

## *Conuttun~ Information Cenfre*

We wish to establish a town reservoir of information for the use of over 70 community groups which are run by volunteers, and also for those facilities offered by statutory bodies.

The town's population has grown from 300 (1960's) to 25,000 and still growing. 40% are over retirement age with a sizable number over 80 years.

**Venue** the Old Town Hall, South Street, a small 18~ century building, owned by the Town Council and leased to our Association for community use. It will open daily 10-4.

**Operation** Information from groups will be sought, processed on both computer base and **file** cards and disseminated. Display boards will **be** used for arresting and immediate information exs Calendar of Events, Current Events. Supporting leaflets from Help the Aged, Age Concern, Social Services and other bodies will be on display and available to take away.

Representatives from relevant stutory bodies e.g. Social Services, will be asked to attend occasionally at pre-arranged times to offer first hand advice.

There will be a tea/coffee comer for Enquirer's and staff **Staffing** There will be a rota of volunteers.

**Training** The database will be set up by a computer buff

**All** vols will attend a 6-hour traning course in accessing database and printer

The course will be taken by a paid qualified and experienced teacher..

Computer buff(2) will update information as it is collected by daily staff

All database information will be duplicated on file cards for easy access to

Inexperienced helpers.