

## **191/22-23 WARM HUB**

### **Northstowe Town Council**

Report for: **Full Council**

Meeting date: **20<sup>th</sup> December 2022**

### **Report for agenda item: 191/22-23 WARM HUB**

- 1) To receive a draft agreement with the funder (Cambridgeshire ACRE on behalf of Cambridgeshire County Council,) for a Warm Hub to be set up in Northstowe, together with a report setting out the background and key further information (report attached; draft agreement and associated email and form shared with Cllrs.).
- 2) To agree for Northstowe Town Council to lead on a Warm Hub, with the Warm Hub Working Group taking a leading role together with lead volunteers in managing the project in January – March 2023.

### **Background**

Discussions have been held previously about the potential for starting a Warm Hub in Northstowe:

- A motion from Cllr Males was discussed at the Full Council meeting held on [27<sup>th</sup> September 2022 \(item 120/22-23\)](#), with the formation of a **Warm Hub Working Group**.
- Update at Full Council meeting held on [25<sup>th</sup> October 2022 \(item 146/22-23\)](#); and
- Update at Full Council meeting held on [22<sup>nd</sup> November 2022 \(item 174/22-23\(a\)\)](#).

The Warm Hub Working Group, led initially by Cllr Males and then by Cllr Delip, has developed the plans, with particular helpful and active input from District Council Officers.

### **Developments since the last Full Council meeting**

Key issues that have been resolved since, are;

- finding a suitable venue;
- finding suitable days in the week and times in the day for Warm Hub sessions;
- finding sufficient volunteers who could be trained up in time to become Lead Volunteer;
- finding sufficient volunteers for managing the Warm Hub sessions following clarification on the venue and volunteers.

A **'Warm Hub Readiness Form'** (attached) was sent on 23<sup>rd</sup> November 2022 by SCDC Community Development Officers on behalf of the Town Council, to Cambridgeshire ACRE, the funders (working on behalf of Cambridgeshire County Council).

**Volunteers:** Following this, in total six volunteers, including two Town Councillors on the Working Group, were trained up by Cambridgeshire ACRE at the end of November. The training was done in a way that further volunteers can be trained volunteer to volunteer directly. Further volunteers have since been found; currently 12 have offered to help, although more are still being sought.

**Venue:** Northstowe Secondary College, second floor gym area agreed; although potential for using down-stairs 'café' area is also still being explored (TBC).

**Start date;** Wednesday 4th January has been agreed (pending NTC approval to lead).

**Sessions - details:** **Wednesdays 09:30 am – 12:30 pm and Thursdays 6pm-8pm.**

**End date:** Funding ends end of March 2023.

### **Outstanding issues to be resolved**

In order for the Town Council to be able to lead on the Warm Hub programme, the following still need doing:

- **Decision to lead** on the Warm Hub programme from January to March 2023 (on the FC meeting agenda, this item).
- **Payment for room hire** to Northstowe Secondary College. Costs are to be reimbursed by Cambridgeshire ACRE. NSC has reduced its usual rate, to ensure it matches the maximum CACRE contribution of £25 per hour.
- Creation and adoption of a **Safeguarding Policy** (funder requirement) – is on the agenda for the 20th December 2022 Full Council meeting);
- Creation of a **Risk Assessment** and prepare a **First Aid Kit** and **Accident Book**, all to be present at each Warm Hub session - Clerk to lead, with input from the Warm Hub WG where needed.
- Creating **Rotas** for volunteers and managing this throughout Jan. – Mar. 2023 – minimum of three volunteers are needed for each session, one to be a trained-up Lead Volunteer. Cllr Delip to start off in January, to be taken over by one of the key volunteers for February and March. This will include who is to be responsible for opening and closing each session, which is to be organised by the volunteers in discussion with the lead volunteers. A meeting with all volunteers is also being organised by the Warm Hub Working Group before the start of the first session.
- **Promotional materials and activities** – The Lead Volunteer will lead on this, with input from the Warm Hub WG and further input from Clerk where needed.

### **Attachments** (shared with Cllrs.)

- Warm Hub readiness Form, sent to Cambridgeshire ACRE on 23<sup>rd</sup> November 2022.
- Grant Funding Offer letter and associated email, received from Cambridgeshire ACRE on 29<sup>th</sup> November 2022.