



DATES FOR YOUR DIARY + RECIPES + STAYING ACTIVE + QUIZ + MUCH MORE



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Together you'll laugh, share stories and become the best of friends

Friendship can be a hug when you need it most, a laugh that you weren't expecting, or help with your shopping on a rainy day. At Churchill we understand the importance of friendship as well as independence and with fewer maintenance worries you'll have more time on your hands. There's always something going on in the warm and comfortable Owners' Lounge and it's a great opportunity to hear first-hand from our Owners.

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£20 D

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Being more active isn't about working up a sweat. It's just about moving more each day in whatever way works

for you. Below are some activities that could help.

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How are you going to live your life? Staying active and healthy is vital. We're here to help.

- Support your immune system
- Reduce aches and pains
- Recover from injuries





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Foreword from the CEO



I hope that you have all enjoyed the last few months of Summer. With COVID still at the forefront of life we have all been trying to manage with the different levels of un locking and getting back to some sort of normality. The warm weather and the glorious colours of flowers and trees through the summer can only have helped with this. I hope you have all been able to take advantage of this glorious time of year.

With Autumn and Winter upon us and the trees now turning in colour and losing their leaves we must all prepare for the colder months of the year – frost, rain, wind, maybe even snow. Cosy in our homes we will continue to stay safe and well and look forward to 2022 when we may be able to shake off the fears of COVID and get back to a real normal life.

Welcome to this Autumn and Winter

edition of our **VOICE** magazine.

I hope that the Winter season will bring you joy and that the thought of Christmas and New Year will be a special time.

Keep looking after yourselves and staying safe and well.







Cover Image ©Shutterstock

Meet the team...

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Help for Carer's checklist

Whether you've just started looking after a loved one or have been supporting someone for a while, this checklist will help you get the support and information you need.

- Your wellbeing
- Your money
- Your work
- For the person you care for

During the current pandemic, there might be delays with certain services. But you should definitely still explore your options.

Your wellbeing

1 Get a carer's assessment with your local council

A carer's assessment will help you find out what you need and what could help you with your caring role. Some of the outcomes could be:

- respite care
- information about local support groups for carers
- help with caring
- equipment that would make your life easier as a carer.

2 Register as a carer with your GP

Let your doctor know that you're caring for someone, as you may be entitled to additional health services such as a free flu jab. Caring is hard, so it's important they know and can look out for your health, as well as offer advice and support.

3 Make time for yourself and your interests as often as you can

When you're caring for someone else, your own interests and hobbies can often take a back seat. Although it can be hard to carve out time, it's so important that you still do the things that make you feel like you.

We have a Carers Respite Service which can help you to get some time to yourself knowing that your loved one is being properly looked after. If you are interested then please contact us on **01234 360510** or **enquiries@ageukbedfordshire.org.uk** and ask about our Carers Respite Service (chargeable) .



4 Take a break from caring

You wouldn't work an office job for a full year without any holiday, and caring should be no different. Even if you can't afford it on your own, there may be support available to help you with respite care.

Your money

5 Apply for Carer's Allowance

Carer's Allowance is a payment of £66.15 a week to spend as you wish. If you care for someone at least 35 hours a week and earn less than £123 a week, you may be eligible.

6 Ask us

To help you check if you are getting all your entitlements. Contact us for a benefits check.

Your work

7 Tell your employer about your caring responsibilities

Your caring responsibilities may affect your productivity at work. That's totally natural - having 2 jobs is bound to be stressful and tiring. But if your employer knows, they may be able to help you deal with the stress, and they'll understand if you need to take days off at the last minute too.

8 Think about asking for flexible working

If at some point balancing work and caring becomes too much, you could ask your employer about opportunities for flexible working. That could mean working from home a few days a week, or working something like 4 days in 5, then having an extra day off.

care for

Make sure they have a care needs assessment

If you have the permission of the person you care for, get in touch with your local council to ask for a care needs assessment.

A social care professional will assess how they manage everyday tasks and what they want to achieve. The professional will look at the person's needs and consider what care and support could be useful.

10 Help them complete a benefits check

The person you care for may be entitled to different benefits to you. If they need help finding out what to apply for, you could point them to our benefits calculator.

If they're entitled to benefits they're not currently claiming, you may be able to help with the application forms. But if you're struggling, contact us for help.

11 Consider if any home adaptations would make their life easier

There are changes you can make in your home to make life with a long-term condition or disability a lot easier. From simple, practical tips, to useful technology and larger adaptations, find out what you could do to allow the person you care for to stay happy, healthy and comfortable at home.

12 Thinking about the future

Although difficult, it's useful for the person you care for to think about the future and getting their affairs in order. It may be useful to think about their future care needs, their preferences, powers of attorney and whether their will is up to date.



Checklist

Whether you've just started **looking after a loved one** or have been supporting someone for a while, this checklist will help you get the support and information you need.

| Your wellbeing | Your work |
|--|--|
| Get a carer's assessment from your local council. | Tell your employer about your caring responsibilities. |
| Register as a carer with your GP. | Think about asking for flexible working. |
| Make time for yourself and your interests as often as you can. | |
| Take a break from caring - there are ways to arrange respite care. | |
| Your money | For the person you care for |
| Apply for Carers' Allowance. | Make sure they have a care needs assessment from the local council. |
| Caring can sometimes feel lonely, and it's OK to admit it's all getting a bit much. Here's who you can talk to for advice, support, or just a listening ear: | Help them complete a benefits check. |
| Your local Age UK. | Consider if any home adaptations would make their life easier. |
| A relevant charity, eg Parkinson's UK, Alzheimer's Society, MS Society. | It may be useful to think about future care needs, their preferences, powers of attorney and whether their will is up to date. |
| Your doctor or other healthcare provider. | *** |
| A carers' group, eg Carers UK. | |
| Online forums. | |
| Memory cafes. | |
| | |



Try our fun Winter Quiz

- Which zodiac sign runs from November 22 to December 21?
- 2. "Now is the winter of our discontent" is the openning line from which William Shakespeare play?
- **3.** True or false. No country in the Southern Hemisphere has hosted, or even been an applicant to host, the Winter Olympics?
- **4.** The Winter Palace can be visited in which city?

Answers on Page 17

- **5.** Which James Bond actor made his film debut in the 1968 historical period drama The Lion in Winter?
- **6.** Which fruit has a variety called 'Winter Banana'?
- **7.** Which country has won the most medals throughout Winter Olympic history?
- **8.** 'Christmas won't be Christmas without any presents!' is the opening line of what classic novel?

- 9. Which simple sled differs from most sleds or sleighs in that it has no runners or skis (or only low ones) on the underside?
- 10. In fiction, where is the land of talking animals and mythical creatures that one White Witch has ruled for 100 years of deep winter?
- **11.** Which winter sport is sometimes known as "the roaring game"?
- **12.** The Winter of Discontent was a winter in the UK of strikes by public sector trade unions demanding larger pay rises; who was Prime Minister at the time?







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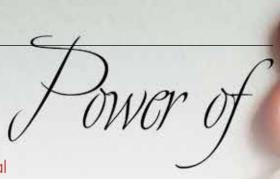
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Voice



A power of attorney is a legal document that allows someone to make decisions for you, or act on your behalf, if you're no longer able to or if you no longer want to make your own decisions.

What is a power of attorney?

There are a number of reasons why you might need someone to make decisions for you or act on your behalf:

- This could just be a temporary situation: for example, if you're in hospital and need help with everyday tasks such as paying bills.
- You may need to make longer-term plans if, for example, you have been diagnosed with dementia and you may lose the mental capacity to make your own decisions in the future.

What is mental capacity?

Mental capacity means the ability to make or communicate specific decisions at the time they need to be made. To have mental capacity you must understand the decision you need to make, why you need to make it, and the likely outcome of your decision.

Some people will be able to make decisions about some things but not others. For example, they may be able to decide what to buy for dinner, but be unable to understand and arrange their home insurance. Alternatively, their ability to make decisions may change from day to day.

Needing more time to understand or communicate doesn't mean you lack mental capacity. For example, having dementia doesn't necessarily mean that someone is unable to make any decisions for themselves. Where someone is having difficulty communicating a decision, an attempt should always be made to overcome those

difficulties and help the person decide for themselves.

Different types of power of attorney

There are different types of power of attorney and you can set up more than one

Ordinary power of attorney

This covers decisions about your financial affairs and is valid while you have mental capacity. It is suitable if you need cover for a temporary period (hospital stay or holiday) or if you find it hard to get out, or you want someone to act for you.

Lasting power of attorney (LPA)

An LPA covers decisions about your financial affairs, or your health and care. It comes into effect if you lose mental capacity, or if you no longer want to make decisions for yourself. You would set up an LPA if you want to make sure you're covered in the future.

Enduring power of attorney (EPA)

EPAs were replaced by LPAs in October 2007. However, if you made and signed an EPA before 1 October 2007, it should still be valid. An EPA covers decisions about your property and financial affairs, and it comes into effect if you lose mental capacity, or if you want someone to act on your behalf.

More information about ordinary powers of attorney

An ordinary power of attorney allows one or more person, known as your attorney, to make financial decisions on your behalf. It's only valid while you still have the mental capacity to make your own decisions. You may want to set one up if, for example:

 you need someone to act for you for a temporary period, such as when you're on holiday or in hospital

- you're finding it harder to get out and about to the bank or post office, or you want someone to be able to access your account for you.
- you want someone to act for you while you're able to supervise their actions.

You can limit the power you give your attorney so that they can only deal with certain assets, for example, your bank account but not your home.

An ordinary power of attorney is only valid while you have the mental capacity to make your own decisions. If you want someone to be able to act on your behalf if there comes a time when you don't have the mental capacity to make your own decisions you should consider setting up a lasting power of attorney.

More information on lasting powers of attorney

A lasting power of attorney (LPA) is a way of giving someone you trust, your attorney, the legal authority to make decisions on your behalf if you lose the mental capacity to do so in the future, or if you no longer want to make decisions for yourself

There are two types of LPA:

- LPA for financial decisions
- LPA for health and care decisions

LPA for financial decisions

An LPA for financial decisions can be used while you still have mental capacity or you can state that you only want it to come into force if you lose capacity.



Attorney

An IRA for financial

An LPA for financial decisions can cover things such as:

- buying and selling property
- paying the mortgage
- investing money
- paying bills
- arranging repairs to property.

You can restrict the types of decisions your attorney can make, or let them make all decisions on your behalf.

If you're setting up an LPA for financial decisions, your attorney must keep accounts and make sure their money is kept separate from yours. You can ask for regular details of how much is spent and how much money you have.

These details can be sent to your solicitor or a family member if you lose mental capacity. This offers an extra layer of protection.

LPA for health and care decisions

This covers health and care decisions and can only be used once you have lost mental capacity. An attorney can generally make decisions about things such as:

- where you should live
- your medical care
- what you should eat
- who you should have contact with
- arranging repairs to property.

You can also give special permission for your attorney to make decisions about life-saving treatment.

Don't Assume

If you're married or in a civil partnership, you may have assumed that your spouse would automatically be able to deal with your bank account and pensions, and make decisions about your healthcare, if you lose the ability to do so. This is not the case. Without an LPA, they won't have the authority.

How do I set up a power of attorney?

Setting up a lasting power of attorney

- 1 Contact the Office of the Public Guardian to get the relevant forms and an information pack. You can download the forms or fill them out online.
- **2** You can fill out the forms yourself, or with the help of a solicitor or local advice agency. Taking professional advice can prevent problems later on, especially if you're unsure of the process or your affairs are complex.
- **3** Have your LPA signed by a certificate provider. This is someone who confirms that you understand it and haven't been put under any pressure to sign it. The certificate provider must be someone you know well or a professional person such as a doctor, social worker or solicitor.
- 4 The LPA must be registered with the Office of the Public Guardian before it can be used. There's a fee of £82 to register your LPA. If you're on a low income, you may be eligible for a 50% discount, and if you're receiving certain benefits you won't have to pay anything at all. You must register your LPA while you still have the mental capacity and it can't be used during the registration process which takes about 9 weeks. If you lose mental capacity but signed the LPA while you still had mental capacity, your attorney can register it for you.

How much does it cost to set up a lasting power of attorney?

You will need to register the LPA before you can use it. In England and Wales, the registration fee is £82 for each LPA – so it costs £164 to register both an LPA for property and financial affairs and an LPA for health and welfare.

You may be exempt from paying the fee if you're on a low income or you receive certain income-related benefits.

Do I need a solicitor?

You don't have to use a solicitor to create an LPA. The application forms from the Office of the Public Guardian (OPG) contain guidance to help you fill them out. Alternatively, you can fill them in online and phone the OPG helpline if you have any issues or concerns.

If you want to use a solicitor, you'll need to pay them to complete the form for you. Fees for creating an LPA vary, so you might want to contact a few to compare their fees and the service they offer.

How do I make changes to my power of attorney?

In general, you can't make changes to an LPA after it's been registered. If you're unsure, contact the **Office of the Public Guardian** for advice.

Office of the Public Guardian
Tel: 0300 456 0300 Monday to Friday,
9am to 5pm, except Wednesday, 10am
to 5pm. Visit the Office of the Public
Guardian website

What if I'm having problems with my attorney?

If you're unhappy with the decisions that are being taken, there are a number of ways you can make a complaint.

- If you think you're in immediate danger, contact your local police force or call 999 in an emergency.
- Raise your concerns with the Office of the Public Guardian, which has responsibility for monitoring attorneys and deputies and can investigate allegations of mistreatment or fraud. It can report concerns to another agency, such as the police or social services, if appropriate.
- To speak to someone confidentially about your concerns of financial misuse or abuse, call the Action on Elder Abuse helpline on 080 8808 8141.





We all know **moving more** is **good** for us. But knowing the level of activity that's right for you, especially if you've just had a fall, an operation, or are living with a long-term health condition, can be difficult.

Being more active isn't about working up a sweat. It's just about moving more each day in whatever way works for you.

Following are some activities that could help.

Regular standing

If you sit down a lot during the day, try to get up once an hour. If that's not possible, moving your arms and legs for a few minutes will help.

Standing without help

- Sit on a chair without arm rests, with your arms across your chest.
- Lean forward.
- Put your weight on your feet while leaning forward.
- Stand up by straightening your knees. Sit down again.
- Repeat this as many times as you feel able.
- Try to do this exercise 3 to 5 times a day.

Gentle stretches



Try some gentle stretches in bed or a chair every day to keep supple.

While sitting or lying, bring your toes towards your shin and then point them toward the floor. Repeat for both feet.

- Sitting on a chair, lift your leg up off the seat, keeping your knee bent. Return to starting position and repeat.
- Sitting on a chair, pull your toes up, tighten your thigh muscle and straighten your knee. Hold for about 5 seconds, if you can, and then slowly relax your leg. Repeat for both legs.
- Sitting on a chair with your feet on the floor, bend your knee as much as possible. Repeat for both leas.
- Sitting on a stool, let your back drop and get rounded, then use your back muscles to straighten your back and arch it (but not too much!).

Walking between rooms



Worried about falls?

it takes. Try to beat your time each day.

As we get older, we become slightly less steady on our feet. But there are lots of things you can do to keep yourself safe from falling

How to Prevent Falls

Avoiding a fall

Falling as we get older is quite common, and although most falls don't cause serious injury they can leave us feeling quite distressed. The good news is there are lots of things you can do to stay steady on your feet.

- What can I do to prevent a fall?
- How do I make my home fall-proof?
- What can I do if I'm worried about a fall?
- What should I do next?

What can I do to prevent a fall?

Some health conditions, medications and footwear can affect your ability to stay steady on your feet. You might not notice your health changing as it can happen gradually, so it's important to have regular checkups so any issues can be picked up before they cause a fall.

Stay active



As we get older, our muscle strength and balance reduces, which can lead to a fall. Exercises designed to improve muscle strength can reduce your risk of a fall by improving your posture, coordination and balance.

Eat well



It's important to keep an eye on your appetite and try and make sure you're eating well. It's always better to eat something, even if it's small snacks throughout the day instead of 3 main meals. Getting enough energy is important in keeping up strength and preventing falls.

Keep hydrated



As well as eating well, you should make sure you're drinking plenty. If you don't drink enough it's likely that you'll start to feel lightheaded which will increase your risk of a fall. Try to drink about six to eight glasses of fluid a day.

Take care of your eyes

Our eyesight changes as we age and can lead to a trip or loss of balance. Get your eyes and glasses checked regularly - at least every 2 years. This will detect any vision problems early, before they cause you to lose your balance and coordination.





ficult – does this sound like you? If so read on

Check for hearing problems



As you get older you might find your hearing isn't as great as it used to be. Talk to your doctor as soon as you think your hearing has deteriorated, as a problem with your ears can severely affect your balance. The problem may be something easily treated, such as a build-up of ear wax or an ear infection, or it may be that you need a hearing aid.

Combined sight and hearing problems can make it difficult to maintain your balance.

Tell you doctor if your vision or hearing difficulties, or both, are affecting your day-to-day life. They will arrange an assessment, and will explain the help available to make daily tasks easier.

Manage your medicines

Certain medications can make you feel faint or dizzy and affect your balance. Let your doctor know if you experience side effects like these after taking any medication – they may need to check the dose or look at alternatives..

Support your bone health

Keep your bones healthy and strong by eating calcium-rich foods, getting enough vitamin D from sunlight and doing some weight-bearing exercises.

If you have weaker bones, they're more likely to break if you fall. So stronger bones could make any injury you have much less serious.

Choose the right shoes



Problems with your feet or shoes can affect your balance and increase your risk of tripping or falling. Talk to your doctor about any foot issues.

These footwear tips can help you feel more confident on your feet:

- Make sure your shoes fit well and don't have a tendency to slip off.
- Well-cushioned shoes offer comfort and support.
- Avoid sandals with little support and shoes with high heels.
- Wear slippers that have a good grip and that fasten and stay on properly.
- Always wear shoes or slippers, and never walk indoors in bare feet, socks or tights.

How do I make my home fall-proof?

Many slips, trips and falls happen in or around the home. Keeping an eye out for potential hazards can make your home a safer place. Making some simple changes around your home can make a real difference. Here are our 3 top tips:

- 1. Rugs and mats at the top or bottom of the stairs are a trip hazard and can easily lead to a fall, so it's a good idea to move them out of the way.
- Install a night light near the bed to make sure if you wake up in the night you can see where you're going. You can install a motion-activated light that comes on as needed.
- **3.** Remove trip hazards like trailing wires, clutter and rugs. Also, try and avoid glass furniture as it can be harder to see and may cause a stumble.

Need help to make your home safer?

We run a Handyperson Service which can help you to keep your home in good order. Give us a call on 01234 360510 email:enquiries@ageukbedfordshire.org.uk

What can I do if I'm worried about a fall?

If you've had a fall or you feel your balance isn't as good as it was, it's

natural to feel worried about falling. This can become a problem if it's causing you to avoid certain activities, such as exercise, or stopping you leaving your home.

To feel more confident and in control, think and plan ahead by discussing your risk of falling with your doctor and consider if you need to install a personal alarm in the home.

Talk to your doctor

Your doctor may perform a falls risk assessment which will work out what's making you more likely to fall. They can also draw up an action plan to reduce your risk of falling.

Personal alarms

Personal alarms allow you to call for help, for example, if you're unwell or have a fall and can't reach a telephone. Pressing a button on a pendant or wristband you wear all the time will alert a 24-hour response centre. The staff at the centre will then call out the best person to help you – a neighbour, relative or friend, or emergency services. We can talk to you about our personal alarms. Get in touch.

Telecare

A telecare system can automatically alert staff at a response centre if you need help, such as if you've fallen. For example, a bed or chair sensor can detect if you've got up but haven't returned in a set time, and it will automatically send an alert to a carer or emergency service.

What should I do next?

- Consider whether you need to make any lifestyle changes.
- Book an eye or hearing test if you've not had one recently.
- Look for and fix trip hazards in and around your home.
- Talk to your doctor if you're concerned about your risk of falling.
- Make a falls plan so you know who you'll call and how you will get help if you fall.

Join our FREE Webinars





13th October 2021 - 10am

Court Of Protection Deputyships - Helping to protect those who cannot manage property, financial and welfare decisions

10th November 2021 - 10am Probate & Estates - What you need to know when someone dies

12th January 2022 - 10am
Planning for the future - The importance of making a will

9th February 2022 - 10am Understanding Inheritance Tax

To register your place on any of these webinars please visit www.machins.co.uk/events

Machins Solicitors LLP have offices in Luton and Berkhamsted. We are one of the leading law firms in Hertfordshire and Bedfordshire and recognise the need to establish a proper relationship with our clients which allows us to understand individual requirements and to give effective practical advice in a pragmatic, cost effective way. We provide specialist advice and assistance both for businesses and individuals.

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Minestrone Soup using all the left overs

Ingredients

1/2 cup (125ml) olive oil, plus extra to drizzle

50g unsalted butter, chopped

2 onions, finely chopped

100g pancetta, finely chopped

3 garlic cloves, crushed

2 carrots, finely chopped

2 celery stalks, finely chopped

1 parmesan rind

1 cup (250ml) tomato passata

250a leftover cooked lamb, shredded

150g uncooked dried pasta

80g sugar snap peas

Lamb Stock

1 tbs olive oil

1 onion, carrot, celery stalk & tomato, chopped

3 garlic cloves, chopped

6 thyme sprigs

2 tbs tomato paste

1/2 cup (125ml) white wine

1kg leftover roast lamb bones

(from leg or shoulder)

Method

For the stock, heat oil in a large saucepan over medium- high heat. Add onion, carrot, celery, tomato, garlic, thyme. Cook, stirring occasionally, for 8 minutes or until onion has softened. Add tomato or until darkened slightly. Add wine and cook, stirring, for 2 minutes or until reduced slightly.

Add lamb bones and 3L (12 cups) water, and bring to the boil. Skim any foam from the surface with a spoon, reduce heat to low and simmer gently, stirring every 30 minutes, for 2 hours or until infused.

Remove from heat and set aside for 20 minutes to cool slightly. Strain through a fine sieve into a bowl, discarding solids. Chill for 2 hours or until fat solidifies on surface. Skim off fat and discard.

To make the soup, heat oil and butter in a large saucepan over medium-high heat. Add onion, pancetta, garlic, carrot and celery, and cook, stirring occasionally, for 8 minutes or until onion has softened.

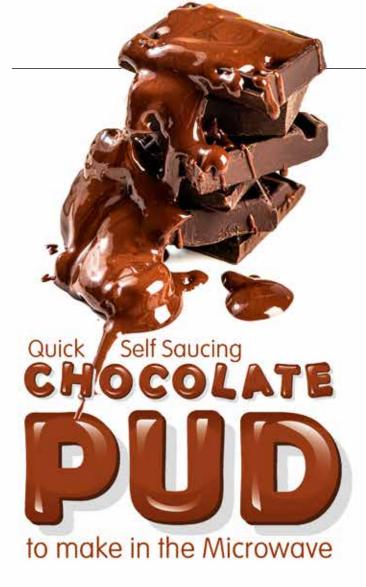
Add parmesan rind, passata, lamb stock and shredded lamb. Increase heat to high and bring to the boil.

Cover, reduce heat to low and cook, stirring occasionally, for 20 minutes or until vegetables are tender.

- Meanwhile, cook pasta in a saucepan of boiling salted water according to packet instructions or until al dente. Drain and stir through soup.
- Blanch sugar snap peas in a saucepan of boiling water for 2 minutes or until just tender. Drain and refresh. Pod half sugar snaps, reserving pods. Thinly slice reserved pods and remaining sugar snaps.
- Divide minestrone among serving bowls. Scatter with sugar snap pea, and watercress. Drizzle with extra oil to serve.







Ingredients

60g butter

225g self-raising flour

200g caster sugar

60g cocoa powder

180ml milk

2 tsp vanilla extract

175g soft brown sugar

Method

- Melt the butter in the microwave in a deep, 20cm round dish.
- Sift in flour, sugar and 25g cocoa powder, add milk and vanilla extract, and mix well.
- Sprinkle soft brown sugar and the remaining 35g cocoa powder over the top and pour in 300ml boiling water – don't stir.
- Cook in the microwave on High (800W) for 8 minutes.
- Allow to stand for 5 minutes before serving with cream.



My husband and I were daydreaming about what we would do if we won the lottery. I started: "I'd hire a cook so that I could just say, 'Hey, make me a sandwich!" Thomas shook his head. "Not me. I already have one of those"

A man goes to the doctor, concerned about his wife's hearing. The doctor says, "Stand behind her and say something and tell me how close you are when she hears you." The man goes home, sees his wife in the kitchen, cutting carrots on the countertop. About 15 feet away he says, "Honey, what's for dinner?" Nothing. He gets halfway to her and repeats the same question. Nothing. Very concerned, he gets right behind her and asks again "What's for dinner?" She turns around and says "For the THIRD time, beef stew!"

If you jumped off the bridge in Paris, you'd be in Seine

Q: Why did the butcher work extra hours at the shop?

A: To make ends meat

Q: What do you get if you cross an apple with a shellfish?

A: crab apple!

Q: What has T in the beginning, T in the middle, and T

at the end?

A: A teapot.

12 James Callaghan (1978-79)

11 Curling

10 Marnia (in The Lion, the Witch and the Wardrobe)

nbggodot A **9**

8 Little Women

7 Norway

əlqqA **ə**

2 Timothy Dalton

4 Saint Petersburg

3 True

2 Richard III

l Sagittarius

Winter Quiz ANSWERS





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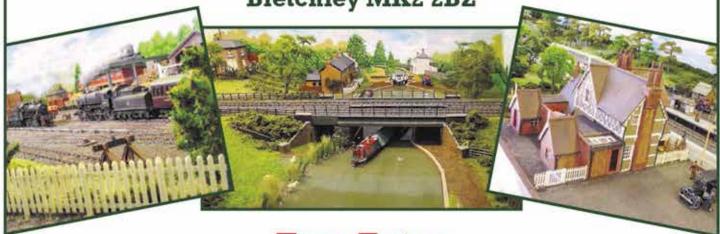
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Phone: Bedford (01234) 845000

E-mail: contact@bedsfire.com

Your Bedtime Checklist



Close inside doors



Turn off and unplug electrical appliances not being used



Is the cooker turned off



Are the heaters turned off and fireguards if needed are put up







Candles and cigarettes all put out



Keep the door and window keys where you can find them



Make sure all exits are clear



Phone by the bed with an emergency number to hand

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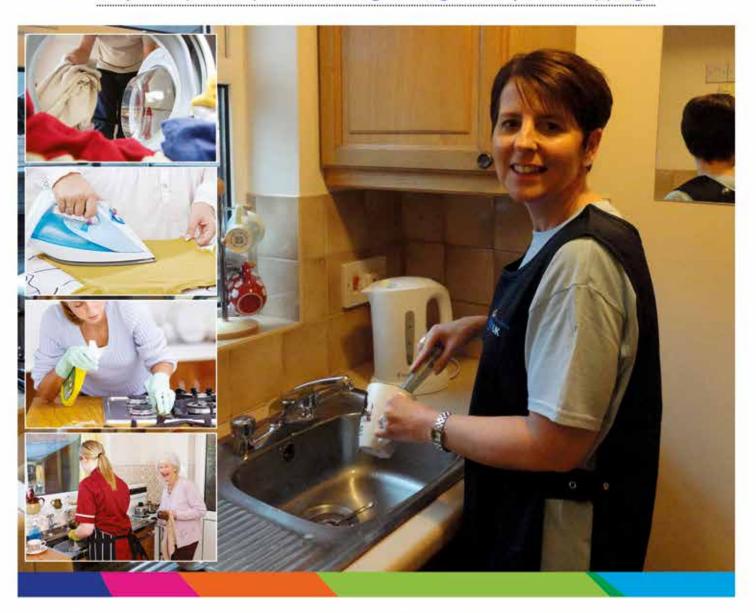
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