY CARE SERVICES**

<b>Purpose of report:</b> For information
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**1. PROJECT MEMBERSHIP UPDATE**

- 1.1 The Good Companions Club (GCC) has 27 members. The Club is now at full capacity and any further enquiries will be put on a waiting list.

**2. GENERAL UPDATE – Good Companions Club****Improved Quality of Life**

- 2.1 A craft workshop was held in December where members made some personal gifts. This was followed by a craft sale which allowed members to purchase gifts for close family and friends. For some members this was the only opportunity to choose and purchase gifts as they are unable to access the shops unaided.

**Dignity & Respect**

- 2.2 Members enjoyed a Christmas meal out at the Market Cross on 19 December. Additional volunteers attended and were able to discreetly support some members with poor eyesight and co-ordination by cutting up food for them.

**Health & Emotional wellbeing**

- 2.3 Members enjoyed a visit from Westfield Road Nursery children who sang Christmas carols to the group and chatted to them afterwards. Many commented on how much they enjoy this annual treat, how it makes them feel young again and how it brings alive the spirit of Christmas.

**Making a Positive Contribution**

- 2.4 Some members were able to attend the Caritas Harmony carol service in St. Mary's Church and bought raffle tickets to support Macmillan's.

**3. CREASEY PARK COMMUNITY FOOTBALL CENTRE OVER 55s LUNCH CLUB**

- 3.1 Creasey Park Community Football Centre Lunch Club now has 35 members with an average of 28 users attending each week. A waiting list has now been put in place.

**Improved Quality of Life**

- 3.2 One member in her 80s is now caring for her husband who is suffering from dementia. She has commented on how much coming to the lunch club means to

her. It not only gives her a couple of hours break but also gives her companionship and lots of fun and laughter.

Members enjoyed a Christmas lunch on 22 December with wonderful entertainment. Everyone commented on how much they enjoyed it and many said how much coming to the lunch club means to them. One gentleman who started in the summer said it had made such a difference to his life and he no longer feels lonely. Quite a few single men attend and it has given them a chance to enjoy other male company and make some new friends.

### **Dignity & Respect**

- 3.3 A member has recently been diagnosed with the onset of dementia. This means she sometimes forgets what time she should attend lunch club and is often late. The group have been very supportive of her and some text her with a reminder on the Thursday morning.

### **Health & Emotional Wellbeing**

- 3.4 One long term member has an acquired brain injury. She has been supported by another member to purchase suitable aids as her physical abilities have deteriorated.

### **Making a Positive Contribution**

- 3.5 Members supported this year's Children in Need through donations collected by the entertainers Somethin Else, who provided entertainment for the group.
- 3.6 Volunteer Jodie Ward has compiled a presentation of photographs for both clubs and set them to music. She attended each group to give them their presentation. Both clubs enjoyed the show very much. All were very moved at the content and grateful for her efforts.

## **4. AUTHORS**

- 4.1 Elaine McGarrigle, Older People's Support Services Officer  
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