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

Elaine Blease
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
About the Good Practice Guidance Pack

The number of Lunch Clubs is growing across Wrexham County Borough. In January 2013 there were 42 successful Lunch Clubs, and more Clubs are needed in areas of the County Borough where there is a demand. Wrexham County Borough Council works 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 52 (as of April 2014)

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 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:

**Brymbo Luncheon Club**, Brymbo Methodist Chapel, High Street, Brymbo Sylvia Greenaway 01978 756523

**Chirk Community Lunch Club**, Chirk Methodist Church, Chapel Lane, Chirk Brenda Wilford 01691 778425

**Hightown : Sylvester Court Lunch Club** – Audrey Hartland 01978 3576750

**Llay Lunch Club** [with numerous activities] Church of the Nazarene, Nant y Gaer Rd. Llay Clive Coleclough clive.coleclough@btinternet.com
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:

   AVOW, 21 Egerton Street, Wrexham.
   Telephone: 01978 312556

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 DBS 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.

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

Volunteer’s signature ………………………………………………………………

Date completed ………………………………………………………………

9
**DBS (Disclosure Barring Service) 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.

There is no requirement for Lunch Club volunteers to undertake a DBS check, however we would advise lunch clubs to follow WCBC’s safe recruitment policy. 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 Commissioning and Planning Officer for Older Peoples Services at Wrexham County Borough Council, Elaine Blease, Tel: 01978 292066.

**For further information about DBS checks please contact:**

WCVA (Wales Council for Voluntary Action), Telephone 0800 2888 329 Website: [www.wcva.org.uk](http://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 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

- **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
Community Transport: 01978 729760
e-mail    community_transport@wrexham.gov.uk

- **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. For information telephone Wrexham County Borough Council
Community Transport: 01978 729760
The scheme covers the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Including Areas</th>
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</thead>
<tbody>
<tr>
<td>Wrexham South &amp; East</td>
<td>Rhos y Madoc, Pen y Lan, Erbistock, Eyton, Gyfelia, Ridleywood, Isycoed, Bowling Bank</td>
</tr>
<tr>
<td>The Maelor</td>
<td>Worthenbury, Wallington, Tallarn Green, Iscoed Park, Horseman’s Green, Bettisfield, Higher Wych</td>
</tr>
</tbody>
</table>

- **Social Car Schemes**
  
  Two social car schemes, aimed at persons with restricted mobility, operate within the county, in the Glyn Ceiriog and Maelor areas, coordinated by the Women’s Royal Voluntary Service using volunteer drivers.
  
  For information telephone Wrexham County Borough Council Community Transport: 01978 729760

- **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](http://www.ico.gov.uk)

Further information on Data Protection is also available from:  
The WCVA  
Tel: 0800 2888 329  
[www.wcva.org.uk](http://www.wcva.org.uk)

AVOW, 21 Egerton Street, Wrexham, LL11 1ND  
Tel: 01978 312556  
Fax: 01978 263980  
[chief@avow.org](mailto:chief@avow.org)  
[www.avow.org](http://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 Adult Social Care Workforce Development Partnership, Workforce Strategy & Development, Wrexham County Borough Council. Tel : 01978 292982.

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 315300

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, Housing & Public Protection Department, Wrexham County Borough Council, Ruthin Road, Wrexham, LL13 7TU
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 Cambria College (Grove Park Site). For further details and costs, contact The Food Safety Service at Wrexham County Borough Council.
Telephone: 01978 315300

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, Social Care Workforce Development Coordinator, Workforce Strategy & Development, Adult Social Care, Wrexham County Borough Council, Crown Buildings, 31 Chester Street, Wrexham LL13 8BG
Telephone: 01978 292982  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 10

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 Luncheon 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 Adult Social Care, Wrexham County Borough Council, Workforce Strategy and Development Department. Telephone: 01978 292982.

Any questions regarding the Protection of Vulnerable Adults should be directed to: Elaine Blease WCBC 01978 298619. Email Elaine.Blease@Wrexham.gov.uk

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 Lunch Club Co-ordinators and Wrexham County Borough Council.

If you would like to become a Forum member, please contact:
Audrey Hartland, Sylvester Court Lunch Club
Telephone: 01978 357650 or email: audreyhartland@btinternet.com

?? 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:
Elaine Blease at WCBC  Elaine.Blease@Wrexham.gov.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 …………………………………………………………..
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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 by …………………………to:
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


23
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:

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<td>Tel</td>
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<tr>
<td>E-mail</td>
<td>E-mail</td>
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</tbody>
</table>
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: ………………………………………………………………………………………
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**

<table>
<thead>
<tr>
<th>Name :</th>
<th>Name :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship :</td>
<td>Relationship :</td>
</tr>
<tr>
<td>Address :</td>
<td>Address :</td>
</tr>
<tr>
<td>Tel :</td>
<td>Tel :</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Name / Signature</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 7

Food Temperature Chart

Lunch Club Name:

Date:

<table>
<thead>
<tr>
<th>Type of Food</th>
<th>Temperature</th>
<th>Temperature of food checked (signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
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, Housing & Public Protection Department, Wrexham County Borough Council, Ruthin Road, Wrexham, LL13 7TU
Telephone: 01978 315300

Volunteers who run Lunch Clubs or help at Lunch Clubs can book free food safety training.

Further information is available from Louise Davies, Social Care Workforce Development Coordinator, Adult Social Care Workforce Development Partnership, Workforce Strategy & Development, Wrexham County Borough Council, Crown Buildings, 31 Chester Street, Wrexham LL13 8BG
Telephone: 01978 292982 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

<table>
<thead>
<tr>
<th>Anne’s Apple &amp; Orange Tart (Dessert)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ingredients</strong> (please give a guide to quantities to help new starters)</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td><strong>How many people will this serve?</strong></td>
</tr>
<tr>
<td>8 people (multiply for desired portions)</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th>‘Tried and tested’ Recipes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pam’s Banana Pudding (Dessert)</strong></td>
</tr>
</tbody>
</table>
| **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 @ 180º then reduce heat to 150º 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 Connects North East Wales
Provides information and advice on issues relating to older people. Age Connects provides a public voice for older people in Wrexham and raises awareness of the issues of importance to them.
Tel : 0845 0549969  www.acnew.org.uk

Public Protection Department
Food Safety Section, Housing & Public Protection Department, Wrexham County Borough Council, Ruthin Road, Wrexham LL13 7TU offer guidance and advice with regard to food safety issues at any time.
Tel: 01978 315300

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 298255
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 729760

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@dhhomecare.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  
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 home and neighbourhood.
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](http://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](http://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](http://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](http://www.dwp.gov.uk) [www.thepensionservice.gov.uk](http://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, Tallarn Green and Hanmer 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 Elaine Blease 01978 298619
Updated March 2014

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangor on Dee, The Buck House Hotel</td>
<td>Tuesday (3rd) monthly</td>
</tr>
<tr>
<td>Brymbo Luncheon Club</td>
<td>Friday (Weekly)</td>
</tr>
<tr>
<td>Brynteg Community House Lunch Club</td>
<td>Thursday (Fortnightly)</td>
</tr>
<tr>
<td>Bwichgwyn</td>
<td>Tuesday (2nd and 4th)</td>
</tr>
<tr>
<td>Cefn Mawr Lunch Club</td>
<td>Wednesday (fortnightly)</td>
</tr>
<tr>
<td>Chirk Community Lunch Club</td>
<td>Wednesday (1st &amp; 3rd)</td>
</tr>
<tr>
<td>Chirk – “Caffi Wylfa”</td>
<td>Thursday Fortnightly [new for 2014]</td>
</tr>
<tr>
<td>Coedpoeth Young at Heart Lunch Club</td>
<td>Friday (weekly)</td>
</tr>
<tr>
<td>Glyn Ceiriog Lunch Club</td>
<td>Friday (every other)</td>
</tr>
<tr>
<td>Gwersyllt Luncheon Club</td>
<td>Thursday (every other – term time only)</td>
</tr>
<tr>
<td>Hanmer Jubilee Club</td>
<td>Last Thursday of the month</td>
</tr>
<tr>
<td>Holt Presbyterian Church of Wales Lunch Club</td>
<td>Thursday (last of each month)</td>
</tr>
<tr>
<td>Holt – Hildegarde’s Cafe</td>
<td>Closed at present</td>
</tr>
<tr>
<td>Llay Church of Nazarene Luncheon Club</td>
<td>Wednesday (weekly - but not in school hols)</td>
</tr>
<tr>
<td>Llay – Men’s Breakfast Club [at Llay Church of Nazarene Community Hall]</td>
<td>Monthly [NEW for 2014]</td>
</tr>
<tr>
<td>Marchwiel Lunch Club</td>
<td>Last Friday of the month</td>
</tr>
<tr>
<td>Marford Lunch Club</td>
<td>Tuesday (every other)</td>
</tr>
<tr>
<td>Overton, The White Horse Lunch Club</td>
<td>Wednesday (2nd - monthly)</td>
</tr>
<tr>
<td>Penley, Rainbow Centre</td>
<td>First Thursday of month</td>
</tr>
<tr>
<td>Penycae Lunch Club</td>
<td>Friday (weekly)</td>
</tr>
<tr>
<td>Plas Madoc Communities First Lunch Club</td>
<td>Monday (weekly)</td>
</tr>
<tr>
<td>Ponciau, Plas Y Delph Lunch Club</td>
<td>First Thursday of month</td>
</tr>
<tr>
<td>Rhos, Plas yn Rhos Lunch Club</td>
<td>Friday (weekly)</td>
</tr>
<tr>
<td>Rhos Community Café Lunch Club</td>
<td>Wednesday (weekly)</td>
</tr>
<tr>
<td>Club Name</td>
<td>Day(s) and Frequency</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Tanyfron Lunch Club</td>
<td>Tuesday [2nd] monthly</td>
</tr>
<tr>
<td><strong>WREXHAM TOWN</strong></td>
<td></td>
</tr>
<tr>
<td>Acton Park Lunch Club</td>
<td>Friday (2nd and 4th)</td>
</tr>
<tr>
<td>Borras Park Evangelical Church Lunch Club</td>
<td>Thursday (fortnightly)</td>
</tr>
<tr>
<td>Borras Park, Cunliffe Club Lunch Club</td>
<td>Tuesday (1st) monthly</td>
</tr>
<tr>
<td>Cambrian Place Lunch Club</td>
<td>Wednesday (weekly)</td>
</tr>
<tr>
<td>Caia Park, Deva House Lunch Club</td>
<td>Monday to Friday weekly</td>
</tr>
<tr>
<td>Caia Park, St Mark’s Church Lunch Club</td>
<td>Monthly</td>
</tr>
<tr>
<td>Chester Street, Saith Seren Lunch Club</td>
<td>Monday (weekly)</td>
</tr>
<tr>
<td>Garden Village, Bethel Presbyterian Church Lunch Club</td>
<td>Tuesday (first/third)</td>
</tr>
<tr>
<td>Garden Village, ICAN [with activities] at Bethel Presbyterian Church</td>
<td>First Friday of month</td>
</tr>
<tr>
<td>Garden Village St Margarets Lunch Club</td>
<td>Tuesday (every other)</td>
</tr>
<tr>
<td>Hightown Community Centre Lunch Club</td>
<td>Wednesday (weekly)</td>
</tr>
<tr>
<td>Hightown, Sylvester Court Lunch Club</td>
<td>Wednesday (every other)</td>
</tr>
<tr>
<td>Holt Road, Waterworld Cafe</td>
<td>Wednesday fortnightly</td>
</tr>
<tr>
<td>Rhosddu, Good Companion, Salvation Army Citadel</td>
<td>Wednesday (weekly)</td>
</tr>
<tr>
<td>King Street, Trinity Presbyterian Church Lunch Club</td>
<td>Tuesday (weekly)</td>
</tr>
<tr>
<td>Mount Street, VIEW Lunch Club, ‘The Acton’ Garden Village for Members with vision impairment</td>
<td>Tuesday (1st Tues monthly)</td>
</tr>
<tr>
<td>Regent Street, Wrexham Methodist Church Lunch Club</td>
<td>Wednesday (weekly)</td>
</tr>
<tr>
<td>St Giles Parish Church Lunch Club</td>
<td>Thursday fortnightly</td>
</tr>
</tbody>
</table>