



www.bedsrcc.org.uk

A guide to our services

BRCC - serving communities across Bedfordshire



Introduction

Bedfordshire Rural Communities Charity (BRCC) has existed since 1953, working hard to support and represent local communities across the county. Over 300 groups and individuals are members of BRCC.

This prospectus outlines our services and the charges we make for those services. We hope that this will help you to understand the range of help and support we can provide and to appreciate how cost effective our services are. We can help with:

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Some services are available to BRCC members only; others are offered to members at discounted rates. To become a member, please see the reverse cover page. All prices are exclusive of VAT.

CONTACT US

If you wish to access any of the services listed, please either call 01234 838771 or e-mail info@bedsrcc.org.uk

COMMUNITY BUILDINGS MANAGEMENT

BRCC is well aware of the burden of responsibility placed upon those who volunteer to run community buildings. BRCC's specially-trained staff can help you to keep up to date with the ever-changing legislation that surrounds the management of a community building. We can assist with all aspects of running and managing community facilities, such as charity law, running a management committee, health and safety, licensing and fund raising.

We can respond to telephone, email and postal enquiries from representatives of village halls, community centres and other community buildings across the county. Alternatively we can visit your community building if required. A wide variety of factsheets for those running village halls is available online (members only). These range from information sheets through to model documents. BRCC also offers a consultancy service for the design and build of new community buildings.

Cost:

- Telephone and email advice, and online factsheets: free to members.
- Tailored advice: £20.00 per hour (members) and £35.00 per hour (non-members). Minimum fee £20.00.
- Consultancy service on design and build: price on application.

COMMUNITY-LED PLANNING

Community led (or parish) plans give an opportunity for local people to debate and create their own vision for a sustainable future. They provide a way for you to say if you want more open spaces, more effective public transport, affordable housing, a village care scheme, a chance to buy local produce, better transport and a chance to choose what leisure facilities might be provided.

BRCC has a long history of working with individual communities (both rural and urban) to deliver parish plans, brokering the relationship with local authority officers and setting priorities within the work of the Local Strategic Partnerships. Around half of our communities have so far created their own action plans as a result of the community-led planning process with BRCC's support. BRCC's experienced staff members have a wealth of knowledge about what works when developing a community led plan.

We can support community led planning groups in a range of different ways depending on your needs and budget, including running Planning for Real© exercises or community events; advice on consultation methods/techniques; informal engagement exercises; questionnaire design, printing and compilation; liaison between communities and service providers on prioritisation and action planning; and template plans and established good practice. We can also offer a full design and print service in producing plans, including websites (see page 9); and the RAVE bus as a mobile venue for community and youth consultation and awareness raising (see page 11).

Cost:

- Basic package - online resources and up to 25 hours telephone and email support: £500 (members) £900 non-members
- Advanced package (full consultancy support): price on application, dependent on size of community.



COUNTRYSIDE MANAGEMENT AND ECOLOGICAL SURVEYING

Countryside management

BRCC has significant experience of creating, managing and enhancing countryside and urban green spaces, working with landowners, managers and communities to improve Bedfordshire's environment. We offer a range of services, including:

- Production of site management plans, complete with costed annual work programmes
- Green space audits and enhancement proposals including community consultation and consensus building activities
- Green space management services, including wardening and installation works
- Habitat creation and conservation including tree planting, hedge laying, scrub management and provision of nest boxes
- Training in species identification and monitoring
- Wildlife and heritage interpretation, including the provision of information boards and leaflets
- Condition and accessibility surveys for rights of way

Cost:

- Production of site management plans, with annual work programmes: cost will depend on size and nature of site but typically £1,500
- Green space audits and enhancement proposals, including community consultation and consensus building activities: cost will depend on size and nature of site, but typically £1,000
- Other countryside management services (as listed above): £250 per day

Green Infrastructure (GI) planning

'Green Infrastructure' planning enables communities to identify their most valued environmental assets and to prioritise their aspirations for the enhancement and creation of additional GI provision. As well as leading to local improvements such as the creation of new access routes or publicly accessible green spaces, GI plans can also be used by strategic partners to steer local development opportunities.

Cost: price on application, dependent on size of community

Ecological surveying

BRCC has a member of the Institute of Ecology and Environmental Management as an in-house ecologist. BRCC is able to offer phase 1 and phase 2 habitat surveys; botanical surveys (including National Vegetation Classification surveys); protected species surveys and mitigation work (including otters, water voles, dormice, bats, great crested newts, reptiles and birds); walkover surveys and surveys for other species groups (including mammals, amphibians and invertebrates).

Cost: £280 per day

Helping employers make safer recruitment decisions



CRIMINAL RECORDS BUREAU CHECKING

BRCC acts as an umbrella organisation for the Criminal Records Bureau (CRB) and provides a checking service for its members. Our service is now well-established with an excellent reputation. It is tailored to smaller organisations which can struggle with financing CRB checks for volunteers. From time to time BRCC puts on free training for those people administering CRB checks. You are strongly advised to attend the training as we make a charge for all forms that are incorrectly completed.

If you are in any doubt about whether your staff or volunteers need a CRB Disclosure, do feel free to ring first.

- Cost: Enhanced CRB check for paid employees - £22.00, plus a £44.00 fee to CRB. Please note that VAT is not payable on the CRB fee.
- Enhanced CRB check for volunteers - free of charge up to 10 checks and then £13.00 thereafter.

EVENT MANAGEMENT

Workshop facilitation

We have a wealth of experience in workshop facilitation. Our facilitators are experienced in bringing people together to jointly tackle problems and to devise workable solutions. We can help you:

- Achieve your objectives;
- Focus on results;
- Create appropriate solutions;
- Formulate action plans;
- Engage everyone and make the event dynamic and enjoyable.

We are able to work with groups of all sizes, and our service is suitable for community groups, partner organisations or businesses.

Cost: Price on application

Conference organisation

BRCC will work with you to provide a comprehensive package of support, and ensure your conference, event or roadshow programme runs smoothly and meets your targets. We can:

- Project manage your event and regularly report to you;
- Provide advice on developing the agenda;
- Help you to locate suitable venues that suit your requirements;
- Design invitations and publicity;
- Handle bookings for your event;
- Produce delegate packs, badges and signage;
- Provide on site support if required.

Please get in touch to discuss your detailed requirements.

Cost: Price on application





FINANCIAL SERVICES

Book-keeping

We have qualified Association of Accounting Technicians (AAT) staff who can assist small businesses and voluntary organisations with their book-keeping. We are able to offer computerised book-keeping; processing invoices, receipts and payments; sales/purchase ledgers; VAT returns; bank reconciliation; profit and loss accounts and balance sheets.

You can be confident of accurate, timely financial information.

Cost: Price on application for a bespoke package

Independent examination of accounts

Independent examination is an alternative to a full financial audit for smaller charities. It is a legally acceptable form of external scrutiny of your end of year accounts. Independent examination is suitable for charities whose income is in the range of £25,000 - £250,000. If your income is below £25,000 then there is no requirement to have you accounts independently examined. However, some organisations still choose to do so to satisfy members and funders.

Our examiner is an Associate Member of the Association of Charity Independent Examiners (ACIE) and will provide a full written report of his findings

Cost: For organisations with turnover less than £25,000: £100
For organisations with turnover over £25,000: price on application

Payroll

We are able to offer a complete service for you using a Sage Payroll package. This includes the production of pay slips, the calculation of statutory payments such as sick pay and maternity pay, and completion of year end returns. Our finance team has many years of experience and will be happy to help. The service is cost-effective, meaning that you can save money on employing dedicated payroll staff.

Cost: £4.00 per pay slip per month plus initial set-up fee, dependent on the size of the organisation (members only)



GRAPHIC AND WEB DESIGN

BRCC offers a professional and competitively priced design service. Whether you are requiring an information board, an e-bulletin, business cards, leaflets or a website we can help you. We can also provide:

- logos
- corporate branding
- flyers, brochures & plans
- press advertisements
- studio photography
- printer liaison
- corporate stationery
- packaging
- signage
- interpretation panels
- newsletters
- catalogues
- posters
- bespoke maps
- e-flyers
- sales & technical material

Cost: Detailed quotes are given for each piece of work





HOUSING NEEDS SURVEYS

Affordable homes can be built on rural exception sites, but they must remain affordable and for local people in perpetuity. Any planning application must be supported by evidence of need and the best way to do this is to undertake a detailed survey.

Housing needs surveys can be carried out by BRCC, acting as an ‘honest broker’ between landowners, Registered Social Landlords, parish councils and local residents. These surveys can usually identify those households in need of housing but not on the housing register; the type and size of affordable housing needed and whether there is support for a scheme from local parishioners.

BRCC is usually contracted to carry out this work by Registered Social Landlords. Parish councils are encouraged to contact BRCC for advice.

Cost: £1,250 per survey (not including any follow-up work required)

PLAY AREA MANAGEMENT

Play area design consultation

BRCC manages the Jubilee Play Centre at Shuttleworth, which is available free of charge as a resource for communities planning a new play area - it has equipment from 12 manufacturers on display together with a natural play area. BRCC is also able to offer a comprehensive play area development service, including:

- Consultation activities with children and young people, and neighbouring residents
- Production of a site assessment and design brief
- Co-ordination of the tender process and overseeing of the contract implementation

Cost: £250 per day

PUBLICITY

One of BRCC’s strengths lies in its networks and grassroots contacts. We are happy to help publicise community groups and events, and commercial businesses which may be of use to our members. We are able to do this through our website, our newsletter ‘Network’, our regular e-bulletins and through our links with parish newsletters. We may make a charge for this service.

RAVE BUS HIRE

The RAVE bus is a mobile venue which can be used as a youth or community meeting place, a focal point of contact or a mobile office. The vehicle boasts:

- A comfy seating area
- Small area for making drinks
- Widescreen TV with freeview and DVD player
- A CD player
- Separate gazebo with an outdoor table and chairs

The bus can accommodate up to 15 people at any one time and there is an access ramp available.

Cost:

- Voluntary or community group (no paid staff): £30 per hour
- Organisation with 1-10 employees: £40 per hour
- Organisation 11-50 employees: £50 per hour
- Organisation 51 and over employees: £60 per hour

There is a minimum session length of 3 hours and the hire costs include a driver. Contact us also for discounted off-peak and last-minute rates!

TRAINING

BRCC offers a selection of training for our members, each tailored to their needs and priced separately. This includes:

- A bespoke package of training for those involved in the land based industries - from fork lift truck driving to hedge-laying
- Play area safety inspection training - a very popular training session for parish councils and community groups who own or run play areas
- Training for people completing Criminal Records Bureau forms - invaluable if you want to streamline your CRB checking
- Evening briefing sessions for parish and town councils - a series of evening briefing sessions aimed at helping to keep local councils up to date with current issues



TRANSPORT BROKERAGE

Small groups may need transport for occasional trips or regular journeys. Finding affordable transport is often problematic. Similarly, those people who own and run minibuses quite often have times of the day when their minibuses are not being used. Wouldn't it be great if you could book those idle minibuses for your journeys? BRCC runs a transport brokerage scheme - in other words, we match requests for transport with organisations that have a minibus. We can also source a driver for you.

Cost: This service is FREE to members.

MEMBERSHIP

To access our services you need to be a member of BRCC. Our membership subscription rates are as follows:

Membership type	One year	Five Years
Individual	£20	£80
Voluntary or Community Group (no paid staff)	£35	£140
Organisation 1-10 employees	£60	£240
Organisation 11-50 employees	£120	£480
Organisation 51 and over employees	£300	£1,200

To become a member please complete the form at:
<http://www.bedsrcc.org.uk/membership/membership.html>
print it out, and return it with the appropriate membership fee to:

Membership Services Officer,
BRCC, The Old School, Cardington, Bedford, MK44 3SX

01234 838771 | info@bedsrcc.org.uk | www.bedsrcc.org.uk

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