

Newslink

The voice of the voluntary sector

January 2012

Issue 110

Happy New Year

CVST would like to wish all our members, volunteers, community staff, our funders, supporters and partners, a happy, healthy and prosperous 2012 in all that you do for the Tendring community.



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If you are looking for a fresh start to the new year and would like to learn something new, why not look through our Neighbourhood Fund Learning Programme - details are on page 4.

More Powers For Local Communities! Read how the Localism Act will enable this on page 7.



**Community
Voluntary
Services
Tendring**

Community Information Centre
20-22 Rosemary Road
Clacton on Sea
Essex CO15 1NZ
Tel: 01255 425 692
www.cvstendring.org.uk
admin@cvstendring.org.uk

COMMUNITY INFORMATION CENTRE

Occupants

Community Voluntary Services Tending
Support Services for the local voluntary sector.
Monday - Friday 9am - 4pm
Tel: 01255 425 692

Alzheimer's Society
Support service for anyone affected by Alzheimer's or dementia.
Monday - Thursday 9am - 3pm
Tel: 01255 474 650

Age UK Essex Befriending Service
Monday - Thursday 9am - 4.30pm, Friday 9am - 4pm
Tel: 01255 421 302

Age UK Essex Home Support Service
Monday - Thursday 9am - 1pm, Friday 9am - 12noon
Tel: 01255 479 377

Essex Carers' Support
Support service for family carers.
Monday - Friday 10am - 4pm
Tel: 01255 474 410

Family Support Clacton
Day centre providing activities for the elderly.
Monday - Thursday 9am - 4pm
Friday 9am - 3pm
Tel: 01255 432 132

Helping Hands
Service to help the elderly and disabled with day-to-day transport for shopping, medical and social trips.
Monday - Friday 9am - 3.30pm
Tel: 01255 427 888

Mayday Therapy Group
Talking therapy, anxiety management and healthy living for people with mental health problems.
Monday - Friday 1.30pm - 4pm
Tel: 01255 222 346

Volunteer Centre
Volunteer opportunities of all types.
Monday - Friday 9am - 3pm
Tel: 01255 470 847

Weekly and Monthly Meetings

Clacton Bead Queens
2nd Saturday of every month 11am - 1 pm,
Sam's Hall

Clacton Carnival Association
1st Tuesday of every month 7.30pm - 9.30pm,
Sam's Hall

Dementia Café Wednesday
10am - 12 noon, Sam's Hall

Epilepsy Action
Last Tuesday of every month 10.30am - 12.30pm, Sam's Hall

Essex Carers' Drop In
1st Tuesday of each month 10am - 12.30pm,
Garden Studio

IT for the Terrified all welcome
Tuesday 2pm - 4pm, IT Suite. £2 per session

Macular Disease Society Support Group
4th Wednesday of every month 1pm - 3pm,
Garden Room. Open to anyone who is affected by central vision loss. Carers are welcome too.

Silver Surfers Club - for the over 50's. Tell all your clients!
Monday 2pm - 4pm, IT Suite. £2 per session

Tips on Tuesdays - drop-in for funding advice.
Tuesday 9.30am - 12.30pm, IT Suite

Victim Support
2nd and 4th Thursday of every month 10am - 12noon, Sam's Hall. Clients can either drop in or telephone 0845 4565 995 to make an appointment.

Voluntary Sector Partnership - open to all voluntary groups.
Quarterly meetings - next meeting 21 October 1.30 - 4.30pm. Sam's Hall

Your group could be included in this list if you hire our rooms or halls.

CVS NEWS

Best ever Victorian Christmas Market!

Nearly £7,000 was raised for local charities at the International Victorian Christmas Market held at Clacton's Princes Theatre on 19 November. Attendance was up by 20% which is partly due to the magnificent Salvation Army band who attracted passers-by with a medley of Christmas Carols. The weather was also a factor with bright sunshine and temperatures more likened to Spring than Winter and helped bring out Christmas Shoppers!

29 stalls were packed with Christmas gifts of all descriptions. Father Christmas took advance requests from his special grotto (courtesy of Clacton's Rotary Club) and the Alton Park School Choir, Salvation Army Songsters and Youth Theatre Choir entertained the visitors with Christmas carols and songs. The Salvation Army won 'best dressed' stall and Donna Aldridge from the MAD About Theatre won best dressed individual. Mrs James from Brightlingsea said, "I thought it was brilliant and I have bought some stocking fillers for Christmas!". Another visitor said the international stalls added a different flavour to the market. The event attracted more than 1,600 mums, dads, grandparents and children. Alison Hammond, star of ITV's I'm a Celebrity and Channel 4's Big Brother, made an appearance and mingled with visitors.

Finally, CVSTendring would like to thank all the stallholders and their volunteers for all their hard work and their special efforts and contribution towards making the event a unique and enjoyable day out for the family!



Pictured: The Salvation Army Stall, which won the award for the best dressed stall.

CVST Improves Internet Skills In The Community With Free BT Broadband

Community Voluntary Services Tendring is celebrating having been awarded a year's free internet connection through BT Community Connections. The award scheme which is part of BT's Get IT Together campaign, offers charitable and community organisations who help, or want to help their local community get online, the chance to apply for 12 months' free BT Broadband.

The judges were impressed by CVST's ideas of how they intend to assist more people in their area to use the internet. Currently CVST runs 2 weekly sessions: Silver Surfers Club and IT for the Terrified. They have proved to be a big success by helping beginners to take the first steps towards using computers and the internet in a relaxed and friendly atmosphere.

Brenda Ellis, CVST Chairman said: "We're so pleased to have been recognised by BT Community Connections and the year's free broadband is just fantastic. We're very excited about the new IT training sessions that will begin in the New Year".

Simon Paul, BT Community Investment Manager, said: "This scheme is an important part of the BT's Get IT Together programme to make the benefits of the internet available to as many organisations as possible. There are still nine million people in the UK who have never used the internet and BT Community Connections is one of the steps that BT is taking to reduce this number and we are really excited about it".

The Silver Surfers Club is held on Mondays, 2pm - 4pm. The IT for the Terrified sessions are held on Tuesday afternoons, 2pm - 4pm.



Both take place at the Community Information Centre and cost just £2 which includes refreshments. Why not come along and learn something new for the new year.

CVS NEWS

Quality Award For Community Voluntary Services Tending

Following an assessment by an independent body, Community Voluntary Services Tending has been awarded ISO 9001 certification. This certification has only been achieved by about 5% of UK businesses and this prestigious award is supported by the Government and recognised worldwide. Brenda Ellis, CVST Chairman, said "We have always been proud of the service we offer our affiliated members and the way that we conduct our business. Now with the award of ISO 9001 certification, this has been confirmed by outside experts who are used to judging standards on a daily basis in a wide variety of trades and industries". John Goldring, who undertook the assessment for QMS International plc, paid particular tribute to "the investment in people and training that enables CVST to provide an efficient service to their affiliated members".



Pictured: CVST staff and trustees accepting their award from John Goldring, QMS International plc.

Big Lottery Fund and Heritage Lottery Fund in Tending - Briefings and Funding Surgeries Tuesday 21 February 2012, 10.30am

Both Lottery Funds will be delivering programme briefings and also the opportunity for one-to-one discussions about potential bids.

The Big Lottery Fund will talk about their *Reaching Communities* programme which is open to voluntary and community sector organisations, local authorities, health bodies and social enterprises. Revenue grants of between £10,000 and £500,000 and grants of between £10,000 and £50,000 for capital costs are available. The briefing will also cover what makes a good application.

The Heritage Lottery Fund will talk about their *Your Heritage and Heritage Grants* programmes which promote benefits for the public and not private gain. Your Heritage offers grants between £3,000 and £50,000, and Heritage Grants are for projects needing more than £50,000. Applications can be for the many different things from the past that we value and want to pass on to future generations, such as: people's memories and experiences; cultural traditions; historic buildings; and collections of items.

Each Lottery Fund will deliver a two hour briefing between 10.30 am and 12.30 pm – there will then be a chance from 1.15 pm until 3.15 pm for potential applicants to have a 20 minute one-to-one session with a Lottery Fund representative. A total of 6 one-to-ones will be available with each Fund representative. For further information visit our website <http://www.cvstending.org.uk/funding/lottery-funding-surgery.html> or contact Karen Tedder-Ward 01255 425 692.

The CVST Learning Programme

The new CVST Neighbourhood Fund Learning Programme brochure outlining the 2012 courses is now available. The training courses are for local residents looking to improve their skills, learn something new, find a new job or just get out of the house for a few hours. The courses are particularly designed to help people who are currently unemployed get back into work and include food safety, manual handling, mental health awareness, cultivating confidence, workplace writing skills, assertiveness and First Aid. This year there are also courses designed for those involved with voluntary organisations including community engagement, running a voluntary organisation and effective volunteering. Depending on circumstances these courses may be free, otherwise they are heavily discounted. Participants will gain a certificate and in some cases a formal qualification. They are also given advice, information and support on accessing further learning opportunities. Please visit our website for details www.cvstending.org.uk/training or contact Richard Perkins for an application form: 01255 425 692.

MEMBERS' NEWS

CVST would like to welcome new members:

North Tendring Christian Youthwork
The Rotary Club of Clacton Jubilee
Holland-on-Sea Short Mat Bowls Club
Herpetological, Educational, Rescue Project
Clacton Voluntary Events

By becoming affiliated to CVST local voluntary and community groups can benefit from the following opportunities: networking, newsletter, advice and information, room and beach hut hire at reduced rates, funding advice service, the opportunity to take part in the annual Victorian Christmas market, the Annual Volunteers Awards, Community Exhibitions, Network Breakfasts, Voluntary Sector Partnership, library lending service and training.

Clacton Carnival Association news

The dates for the 2012 Clacton Carnival week have been announced following the Carnival Association's recent AGM. The dates will be Monday 13th August – Saturday 18th August. The Committee felt it necessary to move away from their normal weekend as it will clash with the final weekend of the Olympic Games. It means that, for next year only, the Carnival Procession will be at the end of their Carnival week on Saturday 18th August, starting at 6.30pm and not at the beginning. Also there will not be a Sunday Show so the Carnival week events will start with the Donkey Derby on Monday 13th and continue with its normal format with the Sandcastle Competition, Egg Throwing and Beer Dig on Wednesday 15th; the Fete and Fireworks on the 16th; Fancy Dress Competition and Quiz on Friday 17th. However it is hoped a new event will be introduced perhaps on the Tuesday to make up for the loss of the Sunday Show. Newly elected Chairman, Paul Townend said, "It is a shame but we really have no choice but to move away from the final weekend of the Olympic Games. We cannot guarantee, at this stage, what level of support we will have from the public and more importantly the essential support and help we need from the Police and other organisations to help us run the events safely. We have to be aware that the Olympic Games are going to be a very busy time with all the public services being stretched to the limit".

200th Cadet Student Passes Through TS Rebel Centre in First Year

Since opening in March this year the TS Rebel shorebased training centre at Titchmarsh Marina has accommodated 200 cadets and volunteer adult students. The facility, which provides overnight accommodation, galley, showers and training facilities, has hosted students from Eastern, London and Southern Areas for RYA powerboat, keelboat, navigation and VHF radio courses. It has also become the home of the highly respected Cadet Yacht Racing Squad. The training centre was funded by substantial grants from the Marine Society and Sea Cadets, and The Rebel Trust. The Marina Manager of Titchmarsh Marina Limited, Chris Titchmarsh, said, "We are delighted to have the cadets at the marina and have heard many favourable reports. Congratulations to TS Rebel on a successful first year and we are very pleased so many cadets have been able to make use of the marina facilities".



Pictured: Sea cadets enjoying a snack lunch at the TS Rebel Centre in between training on the water.



If you have an article or event that you would like us to include in the March edition, please let us know. The deadline for the next edition is **10 February 2012.**

Please contact sam.wootton@cvstendring.org.uk

NOTICE BOARD

Keep Warm, Keep Well

According to the weather man, this winter could see the coldest months we have experienced in recent years. At Primary Care we know that the cold winter weather can have a dramatic effect on elderly people's health and wellbeing who are particularly at risk because they may not sense they are getting cold until their body temperature falls too low. Every winter in the UK, 25,000-30,000 deaths are linked to the cold weather, and winter time sees an increase in conditions such as [heart attacks](#), [strokes](#), [pneumonia](#) and [depression](#) in the most vulnerable individuals in our communities. So to help raise awareness Primary Care has put together their top tips on how to keep fit and healthy during the coldest months of the year.

- Sounds obvious but keep warm at all times even when it appears mild outdoors.
- Wear gloves and warm socks. Allowing your hands and feet to get cold can cause problems with your circulation.
- Use a hot-water bottle or electric blanket (but not both at the same time) to keep warm.
- Did you know you are more likely to be struck by the common cold if you have a cold nose! This is most likely to happen if you sleep in a cold bedroom, so ensure the windows remain closed.
- Several layers of thin clothes may be more effective than one thick layer so wear adequate clothing whether inside or outside.
- Keep active. Move around at least once an hour and don't sit down for long periods of time.
- Have stocks of food and medicines so you limit the number of times you need to go out during very cold weather.
- Get a flu jab.
- When indoors keep the living room temperature between 18C & 21C and other rooms at 16C.
- Make sure you received your Winter Fuel Payments of up to £400 which is available if you were born on or before July 5th 1950.

Finally, please remember to check on any elderly relatives or neighbours living alone in your community or give Primary Care a call on **01255 224680**. If you would like more information about the various grants and support that is currently on offer please visit their website where there are useful links to help you. www.primarycareuk.com

A step towards independence

Travel training is designed to help people get more from life by giving them the confidence to travel independently. Being able to access public transport helps people to make their own choices about how they live and what they want to achieve. Travel training can help overcome barriers to employment and social inclusion. Trainers will accompany trainees on their journeys, providing encouragement and guidance until we feel confident that trainees have developed the appropriate skills to travel independently. Trainers work with clients who have behavioural difficulties, physical difficulties and additional needs to enable them to use public transport services. They can help prepare participants for travel on any specific journey – perhaps to work, school, further education or a training opportunity. Help is also available on walking routes.

To find out more call 01245 437 767 or visit www.essex.gov.uk

Source: www.essex.gov.uk

Carers Emergency Planning Service

Do you worry about what would happen to the person you look after if you were suddenly unable to continue your caring role? The Carers Emergency Planning Service is provided free of charge to a carer to give them peace of mind that if they become involved in an accident or emergency situation care will be provided to the person for whom they care for. Visit our website to download an information leaflet www.cvstending.org.uk/newslink or contact the Carers' Hotline on 01245 434 375.

Volunteer Opportunities

Volunteer Receptionists and IT Supporters are needed to assist at weekly IT for the Terrified sessions held at CVST's Community Information centre in Rosemary Road. For more information about either of these volunteer roles, please call Suzy or Dawn on 01255 425 692 or email admin@cvstending.org.uk Details are also available on our website www.cvstending.org.uk/jobs

NOTICE BOARD

New charities not training or supporting trustees

The Charity Commission has urged charities to invest in their trustees as its latest survey reveals that 40 per cent of applicants to the charity register offer no training or support to their board members. Sam Younger, chief executive of the Charity Commission called for charities to expand their trustee recruitment. He said, "The survey findings highlight the importance of our guidance to trustees in helping new charities get off to a good start. While there is plenty of evidence of forward thinking, we would like to see these new charities recruiting more widely and offering new trustees more training and support. When starting out as a charity, it is essential to have strong governance arrangements in place. These are the foundations upon which successful charities are built".

The **Tendring Trustee Network** has been established by CVS Tendring to provide support to Trustees working across the voluntary sector in the Tendring District. Members will be offered the opportunity to take part in a series of master-classes, training and networking opportunities. The network will also provide opportunities to learn and develop skills, gain accreditation, share experiences and good practice, raise concerns and discuss topical issues. This will increase the standard/quality of organisations and strengthen their infrastructure. The next meeting will be held on 16 January. For further information visit our website www.cvstendring.org.uk/trustee-network or contact Karen Tedder-Ward, tel: 01255 425 692.

Learn more so you can help more

My Learning Pool is designed to give people in the civil sector access to great quality, relevant learning at a very affordable price. They offer a range of over 20 online courses, covering a range of topics for both individuals and organisations, including procurement, health and safety at work and stress management. To find out more visit www.mylearningpool.com

Pensions minister delays auto-enrolment for small charities till next parliament

Charities with less than 50 employees will be given an extra year to prepare for the implementation of automatic pension enrolment for workers, minister for pensions Steve Webb announced yesterday. Under the revised timeline, small business will now start automatically enrolling their staff in May 2015, instead of the current timing of April 2014. Webb said: "We will be going ahead with auto-enrolment as planned and I can confirm all businesses remain in scope. We have however decided to extend the current five-year implementation period so that small businesses will not have to start enrolling their workers until the start of the next parliament. Nevertheless these revised plans will still result in more than half of all workers enrolled before the end of this parliament. Everybody who is due to be enrolled this side of July 2013 will see no change in their dates. We will publish a revised schedule early in the new year". Andrew Walsh, head of resources at the Pensions Trust, welcomed the move: "It's a tough time for small charities, so it's good that they will have extra time to deal with auto-enrolment. It's down to how smaller charities react," he added. "It's important not to just do nothing for the extra year, but to use it to effectively plan".

Source: Civil Society

Localism Act

The Act recently became law and an easy guide has been published. It can be downloaded from <http://www.communities.gov.uk/publications/localgovernment/localismplainenglishupdate>

Briefly the areas covered are under four headings:

1. new freedoms and flexibilities for local government
2. new rights and powers for communities and individuals
3. reform to make the planning system more democratic and more effective
4. reform to ensure that decisions about housing are taken locally

The document is also available to borrow by contacting Dawn or Sam at CVST 01255 425 692 or admin@cvstendring.org.uk.

FUNDING NEWS

BBC Children In Need (UK)

BBC Children in Need provides grants for up to three years to properly constituted not for profit organisations working with disadvantaged young people aged 18 or under.

Small Grants of £10,000 or less per year for up to three years.

Main Grants of over £10,000 per year for up to three years.

The closing date for applications is the 15th January 2012

www.bbc.co.uk/pudsey

Comic Relief Grants

Comic Relief has a long standing commitment to working with older people. Focus has been on ensuring the needs of older people are met, their rights upheld and their skills and experience used and valued. A new interim Older People's programme has now been launched. An on-line application form will be available from the 16th January 2012. <http://www.comicrelief.com/apply-for-a-grant/apply-for-a-uk-grant>

Funding For Financial Literacy Projects (UK)

The MSE Charity provides grants to both individuals and constituted community based groups (including schools) to help fight financial and consumer illiteracy and to educate and inform adults and children about consumer and debt issues. Grants of up to £5,000 are available for group projects such as self-help groups, workshops and other innovative schemes that seek to educate people about money, debt and consumer issues. Individuals over the age of 18 can apply for a grant of up to £500 to help pay towards a recognised and approved course that will help improve their ability to budget and manage their finances. The grant can be used to pay for financial education course fees and other associated expenses.

Deadlines:

Group applications is the 31st January 2012.

Applications for support for individual courses is the 28th February 2012.

<https://www.msecharity.com/Default.aspx?pageid=15>

Big Lottery Launches £10 Million Sustainable Living Fund

The Communities Living Sustainably Fund is designed to support partnerships of public, private and voluntary sector bodies which are helping communities address the economic, social and environmental effects of climate change. It is expected that up to 10 communities will be supported with a mixture of expert support and advice, up to £10,000 development funding to support the applications and grant funding of up to £1 million. Grants of £500,000 and £1 million are available for up to five years. Additionally, grants of up to £10,000 are available to develop a project delivery plan.

The deadline for Expressions of Interest is noon on 31 January 2012.

http://www.biglotteryfund.org.uk/prog_communities_living_sustainably.htm?regioncode=-uk

Catalyst Arts: Capacity Building And Match Funding

Funding is available to arts organisations who have limited but established fundraising experience who need to diversify their income. The scheme aims to help arts organisations become more resilient by supporting them to diversify their income streams and enable them to develop successful and sustainable fundraising models that will continue to generate new money for the arts sector beyond 2015. Awards will be tailored to address the specific needs of the organisation and applicants are advised to be innovative in identifying how best they can identify and secure new funding sources. Applications must be submitted online by 10am on 31st January 2012.

<http://www.catalyst-artsandheritage.org.uk/>

The Santander Foundation

The foundation funds local, regional and national charities within the UK which are helping disadvantaged people through its two charitable priorities, education and training, and financial capability. The foundation awards grants of up to £10,000 to organisations with charitable status which are active within the voluntary sector.

<http://www.santanderfoundation.org.uk/howtoapply.aspx>

FUNDING NEWS

The Fidelio Trust Grants Programme (UK)

The Fidelio Trust is inviting applications for funding from Colleges, Arts Festivals and other arts organisations seeking financial support for individuals or groups of exceptional ability to enable them to receive special tuition or coaching; participate in external competitions; be supported for a specially arranged performance; and receive support for a special publication, musical composition or work of art. The Trust offers grants of up to £5,000 in support of the Arts, in particular the dramatic and operatic arts, music, speech and dance. The next application deadline is the 1st February 2012.

<http://www.fideliocharitabletrust.org.uk/index.php>

Mrs Smith and Mount Trust

Average Grant: £5,000. The Trust aims to assist disadvantaged people towards greater independence or a better quality of life. The Fund currently has the following priority areas:

- Mental Health
- Learning Disability
- Homelessness
- Health in the Community.

Next Deadline Date: 31 January 2012

<http://www.pwvsolicitors.co.uk/charitable-applications/charity-details/the-mrs-smith-and-mount-trust>

Sportessex - Sportivate

Sportivate is part of the Sport England 'Places, People, Play' programme, aimed at people aged 14-25. Clubs and community organisations should offer a new, short, introductory course of activity run by a qualified coach.

Maximum Grant: £30 per participant. Next Deadline Date: 16 January 2012

http://sportessex.com/content_nboard.php?page=Sportivate

If you would like help with funding applications or further information please contact Karen Tedder-Ward
email karen.tedderward@cvstending.org.uk

Church and Community Fund (England)

The Church and Community Fund (CCF) has announced that it will be launching its revised grants programme in 2012 and is currently not accepting applications. The new application guidelines will have a new set of strategic themes. These will be to significantly expand the Church's engagement with neighbourhood renewal; seek innovative ways of developing established community projects so that they either a) grow existing or b) evolve into new communities of Christian Faith, and; replicate models of successful community engagement across the wider church. The CCF will start to accept new applications to the new themes from the 3rd January 2012.

A new set of guidance notes that contain specific criteria, examples of what type of projects will be funded and more detail about the new strategy are now available.

<http://www.ccfund.org.uk/>

The Lord's Taverners

The Lord's Taverners have a range of funding streams around cricket and supporting young people with special needs:

- Donating specially adapted minibuses and sports wheelchairs, giving young people vital transportation and access to sport and recreation
- Creating new pathways for participation, development and competition in sport
- Providing grants for play, sports and sensory equipment

Maximum Grant: £5,000

Next Deadline Date: 16 January 2012

<http://www.lordstaverners.org/charity/support-and-funding/special-needs.htm>

Hilton in the Community Foundation

The Foundation aims to support a range of causes helping young people, with a particular focus on these areas: Disabled children, children in hospital, homelessness, life-limited children in hospices. Maximum Grant: £10,000. Next Deadline Date: 7 February 2012

<http://www.hilton-foundation.org.uk/home.htm>

Further funding information is available from our website www.cvstending.org.uk/funding

HEALTH NEWS

Automated pill dispenser could transform lives

People who have trouble remembering to take their medication at the right time are benefiting from an innovative automated pill dispenser being piloted by NHS North East Essex. The dispenser's aim is to allow people who, for whatever reason, struggle to remember to take their medicine, to remain independent at home and decrease reliance on health and social care services. The dispenser is programmed with the patient's dosage times and filled with their medication. At the appropriate time, a visible and audible alarm alerts the patient that it is time to take their medication. It can also be used in conjunction with another device which sends a message to their family if medication is missed. People who may find it useful include people who take a lot of pills and those with early dementia or other memory issues. Dr Mike Gogarty, Director of Public Health at NHS North East Essex and Essex County Council, who are co-funding the project, said: "The scheme aims to improve the quality of life of those people who have difficulty remembering to take their medication. This project has huge potential to both improve the quality of life of patients and help them maintain their independence. It can also save valuable social care and NHS resources which can be channelled into other areas of patient care".

People can self-refer onto the pilot by telephoning the memory assessment and monitoring support service nurses on 01206 228901.

Free toolkit for people living in pain

A persistent pain problem can be difficult to understand and manage on an everyday basis. If you have contact with service users who live with persistent pain, you may want to provide them with the free [Pain Toolkit](#), written by Pete Moore and Dr Frances Cole. The guide contains practical steps to help those living with pain and advice on how to overcome some of the psychological obstacles persistent pain can bring about. You may also find '[The Self Care toolkit](#)' of use. www.paintoolkit.org

Choose and Book

Choose and Book is an electronic booking service that enables you to choose your hospital and book the time and date of your first appointment with a consultant, and is available to all patients registered with a GP in North East Essex. Under the NHS Constitution you have the right to make choices about your NHS care, and to receive information to support these choices.

How does Choose & Book work?

When you and your GP agree that you need an appointment with a specialist, Choose & Book shows your GP which hospitals or clinics are available for your treatment. Your GP discusses with you the clinically appropriate options that are available for treating your medical condition.

If you know when and where you would like to be seen, you may be able to book your appointment before you leave the surgery. You will be given confirmation of the place, date and time of your appointment. If you want more time to consider your choices, you can take your appointment letter away with you and book your appointment later – via the telephone or internet.

The benefits of Choose & Book include:

- The ability to choose any hospital in England funded by the NHS
- Greater convenience and certainty – and less chance that information will get lost in the post because correspondence takes place through computers

For more information about Choose & Book please visit the website – www.chooseandbook.nhs.uk or ask at your GP practice.



CONTACT US

CVST LIBRARY

365 ways to cut costs

Alex Blyth

Published by Directory of Social Change
Cost cutting is always important to charities, but never more so than now. This practical response to the recession is a must-have for everyone in the voluntary sector. It contains ideas for cutting costs without strangling your income or decimating your resources.

Drawing up a Budget

Published by Directory of Social Change
The purpose of a budget is to set down the costs of everything you need to spend so that you can then plan how you are going to raise the money. It will provide you with a way of controlling, managing and monitoring your spending. This guide will detail the way to draw up your budget.

Just About Managing?

Sany Adirindack

Published by London Voluntary Service Council
Are you muddling through, making do, just about managing? The fourth edition of this ever popular book will help you manage in a planned, coherent way that will increase the effectiveness of your organisation and its management committee, managers, paid staff and volunteers.

If you wish to borrow these or any of the other CVS library books, please call in to the Community Information Centre or telephone **01255 425 692**.

Comments? Ideas? News?

If you have any comments or ideas on how we could further improve the newsletter, or if you or your group have some news that we could include in the Newslink, please contact us at the address below.

Spread the Word - share Newslink with your colleagues, volunteers and trustees. Pass this copy on or download from www.cvstending.org.uk/newslink If you want to promote your event or organisation then contact us. Contributions for this newsletter are always welcome. Contact: Newslink, CVST, Community Information Centre, 20-22 Rosemary Road, Clacton on Sea, Essex CO15 1NZ or email admin@cvstending.org.uk

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Dates For Your Diary



Tending Trustee Network Event - Monday 16 January, 6.30 - 8.30pm.

**Community Information Centre,
20-22 Rosemary Road, Clacton.**

Presentations from Peninsula Business Services and Scrutton Bland will cover a range of key topics including Health and Safety and the Law, Employment Law and Trustee Indemnity.

Please book in advance, contact karen.tedderward@cvstending.org.uk

Community Network Breakfast - Friday 10 February, 9am - 10.30am.

**Community Information Centre,
20-22 Rosemary Road, Clacton.**

Speakers: Essex Blood Runners and Alix Sheppard, ACE CIC.

Only £4! Pay on the day but book in advance.

Voluntary Sector Partnership - Tuesday 14 February, 1.30pm.

**Community Information Centre,
20-22 Rosemary Road, Clacton.**

Speaker: Dr Carla Mahmoud.

Big Lottery Fund and Heritage Lottery Fund Funding Surgeries - Tuesday 21 February, Briefing from 10.30am, one-to-one sessions from 1.15pm.

**Community Information Centre,
20-22 Rosemary Road, Clacton.**

Please book in advance, contact karen.tedderward@cvstending.org.uk

Contact Details

Has your organisation recently changed their address / telephone number / email? Have you got a new Chairman or Secretary? If yes, pick up the phone or email the new details - it helps us to keep up-to-date.



Look what we can do for you!

Contact Tel: 01255 425692 if you would like to book any of the following services



Meeting Rooms for hire

Sam's Hall, Scott's Garden Studio, Catalyst I.T. Suite, Interview Room and new Resource Unit.



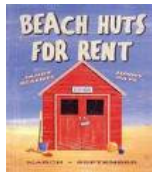
Library Books and Services

You can borrow any book from our extensive library, including Funding Information, Legal Handbook, Accounting, Guide to Managing Projects, Business & Strategy Planning, VAT Guide for Charities and many more.



Training

A full schedule of training is presently available through the CVS Training project. Courses are heavily discounted for all and FREE for those seeking employment who have not completed any recent training.



Beach Hut Hire

Why not hire our Beach Hut for those special summer days. You could invite your volunteers, your clients, or have staff meetings in a sunny atmosphere that's different! Prime site at West Beach.



Advice & Information

We can give one to one support and information on any of your charity needs, such as guidance on employment, volunteers, charity law and trustee responsibilities and funding advice.



Photocopying

We can copy in colour and black & white and photocopy for example: Newsletters, Posters, Invites, Minutes etc. Reasonable rates.



Poster/Invites/Leaflet/Newsletter Design/Publicity

In-house design to help you with your promotional needs and we can help you with publicity.



Postal and Package Drop Off Point

Use our new service for your group's post or packages. Handy for groups working from home.



Tips on Tuesdays: Tuesday 9.30am - 12.30pm. Drop in to use our facilities to make funding searches, and access funding/development help from CVS staff.

Fundraising opportunities: Annual Events: Christmas Market (sell from your own stall to raise funds), Air Show Charity Stands (hire a stall), hire out Sam's hall for your own fundraising event e.g, quiz nights or coffee mornings.



Secretarial/Payroll

We can produce minutes, letters or manage your payroll. Contact CVST for more details.



Loan of Equipment

We have a wide range of equipment that local groups can hire such as O.H.P., Exhibition boards, TV Video, Projector & Laptop for PowerPoint presentations, projector & mobile screen.