

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA



R.S.WEBBER, I.P.F.A., F.C.C.A.,
Town Clerk & Chief Executive

Department 110
The Town Hall,
Hornton Street,
London,
W8 7NX

To: All Members of the Borough Community
Relations Committee

Telephone: (01)937 5464
Extension:

614

11th July, 1985

My reference:

Your reference:

Please ask for:

GCT/VW/BO/3/AS

Mr. Taylor

A meeting of the BOROUGH COMMUNITY RELATIONS COMMITTEE will be held at THE TOWN HALL, KENSINGTON, W8 on THURSDAY 18TH JULY, 1985, at 6.00 p.m. for the transaction of the following business.

R. S. Webber

Town Clerk and Chief Executive

MEMBERS ARE REMINDED THAT THE MEETING WILL START 30 MINUTES EARLIER THAN NORMAL AT 6.00 P.M. AND THAT A RECEPTION IS TO BE HELD FOR THE FORMER COMMUNITY RELATIONS ADVISER, MR. C. LE MAITRE, IN THE MAYOR'S PARLOUR, AFTERWARDS.

AGENDA - PART A

Minutes of the meeting held on 5th June, 1985

Apologies for absence

Reports by Town Clerk and Chief Executive

Commission for Racial Equality	A1
Kensal Under Fives Interest Group	A2
Miscellaneous Matters	A3
Portuguese Community Centre	A4

Report by the Moroccan Arabic Interpreter A5

Other Public Matters (if any)

F384 C25A-GTAF
SC1
SR1

16



To adopt the following motion:

That the Committee, being of the opinion that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted during the remainder of the proceedings, do exclude the press and public from the remainder of the meeting.

THE NEXT MEETING OF THE COMMITTEE WILL BE HELD ON
WEDNESDAY 2ND OCTOBER 1985

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

BOROUGH COMMUNITY RELATIONS COMMITTEE - 18TH JULY, 1985

LIBRARIES AND GENERAL SERVICES COMMITTEE - 17TH SEPTEMBER, 1985

PORTUGUESE COMMUNITY CENTRE

REPORT BY TOWN CLERK AND CHIEF EXECUTIVE

1. INTRODUCTION

In accordance with the procedure agreed by the Policy and Resources Committee on 2nd October, 1984, whereby voluntary organisations currently grant aided by the Greater London Council can be advised of the likelihood of financial assistance from the Royal Borough in 1986/87, this report provides information on the Portuguese Community Centre and comments by appropriate officers.

It will be recalled that organisations are to be given one of the following indications:-

- (i) The Council will probably assist.
- (ii) The Council could possibly assist depending on its overall finances.
- (iii) The Council are unlikely to be able to assist.

2. OBJECTIVES

The organisation's profile states that their objectives are:-

- "(i) Give advice/information to the Portuguese Community, in Portuguese.
- (ii) Provide a meeting place: Saturdays Over 50s Club; opening of the Centre every evening so that the Portuguese Community can get together, read Portuguese newspapers, use the Centre facilities, have a sense of belonging, keep their culture and traditions alive.
- (iii) Generally help to alleviate their many problems."

3. PROFILE

The organisation's profile is attached as an appendix.

4. COMMENTS OF THE SERVICE DEPARTMENT

From visiting this organisation it is clear that there are two distinct parts to their work; social/cultural activities and the provision of information and advice.

The Centre is open in the evenings up until about 11.00 p.m. for a wide variety of social/cultural activities. People of all ages make use of the Centre and this is reflected in the type of activities provided.

They have a membership system and at the present time have 300 members who pay 50p in subscription fees. Non-members also make use of the Centre as guests and are encouraged to join. The Centre is very important for many people in the community, especially those of more advanced years who have not learned English, as it is the only place where they can meet other Portuguese people and join together in social/cultural activities. From time to time larger events - outings, dances, etc. - are organised and are well supported.

One of the part-time workers is responsible for co-ordinating the social/cultural activities but the bulk of the work is undertaken by volunteers who man the Centre during the evening and arrange other activities. The income generated from their larger events makes a significant contribution to their running costs.

The information and advice work is undertaken by the other part-time worker. The Centre is open during the day, and Portuguese people are able to make appointments to discuss their problems. As indicated in the profile the worker is kept busy in this work and finds it difficult to accommodate all the people who want assistance.

The people who use the Centre are mainly from the local area although, as they are one of the few places in London where Portuguese people can obtain information and advice, they do get requests for assistance from people living in other Boroughs. They do not turn down such requests but the members coming from other areas is small and it would be accurate to describe the organisation as 'local'.

Although the organisation is able to raise in excess of £6,000 annually mainly from their own community they rely heavily on their GLC support. Without this they would not be able to employ the two part-time staff and would have to restrict their social/cultural activities and probably stop their advice and information work completely.

5. FINANCIAL COMMENTS

GLC grants:

1983/84 - £10,813
 1984/85 - Unknown
 1985/86 - £15,400

The Director of Finance has assessed the financial information provided and made the following comments:-

"The GLC is the main source of funds for this organisation. The Centre operates a number of fund raising activities which make a contribution to the organisation's overall costs. The Centre employs 2 part-time workers. The balance of its expenditure relates to the cost of premises and administration of the organisation. The GLC grant for 1985/86 includes £1,100 for new equipment. An assessment of the financial support required to replace the GLC grant in 1986/87 is £15,650, this excludes any monies for new equipment. Although the organisation is able to raise funds for some of its activities from other sources it will not be likely to maintain its activities in the absence of core funding from the GLC or another body."

6. GRANT AID CRITERIA

Details of the Council's grant aid criteria are attached as an appendix. The officers are of the opinion that this organisation conforms to the six pre-requisites for funding set out in the criteria and also to optional factors (ii), (iv) and (vi).

7. CONCLUSIONS

The officers are of the opinion that this organisation arranges activities which are very important to the Portuguese Community in the Royal Borough and is helping this group to resolve some of their problems in adopting to life in this country. Without funding to replace that currently provided by the GLC the organisation would only be able to continue at a much reduced level, probably cutting back completely on its advice work and concentrating entirely on social activities.

8. DECISIONS

- (i) The Borough Community Relations Committee are asked to submit their views to the Libraries and General Services Committee.
- (ii) The Libraries and General Services Committee are asked to submit their views to the Policy and Resources Committee.

(FOR DECISION)

R.S. WEBBER
Town Clerk and Chief Executive

T/GT/11.7/187

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

PROFILE OF VOLUNTARY ORGANISATION

1. Name, address and telephone number of the organisation

PORTUGUESE COMMUNITY CENTRE
7, Thorpe Close, London W10 5XL
Tel: 969 3890

2. Registered Charity Number (if any)

284896

3. Name and telephone number of person to contact in case of any queries

ROSALINA SEAMAN - Mondays 10.00 to 5.00
- Wednesdays 10.00 to 1.30.

Tel: 969 3890

4. Catchment area

Membership of the Centre is opened to all Portuguese resident in London. In practice the Centre caters mainly for the Portuguese nationals resident in North Kensington.

5. Who are the services/activities provided for? (See Note 1)

Portuguese Community

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6. Staffing

(a) Paid Workers (See Note 2)

<u>Name</u>	<u>Post held</u>	<u>Full or Part Time</u>	<u>Salary and/or Grading</u>
R. SEAMAN	Administrative/ Development worker	Part-time	£4,980
M. P. MACHADO	Advice worker	Part-time	£4,980

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- (b) Voluntary Workers (See Note 3)
(i) How many volunteers are used?

Many members of the Centre are involved in specific activities.

About 15 contribute regularly to the running of the Centre.

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(ii) How many hours a month are worked by volunteers on average?

80 hours.

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7. Work undertaken

(a) What are the objectives of your organisation? (See Note 4).

- Give advice/information to the Portuguese Community, in Portuguese;
- Provide a meeting place: Saturdays over 50's Club; opening of the Centre every evening-so that the Portuguese community can get together, read Portuguese newspapers, use the Centre's facilities, have a sense of belonging, keep their culture and traditions alive;
- Generally help to alleviate their many problems.

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(b) What activities are undertaken to meet those objectives? (See Note 5)

- Advice/Information sessions;
- Showing of Portuguese films, cartoons;
- Outings;
- Socials; Lunches
- Children's Xmas party;
- Running of a stall in the Portobello Market for fund raising;
- Library with Portuguese books (as well as books in English);
- Football team;
- Children activities;
- Monthly Newsletter;
- Liaison with other Portuguese organizations;
- Liaison with local agencies;
- Liaison with other migrant groups.
- Involvement in shows organized by other Portuguese organizations;
- Participation in Festivals involving the entire Portuguese Community in London.
- Participation in exhibitions organized by local agencies;
- Interpreting and translating:

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- (c) Have there been any changes in activities undertaken during the past 3 years? (See Note 6).

We have increased and widened the scope of the activities of the Centre without altering its objectives.

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- (d) Are any changes planned for the next 12 months? (See Note 7)

- We plan to expand our activities in some fields, namely education and recreation for children.
 - There are no known official statistics about the number of Portuguese children who go into further studies, for instance;
 - The provision of mother tongue classes could and should be enormously improved;
 - The ILEA should be taking steps to include mother tongue classes in the curriculum;
 - More Portuguese speaking people should be employed by local agencies. But if the children of immigrants go on leaving school at 16 and not furthering their studies this is unlikely to happen in the near future.
 - The Centre is not self-financing, so, unless we get a grant we can not undertake any of the activities or projects named above.
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(e) Statistics (See Note 8)

Statistics concerning advice work - monthly averages:(March):

DHSS - 28; Housing - 15; Info. given over the phone- 15; Information on various Benefits,etc- 7; Accident- 7; Consumer - 7; Letters - 6; Tribunal - 5; Employment - 4; Immigration - 2; Education - 2.

Statistics concerning social activities:

About 50 people are involved in regular activities every week.

These numbers increase when there are socials, outings or lunches.

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8. Accommodation - What premises are used by your organisation? (See Note 9).

The Centre's premises consist of a small office, a small store room and a larger area for social activities. The total area is approximately 550 sq. feet.

The premises are rented from the NKAT; we have signed a Lease regularly renewable. They are in the community bays under the Westway.

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9. Finance:

- (a) Please attach a copy of your most up to date budget for 198 /8 , including details of income received and anticipated for all aspects of your work.

ATTACHED.

FOR OFFICIAL USE ONLY

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- (b) Please attach a copy of your latest audited accounts, unless already forwarded to the Town Hall.
ATTACHED,

FOR OFFICIAL USE ONLY

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- (c) Please supply the names and qualifications of your Treasurer and Auditor and the name and telephone number of the person who undertakes the day to day book-keeping.

TREASURER - M. Fernanda Oliveira - Teacher.

AUDITOR - Richman & Company, Chartered Accountants, 102 High St.,
London NW10 4SL

Book keeping - Antonio Costa - 29, Camborne Mews, Cornwall Crescent,
London W11.

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10. Links with other voluntary and statutory organisations (See Note 10).

The Centre is part of the Migrants Action Group, and has regular contacts with Portuguese Associations; has informal contacts with other local organizations.

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11. Management Structure - Please give details of your management structure and the names of members in the following format:-
(See Note 11)

Name of Committee: Executive Committee.
 Frequency of Meeting: Once weekly.
 Membership:

<u>Name</u>	<u>Any Position Held</u>	<u>Other organisations with which connected</u>
F. Sousa	President	
F. Oliveira	Treasurer	
M. Afonso	Secretary	M.A.G.
there are other 8 members.		

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12. Name and status of person completing the form.

R. Seaman - Community Worker.

13. Date when form was completed

22nd April 1985

FOR OFFICIAL USE ONLY - DATE WHEN COMMENTS WERE MADE BY THE OFFICERS.

PROFILES OF VOLUNTARY ORGANISATIONS

LK

NOTES

1. Note the main recipients of service, e.g. under fives, pensioners, disabled people, other organisations, etc.
2. Indicate if any salary costs are met by a grant from sources other than the G.L.C.
3. It is recognised that volunteers often undertake work for a limited period of time so average figures should be quoted.
4. The objectives should not be quoted from your constitution. Instead give the general aims and objectives as they are in practice, e.g. to recruit and place volunteers, to provide a family social work service, etc.
5. Outline the general nature of activities undertaken and note any specific projects (maximum 250 words).
6. Note any activities commenced or ceased. In the case of activities no longer engaged in, give reason for change.
7. Note any planned developments and state why this is appropriate and the financial implications, if any (maximum 200 words).
8. Give any relevant statistical information, e.g. numbers of users of service, etc.
9. Please give details of ownership, rental, lease, etc.
10. Note both formal and informal links with other organisations. Note Committees, Working Parties, etc., in which your organisation is represented.
11. Fill in a separate sheet for each Committee and Sub-Committee. For each Committee state if it is executive or advisory. Indicate other voluntary organisations with which members of your Committees are connected, including any employment.

R.S.WEBBER
Town Clerk and Chief Executive

T/GT1/26.5/186

BUDGET OF THE PORTUGUESE COMMUNITY CENTRE FOR 1985/86

<u>INCOME</u>	£
Membership and Donations	700
Bank deposit interest	200
Activities - Social	4,000
Stall	1,500
Football	100
	<hr/> <hr/>
	6,500

<u>EXPENDITURE</u>	£
* Salaries and National Insurance	11,000
Rent and Services	500
Rates	950
Electricity	500
Telephone	500
Insurance	150
Maintenaince	50
Stationery	400
Travelling Expenses	50
Audit Fee	250
* Equipment - Typewriter	600
Video	500
Sundries	50
Portuguese Newspapers and Books	200
Activities - Social	3,200
Stall	1,000
Football	800
	<hr/> <hr/>
	21,900

* Only possible if we receive grant funding

Excess of Expenditure over Income 15,400

Date ...4th January 1985.

.....*Henrieta L...*

(Treasurer)

THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

VOLUNTARY ORGANISATIONS - GRANT AID CRITERIA

When the appropriate Council Committee considers your application for grant aid, they will use the following criteria in making a decision. It should be noted however that compliance with the criteria will not guarantee a successful application as the Council only has limited funds available for grant aid.

PRE-REQUISITES (ALL SIX FACTORS MUST APPLY)

- (i) The aims and activities of the organisation should be consistent with the overall strategies of the local authority.
- (ii) The organisation should have the necessary management and administrative expertise for the Council to be satisfied that the money will be spent effectively for the purposes for which it was given and accounted for properly.

(N.B. - in the case of some small organisations, it may be necessary to consider what other Borough assistance may be given, such as, through the Resource Centre).
- (iii) The organisation should have a broadly "democratic" structure, although in the case of "seed money" for new projects, this criteria would be met by a clear intention to develop such a structure.
- (iv) The organisation should have appropriate links with other organisations in the same field, both statutory and voluntary. Inappropriate duplication of service should be avoided.
- (v) The organisation should be such as to attract some external funds, or, in the case of smaller organisations, engage in a reasonable amount of fund raising.
- (vi) Either:
 - (a) The nature of the work is such as to be best undertaken in the voluntary sector;
 - (b) the service is a specialised one, not currently provided by the local authority;
 - (c) the organisation benefits from being part of a national network;
 - (d) exceptionally, the work can be done adequately, at least in the short term, by a voluntary organisation at a time when financial constraints make it inappropriate for the local authority to do the work itself.



OPTIONAL FACTORS (AT LEAST ONE SHOULD APPLY WHEREVER POSSIBLE.
THE GREATER THE NUMBER OF FACTORS APPLYING, THE STRONGER THE
CASE FOR GRANT AID)

- (i) The organisation operates in a priority area of work.
- (ii) The organisation makes extensive use of volunteers.
- (iii) External funds are substantial.
- (iv) The organisation encourages the development of self-help methods.
- (v) The organisation uses an experimental approach which shows promise.
- (vi) The organisation is involved in community development.

R.S. WEBBER,
Town Clerk & Chief Executive.

T/GT6/14.6/191