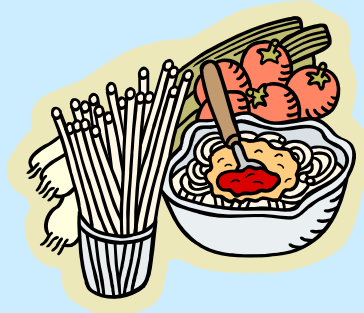


WREXHAM LUNCH CLUB FORUM

Good Practice Guidance Pack

For Lunch Clubs

Revised 2011



This good practice guidance pack is available as a resource
for organisers of Lunch Clubs
and for those considering setting up a new Lunch Club.

This resource has been produced by members of the Lunch Club Forum, with the support of Wrexham County Borough Council and AVOW.

Special thanks go to two members of the Lunch Club Forum, Sue Allen and Sian Hughes for devoting their time and energy to developing this resource.

To comment on this document or to request further information, please contact

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Commissioning & Planning Officer for Older People's Services

Adult Social Care Department

Wrexham County Borough Council

Tel : 01978 292066

e-mail : commissioning@wrexham.gov.uk

OR

Lindsay Sullivan

Lunch Club Development Officer


Age Concern North East Wales

Tel : 08450 549 822

e-mail : LSullivan@acnew.org.uk

About the Good Practice Guidance Pack

The number of Lunch Clubs is growing across Wrexham County Borough. In July 2010, there are now 32 successful Lunch Clubs, and more Clubs are needed in areas of the County Borough where there is a demand. Wrexham County Borough Council and Age Concern are working in partnership to support the development of Lunch Clubs, so that in time, everyone who wishes to attend a Club will have access.

 *A list of all the Lunch Clubs in Wrexham is on page 55 (as of December 2011).*

This **Good Practice Guidance Pack** has been designed by the **Lunch Club Forum** to provide essential information, contact details and guidance for anyone currently running a Lunch Club and for anyone who wants to set up a new Lunch Club. It offers useful information including:

- details of individuals and organisations who may be able to provide specific advice or guidance.
- addresses of web sites which provide useful information.
- template forms which are designed to support the administration side of running a Lunch Club. These include membership forms, referral forms, volunteers' application form, payment and attendance register and food temperature chart.
- advice about quality standards which need to be monitored and maintained in the running of a Lunch Club.

This pack will be reviewed and up-dated regularly by Age Concern and the Wrexham Lunch Club Forum. Contact details and aspects of the law which directly affect the running of Lunch Clubs will be amended annually. The aim is that the Pack will evolve to meet the changing needs of Lunch Clubs and enable new organisers to get help quickly.

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What is a Lunch Club?

The World Health Organisation defines a Lunch Club as the *'provision of a meal, usually on 1 to 5 days a week to members of a seniors' centre, at a nominal fee. The Lunch Club may offer other activities for members.'*

In simple terms a Lunch Club is a place where people come together to share a meal...but it is much, much more than that...it is also about providing people with opportunities for social contact and activities.

Lunch Clubs also provide a very important way of supporting older people by helping them to remain independent within the context of their own community.

A Lunch Club is:

- a place where members of the community, particularly older or vulnerable people, come together to share a meal.
- run by volunteers from a community group, church group or school.
- somewhere to have social contact and meet with friends.

A Lunch Club may also provide:

- the opportunity to take part in other activities e.g. craftwork, board games, yoga or dancing.
- access to information or advice.
- a forum for organising other community activities such as day trips.


Is a Lunch Club needed in your area?

This is going to be the first question that you will need to answer if you are thinking of starting up a Lunch Club.

It is a good idea to ask people in your local area if they would support the idea of a Lunch Club, and whether they would like to be members or volunteers.

You can get this information in a way that suits your locality.

- Posters
- Advertising
- Performing a survey
- Asking people who attend other social groups in the area
- Seeking the advice of your local MP

 *A Community Consultation form is in Appendix 1, which might help you to gather the information you need.*

Would you like to visit a Lunch Club to see what they do ?

The following Lunch Clubs would be happy for you to arrange a visit on one of their club days - please contact Lindsay Sullivan, Lunch Club Development Officer, Age Concern. Tel: 08450 549822

e-mail: LSullivan@acnew.org.uk

Brymbo Luncheon Club, Brymbo Methodist Chapel, High Street,
Brymbo Sylvia Greenaway

Chirk Community Lunch Club, Chirk Methodist Church, Chapel Lane,
Chirk Brenda Wilford

Good Companion Lunch Club, Salvation Army Citadel, Garden Road,
Rhosddu. Karen Edwards

CHOOSING A VENUE

Once you have established that there is a demand for a Lunch Club in your area, you will need to find a suitable venue. Lunch Clubs are mainly located in Community Centres or Church Halls; however they may also operate from schools, day centres, sheltered housing, leisure centres, cafes, pubs or clubs.

It is important that the Lunch Club is located close to the community which it serves. Facilities can always be improved, upgraded or extended. Guidance and advice can be provided by Council Officers to confirm the suitability of a particular venue.

The basic requirements for a Lunch Club venue

- a room big enough to accommodate the expected number of members.
- suitable access for all members including those with mobility issues or sensory impairment.
- adequate heating and lighting.
- suitable tables and chairs.
- adequate toilet facilities which include disabled access.
- kitchen facilities which are adequate to permit the preparation and/or serving of the required number of meals.
- kitchen facilities which meet basic Food Hygiene standards or which can be readily upgraded to meet such standards.
- sufficient supply of cooking equipment, crockery and cutlery.

Affordability is also an important consideration (any hire charges for the venue per hour / per session, or other additional charges).

VOLUNTEERS AND HELPERS

Lunch Clubs are supported by volunteers who wish to provide a valuable service for people within their community. You may already know of people who would wish to volunteer, and you will need to ensure that you have enough volunteers to support the tasks required and the capacity of the Club. If you need advice on finding volunteers for your Lunch Club, please contact:

Ann Vaughan, Ty AVOW, 21 Egerton Street, Wrexham.


Telephone: 01978 312556

or

Lindsay Sullivan, Age Concern North East Wales, Unit 17
Gwenfro, Wrexham Technology Park, Croesnewydd Road.
Wrexham. LL13 7YP

Telephone 08450 549822 e-mail: LSullivan@acnew.org.uk

Adequate information needs to be kept about helpers and volunteers working in the Lunch Club. This record would also detail training which the helper has undertaken, references and whether they have had a Criminal Records Bureau check.

 *A template of a form for recording information on helpers is available in Appendix 2.*

Induction for volunteers

Good practice would be to have an induction procedure for all volunteers of lunch clubs so that everyone is introduced, welcomed to the club, familiar with their surroundings and knows what is expected of them.

Listed below are suggestions of topics that could be covered at induction.

| | | |
|---------------------------------------|---|--|
| Introductions | Meet all volunteers and diners | |
| Facilities | Tour of venue and facilities | |
| Fire | Fire exits and procedures | |
| Health & safety | Safe working practices | |
| First Aid / and Accident reporting | Responsibility for First aid and procedure to follow in event of an accident occurring. | |
| Policies / procedures / good practice | Give to all volunteers to read | |
| Housekeeping | What is expected | |
| Responsibilities | Personal role in lunch club | |
| Training | Courses available to volunteers. | |

Volunteer's signature

Date completed

CRB (Criminal Records Bureau) Checks

Going to a Lunch Club should be an enjoyable and safe activity that improves the quality of life of people within their community. Many of the people who attend lunch clubs can be vulnerable due to age, ill health or disability, and it is important that everything possible is done to protect their safety, and to ensure that they are not put at risk of harm or abuse.

From November 2010, the law will change and it will become mandatory for any new volunteers engaged in 'regulated' activity frequently, intensively or overnight to become registered with the Independent Safeguarding Authority (ISA). From this date Lunch Clubs will be legally required to check that an individual is registered before engaging them. Existing volunteers will be able to register with the scheme from April 2011. All applications to register must be processed through a Registered or Umbrella organisation, as is currently the case for Criminal Records Bureau Checks.

The recent guidance has defined 'frequent' as once a week or more, and 'intensive' as four days or more in a single month. However we are still awaiting final regulations on the scheme. Further guidance will be distributed to Lunch Clubs when it is available.

The requirement to undertake CRBs, and in the future to register with the ISA will be dependent on whether volunteers fall under the definitions of 'regulated' activity, and meet the 'frequent' or 'intensive' tests.

We understand that a change in policy and procedures can be difficult to manage, therefore if you need advice, help and support with this process, please discuss it with the Lunch Club Development Officer, Age Concern North East Wales, Lindsay Sullivan Tel: 08450 549822 or with The Commissioning and Planning Officer for Older Peoples Services at Wrexham County Borough Council, Elaine Blease, Tel: 01978 292066.

Please note: The CRB does not charge for undertaking checks on volunteers.

For further information about CRB checks or about the new Vetting and Barring Scheme please contact:



The Human Resources Department, Wrexham County Borough Council, Telephone 01978 292992.

WCVA (Wales Council for Voluntary Action), Telephone 0800 2888 329
Website : www.wcva.org.uk e-mail : help@wcva.org.uk

INSURANCE FOR LUNCH CLUBS

Lunch Clubs are advised to take out public liability insurance as part of their Constitution. This would provide protection to the Lunch Club if it were to cause damage or injury to third parties through its proven negligence. Further information and advice on insurance can be obtained from Community Development Team, Ty AVOW, 21 Egerton Street, Wrexham, LL11 1ND.

Telephone: 01978 312556

-  *Volunteering England have produced an advice leaflet on Insurance for Volunteers which may be helpful (see Appendix 3)*
-  *WCVA (Wales Council for Voluntary Action) www.wcva.org.uk*

TRANSPORT AND TRAVEL

For members, travel to and from the Lunch Club will be an important consideration. Transport to and from a Lunch Club could be:

- a pick-up service provided by the volunteers using their own vehicles
- by Community Transport schemes which operate in various parts of the County Borough
- by public transport

Many members will be able to make their own way and so vehicular access and the provision of adequate parking need to be considered.

Community Transport Schemes

- **West Wheels**

West Wheels is a pilot Community Transport Scheme which provides a door to door service, seven days a week, for anyone living in Bradley, Brymbo, Brynteg, Caego, Coedpoeth, Gwersyllt, Llay, Lodge, Moss, New Broughton, Pandy, Pentre Broughton, Rhosrobin, Southsea, Summerhill and Tanyfron. Members pay an annual membership fee of £2.00, and then fares are £1.00 per single journey within one village, and £2.00 per single journey to travel between more than one village. People with concessionary passes travel free.

Further information is available from the Community Development Team: Tel: 01978 292037 e-mail : westwheels@wrexham.gov.uk

Website: www.wrexham.gov.uk/westwheels.

- **Group Transport**

Located within different areas of the County Borough, there are a small number of vehicles operating for group transport. Some of the minibuses are made available for group travel.

For information telephone Wrexham County Borough Council Public Transport: 01978 292037

- **Rural TaxiBus Scheme**

The Wrexham County Borough rural TaxiBus scheme is designed to provide flexible public transport connections for more isolated communities that are not located along conventional public transport routes. The scheme covers the following areas :

| | |
|----------------------|---|
| Wrexham South & East | Including Rhos y Madoc, Pen y Lan, Erbistock, Eyton, Gyfelia, Ridleywood, Isycoed, Bowling Bank |
| Wrexham West | Including New Brighton, Aber-oer, The Wern, Fron-deg, Legacy, Talwrn, Bronwylfa, Llwyneinion, Tai-nant |
| The Maelor | Including Worthenbury, Wallington, Tallarn Green, Iscoed Park, Horseman's Green, Bettisfield, Higher Wych |

- **Social Car Schemes**

Two social car schemes, aimed at persons with restricted mobility, operate within the county, in the Glyn Ceiriog and Maelor areas, co-ordinated by the Women's Royal Voluntary Service using volunteer drivers.

For information telephone Wrexham County Borough Council Public Transport: 01978 292037

- **Chariotts Community Transport Scheme**

The Chariotts Scheme covers the Wrexham area and is designed for people with specific mobility difficulties. A small fleet of modern wheelchair accessible vehicles are used to transport clients. This transport is specifically for people who are unable to use public transport as a result of mobility difficulties. For further information on membership of Chariotts please telephone 01978 312888.

Further information on the Social Car Scheme, Group Transport, Chariotts and the Rural TaxiBus is also available on our website : www.wrexham.gov.uk/english/sections/transport_streets.htm then follow the links to Community Transport or TaxiBus.

For general public transport enquiries contact the Wrexham BusLine 01978 266166.

Insurance for Volunteer Drivers

In some Lunch Clubs volunteers use their own cars and operate a rota to collect members who could not otherwise attend. All drivers are required by law to have motor vehicle insurance. If your organisation involves volunteer drivers using their own vehicles, you must ensure that volunteers have up-to-date insurance cover and a current driving licence valid for the type of vehicle being driven. They should inform their insurance company that the vehicle is being used for voluntary activities (which should not cost them any extra on their insurance premiums). You may wish to consider issuing drivers with a standard form that can be sent to insurance companies informing them of the nature of the volunteering. The returned form acts as a confirmation that the volunteers are insured.

MEMBERSHIP OF THE LUNCH CLUB

Individual clubs may have specific criteria for accepting members, for example a defined catchment area or a membership based on age. From time to time other agencies may refer individuals who they think would benefit from the facilities a Lunch Club has to offer. Many members will come of their own volition and may also introduce friends or neighbours. Consideration should be given to ways of welcoming and supporting new members, especially those who come to the Lunch Club

on their own e.g. a named volunteer could meet and greet the new member and introduce them to the Club facilities and to other members.

It will be necessary to obtain and retain some personal information about members. The range of information requested from members is at the organiser's discretion, but some personal details and contact information are essential. In case of accident or emergency a contact number for next-of-kin would be required, as would some detail of medical history which would be useful to the emergency services.

✚ *A template of a Lunch Club membership form is available in Appendix 4.*

✚ *A referral form for membership of a lunch club is available in Appendix 5.*

Collecting and storing personal information

It is important that all personal information on members and helpers is stored securely and that it is treated with respect and confidentiality, in line with the legislation which governs data protection. For further information on the correct way to use and store personal information please see:

Information Commissioner's Office

Tel: 01625 545745

www.ico.gov.uk

Further information on Data Protection is also available from :

The WCVA

Tel: 0800 2888 329

www.wcva.org.uk

AVOW, 21 Egerton Street, Wrexham, LL11 1ND

Tel: 01978 312556

Fax: 01978 263980

chief@avow.org www.avow.org

Attendance and Payment Records

It is useful to record attendances and payments from members. Fire Regulations will require that there is a record of the number of people in the building at any one time. Recording payments also ensures that basic financial accountability is achieved.

 *A template of a Lunch Club Attendance Register is available in Appendix 6.*

FOOD SAFETY

Some lunch clubs cook meals at the venue, in which case the kitchen should have an environmental health inspection carried out by the Food Safety Service, Wrexham County Borough Council, Tel : 01978 813711. Volunteers and helpers are advised to undertake training in Food Hygiene and free training is available, contact Human Resources, Training, Wrexham County Borough Council. Tel : 01978 292983.

Some Lunch Clubs have meals delivered in from another site e.g. a school or a care home. If food is being delivered to the Lunch Club the Food Safety Service at Wrexham County Borough Council should be contacted for advice on the transportation of hot food, Tel: 01978 813711.

Good practice in food hygiene is essential within every Lunch Club. At each meal, the temperature of food should be checked, recorded and signed for on a chart.

 *A template of a food temperature chart is available in Appendix 7.*

 *Tips on Food Safety are available in Appendix 8.*

The Council provides a Food Safety Service as part of the Housing and Public Protection Department. This service aims to ensure that food produced and sold within the Borough is safe and free from contamination. Inspections of catering establishments are carried out and advice, information and training are all available.

For further information on Food Safety / premises inspections contact:
The Food Safety Service, Public Protection Department, Wrexham
County Borough Council, High Street, Ruabon LL14 6NH
Telephone : 01978 813711

Training Providers

There are a number of food hygiene training providers in the Wrexham area, and all those involved in food preparation at Lunch Clubs are encouraged to attend.

Wrexham Council: Department of Housing & Public Protection

The department offers a range of food hygiene training courses that lead to nationally recognised qualifications. The courses are designed and promoted by the Chartered Institute of Environmental Health. All courses are held at Yale College (Grove Park Site). For further details and costs, contact The Food Safety Service at Wrexham County Borough Council.

Telephone: 01978 813711

Adult Social Care Workforce Development Partnership (Wrexham County Borough Council)

The Adult Social Care Workforce Development Partnership provides limited access to free training for voluntary organisations working within the social care sector. For further details please contact:

Louise Davies, Staff Development & Training Officer, Adult Social Care Workforce Development Partnership, Human Resources, Wrexham County Borough Council, Lambpit Street, Wrexham LL11 1AR
Telephone: 01978 292983 e-mail: louise1.davies@wrexham.gov.uk

EASY START-UP RECIPES

Some of the more experienced Lunch Club organisers have suggested a 'tried and tested' recipe section and we have included a couple in this pack to start with. They also offer advice on quantities of ingredients, which is a question that new starters frequently ask. We will try to include recipes that fit in with a range of cooking methods and kitchen facilities and would like to hear tips and advice for new clubs so please share your favourites to be included in the next updated guidance pack.

✚ You can find some favourite recipes from Lunch Clubs, Appendix 9

POLICIES FOR A LUNCH CLUB

It is good practice to have some essential policies in place when you set up a Lunch Club. These include a Lunch Club Constitution, a Health & Safety Policy, an Equal Opportunities Policy, and a Policy on the Protection of Vulnerable Adults.

1) A Lunch Club Constitution

A Constitution provides a formal framework for ensuring that your Lunch Club operates effectively and keeps up to date with records and developments. Everyone who is involved with the Lunch Club should agree to work within the boundaries of the Constitution.

✚ An example of a Lunch Club Constitution is provided in Appendix

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2) A Health and Safety Policy

If you have five or more employees you will need to have a written health and safety policy statement. Your health and safety policy statement is the starting point to managing health and safety in the workplace and sets out how you manage health and safety in your organisation. It shows your staff, and anyone else, that hazards have been identified and risks assessed, eliminated or controlled. When you draw up or review your policy, you should discuss it with your employees / helpers.

If you employ five or more staff members and need support in putting together a Health and Safety Policy, please contact the Association of Voluntary Organisations in Wrexham (AVOW) on 01978 312556.


3) An Equal Opportunities Policy

Employees and volunteers have a right to be treated fairly and considerately, which is supported by law. Luncheon Clubs therefore should be committed to taking positive steps to promote and sustain equal opportunities amongst its trustees, staff and volunteers.

An equal opportunities policy should state the Luncheon Club's values on equality and diversity (fairness) and how these will be put into practice. The policy will also demonstrate to staff, potential recruits, volunteers and customers that the organisation is serious about fairness at work and will help to identify the behaviour expected, the behaviour which is not acceptable and what can be expected from the organisation. An equal opportunities policy may assist Luncheon Clubs to obtain funding, as it underpins the Luncheon Club's action plan and assists the Luncheon Club to comply with the law. There are several

pieces of legislation that combat discrimination and promote equal opportunities and diversity.

For an equal opportunities policy to be effective, it must have the support of everyone in the Luncheon Club. All employees and volunteers should be made aware of the Luncheon Club's equal opportunities policy and it is good practice for all existing and new employees to receive training.

 *An example of an equal opportunities policy is provided in Appendix 11. It is provided for guidance only and should not be regarded as an authoritative statement of the law.*

4) A Policy on Adult Protection (Safeguarding)

When setting up a Luncheon Club, it will also be important to consider the safety of members who may be vulnerable due to age, frailty, their mental health, or their physical or sensory disability, or illness. Everyone involved with providing the Lunch Club should be aware of the North Wales Protection for Vulnerable Adults Policy and what they need to do if they become aware of a case of elder abuse. A copy of the Policy & Procedures is available on the Wrexham County Borough Council website.

The link is :

http://www.wrexham.gov.uk/english/council/social_services/key_documents.htm

We are also enclosing a leaflet on 'What to do about abuse' with this pack, for your information.

Lunch Club Co-ordinators and Volunteers are encouraged to attend training on the Protection of Vulnerable Adults. This can be delivered at

Level 2 (for care staff), and at Level 3 for Managers / Co-ordinators. For further information about training, please contact Wrexham County Borough Council Training Department on 01978 292983.

Any questions regarding the Protection of Vulnerable Adults should be directed to: The Lunch Club Development Officer, Age Concern North East Wales, Telephone 08450 549822

OR the Adult Protection [Safeguarding] Officer at Wrexham County Borough Council, Telephone 01978 298420.

Come and join us at the Wrexham Lunch Club Forum !

The Wrexham Lunch Club Forum has been set up to provide an opportunity for Lunch Club organisers to meet and share ideas, knowledge and experiences which will enable them to support one another. Organisers who join the Forum can benefit through the sharing of good practice and new providers will have access to the combined wisdom of those who have considerable experience. There will also be the opportunity to form and shape future developments.

The Forum has quarterly meetings and has developed a newsletter which includes news and views as well as recipes and information. The Forum is facilitated by Age Concern North East Wales and Wrexham County Borough Council.

If you would like to become a Forum member, please contact :

Lindsay Sullivan. Lunch Club Development Officer
Age Concern North East Wales

Telephone: 08450 549822 or email Lsullivan@acnew.org.uk

?? Any questions ??

The Lunch Club Forum has developed this information pack in association with Wrexham County Borough Council and AVOW. We hope that we have answered all your questions but if you would like any further information, please do not hesitate to contact :

Lindsay Sullivan
Lunch Club Development Officer
Age Concern North East Wales

Telephone: 08450 549822 or email Lsullivan@acnew.org.uk

Appendix 1

LUNCH CLUB: COMMUNITY CONSULTATION FORM

I would like to register my interest in a Lunch Club.

Name :

Address :

Telephone :

Please tick as appropriate

Yes

No

I am interested in attending a lunch club

I am interested in being part of an organising committee

I am interested in hearing guest speakers

I am interested in gentle exercise/ movement

I would need transport

I am aged (please tick): 18 - 49

50 -74

over 75

If you have any special dietary requirements, or you require items of equipment or additional support at mealtimes, please tell us what you need.....
.....
.....

If we could add extra activities into the Lunch Club, please tell us what you might like to do
.....
.....

Would you be interested in helping out at a Lunch Club in your area ?
Please indicate how you might like to help.....
.....
.....
.....

Please return this form byto:

Or Telephone:

Appendix 2

**Lunch Club Helpers
Application / Membership Form**

Name and location of lunch club:

Your full name:

Address:

M/F

Date of birth:

Tel:

E-mail:

Doctor's name, surgery address and contact number:

**Please state your reasons for wanting to help at the Lunch Club
and any relevant experience that you have**

**Other information: please include any information on your general
health or any other information that you wish to share**

| |
|--|
| |
|--|

Please provide the names of two people who can provide a character reference:

| | |
|----------------|----------------|
| Name : | Name : |
| Relationship : | Relationship : |
| Address : | Address : |
| Tel : | Tel : |
| E-mail : | E-mail : |

All the information requested on this form will be kept strictly confidential and will only be used in the event of an emergency, and to ensure that you are safe during your time as a Helper at the Lunch Club.

Please complete below before sending / giving this form back to your Lunch Club Coordinator:

I agree to perform my helping duties within the framework of the Lunch Club Constitution and I agree to any background criminal record checks that the Coordinator is required to make.

Please print name:

Please sign:

Date:

Appendix 3

Volunteering England Information Sheet © Volunteering England 2008.

Insurance for Volunteers Summary

All volunteer-involving organisations should have an insurance policy that covers volunteers. There are several different types of policy, so it is often confusing to work out which is the most appropriate. Basically, the organisation itself should be covered either under **employer's liability insurance** or **public liability insurance** in the event of volunteers being harmed due to the organisation's negligence.

Public liability insurance should cover both the organisation and the volunteer in the event of a third party being injured through the actions of a volunteer.

Depending on the type of work involved, the organisation may need **professional indemnity insurance** as well.

This Information Sheet provides a brief outline of the main types of insurance that volunteers could be covered by whilst volunteering.

- Employer's Liability Insurance
- Public Liability Insurance
- Professional Liability Insurance
- Personal Accident Insurance
- Insurance for volunteer drivers

Good Practice

As an organisation, it would be good practice to follow these pointers to ensure that you have the appropriate insurance in place to cover your volunteers:

- ensure that your policies **explicitly mention** volunteers because they may not be automatically included in your insurance cover
- check with your insurer if there are **upper and lower age limits** for volunteers **before** recruiting younger or older volunteers
- make sure that your insurance company is aware of the **types of activities** that the volunteers will be doing, because if the tasks are high-risk then the insurance policies will need to be adapted to accommodate these risks
- produce a **written risk assessment** for each of the roles that volunteers will be performing, because this will help your insurer to tailor your policy to suit your needs

Types of insurance cover

Employer's Liability Insurance

This covers paid employees in the event of accident, disease or injury caused or made worse as a result of work or of employer's negligence. This insurance does not automatically cover volunteers. There is no obligation to extend the policy to cover volunteers, but it is good practice to do so. The policy must explicitly mention volunteers if they are to be covered by it.

Public Liability Insurance

This should always explicitly mention volunteers. Also known as **third party insurance**, it protects the organisation for claims by members of the public for death, illness, loss, injury, or accident caused by the negligence of the organisation. Public liability insurance generally covers anybody other than employees who come into contact with the organisation. This should include volunteers, covering them against loss or injury caused by negligence of the organisation if they are not covered under the employer's liability insurance. It also protects for loss or damage to property caused through the negligence of someone acting with the authority of the organisation, which would include the actions of volunteers.

Public liability cover should clearly cover loss or injury caused by volunteers. In some cases a volunteer could be sued as an individual for damage caused to a third party, so the organisation's public liability insurance should indemnify them against this.

Professional Liability Insurance

Professional liability, professional indemnity errors and omissions or malpractice insurance covers the organisation for claims arising from loss or injury caused by services provided negligently or without reasonable care. Such loss might arise, for example, from incorrect care or inaccurate advice. An organisation can be sued for claims arising from incorrect advice or information even if it is given free or via a telephone helpline. Professional liability insurance should also cover defamation, inadvertent breach of copyright, confidentiality and loss of documents.

Personal Accident Insurance

This covers volunteers in the event of injury, accident or death for which the organisation has no liability. There is likely to be an upper age limit on this form of insurance. This does not mean that people above this age cannot volunteer, but they should be aware that they are not covered for accidents where the organisation has not been at fault. Injuries to them arising from negligence would still be covered under liability insurance cover.

Insurance for volunteer drivers

If an organisation owns the vehicle being used, then it is responsible for arranging insurance. If the volunteer owns the vehicle, then he or she is responsible for arranging insurance and informing the insurer about his/her volunteer driving.

If a driver has an accident during their volunteering and there is a problem with the insurance for that vehicle, the organisation could be held responsible, whether or not it owns the vehicle involved. The organisation can take out a Contingency Liability Policy to protect it from this risk. For further information please read Volunteering England's information sheet 'Volunteer Drivers'. You can also find a sample form to send to an insurance company in the Good Practice Bank on Volunteering England's website.

Further information is available from :

Association of British Insurers

51 Gresham Street

London

EC2V 7HQ

Tel : 020 7600 3333

Fax : 020 7696 8999

Website : www.abi.org.uk

Volunteering England Good Practice Bank

Includes a section about 'Health and Safety'

Website : www.volunteering.org.uk/goodpractice

The VolResource website contains listings of specialist insurance brokers and policies

Website : www.volresource.org.uk/services/serv_ins.htm

Last reviewed June 2008

We have made every effort to ensure that this Information Sheet was correct at the time of publication. It is intended as a simple summary of relevant insurance issues and suggests further sources of information. Volunteering England provides the contact details of insurance companies purely for signposting purposes and in no way endorses any of the companies listed in this information sheet. Legal advice should be sought where appropriate.

For more information on managing volunteers please visit

The Good Practice Bank at www.volunteering.org.uk/goodpractice

WCVA (Wales Council for Voluntary Action) Website: www.wcva.org.uk

Volunteering England's Information Sheets are at :

www.volunteering.org.uk/information

Or please contact Volunteering England Information Service

e-mail : information@volunteeringengland.org

Freephone Information Line : 0800 028 3304 (M-F 10.30-12.30 & 14.00-16.00)

Volunteering England, Regent's Wharf, 8 All Saints Street, London N1 9RL

Appendix 4

Lunch Club Membership Form

Name of Lunch Club:

Personal information

Name:

Address:

Tel:

D.O.B.:

M/F

Nearest Relative / Carers

| | |
|----------------|----------------|
| Name : | Name : |
| Relationship : | Relationship : |
| Address : | Address : |
| Tel : | Tel : |

Doctor

Name of doctor:

Tel:

Surgery address:

Medication (name all medicines, dose and when taken)

Dietary needs or other needs e.g. mobility

All information will be treated as strictly confidential and will only be used in an emergency, and to ensure your safety while you are attending the Lunch Club.

I understand that this information may be stored on a computer.
Please sign below before returning to your Lunch Club Coordinator.

Please print name:

Please sign:

Date:

Appendix 5

Lunch Club Referral Form

Name of Lunch Club:

Name of person being referred:

Address:

Tel:

D.O.B:

M/F

Next of kin:

Address of next of kin:

Tel:

Relationship:

Name of GP:

Surgery Address:

GP Tel:

Name of Person making the referral:

Address:

Tel:

Please add any additional comments on this referral e.g does the person that you are referring to the Lunch Club have any health problems, dietary requirements or disability that the Lunch Club coordinator should be aware of?

Please return this form directly to the
Coordinator of the Lunch Club

Appendix 6

Lunch Club Attendance / Payment Register

Date:

| | Name / Signature | Payment |
|-----------|-------------------------|----------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Appendix 7

Food Temperature Chart

Lunch Club Name:

Date:

| Type of Food | Temperature | Temperature of food checked (signature) |
|--------------|-------------|---|
| | | |
| | | |
| | | |
| | | |
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| | | |

Appendix 8

FOOD HYGIENE TIPS

Lunch Clubs provide a service for people in their communities which is valued and appreciated. As with any service that prepares or provides meals, good food hygiene is essential for you to make or sell food that is safe to eat.

Good food hygiene helps you to :

- obey the law
- reduce the risk of food poisoning among your customers (or lunch club members)
- protect the reputation of your business (or lunch club)

Good food hygiene is all about controlling harmful bacteria which can cause serious illness. For good food hygiene remember the **FOUR C's** :

- ❖ **cross contamination**
- ❖ **cleaning**
- ❖ **chilling**
- ❖ **cooking**

Cross contamination

(one of the most common causes of food poisoning)

This happens when bacteria are spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or drips onto) ready-to-eat food, or equipment or surfaces.

How to avoid cross contamination

Clean work surfaces, chopping boards and equipment thoroughly before you start preparing food and after you have used them to prepare raw food.

Use different chopping boards and knives for raw and ready-to-eat food.

Wash your hands before preparing food.

Keep raw and ready-to-eat foods apart at all times.

Store raw food below ready-to-eat food in the fridge. If possible use separate fridges for raw and ready-to-eat food.

Make sure that your staff know how to avoid cross contamination.

Cleaning

Effective cleaning gets rid of bacteria on hands, equipment and surfaces. So it helps to stop harmful bacteria from spreading onto food.

Actions to take

Make sure that all staff wash and dry their hands thoroughly before handling food.

Clean food areas and equipment between different tasks, especially after handling raw food.

Clear and clean as you go. Clear away used equipment, spilt food etc as you work, and clean work surfaces thoroughly.

Chilling

Chilling food properly helps to stop harmful bacteria from growing. Some foods need to be kept chilled to keep them safe, for example food with a 'use by' date, cooked dishes and other ready-to-eat foods such as prepared salads and desserts. It is very important not to leave these types of food standing around at room temperature.

Actions to take

Check chilled food on delivery to make sure its cold enough.

Put food that needs to be kept chilled in the fridge straight away.

Cool cooked food as quickly as possible and then put it in the fridge.

Keep chilled food out of the fridge for the shortest time possible during preparation.

Check regularly that your fridge and display units are cold enough.

Cooking

Thorough cooking kills harmful bacteria in food. So it is extremely important to make sure that food is cooked properly.

Actions to take

When cooking or reheating food always check that it is piping hot all the way through.

It is especially important to make sure that you thoroughly cook poultry, rolled joints and products made from minced meat, such as burgers and sausages. This is because there could be bacteria in the middle of these types of products. They should not be served pink or rare and should be piping hot all the way through.

We would advise that a Lunch Club does not provide anyone with a meal to take home for reheating later. The food may not be reheated properly and could cause someone to become ill.

The Council provides a Food Safety Service as part of the Housing & Public Protection Department. This service aims to ensure that food produced and sold within the Borough is safe and free from contamination. Inspections of catering establishments are carried out and advice, information and training are all available.

If you would like further advice about food hygiene, or the inspection of the premises where you hold your Lunch Club please contact :

The Food Safety Service, Public Protection Department,
Wrexham County Borough Council, High Street, Ruabon, Wrexham, LL14 6NH.
Telephone : 01978 813711

Volunteers who run Lunch Clubs or help at Lunch Clubs can book free food safety training. Further information is available from Louise Davies, Staff Development & Training Officer, Wrexham County Borough Council, Lambpit Street, Wrexham LL11 1AR.

Telephone 01978 292983 e-mail : louise1.davies@wrexham.gov.uk

A number of useful guides on food safety are also produced by the Food Standards Agency. For further details visit their website : www.food.gov.uk

Appendix 9

'Tried and Tested' Recipes

| |
|--|
| Anne's Apple & Orange Tart (Dessert) |
| Ingredients (please give a guide to quantities to help new starters) Short crust Pastry; Marmalade; 2 large apples (eating or cooking); 1 orange (juice and grated rind) ; 2 eggs. 1 oz sugar for sweet apples, 3oz sugar for cooking apples |
| How many people will this serve? 8 people (multiply for desired portions) |
| Preparation Line a plate with pastry – choose a plate with a dip or a flan case. Prick the pastry with a fork, and line with greaseproof paper. Cook the pastry at 180 degrees for 10 minutes. Remove paper and cook further until golden. Prepare orange rind and juice. Beat eggs, add orange rind, juice and sugar. Grate the apples (peel first of desired) Spread pastry base with a thin layer of marmalade. Spread grated apple over marmalade. Gently pour over egg / orange / sugar mixture. |
| Cooking Method and Time Place plate on baking tray, cook at 160 degrees until liquid is set. Turn heat down if apples are browning. Usual cooking time about 25 minutes |
| Useful tips about preparing this dish Serve warm with ice cream or light cream or yoghurt. For diabetics use low sugar marmalade and canderel. |

Thank you very much to Mrs Pat Cross, from Wrexham Methodist Church Lunch Club for this recipe.

'Tried and tested' Recipes

Pam's Banana Pudding (Dessert)

Ingredients (please give a guide to quantities to help new starters)

4oz Butter, 6oz sugar, 8oz SR flour, 2 eggs. 3Ripe /over ripe bananas

Diabetic – as above but replace sugar with 3oz sweetener

How many people will this serve?

10/12 people (multiply for desired portions)

Preparation

Cream butter and sugar together

Mash bananas and stir into creamed mixture with beaten eggs.

Stir in flour and mix to a smooth consistency.

Pour mixture into a prepared loaf tin

Cooking Method and Time

Bake for 40 mins @ 180° then reduce heat to 150° and bake for a further 20-30 mins

Useful tips about preparing this dish

Serve hot with custard /whipped cream/ice-cream

Alternatively drizzle with icing and decorate with walnuts and serve cold.

Thanks to Pam Elliot from Penycae Luncheon Club for this recipe

Appendix 10

An example of a Lunch Club Constitution

- Lunch Club is affiliated to the Wrexham Lunch Club Forum.
- The Club will provide a regular opportunity for people in the local community to come together to share a meal and take part in other activities.
- Membership of the Club will be made up of helpers and Members.
- Members will be those who use the facilities provided, and have completed the necessary membership forms.
- Helpers will be those who are involved in the running of the Lunch Club and who have completed the necessary application /membership forms.
- The Club will have a Management Committee comprising a Chairperson, Treasurer and Secretary, plus two additional Helper members and two Members.
- The Management Committee will be established by nomination and voting as necessary at the Annual General Meeting.
- The Management Committee will meet regularly throughout the year.
- The Annual General Meeting will take place each (month).
- The Club will have its own bank account with(bank).
- All monies raised by or on behalf of the group shall be applied to further objects of the group and to no other purpose.
- The Club will take out public liability insurance and make all necessary background checks on Helpers.
- The Treasurer will produce Annual Accounts for presentation at the AGM.
- Helpers who take part in the preparation of food will have gained the Basic Food Hygiene Certificate.

Dissolution of the Lunch Club

If at any time a majority of the Committee decide that it is advisable to dissolve the Lunch Club it shall call a meeting of all members stating the proposed resolution. A simple majority at such a meeting shall confirm such a decision. Any equipment and/or monies left after settlement of debts shall be donated to such other charitable organisations or institutions having objects similar to all or some of the objects of the group operating in the area. This will be

through the auspices of..... Lunch Club or its successor organisation.

This constitution was adopted as the *Constitution of*

_____ at the inaugural meeting

held at _____ on _____

Signed

Chair

Signed

Secretary

Appendix 11

An Example of an Equal Opportunities Policy

.....*Lunch Club* is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best. To that end the purpose of this policy is to provide equality and fairness for all employees, volunteers and service users, whether full-time or part-time, and not to discriminate on grounds of gender (including sex, marriage, gender reassignment), race (including ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion or belief, or age.

.....*Lunch Club* opposes all forms of unlawful and unfair discrimination.

1. Responsibility

The overall responsibility for ensuring effective implementation of*Lunch Club's* Equal Opportunities policy is assigned to(Lunch Club Leader). This responsibility includes ensuring that all employees and volunteers are notified of the details of this policy and are aware of its implications through the provision of appropriate training. All line managers have responsibility for promoting equality of opportunity, and should ensure that their own procedures and practices comply with the provisions of*Lunch Club's* Equal opportunities policy. The performance and example of managers is crucial to improving opportunities for all. Individual employees and volunteers at all levels have responsibility for ensuring that equality of opportunity is consistently provided in all of*Lunch Club's* employment practices and activities.

2. Recruitment and selection

.....*Lunch Club* will strive to:

- Ensure that all employees and volunteers are recruited on the basis of ability and other objective relevant criteria.
- Work towards ensuring that through recruitment, its workforce better represents all sections of society.

- Ensure that it communicates job/volunteering opportunities to all sections of the community, ensuring that it does not discriminate against, or discourage applications from any section of the community.
- Ensure that all involved in the recruitment selection are trained on equalities issues.
- Use appropriate legislation as a framework for action to support the recruitment process in a positive way.

3. Training and organisational development

.....*Lunch Club* will:

- Seek to ensure that all employees and volunteers are developed by the provision of appropriate and accessible learning opportunities in line with organisational and individual needs.
- Ensure that vacancies are open to existing staff and volunteers.

Disclaimer

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

For further information contact
 Association of Voluntary Organisations in Wrexham
 Tŷ AVOW, 21 Egerton Street, Wrexham, LL11 1ND
 Tel: 01978 312556
 Fax: 01978 263980
 chief@avow.org
www.avow.org

Produced by WCVA, County Voluntary Councils and Volunteer Centre.
 Last Updated: 11/02/2008
 Registered Charity 1043989

Useful Contacts Services and Organisations

Age Concern, North East Wales

Provides information and advice on issues relating to older people. Age Concern provides a public voice for older people in Wrexham and raises awareness of the issues of importance to them.

Tel : 0845 0549969 www.accymru.org.uk

Public Protection Department

Food Safety Section, Public Protection Department, Wrexham County Borough Council, High Street, Ruabon, Wrexham LL14 6NH.

offer guidance and advice with regard to food safety issues at any time.

Tel: 01978 813711

Alzheimer's Society

Provides information, advice and support for people with dementia and their carers. Includes befriending service, support groups, education projects and caring grants.

Tel : 01978 356707 www.alzheimers.org.uk

Anti – Poverty

Wrexham Access Group Anti Poverty and Social Inclusion Policy.

Wrexham Council is committed to making best use of its influence and resources to promote an inclusive Wrexham.

Welfare Rights Advice Line 01978 298254

Council Tax and Housing Benefit 01978 292032

AVOW (Association of Voluntary Organisations in Wrexham)

Brings together and supports all voluntary organisations in the County Borough of Wrexham. It represents the sector locally and nationally and provides services to support local voluntary organisations and community groups.

Tel : 01978 312556

Bereavement Counselling and Support

Cruse Bereavement Care

Counselling for bereaved adults and children.

Tel: 08702 402758

British Red Cross, North Wales Branch

Provides community services to people in crisis.

This includes a home from hospital service, loaning medical equipment (wheelchairs etc), and first aid services.

Tel: 01978 725204

Care and Repair

Provides advice and practical assistance to older people regarding home repairs, renovations or adaptations. Have a handy person for older people who are private homeowners.

Tel: 01978 268120 www.careandrepair.org.uk

Carers Service (Wrexham Carers Service)

Provides information and advice for carers. The service is based at Ty AVOW, 21 Egerton Street, Wrexham, LL11 1ND

Tel: 01978 318812 e-mail : carers@avow.org

Chariotts

A community transport scheme providing personalised transport for people with disabilities or sensory impairment.

Tel: 01978 312888

Citizens' Advice Bureau

Gives free, confidential, impartial and independent advice on a limitless range of subjects. Office at 35 Grosvenor Road, Wrexham.

Tel: 01978 364639 www.citizensadvice.org.uk

Community Mental Health Team for the Older People

A joint Health and Social Services Department team, supporting older people with mental health problems and their carers.

Tel: 01978 292066

Community Services Team

A Social Services Department team providing a range of Day Services and support for community initiatives. The team provides support for the establishment, operation and development of Lunch Clubs through their coordination of the Wrexham Lunch Club Forum. Tel: 01978 292066

Community Transport Unit

This unit is part of the Transport Coordination Unit. It provides support, advice and guidance on the development of community transport initiatives.

Tel: 01978 292037

Day Care

A range of day care provision is available including day centres, day support in residential/nursing homes and other community based services. Please see the summary at the end of the Useful Contacts section.

Tel: 01978 292066

Domiciliary Care

A range of support available to assist people in their own homes. Includes local authority home care and independent sector care agencies.

Tel: 01978 292066

DH Homecare [carers service]

Provides practical support to Carers in the form of a few hours of respite care on a regular basis.

Tel: 01978 263030 e-mail info@dhomecare.co.uk

Fire Service (Wrexham)

North Wales Fire and Rescue Service is committed to improving and making North Wales a safer place to live and work. The service provides free home fire safety checks, fire safety presentations, and where required will fit smoke detectors.

Tel: 01978 353876 e mail. tto@nwales-fireservice.org.uk

Help the Aged

National campaigning organisation that provides practical support for all aspects of community and project development to voluntary organisations involving older people.

Tel: 02920 364550

Health Promotion

Promote initiatives and provide advice and information to encourage safe and healthy living amongst older people. The Health, Social Care & Well-Being Team is part of Wrexham County Borough Council and is based in The Guildhall, Wrexham, LL11 1AY

Tel: 01978 297032

Helyg Day Hospital

Based at Wrexham Maelor Hospital site it provides assessments for older people with mental health problems.

Tel: 01978 725946

Home From Hospital Scheme

Run by the Red Cross - provides volunteers to support older people when they are discharged from hospital.

Tel: 01978 725204

Intermediate Care Service

A joint team including nurse, social worker, occupational therapist and physiotherapist who will provide intensive support for up to 6 weeks to prevent hospital admission or facilitate hospital discharge.

Tel: 01978 292066

Neighbourhood Wardens

To help people feel safe within their own homes and neighbourhoods.

Tel: 01978 264987

Northeast Wales Dance

This provides opportunities for the elderly to keep active, have fun and gain the many health benefits from taking part in dance.

Tel: 01978 869456 e mail : newd@connectfree.co.uk

Nutritional Information

- **Community Dietician** at Wrexham Maelor Hospital can provide guidance and information.
Tel: 01978 291100
- **Food Standards Agency** – produce free A5 booklet 'Eating Well for Later Life'
Tel: 0845 606 6067 and ask for leaflet code FSA/0457/0602
Website: www.eatwell.gov.uk
- **Diabetes UK** – produce a range of literature to support people with diabetes or those caring for them.
10 Queen Anne Street, London, W1M 0BD
Tel: 020 73213531 Website: www.bhf.org.uk
- **Vegetarian Society** – produce literature on healthy eating for those choosing to follow a vegetarian diet.
Parkdale, Durham Road, Altrincham, Cheshire, WA14 4 QG
Website: www.vegsoc.org

Occupational Therapy Services

The Social Services Department team is responsible for assessments for equipment and adaptations.

Tel: 01978 292066

Pensions and benefits

To promote opportunity and independence for all through modern, customer focused services.

Department Of Work and Pensions 01978 316500

Incapacity Benefit Service 01492 614800

Jobcentre Plus 01978 203400

www.dwp.gov.uk

www.thepensionservice.gov.uk

Police (Wrexham)

If you need to contact the police in Wrexham.

Tel: 01978 290222

Residential and Nursing Homes

There are a number of registered care homes in Wrexham. More information about homes is available from the Social Services Department or the Care Homes Inspectorate. The Social Services Department also has a guide to choosing residential care available on request.

Tel: 01978 292066

RSVP (Retired & Senior Volunteer Programme)

This is a service whose main aim is to encourage everyone aged 50 and over to participate in the volunteering sector.

Tel: 01978 356629

Sheltered Housing

Wrexham Sheltered Housing offers self contained accommodation for people over 60 years, with the benefit of a warden service and 24 hour alarm cover. If you are interested in finding out more please contact the housing manager for older people.

Tel: 01978 315300

Shopmobility

This is based at Wrexham Bus Station providing manual and electrically powered wheelchairs and scooters to help people with limited mobility to shop in the town.

Tel: 01978 312390

Social Services

The Contact Assessment Team for Adults can provide advice and information on all aspects of Social Service provision.

Tel: 01978 292066

Stroke Association

This is based at Wrexham Maelor Hospital to support people who have had a stroke.

Tel: 01978 725182

Stroke Social Club for Wrexham and District

Welcomes patients, carers and friends on alternate Wednesday evenings.

Tel: 01978 761343 or 01978 291100

Talking Newspapers

Ruabon School

01978 822392

Yale College

01978 351211

National Talking Newspapers

01435 866102

Telecare Solutions for Independent Living

A service that can help keep you safe at home and enable assistance to be summoned in the event of an emergency. Provides a telephone link, 24 hours, 365 days a year between your home and the Telecare Response Centre.

The service is provided in partnership between Wrexham County Borough Council and Chester Care.

Tel: 01978 292075

Trading Standards

The Trading Standards Service is a part of the Housing and Public Protection Department. The service provides consumers and businesses with advice and assistance on all trading issues. It is also responsible for inspection and enforcement in line with legislative requirements. It has a particular role in the protection of older consumers from unscrupulous and criminal door step traders and contractors. It can provide information packs and will run awareness raising sessions.

Tel: 01978 292045

Volunteer Bureau, Wrexham

Helps individuals wishing to get involved in their local community to find appropriate voluntary work.

Tel: 01978 312556

Vision Support

Resource centre offers benefits advice, information, equipment, befriending, mobile unit and home visits.

Tel: 01352 757677 or 01244 651907

Wrexham Access Group

Wrexham Access Group promotes physical access to transport, public places and buildings and access to information.

Tel: 01691 777079

Wrexham County Borough Museum

Provide a number of Reminiscence Boxes – Old Wrexham, Living through the War, In the Home, That's Entertainment, and A Day Out.

Tel: 01978 317970

Wrexham Disability Forum

Its aim is to improve the equality of life for people with disabilities, to share information and to secure equality for all. The Forum office is based in AVOW, 21 Egerton Street, Wrexham.

Tel: 01978 262955

Wrexham Over 50's Forum

The forum is a non political and non discriminatory organisation whose role is to tackle ageism and age discrimination in all of its different forms. The forum provides representation for the over 50's in around the boundaries of the County Borough of Wrexham area. There is a Development Worker based with AVOW.

Tel: 01978 312556

WRVS

Provide transport in Bronington, Bettisfield, Tallern Green and Hamner with a limited service in the Ceiriog Valley mainly covers health related journeys but would be willing to take requests for journeys to lunch clubs.

Tel: 01948 770252

Lunch Clubs in Wrexham

For further information please contact Lindsay Sullivan
Lunch Club Development Officer, Age Concern N E Wales, Tel : 08450 549822

Updated November 2011

| | |
|---|---|
| <u>Acrefair, Plas Madoc Communities First Lunch Club,</u> | Monday (weekly) |
| <u>Bangor on Dee, The Buck House Hotel</u> | Tuesday (3 rd) monthly |
| <u>Brymbo Luncheon Club</u> | Friday (Weekly) |
| <u>Brynteg Community House Lunch Club</u> | Thursday (Fortnightly) |
| <u>Bwlchgwyn</u> | Tuesday (2 nd and 4th) |
| <u>Cefn Mawr Lunch Club</u> | Wednesday (weekly) |
| <u>Chirk Community Lunch Club</u> | Wednesday (1 st & 3 rd) |
| <u>Coedpoeth Young at Heart Lunch Club</u> | Friday (weekly) |
| <u>Glyn Ceiriog Lunch Club</u> | Friday (every other) |
| <u>Gwersyllt Luncheon Club</u> | Thursday (every other – term time only) |
| <u>Holt Presbyterian Church of Wales Lunch Club</u> | Thursday (last Thursday, monthly) |
| <u>Llay Church of Nazarene Luncheon Club</u> | Wednesday (weekly - <u>but not in school hols</u>) |
| <u>Llay – Sunday Diners Lunch Club</u> | Sundays (weekly) |
| <u>Marford Lunch Club</u> | Tuesday (every other) |
| <u>Overton, The White Horse Lunch Club</u> | Wednesday (2 nd - monthly) |
| <u>Penley, Maelor High School Lunch Club</u> | Tuesday (weekly) |
| <u>Pen y Cae Lunch Club</u> | Friday (weekly) |
| <u>Rhos, Plas yn Rhos Lunch Club</u> | Friday (weekly) |
| <u>Rhos Community Café Lunch Club</u> opening Jan 2012 | Wednesday (weekly) |
| <u>Tanyfron Lunch Club</u> | Tuesday (1 st Tues monthly) |

WREXHAM TOWN

| | |
|--|---|
| <u>Acton Park Lunch Club</u> | Friday (2 nd and 4 th) |
| <u>Borras Park Evangelical Church Lunch Club</u> | Thursday (fortnightly) |
| <u>Borras Park, Cunliffe Club Lunch Club</u> | Tuesday (1 st) monthly |
| <u>Cambrian Place Lunch Club</u> | Wednesday (weekly) |
| <u>Caia Park, Deva House Lunch Club</u> | Monday to Friday weekly |
| <u>Garden Village, Bethel Presbyterian Church Lunch Club</u> | Tuesday (first/third) |
| <u>Garden Village St Margarets Lunch Club</u> | Tuesday (every other) |
| <u>Hightown Community Centre Lunch Club</u> | Wednesday (weekly) |
| <u>Hightown, Sylvester Court Lunch Club</u> | Wednesday (every other) |
| <u>Union Road, Lager Club Lunch Club</u> | Monday (weekly) |
| <u>Ruthin Road, Raffles Club</u> | Tuesday (fortnightly) |
| <u>Rhosddu, Good Companion, Salvation Army Citadel</u> | Wednesday (weekly) |
| <u>King Street, Trinity Presbyterian Church Lunch Club</u> | Tuesday (weekly) |
| <u>Mount Street, VIEW Lunch Club, The Nags Head</u> <u>For members with vision impairment</u> | Tuesday (1 st Tues monthly) |
| <u>Regent Street, Wrexham Methodist Church Lunch Club</u> | Wednesday (every other) |
| <u>Cefn Road, Ysgol Morgan Llwyd Lunch Club</u> <u>for Welsh speakers and learners</u> | Every half term |