



Swale CVS  
incorporating



# Swale Voluntary Sector News

Published by:  
Swale Council for Voluntary Services (CVS)  
incorporating 'Swale Volunteer Centre'

## **YOUR VOICE COUNTS**

**So let's hear it!**

### **At the Swale Local Engagement Forums**

It's the place for community groups, communities and individuals to speak to Kent County Council; Swale Borough Council; Parish Councils; Swale Council for Voluntary Service, Police; Kent Fire and Rescue; and Eastern and Coastal Kent Primary Care Trust.

#### **SWALE NEWS**

2

#### **NEWS**

5

#### **VCS TRAINING**

6

#### **FUNDING**

12

6.30pm – 9pm

**Sheppey Local Engagement Forum** 20<sup>th</sup> October 2009  
De Lacey Hall, (Near Sheppey Leisure Complex)  
Broadway, Sheerness

6.30pm – 9pm

**Sittingbourne Local Engagement Forum** 27<sup>th</sup> October 2009  
Phoenix House, Central Avenue, Sittingbourne.

6.30pm – 9pm

**Faversham Local Engagement Forum** 8<sup>th</sup> December 2009  
Venue to be announced.

**ALL THESE MEETINGS ARE OPEN TO THE PUBLIC  
AND ALL ARE WELCOME.**

**For more information please contact:**

Bill Ronan – Community Liaison Manager 07710339894  
bill.ronan@kent.gov.uk

and

Sarah Williams – Community Development Manager  
01795 473828  
sarah@swalecvs.co.uk

# Swale Local Engagement Forums

## 1) What are Local Engagement Forums?

Local Engagement Forums are public meetings at which you can raise any concern or make any comment about your local area – what do you think can be done to improve the place where you live?

What matters most to you may not matter so much to people living ten miles down the road – so these meetings give you a chance to have your say about the issues affecting you, your family, friends and neighbours.



## 2) Why are Local Engagement Forums being put in place?

Kent County Council, Swale Borough Council, Kent Association of Local Councils; Parish Councils and Swale Council for Voluntary Services as equal partners are committed to giving you a more of a say about your local community.



If we understand what matters to you, then we can make sure the services we deliver and the services delivered by the people we work alongside, better meet your needs.

Who better to know about local issues and suggest effective solutions to local concerns than the people who live in a particular area? Swale is the first District in Kent to put in place a system like this.

## 3) Will Local Engagement Forums really make any difference?

Local Engagement Forums build on the success of previous schemes to give people a say about some local issues. We know, therefore, that the basis for such a scheme can and does work.

We have never put in place such a wide-ranging engagement programme but we are confident that it will deliver on its key principles of giving you a chance to highlight issues that are important to you, suggest actions and monitor the work of the organisations delivering your services.

## 4) How much say will I really have?



Comments raised by residents through the Forums will influence the work programmes for those organisations delivering local services.

The final decisions about actions taken must, of course, rest with these organisations but all are signed-up to the process and they are all being encouraged to become more responsive to local needs by Central Government.

Indeed, many organisations are assessed against performance targets relating to community engagement.

## 5) How do I get involved?

The meetings will be advertised locally - check parish notice boards and the local press for details; information will also be available on Kent County Council's website: [www.kent.gov.uk](http://www.kent.gov.uk) and Swale Borough Council's web site: [www.swale.gov.uk/dso/](http://www.swale.gov.uk/dso/)

You don't have to book a place, just turn up. During each meeting you will be given a chance to make any comments about any aspect of your local area as you wish.



## 6) What happens after I've made my point?

Depending on the issue you have raised it is likely that the organisations involved will have to discuss the best way to solve the problem or address the concern. They will work out what actions they can take. They will then report back on progress at future meetings.



### URBAN AND RURAL SWALE LOCAL CHILDREN'S SERVICES PARTNERSHIPS

Invite you to

## A VOLUNTARY SECTOR FORUM For Children's Services Providers

at PHOENIX HOUSE

on 5 November 2009

Between 9 am—1 pm

with a buffet lunch

An opportunity to discuss the Partnership plans for local children's services and future commissioning opportunities, and a networking opportunity to meet the managers and members of the Local Children's Services Boards

#### **RSVP please to :**

*Jan Coward, KCC Children Families & Education—East Kent Office,  
Clover House, John Wilson Business Park, Thanet Way, Whitstable, CT5 3QZ  
Tel: 01227 284618 E-mail: [jan.coward@kent.gov.uk](mailto:jan.coward@kent.gov.uk)*



# Kent LINK



Dr Ramu at the Milton Surgery, 95 High Street, Milton Regis, Sittingbourne, ME10 2AR, would like to establish a Patient Participation Group from existing patients of the surgery.

If anyone is interested in taking part in this new venture can they please contact the Practice Manager on 01795 439097 direct line or Reception on 01795 426640

## LOOKING FOR VOLUNTEERS?

Are you looking for volunteers in your organisation? Have you a new and exciting volunteering opportunity?

If so, please contact Julia Watling at Swale CVS & Volunteer Centre who will be more than happy to arrange for your opportunities to be advertised within our own office (e.g when interviewing prospective volunteers) and also to be uploaded to the national volunteering website, [www.do-it.org.uk](http://www.do-it.org.uk).

We always welcome new volunteering opportunities to advertise and are quite happy to also hand out relevant leaflets to volunteers who have expressed an interest.

For more information and to obtain a 'Volunteer Request Form' please contact our Volunteer Co-ordinator, Julia Watling on 01795 473828 or email [julia@swalecvs.co.uk](mailto:julia@swalecvs.co.uk)



## HOME VOLUNTEERING PROJECT

I would like to take this opportunity to thank all our volunteers, new and old, who are still busily knitting hats for premature babies & fishermen through 'Apostleship of the Sea' and making heart shaped cushions for mastectomy patients.



Since the re- launch of this project in April many items have been distributed via our volunteer drivers and I am sure all gratefully received. Positive feedback is always welcomed – one such example from a grateful recipient of a heart shape cushion says -



***'It was both most thoughtful and practical – I have used it every day and it has contributed greatly to my comfort'.***

This surely makes all our volunteers' efforts worthwhile.

Thank you to everyone who has spread the word about this project and if anyone is interested in volunteering at home then please contact:



Julia Watling or Debbie Dicker at Swale CVS on 01795 473828 or email [julia@swalecvs.co.uk](mailto:julia@swalecvs.co.uk)



### You are invited to attend the **Annual General Meeting**

of  
Swale Mediation Service  
On Wednesday, 14 October 2009  
11.15 am for 11.30 am  
followed by buffet lunch

at Central House, Central Avenue, Sittingbourne ME10 4NU



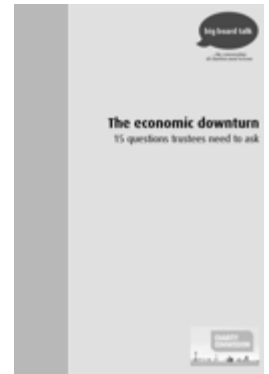
RSVP by 7 October 2009  
Phone: Kay or Donna on 01795 471415  
E-mail: [swale-mediation@tiscali.co.uk](mailto:swale-mediation@tiscali.co.uk)

# News

## Guidance on getting through the recession

The **Charity Commission** and the **CBI** have jointly produced a really useful publication called **The economic downturn - 15 questions trustees need to ask**. It is available as a free download from the Charity Commission website at [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) or by calling their Contact Centre staff on 0845 300 0218

lines are open from 8.00am to 8.00pm weekdays and 9.00am to 1.00pm Saturdays, except national holidays.



## SmartScore monitor ready this year

A system to measure the impact and effectiveness of charitable projects will be launched later this year. The bespoke online monitoring system, called **SmartScore**, is designed to help development agencies, NGOs, corporate social responsibility programmes and charities to measure and improve their performance. It will show potential and existing donors and funders how effectively their money could be or is being spent.

Projects will be assessed and scored as they progress through a combination of field visits by the firm's monitors and online feedback from clients. The cost of the service will vary according to how much assessment individual charities require.

**Paul Schoen**, a director at SmartScore, said the sector needed better impact measuring. "There are some systems in place that try to measure transparency, but they are not an adequate measure of performance," he said.

---

## Grants and Awards

Are you looking for financial support to kick start an idea for your project or awards in recognition of your involvement in volunteering and other positive activities? If so, look no further - The NYA has produced two extensive listinfs for Grants and Awards available to young people and/or projects.



Go to:  
[www.nya.org.uk/youthactionresources](http://www.nya.org.uk/youthactionresources) and download for free.

---

## GOOD HOME WANTED for BROTHER FAX-2820

Brother Fax-2820 in good working order, if any group needs a good fax machine(complete with user manuals) please ring or email Debbie here at Swale CVS for more information.

Tel: 01795 473828  
E-mail: [debbie@swalecvs.co.uk](mailto:debbie@swalecvs.co.uk)



# Vcs training

## Training Programme



## Summary



<b>13<sup>th</sup> Oct</b>	<b>Fire Safety Awareness</b>	<b>£30</b>	contact Jo
10.15am -1.30pm @ Central House Central Ave Sittingbourne ME10 4NU			
<b>14<sup>th</sup> / 15<sup>th</sup> Oct</b>	<b>Sage Accounting Level 1</b>	<b>£75</b>	contact Becky
9.00am-4.30pm @ The Riverside Centre Dickens Road Gravesend DA12 2JY			
<b>20<sup>th</sup> Oct</b>	<b>Risk Assessment CIEH Level 2</b>	<b>£45</b>	contact Ruth
9.30am-4.30pm @ Under 1 Roof 5A New Road Ave Chatham ME4 6BB			
<b>21<sup>st</sup> Oct</b>	<b>Marketing: Planning &amp; Delivery</b>	<b>£35</b>	contact Becky
9.00am-4.30pm @ The Riverside Centre Dickens Road Gravesend DA12 2JY			

<b>2<sup>nd</sup> Nov</b>	<b>Introduction to Risk Assessment</b>	<b>£35</b>	contact Jo
9.15am-4.30pm @ Central House Central Ave Sittingbourne ME10 4NU			
<b>4<sup>th</sup> Nov</b>	<b>Time Management</b>	<b>£35</b>	contact Becky
9.00am-4.30pm @ The Riverside Centre Dickens Road Gravesend DA12 2JY			
<b>11<sup>th</sup> Nov</b>	<b>Vetting and Barring</b>	<b>£30</b>	contact Jo
9.15am-1.00pm @ Central House Central Ave Sittingbourne ME10 4NU			
<b>18<sup>th</sup> Nov</b>	<b>Tendering for Success</b>	<b>£35</b>	contact Becky
9.00am-4.30pm @ The Riverside Centre Dickens Road Gravesend DA12 2JY			
<b>24<sup>th</sup> Nov</b>	<b>Food Safety CIEH Level 2</b>	<b>£45</b>	contact Jo
9.00am-4.30pm @ Central House Central Ave Sittingbourne ME10 4NU			
<b>25<sup>th</sup> Nov</b>	<b>Minute Taking</b>	<b>£35</b>	contact Ruth
9.00am-4.30pm @ Under 1 Roof 5A New Road Ave Chatham ME4 6BB			

<b>2<sup>nd</sup> Dec</b>	<b>Disability Equality</b>	<b>£30</b>	contact Jo
9.15 - 4.30pm @ Swale CVS, Central Avenue, Sittingbourne			
<b>7<sup>th</sup> Dec</b>	<b>Protection of Vulnerable Adults</b>	<b>£30</b>	contact Ruth
9.00am-1.30 pm @ Under 1 Roof 5A New Road Ave Chatham ME4 6BB			
<b>9<sup>th</sup> Dec</b>	<b>Advocacy and Empowerment</b>	<b>£35</b>	contact Ruth
9.00am-4.30pm @ Under 1 Roof 5A New Road Ave Chatham ME4 6BB			
<b>15<sup>th</sup> Dec</b>	<b>Protection of Vulnerable Adults</b>	<b>£30</b>	contact Jo
9.15 – 1.00pm @ Central House Central Ave Sittingbourne ME10 4NU			

<p>Jo Email: jo.burt@swalecvs.co.uk Tel: 01795 473828</p>	<p>Becky Email: training@nwkcvs.org Tel: 01474 354479</p>	<p>Ruth Email: nkts@cvsmedway.org.uk Tel: 01634 818036</p>
---	---	--



# Fire Safety



**Swale CVS, Central Avenue, Sittingbourne**

**Tuesday 13th October 2009  
Registration at 10.15 for 10.30 start. Ends 1.30pm**

## Course Outline

Risk assessments

Calling the fire brigade

Evacuation

Understanding extinguishers and fire blankets

This is aimed at anybody with the responsibility for overseeing organisational health and safety.

It is a very participative course and learners will need to be suitably dressed

£30

To book a place on this course please contact:

Joanne Burt,

Central House, Central Ave,  
Sittingbourne. ME10 4NU

Tel: 01795 473828 email [jo.burt@swalecvs.co.uk](mailto:jo.burt@swalecvs.co.uk)

Course Code FS/1009/NK

**North Kent CVS Partnership**



North Kent Partnership has secured 3 years of funding through the Big Lottery Fund. Swale CVS, North West Kent CVS and CVS Medway will use this funding to provide training for the Voluntary Sector across North Kent.

**LOTTERY FUNDED**

# introduction to Risk Assessment



Swale CVS, Central Avenue, Sittingbourne

2nd November, 2009

Registration at 09.15 for 09.30 start. Ends 16.30

The aim of this course is to raise awareness of the principles of risk assessment in a work environment.

## Course Outline

- ★ Legislation. ★ The Health & Safety System.
- ★ Compliance. ★ Definitions. ★ What is a Risk Assessment.
- ★ Five Steps to Risk Assessment. ★ Recognising Hazards ★ ALARP.
- ★ Deciding on the Level of Risk ★

£35

This is NOT an accredited course

To book a place on this course please contact:

Joanne Burt,

Central House, Central Ave,  
Sittingbourne. ME10 4NU

Tel: 01795 473828 email [jo.burt@swalecvs.co.uk](mailto:jo.burt@swalecvs.co.uk)

Course Code RA/1109/NK

North Kent CVS Partnership



North Kent Partnership has secured 3 years of funding through the Big Lottery Fund. Swale CVS, North West Kent CVS and CVS Medway will use this funding to provide training for the Voluntary Sector across North Kent.

LOTTERY FUNDED



## Swale CVS, Central Avenue, Sittingbourne

2nd December 2009

Registration at 9.15 for 9.30, until 4.30pm

### Course Outline

- The scope of Disability
- Acts that apply & responsibilities placed on organisations and individuals.
- Different perspectives under the medical and social model of disability.
- History of the disability movement.
- Barriers that disabled people face.
- Appropriate and non appropriate language.
- Hidden levels of discrimination and stereotyping.
- Ways to implement equality best practices in own organisation

£35

**To book a place on this course please contact:**

**Joanne Burt,**

**Central House, Central Ave,  
Sittingbourne. ME10 4NU**

**Tel: 01795 473828 email [jo.burt@swalecvs.co.uk](mailto:jo.burt@swalecvs.co.uk)**

**North Kent CVS Partnership**



**LOTTERY FUNDED**

North Kent Partnership has secured 3 years of funding through the Big Lottery Fund. Swale CVS, North West Kent CVS and CVS Medway will use this funding to provide training for the Voluntary Sector across North Kent.

# Protection of Vulnerable Adults



Swale CVS, Central Avenue, Sittingbourne

Tuesday 15th December, 09  
Registration at 09.15 for 9.30 start ends 1pm

This course is suitable for those people working with or providing a service for adults who may be considered vulnerable, especially those involved in the development of procedures to safeguard them.

## Course Outline

- ★ Vulnerability. Who is vulnerable. What is abuse
- ★ Different types of abuse. Patterns of abuse
- ★ Why does abuse happen. Confidentiality
- ★ Disclosure. whistle blowing
- ★ What to do if you suspect abuse
- ★ Case



To book a place on this course please contact:

Joanne Burt,  
Central House, Central Ave,  
Sittingbourne. ME10 4NU

Tel: 01795 473828 email [jo.burt@swalecvs.co.uk](mailto:jo.burt@swalecvs.co.uk)

Course Code PVA/1209/NK

North Kent CVS Partnership



North Kent Partnership has secured 3 years of funding through the Big Lottery Fund. Swale CVS, North West Kent CVS and CVS Medway will use this funding to provide training for the Voluntary Sector across North Kent.

LOTTERY FUNDED



## Voluntary Action West Kent Training Programme:

Welcome to Voluntary Action West Kent's autumn programme of courses and fully funded "Leadership" workshops.

Voluntary Action West Kent is committed to supporting the training needs of voluntary and community organisations.

Through our project 'Empowering the Voluntary and Community Sector in Kent and Medway' Leadership Programme, we have a variety of learning opportunities to enhance and develop the leadership skills across the Kent and Medway VCS.

This project is funded by the Big Lottery BASIS programme through Kent CAN (Community alliance of Networks)

## We have a variety of fully funded workshops throughout the autumn to include:

### Introduction to Leadership

Tuesday 1 Dec 2009 10am - 3pm

Venue: Swale CVS, Central House, Central Avenue, Sittingbourne, ME10 4NU

This one day workshop will consider the basic principles of leadership, the role of the leader, skills typical of the effective leader and some of the challenges facing leaders.

### Managing Change

Thursday 26 Nov 2009 9.30am - 12.30pm

Venue: Swale CVS, Central House, Central Avenue, Sittingbourne, ME10 4NU

This taster workshop will consider the concept of change, how best to prepare for change and explore the common barriers to organisational change

### Vision & Values

Thursday 26 Nov 2009 1.30pm - 4.30pm

Venue: Swale CVS, Central House, Central Avenue, Sittingbourne, ME10 4NU

It is often claimed that the unique feature a voluntary and community organisations is that they are value driven. This taster workshop will enable participants to explore "What are your organisation's values", "threats to your values", and consider "how to promote your values." For more information, please contact Angela Holland at Voluntary Action West Kent on 01892 530330. Alternatively email [angela.holland@vawk.org.uk](mailto:angela.holland@vawk.org.uk)

19 Monson Road  
Tunbridge Wells, Kent TN1 1LS  
t 01892 530330  
f 01892 532539  
e [info@vawk.org.uk](mailto:info@vawk.org.uk)  
w [www.vawk.org.uk](http://www.vawk.org.uk)

Offices also at  
Edenbridge and Sevenoaks

Registered charity number 1108388 Registered company number 5354482



# Funding



## Change to criteria

### Grassroots Grants

#### Could your group use a grant of £5,000?

Grassroots grants are designed to help volunteer led community groups with income below **£30,000** per annum, particularly those that may not have applied for funding previously. Forms are straightforward, just six pages, there are no deadlines for applications so they can be sent in at any time. There will be a very quick response time once we have received a complete bid.

#### Awards can be used for many purposes which might include: -

- Purchase of equipment
- Payment of rent or running costs
- Payment of part-time staff costs
- Funding of activities which benefit local community
- Small refurbishment or access projects

#### Groups that apply need to: -

- have been active for a least a year
- have annual income of less than **£30,000**
- be able to run activities that benefit their community

#### How to apply

For an application pack or more details about the fund call **01303 814500** or email us at [admin@kentcf.org.uk](mailto:admin@kentcf.org.uk).

### Kent Community Foundation Grassroots Grants



## For up-to-date news on funding available, try the following contacts:

**Kent4Community**, which is a free web based grant search facility, at [www.open4community.info/kent/](http://www.open4community.info/kent/); they also produce a regular e-newsletter; email [administrator@open4community.info](mailto:administrator@open4community.info)

**Inside Track**, the KCC External Funding service newsletter - email [externalfunding@kent.gov.uk](mailto:externalfunding@kent.gov.uk) to be added to their mailing list or contact:

Martyn Riley, External Funding Officer, Chief Executives Department, KCC.  
Tel: 01622 694384; Email: [martyn.riley@kent.gov.uk](mailto:martyn.riley@kent.gov.uk) for more information.

**j4bCOMMUNITY.co.uk** produce a regular funding newsletter; email: [newsletter@j4bcommunity.co.uk](mailto:newsletter@j4bcommunity.co.uk)

**Funding Buddies**, a programme to assist community and voluntary groups access funding opportunities. It will also develop training courses to increase and enhance the skills of community organisations..



Contact Kent Funding Buddies on Tel: 01303 813790 Mobile: 07900 560235

Email: [nigel.turley@ruralkent.org.uk](mailto:nigel.turley@ruralkent.org.uk) [www.fundingbuddiesinkent.org.uk](http://www.fundingbuddiesinkent.org.uk)

## Funding Opportunity for projects working with people with learning disabilities

The **Learning Disability Development Fund** for 2009/10 is available to Dover, Shepway, Canterbury, Swale and Thanet Learning Disability District Partnership Groups for local ideas.



**What is the money for?** This money is for local organisations, groups or individuals to make a difference in their local community for people with learning disabilities and others.

**Who decides who gets the money?** The District Partnership Group decision-making group decides who gets the money.

**How do people apply for and get the money?** Rules and guidelines to applying for and spending this money. are available fro Sue Tucker at CaDVAS or Sue Peach (see below).

**When will this money be available to DPGs?** The money will be available from August 2009, and is only available for this financial year.

If you would like to apply for funding or talk through ideas for a possible project please contact **Sue Peach** on [sue.peach@eastcoastkent.nhs.uk](mailto:sue.peach@eastcoastkent.nhs.uk) or call her on 01233 618373.

## Communitybuilders website

The **Communitybuilders** website, [www.communitybuildersfund.org.uk](http://www.communitybuildersfund.org.uk) has now gone live.



Communitybuilders is a £70 million fund that offers loans, grants and business support to inclusive, multi-purpose, community-led organisations. The fund opens for applications on 7th September.

We've also launched an improved version of the Futurebuilders website. We've created a new resources section with articles, links, video, audio and a blog. We've also made lots of small changes that will improve the user experience. Have a look at [www.futurebuilders-england.org.uk](http://www.futurebuilders-england.org.uk)

I'd love to hear your comments, so if you have any please email them to Pontus Westerberg, the Website Manager, at [web@futurebuilders-england.org.uk](mailto:web@futurebuilders-england.org.uk) or [pontus.westerberg@futurebuilders-england.org.uk](mailto:pontus.westerberg@futurebuilders-england.org.uk) or call 0191 261 5200

## Big Lottery Fund Awards For All

Over the next few months Big Lottery Fund will be producing some short articles on the *Awards for All* programme. Within these articles they aim to take you on a journey to better discover the programme, see if it's the right programme for you and maybe what your appetite to apply.



The articles will cover the following topics:

- **Did you know?** exploring key aspects of the programme and any updates or changes
- **Common mistakes-** that applicants make
- **Improving your chances-** deeper look at evidencing need and writing outcomes
- **Journey of an application-** what happens to your application once you have submitted it
- **Monitoring and evaluation-** how will you demonstrate that your project will deliver
- **Success-** showcasing local successful applicants

### Did you know?.....

Awards for All used to be a joint scheme run by the four main distributors of Lottery money. The Big Lottery Fund now runs it solely. The programme has remained the same in many ways but there are some important differences so, if you are familiar with the programme as it was before April 2009, you need to make sure you understand how it has changed.

Until April 2009, each of the four distributors contributed to the Awards for All 'joint pot' and the Big Lottery Fund administered the scheme on behalf of all four distributors. **From April 2009**, each distributor has decided to operate its own small grants programme because the change will mean that each distributor can better address the needs of their applicants and the themes they support.

The Awards for All programme has remained with Big Lottery Fund and there are now separate programmes for arts, sports and heritage projects. So firstly you need to be sure you are applying to the right one!

It is important that applications to Awards for All are for projects that help to deliver at least one of Big Lottery's outcomes:

- **People have better chances in life**
- **Stronger communities**
- **Improved rural and urban environments**
- **Healthier and more active people and communities**

The process has been simplified and speeded up. Applicants no longer need to send additional documents (such as constitutions, bank statements and so on) with their forms. Applications will be assessed on the form only. Documents will only be needed if BIG wants to fund the application.

You can start the project once the grant is paid into your organisation's bank account.  
**(Note we will not fund a project that has already started).**

The project **must be completed within a year** and you will then need to complete an **End of Grant Report**. This is very important if you might want to get money from BIG in the future and you will also find it useful in assessing the success of your project.

Bearing all the above in mind, BIG strongly recommends you put in your application at least **3 months** before you plan to start your project.

***For further information and detailed guidance on how to apply please visit [www.awardsforall.org.uk](http://www.awardsforall.org.uk), contact your local CVS or phone BIG Advice Line on 0845 102030.***



## Facilities & Equipment for Hire at Swale Council for Voluntary Service (CVS) and Volunteer Centre



Swale CVS offers a service of support to new and existing voluntary organisations to help them target their services accurately towards their clients. This may consist of advice on fundraising, meeting rooms and encouraging the shared use of valuable resources or by regular mail-outs to members of groups containing information and advice.

To enhance this service we offer a variety of services, facilities and equipment hire to the voluntary sector for a small charge. These are listed below.

### **Room Hire:-**

3 quality rooms for hire – ideal for training, meetings, conferences and seminars

**Refreshments** can be provided on request.

### **Baker Room :-**

Meeting room  
can accommodate up to 6 people



**Artisan Room**

### **Artisan Room :-**

Audience-style seating -  
can accommodate up to 40 people



**Baker Room**

### **Whitehead Room :-**

Conference room seating  
ideal for up to 16 people



**Whitehead Room**

### **Equipment Hire:-**

- ✓ **Lap Top**
- ✓ **Powerpoint Projector**
- ✓ **Digital Camera**
- ✓ **Portable Appliance Tester (PAT)**
- ✓ **Overhead Projector (OHP)**
- ✓ **Portable Screen**
- ✓ **Flipcharts**
- ✓ **TV/DVD player/Video**
- ✓ **Hot Water Flasks**
- ✓ **Display Boards**
- ✓ **Cross Cut Shredder**

### **Hot Desks Facilities :-**

2 desks are available for hot-desking including telephone & internet connection for lap tops.

If there is anything else that you can suggest Swale CVS could offer to help your group/organisation please let us know and we will look into the possibility of offering this. For more information on the hire of any of the above please contact Debbie on 01795 473828 or by email: [debbie@swalecvs.co.uk](mailto:debbie@swalecvs.co.uk)



**SCEN meetings**  
held in the  
**Wyvern Hall, Central Avenue, Sittingbourne.**

Wednesday 21st October 2009 @ 10.00am  
Wednesday 20th January 2010 @ 10.00am

***For agenda items give Debbie Dicker a ring at  
Swale Council For Voluntary Service (CVS)  
on 01795 473828 or email: [debbie@swalecvs.co.uk](mailto:debbie@swalecvs.co.uk)***



*Where to find us*

If you have articles for inclusion in next issue please contact  
Mick Heath or Debbie Dicker at  
Swale CVS, Central House, Central Avenue, Sittingbourne, ME10 4NU  
Tel: 01795 473828 or Fax: 01795 599220

E-mail: General Office at [office@swalecvs.co.uk](mailto:office@swalecvs.co.uk) Web site [www.swalecvs.co.uk](http://www.swalecvs.co.uk)

Swale CVS is committed to working towards equal opportunities

**DISCLAIMER**

Whilst every care has been taken in the preparation of this publication, neither Swale CVS nor its employees, can be held responsible for any errors or omissions that may have occurred in the preparation of this Newsletter