

To receive an update on becoming Dementia Friendly and consider any actions and associated expenditure

Background:

Full Town Council held on 03.11.22 Minute Nr. 221/22/23, the following was resolved.

- To undertake a full audit of all STC owned property/land actioned by Service Delivery with support from Dementia Voice Saltash (audit free of charge) to support those living with dementia. Audit to be received at a future FTC meeting.
- To provide yearly training sessions/seminars tailored for all Councillors, staff, local businesses and community groups held at the Guildhall, to update awareness on how we can all play our part in creating a dementia friendly town/shopping environment for the Community, led by Saltash Town Council working in partnership with Dementia Voice Saltash.

Audit of Buildings:

The mentioned audit was completed by the Assistant Town Clerk, Councillor Peggs and with support from representatives of CEPL12 Dementia Voice Saltash. From this audit, actions deemed suitable for implementation, are as follows:

Area of Improvement	Town Council Premise	Action	Net Cost
Way of access from Council buildings	All Premises	Push/pull signage on all doors in public access areas (if not already present).	£122.30
	All Premises	Way out directional signage on all doors, including toilet cubicles, and ensure visibility in stairwells within public access areas.	Internal Creation
	All Premises	Authorised access signage at staff areas.	Internal Creation
	Guildhall, Library and Isambard House	Change entrance matting at Isambard House, Saltash Library Hub, and the Guildhall with a pattern effect.	Approx Cost of £300 per recessed entrance matts, 3 required Plus 1 standard entrance matt for library Approx £49 £949 Approx Total.
	Isambard House	Upgrade the "this way to the trains" sign at Isambard House, making it larger and incorporating a image of a train.	Internal Creation

	All Premises	Toilet door lock signage to illustrate lock action.	£29.33
	Guildhall & Library	Sign highlighting reception location.	Internal Creation
Intended use, information, and safety.	All Premises	Signage highlighting toilet soap dispensers.	£67.76
	All Premises	Signage highlighting hand dryers.	£62.92
	Guildhall	Update Guildhall toilets intended use signs due to condition and size.	£16.20
	All Premises	Awareness signage to all fixed heaters.	Internal Creation
	All Premises	Caution hot water signage to all hot water outlets.	£57.42
	Guildhall	Do not touch awareness signage for the Guildhall Tapestry.	Internal Creation
	Guildhall	Change to the lift button colour and internal and external lift notice detailing the relevant button actions.	Internal Creation

It is estimated that a budget of up to £1,350 + VAT would be sufficient to deliver the proposed actions, subject to price changes. Signage can be produced in house, though some will be required to be obtained externally with specific reference to toilets. Changes to entrance matting will be the most expensive element of the recommendations for parts and staff time.

[Proposed signage designs for all buildings can be found by clicking here.](#)

Training Session:

The proposed training session title is:

"Dementia Uncovered: a compassionate gathering in Saltash dedicated to raising awareness and promote support for those living with dementia in the community".

CEPL12 Dementia Voice in collaboration with the Alzheimer's Society is actively engaged in the creation and delivery of this session.

This session is to commence on Wednesday 14th August 2024 at 18:30 in the Guildhall Long Room.

Everyone is welcome to attend free of charge on a first come first served basis.

It is proposed to manage and promote the event by scheduling via Eventbrite. There is an administration fee of £7.99 for the sale of up to 100 tickets.

The session will run for approximately 1hr 45 minutes.

Time	Item
1 Hour	Alzheimer's society to deliver a Dementia friends session. An overview of this session can be found here.
30 minutes	CEPL12 Dementia Voice to raise awareness on factors that can affected those living with Dementia in the area, as part of this session carers and those living with dementia in the area will be involved.
15 Minutes	Q&A session for attendees.

Local community groups and organisations will be invited to promote and raise awareness of the event to maximise attendance, alongside Town Council publications.

A similar training session will be conducted by CEPL12 Dementia Voice in collaboration with a representative from the Alzheimer's Society for Saltash TC staff.

The sessions are proposed to commence in June/August pending staff and trainer availability.

Next Steps:

Members are asked to consider approving:

1. The various items listed to ensure the Town Council premises are Dementia Friendly;
2. The associated cost of £1,350 to purchase various items to be allocated across budget codes:
 - 6810 SA General Repairs & Maintenance
 - 6525 SE Public Toilets (Repairs & Maintenance Costs)
 - 6410 GH General Repairs & Maintenance
 - 7010 MA General Repairs & Maintenance
 - 6910 LI General Repairs & Maintenance
 - 7110 LO General Repairs & Maintenance
3. Free of charge room hire and training sessions for the Dementia Uncovered training held on 14th August 2024 in the Guildhall;
4. Eventbrite administration fee of £7.99 for the sale of 100 free tickets allocated to budget code 6676 Service Delivery Staff Training.

All future Dementia Friendly businesses to be received at a Services Committee meeting.

End of Report
Assistant Town Clerk