



GRANTS ADVISORY PANEL

WEDNESDAY 9 APRIL 2008

7.30 PM

PANEL AGENDA (ADVISORY)

COMMITTEE ROOMS 1 & 2,
HARROW CIVIC CENTRE

MEMBERSHIP (Quorum 3)

Chairman: Councillor Joyce Nickolay

Councillors:

Don Billson
Ashok Kulkarni
Mrs Myra Michael
Mrs Anjana Patel (VC)
Stanley Sheinwald

Ms Nana Asante
Asad Omar
Mrs Rekha Shah
Mrs Sasi Suresh

Adviser: Mike Coker, Voluntary and Community Sector Representative

Reserve Members:

1. Marilyn Ashton
2. Julia Merison
3. Narinder Singh Mudhar
4. Jeremy Zeid
5. Susan Hall
6. -

1. Nizam Ismail
2. David Gawn
3. Thaya Idaikkadar

Issued by the Democratic Services Section,
Legal and Governance Services Department

Contact: Paul Tenconi, Democratic Services Officer
Tel: 020 8424 1264 E-mail: paul.tenconi@harrow.gov.uk

***NOTE FOR THOSE ATTENDING THE MEETING:
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.
IT WILL BE COLLECTED FOR RECYCLING.***

HARROW COUNCIL

GRANTS ADVISORY PANEL

WEDNESDAY 9 APRIL 2008

AGENDA - PART I

1. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

3. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972.

Enc. 4. **Minutes:** (Pages 1 - 8)

That (1) the minutes of the meetings held on the 11 June 2007 and 4 September 2007 be taken as read and signed as correct records;

(2) the minutes of the meeting held on the 5 March 2008 be deferred until printed in the Council Bound Minute Volume.

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

6. **Petitions:**
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

7. **Deputations:**
To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

[Note: The Panel's policy (Minute 60: 28.07.03) in principle is not to receive deputations relating to individual grant applications].

[Note: The Panel's policy (Minute 13: 06.07.06) is to receive deputations annually at its November meeting].

Enc. 8. **Edward Harvist Trust Charity - Grant Applications:** (Pages 9 - 24)
Report of the Director of Community and Cultural Services.

Enc. 9. **Community Lettings:** (Pages 25 - 30)
Report of the Director of Community and Cultural Services.

Enc. 10. **Street Collection Applications 2008:** (Pages 31 - 52)
Report of the Director of Community and Cultural Services.

11. **Any Other Urgent Business:**
Which cannot otherwise be dealt with.

AGENDA - PART II

Enc. 12. **Edward Harvist Trust Charity – Grant Applications:** (Pages 53 - 112)
Confidential Appendix 5 to agenda item 8.

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GRANTS ADVISORY PANEL

11 JUNE 2007

Chairman: * Councillor Joyce Nickolay

Councillors: * Ms Nana Asante * Mrs Myra Michael
 * Don Billson * Asad Omar
 * Ashok Kulkarni * Stanley Sheinwald
 * Dhirajlal Lavingia (4) * Mrs Sasi Suresh
 * Julia Merison (2)

Adviser: † Deven Pillay, Chief Executive, Mencap

* Denotes Member present

(2) and (4) Denote category of Reserve Members

† Denotes apologies received

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Community Premises Update**

The Panel received a report of the Director of Financial and Business Strategy updating the Members on the Community Premises review.

The Director of Community and Cultural Services reminded Members of the Panel that this item would be included in the Council's community development strategy, and the subsequent review of support to the voluntary sector, which would start this summer. He further reminded Members that the original allocation of office space was intended for a three-year period to allow groups to establish themselves, although this strategy had not been implemented.

It was proposed to advertise the Community Premises in order to get an indication of interest without guaranteeing space.

A Member expressed concern that certain voluntary groups were funded solely by the Council and felt that these groups needed to look for alternative sources of funding.

Another Member expressed concern that in the case of over-capacity of the Community Premises following the advertising of office space, some voluntary groups could experience difficulties in finding new office space.

Another Member proposed a nominal charge for using the Premises meeting room prior to implementing charges for use of the office space. Members understood that these charges would produce a relatively small income and that a few groups with heavy use of the meeting room would find this financially difficult. Members asked the officer to consult the voluntary groups on this proposal at his next meeting with them. The officer subsequently informed the Panel that organisations had expressed disquiet to any such proposals to implement charges particularly in light of the recent reduced grants allocation.

A suggestion was made to look for alternative funding to help set up a Community Trust.

Resolved to RECOMMEND: (To the Portfolio Holder for Finance and Portfolio Co-ordination)

That (1) all available space at Community Premises be advertised to assess levels of interest for occupancy (categories – individual office, designated desk, casual desk or postal address for correspondence) of any new and existing users;

(2) the implementation of charges for use of the Community Premises after three years occupancy be deferred until after the review of support to the voluntary sector;

(3) the items listed under 2.2.1 and 2.2.11 of the published officer report be closed until the budgets are available to carry out this work and, in the meantime, grants officers explore any external funding opportunities for this work.

[Reason for Recommendation: To ensure the implementation of the recommendations of the Community Premises review.]

(See also Minute 68).

PART II - MINUTES59. **Appointment of Advisory Panel Chairman:**

RESOLVED: To note the appointment at the Cabinet meeting held on 15 May 2007 of Councillor Joyce Nickolay as Chairman of the Grants Advisory Panel for the Municipal Year 2007/2008.

60. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

Ordinary Member

Councillor Mrs Anjana Patel
Councillor Mrs Rekha Shah

Reserve Member

Councillor Julia Merison
Councillor Dhirajlal Lavingia

61. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

Agenda Item

10. Community Premises Update

Member

Councillor Lavingia declared a personal interest in that he was a founder of the Hindu Council Harrow. Accordingly, he would remain in the room whilst this matter was considered and voted upon.

62. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

63. **Appointment of Vice-Chairman:**

Nominations were received and seconded for Councillor Mrs Anjana Patel. It was

RESOLVED: To appoint Councillor Mrs Anjana Patel as Vice-Chairman of the Panel for the Municipal Year 2007/2008.

64. **Minutes:**

RESOLVED: That (1) the minutes of the meeting held on 22 January 2007 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 7 March 2007 be deferred until printed in the Council Bound Minute Volume.

65. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

66. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

67. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

68. **Community Premises Update:**

Further to Recommendation 1 above, a Member queried what facilities were currently offered to groups that could not use the Community Premises and only required a postal address. The officer responded that this was one of the options being offered to groups.

A Member queried whether any comparative information was available from Merton Council, Harrow Council's closest demographic neighbour, in relation to their Grants Budget. Responding, the officer stated he would include the information at the next meeting.

RESOLVED: That (1) the above be noted;

(2) the Director of Community and Cultural Services include the setting up of a Community Trust in the community strategy review.

69. **Any Other Urgent Business:**

Appointment of the Advisor to the Panel

RESOLVED: That Deven Pillay be appointed Advisor to the Panel for the Municipal Year 2007/2008.

(Note: The meeting having commenced at 7.35 pm, closed at 8.50 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY
Chairman

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GRANTS ADVISORY PANEL

4 SEPTEMBER 2007

Chairman: * Councillor Joyce Nickolay

Councillors: * Ms Nana Asante * Mrs Myra Michael
 * Don Billson * Asad Omar
 * Susan Hall (5) * Mrs Rekha Shah
 * Ashok Kulkarni * Mrs Sasi Suresh
 * Julia Merison (2)

Adviser: * Deven Pillay, Chief Executive, Mencap

* Denotes Member present
 (2) and (5) Denote category of Reserve Member

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - Edward Harvist Trust Charity - Grant Applications**

The Panel received a report of the Director of Community and Cultural Services, setting out applications to the Edward Harvist Trust Fund.

An officer explained that there was a balance of £9,907 of Trust monies to be allocated in 2007/2008.

Resolved to RECOMMEND: (To the Portfolio Holder for Community and Cultural Services)

- That (1) £257 be allocated to Carramea;
 (2) £2,000 be allocated to Maesnant Centre, subject to legal advice;
 (3) £2,000 be granted to Mind in Harrow;
 (4) £2,000 be granted to St Luke's Hospice, subject to legal advice.

[Reason for Recommendation: To consider the allocation of funding to voluntary organisations from monies received from the Edward Harvist Trust in 2007/08.]

[Note: Legal advice had been sought on recommendations 2 and 4 above and approval for allocation of funds had been obtained].

RECOMMENDATION 2 - Community Premises Accommodation Update

The Panel considered a report of the Director of Community and Cultural Services, which provided an update on the Community Premises Accommodation. Members were asked to agree that voluntary organisations be contacted to submit application forms for allocation of space at the Community Premises.

An officer reported that following a recommendation from the Grants Advisory Panel meeting held on 11 June 2007, the Community Premises Accommodation had been advertised to voluntary organisations. She informed the Panel that 16 existing users and 8 new organisations had expressed an interest in the premises. Three existing users had not responded and had been sent a reminder.

A Member was of the view that the Council might be able to allocate space to all organisations that had shown an interest and were expected to make an application.

Resolved to RECOMMEND: (To the Portfolio Holder for Community and Cultural Services)

That (1) the next stage of asking the organisations listed at Appendix 2 of the published officer report to submit a formal application for accommodation at the Community Premises be agreed;

(2) officers be authorised to analyse the applications received, put together proposals for allocations based on the aims and objectives of the organisation, and to provide up to date usage information for those currently based at the Community Premises.

[Reason for Recommendation: To make the Community Premises available for more organisations, enabling it to be fully utilised].

(See also Minute 78).

PART II - MINUTES

70. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Mrs Anjana Patel Councillor Stanley Sheinwald	Councillor Julia Merison Councillor Susan Hall

71. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

72. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present with the exception of the following item for the reason set out below:

<u>Item</u>	<u>Reason</u>
8. Edward Harvist Trust Fund Applications – Appendix 5	Appendix 5 was exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 as it contained information relating to the financial or business affairs of any particular person (including the authority holding that information).

73. **Minutes:**

RESOLVED: That (1) the minutes of the meeting held on 7 March 2007 be taken as read and signed as a correct record;

(2) the minutes of the meeting held on 11 June 2007 be deferred until printed in the Council Bound Minute Volume.

74. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

75. **Petitions:**

RESOLVED: To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

76. **Deputations:**

RESOLVED: To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

77. **Edward Harvist Trust Charity - Grant Applications:**

(See Recommendation 1).

78. **Community Premises Accommodation Update:**

Further to Recommendation 2 above, it was explained that each year groups were requested to sign a facilities users' agreement, but that this had not been undertaken in the current year. It was noted that this was essential and officers were asked to ascertain that the agreements were signed in 2008.

RESOLVED: That the above be noted.

79.

Community Lettings Update:

The Panel considered a report of the Director of Community and Cultural Services, which set out the progress made on the Community Lettings Scheme.

The Chairman informed the Panel that in September 2008 new criteria for Community Lettings would come into effect. Allocation of grants to voluntary groups would support community lettings, mainly in school premises. She added that historically rents had been subsidised up to 85% for many years. The subsidy had reduced to 70% from 1 September 2006 and 60% from 1 September 2007. From 1 September 2008 the system would change whereby organisations would apply directly to schools for lettings and then be able to apply to the Council for a grant of up to 50% of the actual cost.

Members expressed concern that some schools were increasing their charges considerably for use of their premises. One Member noted that some schools were not sympathetic to voluntary organisations in the form of reduced charges. An officer responded that schools had a duty of care and community cohesion, and the Community Lettings Scheme could be part of this. She added that guidance would be issued to schools on this matter. The officers would endeavour to find out whether organisations which had not continued with their lettings had found cheaper premises. The Adviser suggested helping organisations to look for alternative funding to ensure services were maintained.

RESOLVED: That the report be noted.

(Note: The meeting having commenced at 7.32 pm, closed at 8.57 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY
Chairman

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Meeting:	Grants Advisory Panel
Date:	9 th April 2008
Subject:	Edward Harvist Trust Charity – Grant Applications
Responsible Officer:	Javed Khan
Portfolio Holder:	Councillor Anjana Patel
Exempt:	No – Except Appendix 5 which is exempt (Part 2) under Paragraph 1, Part 1 of Schedule 12A of the Local Government Act in that it contains information relating to an individual.
Enclosures:	Appendix 1 – Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds; Appendix 2 – EHT Grant Application Process: Information for Prospective Applicants; Appendix 3 – Summary Reports of EHT Applications; Appendix 4 – Summary Table of EHT Applications. Appendix 5 – Supporting Documents (Part 2)

Section 1 – Summary and Recommendations

This report presents the applications for funding that have been made to the Edward Harvist Trust Fund monies available as at 31st December 2007.

Recommendations:

Members are requested to recommend to the Portfolio Holder for Community and Cultural Services recommendations for Edward Harvist Trust grant funding.

Reason: (For recommendation)

To enable the distribution of Edward Harvist Trust monies held by Harrow to local voluntary organisations. If approved, the funding will enable local organisations to deliver services to their members and users, thereby improving the quality of life for people in Harrow.

Section 2 – Report**Background**

On 28th June 2005, Grants Advisory Panel agreed a new process for dealing with grant applications for the Edward Harvist Trust monies, which complied with the Charity's objects, with the Council's Common Grants Criteria and Conditions of Funding and conformed to the requirements of the Charity Commission.

Current situation

Harrow Council receives monies from the Edward Harvist Trust Charity approximately three times per year. Applications are invited from local voluntary organisations approximately twice a year or when a sufficient balance is available for allocation.

The opening balance of funds from the Trust to Harrow Council in 2007/08 was £15,460. A total amount of £6,257 was allocated in September 2007, leaving a balance of £9,203. A further two payments were received in October and December 2007 totalling £7,192.07, which therefore leaves a balance of **£16,395** available for allocation.

During November 2007, a press release about this Edward Harvist Trust funding round was circulated to libraries, community centres, the local press and on the Harrow website. The deadline given was Friday 7th December 2007.

Why a change is needed

No changes are required to the current process.

Main options

Nine applications were received by the deadline from the following organisations:

Angolan Civic Communities Alliance (ACCA)
Friends of Canons Park
Harrow Anti-Racist Alliance
Harrow Bengalee Association
Harrow Gingerbread
Harrow Kuwaiti Community Association
Harrow Talking Newspaper
Somali Cultural & Educational Association
Weald Village Community Association

The total amount requested from these organisations is **£13,003**, which if allocated fully, would leave a balance of **£3,392** for future allocations.

A summary of applications received from these organisations is detailed in Appendix 3 of this report.

Other options considered

There are no other options to consider.

Implications of the Recommendation

Resources, costs and risks

The amounts requested fall within the funds available for distribution. The Panel is reminded that the Trust monies are to be used primarily to support small, unfunded organisations and new/emerging groups. If applications from other groups are considered, the panel may wish to take in to account funding received from the Council's main grants programme and previous funding from the Edward Harvist Trust. This information is set out in Appendix 4.

The main risk associated with the approval of funding from the Edward Harvist Trust monies is that an organisation may not use the grant for the purposes outlined in its application. This will be addressed through a monitoring procedure, which will ensure that information and evidence is received on how the grant was used and how it has benefited the organisation.

Staffing/workforce

There are no staffing/workforce issues.

Equalities impact

The provision of funding through the Edward Harvist Trust aims to address inequalities and disadvantage, to promote equality of opportunity and improve community cohesion. If approved, some of the funding will provide support to organisations serving black and minority ethnic communities, children and young people, women, people with disabilities and the elderly.

Legal comments

There are no legal implications.

Community safety

The provision of grant funding through the Edward Harvist Trust has the potential to support initiatives that contribute to community safety. Some of the organisations and their activities contribute to preventing and tackling crime and anti-social behaviour.

Financial Implications

The provision of funding through the Edward Harvist Trust has no implications on the medium term budget strategy. This is a distinct source of funding

provided to the council for administration as grants to the voluntary and community sector.

Performance Issues

The provision of funding through the Edward Harvist Trust has the potential to contribute to the performance of the LAA target on community cohesion. Target performance against this indicator is 61%; current performance against this measure is 51%.

Section 3 - Statutory Officer Clearance

Name: ...Sheela Takrar.....	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date:27 th March 2008.....		
Name:Helen White.....	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date:28 th March 2008.....		

Section 4 - Contact Details and Background Papers

Contact:

Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);
Parveen Vasdev, Principle Grants Officer (ext. 7625);
Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers:

Edward Harvist Trust letters of application and supporting documents (circulated separately to Members ONLY as Part 2).

If appropriate, does the report include the following considerations?

1.	Consultation	YES - Draft report sent to Voluntary Sector Advisor for comments.
2.	Corporate Priorities	YES

Appendix 1

Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds

1. No charge whatsoever shall be imposed by the Councils for their own administration or other expense on Harvist money;
2. So far as possible, it shall be the objective to distribute or use the Harvist money during the year of receipt;
3. Councils shall allow interest to accrue on Harvist money from receipt until use at the average 7 day LIBOR rate;
4. Councils must be explicitly clear that Harvist money is further provision in addition to the Councils' own expenditure from their own funds;
5. Recipients of grants allocated from Harvist money must be so informed; the trustees' preference is that the Harvist money is a discrete fund/budget to which organisations may apply who would not qualify for an award from the relevant Council's own grants programme;
6. If an authority uses Harvist money for expenditure on its own facilities, it must be clear that that expenditure is for an "extra" which simply would not be provided but for the Harvist money, and not simply as a contribution to revenue expenditure which the Council should itself properly bear;
7. Each Council must provide a fully reconcilable account of money held and spent whenever required by the trustees or the Hon Treasurer.



The Edward Harvist Trust Grant Application Process

Information for Prospective Applicants

The Harvist Trust is a charity established from the estate of Edward Harvist, who died in 1609, and its proceeds are divided between the 5 London Boroughs, which border the Edgware Road. Harrow receives 5.5945% of the yearly income, which is intended for charitable purposes. The objects of the Charity is to further all or any of the following purposes:

- The relief of the elderly and disadvantaged inhabitants of the London Boroughs of the City of Westminster, Barnet, Brent, Camden and Harrow;
- The relief of distress and sickness among the said inhabitants;
- The provision and support of facilities for recreation and leisure with the aim of improving the quality of life;
- The provision and support of educational facilities;
- Any other charitable purposes.

The following will apply to grants from the Harvist Trust:

1. Grants are made to organisations rather than individuals.
2. Grants are not offered to cover the costs of any provision the Trustees deem to be a statutory responsibility. Grants can be made to statutory organisations, if Trustees feel that it is for provision over and above the statutory responsibility.
3. The funds are used for one-off revenue or capital grants. In respect to capital grants, preference will be given to items of equipment rather than general contributions towards large capital costs, such as the purchase of a building.
4. Applications are accepted from organisations by letter and must be supported by two written quotations for equipment.
5. The amounts payable are relatively small, **with a maximum grant of £2,000**. Grants are not offered for equipment that has already been purchased or for very small items, such as stationery.

In addition to the above, applicants must satisfy Harrow Council's Common Grants Conditions, as follows:

- The applicant must be a voluntary group based in Harrow, with 80% of its members either living or working in Harrow.
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation.

- The organisation must not promote or oppose any political party.
- The activities the organisation provides must not be of a religious nature.
- The organisation must not be profit making.
- The organisation must demonstrate commitment to the Council's equal opportunities policy.
- The organisation must set out in its application any existing funding provided, from whatever source.
- The organisation should be able to accept all financial transactions from the Council electronically.
- The organisation must agree to provide a report on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).

If you would like to make an application, please do so in writing, setting out the following:

1. Name of Organisation:

Name and aims of Organisation and/or project for which funding is being sought

2. Beneficiaries:

Number of users
 Proportion of users who are Harrow residents
 Main area where organisation works, i.e. Ward, Postcodes etc.

3. What you are applying for and why.

Please include two written quotations if applying for a capital grant.

4. Evidence of any match funding.

5. Financial information:

Income for current year, including name of funder and amount.
 Budget for the project/proposal for which funding is being sought

You will also need to provide copies of the following documents:

- Your organisation's adopted constitution or governing document
- Your organisation's equal opportunities policy
- A full set of audited/certified accounts for the previous financial year
- Names and home addresses of management committee members
- Bank account details (you must complete the enclosed form and return it with your application)

Please send your application to:

Grants Unit
Harrow Council London
Civic 1 (South Wing), Civic Centre
P.O. Box 21, Harrow
Middlesex. HA1 2XF

The deadline for applications is 5pm on 7th December 2007. Late applications will not be accepted.

On receipt of your application an acknowledgement will be sent confirming when your application will be assessed and when you can expect notification of the outcome of your application.

If you have any further queries regarding the above, please phone the Grants Unit on 020 8424 1335 or email: charlotte.clark@harrow.gov.uk.

Appendix 3

Summary Reports of Edward Harvist Trust Applications

Angolan Civic Communities Alliance (ACCA) Grant requested: £2,000

Project: IT and Web Design Services for Young People and Provision of IT and Access to Internet for Women and Elderly People.

ACCA is a local organisation that aims to relieve need, hardship and distress of Angolan people, particularly newly arrived refugees, by the provision of services such as interpreting, immigration, social & welfare rights, housing, community integration, education, training and employment to improve the quality of life for their community. The organisation has an individual office at the Community Premises.

ACCA has established a Family Learning Programme Support Service predominantly targeted towards families from Portuguese or French speaking communities with selected programmes also available to locally situated host and migrant communities. The programme has entered in partnership with Harrow African Caribbean Association (HACAS) due to commence in April/May 2008 pending joint funding applications.

The overall vision of the Family Learning Support Service is to enhance the educational experiences of children and support parents with language programmes (ESOL) and understanding of the UK curriculum via a series of targeted interventions aimed at raising educational attainment, enhancing life skills, heightening awareness of health and social care issues as well as encouraging achievement through active participation across a variety of social activities and educational opportunities. The programme currently runs at Hillview Children's Centre, Northolt Road Communal Hall and at the Community Premises on Saturdays. It is hoped to move to the Beacon Centre in Rayners Lane from April 2008, where the service will be expanded. At present, 82 people have enrolled, including 45 children and young people, 22 parents and 15 elderly people.

ACCA is seeking funding to expand the above service with I.T. training and support. The grant requested will enable ACCA to comply with the new planned services and incorporate basic word processing, spreadsheets, publishing, Power Point, Access database, how to access the internet and how to set up email accounts and access emails.

A grant of £2,000 is requested from the EHT as a contribution towards the total cost of £2,998 of the project. The remainder will come from contributions made from parents. The equipment will be stored and used at the Community Premises. The proposed budget is as follows:

Apple Mac computer ready to run as web-hosting server	£1,699
Apple digital display	£399
Publisher design packages	£389
Dream weaver web design software	£276
Router	£235
Total	£2,998

Friends of Canons Park**Grant requested: £500****Project: Canons Park Fun Day 2008**

Friends of Canons Park, comprising of local residents, was formed in May 2003 to support Harrow Council's application to the Heritage Lottery Fund to restore the historic Canons Park to its former glory and to make it safer and more relevant to the needs of the local population.

To date, the organisation have held 4 highly successful annual Fun Days and 3 musical evenings as well as organising monthly bird spotting walks and participation in the RSPB Big Garden Bird Watch and Feed the Bird events. The Fun Day held in 2007 attracted around 2,000 visitors.

Friends of Canon Park are requesting a grant of £500 as a contribution towards the 2008 Fun Day to be held on 13th July 2008. A grant of £250 from the Trust will enable them to cover the cost of local newspaper advertising in the week before the event, and a further £250 will cover the cost of hiring a local brass band to play throughout the afternoon.

The aim of the Fun Day is to attract more local people to the Park, especially young people and families. Entry to the Fun Day is free of charge and all costs to visitors are kept deliberately low to encourage families and individuals on low incomes to attend and take part in the full proceedings. Some income is raised from the tea tent and stalls and a bucket for donations is placed on the 'Friends' stall. This income has covered expenses and any residual profits are put back into the various projects in the Park and the following year's Fun Day.

Harrow Anti-Racist Alliance**Grant requested: £885****Project: Arts4REAL Drama Group and Casework Team.**

Harrow Anti-Racist Alliance (HARA) is requesting a grant of £885 from EHT to purchase a laptop computer to be used by both the Arts4REAL Drama Group and the Casework Team.

The arts4REAL drama group was formed in 1996 as part of HARA. Since then it has worked on original productions for Black History Month, Harrow Arts Festival, Refugee Week, and Words Live Festivals. It has performed in a variety of venues across Harrow, including schools and the Harrow Arts Centre. The group performs at productions about 10 times a year to diverse audiences and approximately 8-10 members meet regularly at the Community Premises to write and read scripts. Rehearsals are held at various venues including Harrow Arts Centre and the Teacher's Centre when a production is planned. In its last performance, the group had 12 Harrow performers from diverse backgrounds and different age groups supported by 8 research and administrative volunteers. The group creates productions using multi-media but has found that many venues that offer PowerPoint projection facilities do not necessarily include a laptop as part of their equipment hire package, which has resulted in the educational aspects of productions being restricted.

Harrow Anti-Racist Alliance is also involved in community support initiatives and has a casework team, which assisted Harrow residents with 161 different types of cases last year. The part-time caseworker, funded by Harrow Council, has access to a computer room at the Community Premises where the organisation has an individual office. Volunteers and job seekers on work experience as well as the part-time caseworker use the office. The office is often so heavily used that the caseworker has to consult with clients in one of the counselling rooms in order to observe confidentiality. The use of a laptop would mean that the caseworker could type up notes during consultations rather than in the office at a later stage, which uses up valuable time.

Harrow Bengalee Association

Grant requested: £1,790

Project: Over 50's Group.

Harrow Bengalee Association works towards the welfare and development of Bangladeshi and other Bengalee communities living in Harrow. The organisation has a designated desk at the Community Premises, where they provide information and guidance on community welfare issues, interpreting and practical and emotional support to isolated families. It also runs weekly mother tongue classes at Harrow High School and provides cultural events and summer trips 2 or 3 times a year.

The organisation has recently started an over 50's Group in response to demands from the Bengalee families accessing the current services provided by the Association. It is hoped to increase the quality of life for the people attending this group by promoting health and social care issues, providing support for people with specific health condition by volunteer qualified health professionals and recreational and leisure activities. The Group is currently meeting weekly at Harrow High School and activities include yoga/keep-fit sessions and monthly health awareness sessions. Approximately 15 people attend the yoga/keep-fit sessions and 30 people attend the health awareness sessions.

The organisation is requesting a contribution of £1,790 towards the overall cost of £2,440 for the purchase of a laptop (£950), projector (£840) and screen (£650) to be used for the health promotion sessions. Members of the Association have donated the remainder of the funding. The equipment will be stored securely at Community Premises when it is not being used. The breakdown of costs is as follows:

Harrow Gingerbread

Grant requested: £470

Project: Healthy Eating and Awareness Programme

Harrow Gingerbread is a self-help and support group for lone parent families from different multi cultures, ages and backgrounds, and is a subsidiary of the National Gingerbread. They provide a meeting place at the Pinner Youth Centre in Chapel Lane for lone parents and their children, as well as emotional, moral and practical support.

Harrow Gingerbread is currently developing a Healthy Eating and Awareness Programme. The programme will support and encourage young people to create their own healthy eating plans from scratch, creating menus on a computer, researching recipes, keeping display books and taking photographs to keep and try out at home. Young people would be making a positive contribution to their wellbeing and independence by working in small groups to use utensils and ingredients to bring awareness of healthy eating into their lives and gain new skills and experience.

The total cost of the project is £2,000 and, since this application was made, a grant of £1,530 has been awarded from the Council's main grants programme for 2008/09 to be used as a contribution towards the running costs of the project. Therefore the balance of £470 is requested from the Edward Harvist Trust fund to be used to purchase kitchen utensils and equipment, display books and a digital camera for this project.

Harrow Kuwaiti Community Association

Grant requested: £1,422

The aims and objectives of the Kuwaiti Community Association are to relieve need, hardship and distress in the Kuwaiti Bidoon community and Arabic speaking communities, particularly newly arrived refugees, especially by the provision of translation services and advice regarding matters such as social and welfare rights, housing, community integration, education, training and employment.

The organisation has a designated desk at the Community Premises. It's main services include offering advice on benefits, housing, education and employment and accompanying clients to meetings with the Council, benefits agencies and health agencies and act as interpreters and assist them with completing paperwork and forms and writing supporting letters. They currently assist around 10-15 people per week. They have recently set up a football team, which meets every Saturday.

The Association is requesting a grant of £1,422 to purchase a computer, fax machine, printer and toners, to enable them to produce publicity material and newsletters for their community. The purchase of these items will allow them to increase the number of people participating in their work and their events. The costings are listed below:

Brother Printer HL-5250 DN plus Hi Cap Toner	£199.99
Brother Fax 8360	£226.27
Toner Cartridge	£46.41
Apple – iMac 20-inch	£949.00
Total	£1,421.67

Harrow Talking Newspaper **Grant requested: £2,000**

Project: Relocation of premises

The Harrow Talking Newspaper provides a weekly 60 minute audio tape of local news to some 200 registered blind and sight impaired residents of Harrow, together with a bi-monthly 90 minute general interest magazine tape. It is the only source of local information for sight-impaired listeners. The service is provided free of charge and collated, recorded and despatched by a group of around 30 volunteers.

HTN has been based at Anmer Lodge (Coverdale Close, Stanmore) for the past 18 years but has been informed by the Council that it will not grant a further lease as it plans to re-develop the entire site where it is located. These premises had been adapted by HTN over the years to include acoustic sound damping and installation of workbenches. HTN will be moving to part of a building at Central Depot and it is proposed that the new lease will commence on 1st April 2008 but alterations to the building are necessary before the organisation can physically move. It is anticipated that they will start operating from the new premises at the beginning of May.

The organisation is requesting a one-off grant of £2,000 as a contribution towards their relocation costs as listed below. The remainder of the costs will be paid for from donations.

Removal costs	£250
Purchase and installation of replacement rigs/benching, furniture for the equipment	£400
Purchase and installation costs of partitioning to divide the single space area offered into 2 components needed for recording and sound mixing functions and an area for administrative activities	£3,250
Purchase of essential wall/ceiling sound-damping material.	£250
*Total	£4,150

*Although the organisation has provided the above estimates, it anticipates that the actual cost of moving will be higher as they have started to incur other miscellaneous expenditure relating to the relocation.

Somali Cultural & Educational Association **Grant requested: £1,936**

Project: Supplementary education and teaching support for children, young people and their families.

The Somali Cultural and Educational Association is a member of HASVO (Harrow Association of Somali Voluntary Organisations) and provides services for children, young people and their families from the Somali community in Harrow. The organisation runs a supplementary school in partnership with Whitefriars School and Children's Centre, which currently serves 60 families, each comprising of 4-5 individuals. The school works alongside the mainstream schools curriculum and has advisory input from the local education authority. Educational advice is also given to parents in order for them to support their children at home.

This organisation is based at the Community Premises and has recently been upgraded from casual use to designated desk accommodation. Funding is requested to purchase a laptop computer and other equipment, which will be stored at the Community Premises. The laptop will be used primarily in the organisation's office (they do not currently own a computer) but will also be used together with the projector and digital camera for presentations and demonstrations at the supplementary school.

A breakdown of the funding requested is as follows:

1 x laptop computer	£525.18 excl. VAT
1 x Digital Camera	£177.76 excl. VAT
1 x Laser Printer	£226.70 excl. VAT
1 x Projector	£470.86 excl. VAT
1 x Projector Screen	£ 77.21 excl. VAT
3 x Memory Sticks (USB) @£18.60 each	£ 55.80 excl. VAT
1 x Norton Antivirus + Office	£ 85.06 excl. VAT
Total Incl. VAT and P&P	£1,936

Weald Village Community Association

Grant requested: £2,000

Project: Weald Village Open Space

The main aims of Weald Village Community Association are:

- to promote tenants' and residents' rights and good housing conditions through the Tenants and Leaseholders Consultative Forum and other organisations;
- to provide a forum for consultation and negotiation with Harrow Council and other parties;
- to bring improvements to the area, to increase community spirit, to provide social activities for all sections of the community and to promote a healthy environment;
- to encourage the participation of every resident in the area covered by the Association, in particular to promote equal opportunities and to oppose racism, sexism and other forms of discrimination.

The Association is trying to improve the layout of an open space, which is surrounded by the roads The Cross Way, The Bye Way and The Green Way, and has provided a plan in the attached appendices. Funding has already been received from the Prosperity Action Team to purchase some football goal posts and the Council's Planning, Development & Enterprise Unit and the Public Realm Maintenance Services support the project.

The Association is requesting funding of £2,000 from the Edward Harvist Trust for purchase and fitting of the following, to be carried out by the Council:

2 benches @ £500 each	£1,000
10 anti-traffic bollards (steel case, concrete filled) @ £70 each	£700
Low level shrubs & landscaping	£300
Total	£2,000

Appendix 4

Summary Table of Edward Harvist Trust Fund Applications

Organisation	EHT funding requested this round	EHT funding received in previous rounds	Main grants funding 2007/08	Main grants funding 2008/09
Angolan Civic Communities Alliance (ACCA)	£2,000	Nil	£2,700	£4,000
Friends of Canons Park	£500	£314 (March 2006) & £500 (March 2007)	Nil	Nil
Harrow Anti-Racist Alliance	£885	Nil	£2,700	£3,750
Harrow Bengalee Association	£1,790	£3,000 (March 2006)	£2,400	£2,729 (reserved)
Harrow Gingerbread	£470	£1,000 (March 2006)	£500	£1,530
Harrow Kuwaiti Community Association	£1,422	Nil	Nil	Nil
Harrow Talking Newspaper	£2,000	Nil	Nil	Nil
Somali Cultural & Educational Association	£1,936	Nil	Nil	Nil
Weald Village Community Association	£2,000	Nil	Nil	Nil
Total funding applied for	£13,003			

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Meeting:	Grants Advisory Panel
Date:	9 th April 2008
Subject:	Community Lettings
Responsible Officer:	Javed Khan
Portfolio Holder:	Councillor Anjana Patel
Exempt:	No
Enclosures:	None

Section 1 – Summary and Recommendations

This report provides an update on the situation regarding community lettings.

Recommendations:

The Panel is requested to recommend to the Portfolio Holder for Community and Cultural Services:

1. Agreement to defer the planned implementation of a grants process for community lettings to await the outcome of the Overview and Scrutiny review of council support to the voluntary sector.
2. Agreement that the concession for Community Lettings is set at 50% effective from 1st September 2008.
3. Agreement that the concession will apply to all groups who meet the current grant qualifying conditions thereby excluding organisations making bookings for religious activities (as agreed by the Grants Advisory Panel on the 6th July 2006).

Reason: (For recommendation)

1. To allow the Overview and Scrutiny committee to complete its review of council support to the voluntary sector thereby ensuring that any changes to community lettings are made in line with future recommendations.
2. To set a standard level of concession applicable to all groups thereby providing consistency of access to all qualifying groups.

Section 2 – Report

2. Background

In October 2002 Cabinet decided that Community Lettings would be transferred to the Grants Advisory Panel as of 1st April 2004. The intention was to redirect the community lettings system and bring the support to the voluntary sector provided through this route into the main grants system.

Under the current lettings system voluntary organisations apply to use a room in a school or other council premises, the Council makes the necessary arrangements, and the council pays the school for costs such as electricity and caretaker's overtime, and then invoices the organisation at the published hire rates.

The move to a grants based system was approved by Cabinet on the 14th October 2004. The intention was that groups would apply to the Council for a grant towards the cost of hiring premises for their activities. If a grant was approved they would be able to deal directly with the school or any other premises provider of their choice.

The implementation of the new system has encountered a number of difficulties and this has led to several delays to its implementation:

- On 22 November 2004 Grants Advisory Panel agreed to defer the implementation of the new policy on lettings until 1 September 2005.
- On 28 May 2005 Grants Advisory Panel agreed to defer the implementation of the new policy on lettings until 1 September 2006.
- On 8 March 2006 Grants Advisory Panel agreed to defer all Community Lettings Grant applications received to the meeting to be held on 6 July 2006 as most applications lacked financial information.
- On 6 July 2006 Grants Advisory Panel recommended that:
 - A new streamlined set of costs is implemented from 1 September 2006 in order to simplify the current method of payments to schools for utilities.
 - The concession given against the published hire charges for voluntary groups is reduced from 85% to 70% on 1 September 2006 and to 60% on 1 September 2007.
 - In order to address the budget overspend situation the concession is limited to existing users only.
 - To further aid the transition the grants criteria is applied to concessionary lettings from 1 September 2006. An exception should be made for groups who currently hire premises for religious activities. However, this will only be until 31 August 2008 to allow groups to make alternative arrangements.
 - Finally, the application process should be simplified so that when the transition is made organisations will use the normal grants process. They will not have to specify use of particular premises or provide details of hire charges.

2.1 Current situation

Following the recommendations of the Grants Advisory Panel meeting of 6th July 2006 (as outlined above) the concession as of September 2007 was set at 60%.

The concession has been applied to existing groups only and new groups have been charged the full rate. Existing groups hiring premises to undertake religious activities have continued to benefit from community lettings, however the exception made by the Grants Advisory Panel for these groups expires on 31st August 2008.

2.2 Why a change is needed

The Council has recently agreed to undertake a fundamental review of support to the voluntary sector that will include consideration of community lettings. The outcome of the review may make further recommendations about community lettings. As the implementation of a change has been delayed several times and a further change may be recommended by the review it is not opportune to proceed with the change at this time.

The implementation of a standard rate of concession applied to all groups would ensure equal access to community lettings. Aligning the eligibility criteria to community lettings to the current grant qualifying criteria would provide consistency to our approach for supporting the voluntary sector in undertaking its activities.

2.3 Main options

The main option is to defer the change to a grants based process as outlined above. To apply a standard rate of concession to all groups that meet the current grant qualifying criteria to ensure equality of access and consistency with other support available to groups.

2.4 Other options considered

The other option is to proceed with the change to a grants based system as agreed by Cabinet on the 14th October 2004. If we proceed with a move to a grants based system this will have implications on voluntary sector groups, schools and the grant teams capacity to process applications in time for the beginning of the academic year 2008-09.

Implications of the Recommendation

Resources, costs and risks

There are no additional resource or cost implications.

One of the risks identified is the impact that a further reduction in concession will have on the number of bookings and the ability of voluntary organisations to meet the cost of increased charges. With a gradually reducing concession there has already been some impact on the number of bookings received. A few voluntary sector organisations have reduced or in some cases ceased their activities. Organisations who have reduced their usage are; Pinner

Christian Fellowship, Harrow Gingerbread, Rachana, Harrow Iranian Community Association, Sai School of Harrow and Kids Can Achieve. Organisations who have cancelled bookings are Victory Bible School, Horn Community Development Association, 3rd Stanmore Brownies, 11th Pinner Brownies, Headstone Horticultural Society and Sudbury Hill Tennis Club.

Staffing/workforce

There are no staffing or workforce implications.

Equalities impact

The new policy on lettings will affect a number of community groups, especially those carrying out religious activities, who will not qualify for Council support under the current grant qualifying conditions. Some of the groups affected serve Black and Minority Ethnic communities.

Legal comments

There are no legal implications.

Community safety

Some of the activities organised by groups making use of community lettings have the potential to contribute to community safety. Some of the organisations and their activities provide supervised, structured activities for children and young people thereby providing diversion away from involvement in crime and anti-social behaviour.

Financial Implications

There are no implications for the medium term budget strategy as the costs for making these changes will be contained within the existing budget.

With a reduction in subsidy there is some potential to increase income from lettings however this could be offset by the impact that the higher charges has on the number of bookings. Taking in to account the increasing costs of utilities any increases in income will be passed on to schools as appropriate.

Performance Issues

The provision of community lettings to voluntary and community sector organisations has the potential to contribute to LAA targets for community cohesion. The target for performance on this indicator is 61% and current performance is 51%.

Section 3 - Statutory Officer Clearance

Name:.....Sheela Takrar.....	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date:27 th March 2008.....		
Name:Helen White.....	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date:28 th March 2008.....		

Section 4 - Contact Details and Background Papers

Contact: Kashmir Takhar, Interim Deputy Head of Service, Tel: 020 8420 9332

Background Papers: None

If appropriate, does the report include the following considerations?

1.	Consultation	YES
2.	Corporate Priorities	YES

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Meeting:	Grants Advisory Panel
Date:	9 th April 2008
Subject:	Street Collection Applications 2008
Responsible Officer:	Javed Khan
Portfolio Holder:	Councillor Anjana Patel
Exempt:	No
Enclosures:	Appendix 1 – Metropolitan Police London-wide street collections programme 2008 and explanatory notes. Appendix 2 – Street collection application from Harrow M.S. Therapy Centre Appendix 3 – Street collection application from Mencap Hillingdon North

Section 1 – Summary and Recommendations

This report sets out the current procedure for dealing with street collections in the Borough and presents two applications received for 2008.

Recommendations:

The Grants Advisory Panel is requested to recommend to the Portfolio Holder for Community and Cultural Services their consideration of the two applications received from organisations wishing to hold street collections in 2008, and their agreement to sponsor these applications to the Metropolitan Police on their chosen collection dates.

Reason: (For recommendation)

To enable each organisation to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date. These organisations will then be able to raise funds, which will allow them to continue to deliver services and improve the quality of life of their members and users.

Section 2 – Report

Background

According to the current rules governing street collections, every London Borough may sponsor a total of eight organisations in their applications to the Metropolitan Police to hold street collections in the Borough. An organisation may only hold one collection per year.

Organisations wishing to hold street collections in the Borough must supply details of the following:

Previous flag days;

The amount collected on the last occasion that a flag day was held;

The number of collectors used on that occasion;

The purpose to which the money was applied;

Whether the organisation receives income from other flag days (National or London-wide) and, if so, the amount.

Current situation

The London-wide programme prepared for 2008 by the Metropolitan Police is attached as Appendix 1. The following dates have been allocated by the Police for local appeals:

23-29 February

24-29 March

23-27 June

4-30 August

1-6 September

25-31 October

In addition to the local appeals periods, the Council is also able to sponsor a limited number of collections held during student Rag Weeks that fall outside of the local appeals periods.

Why a change is needed

No changes are required to this process.

Main options

Two out of a potential eight organisations have requested that the Council sponsor their applications to the Metropolitan Police to hold street collections in the Borough in 2008.

One application is from Harrow M.S. Therapy Centre requesting permission to hold a collection in Central Harrow, Pinner and possibly Stanmore on 6th September 2008.

The other application is from Mencap Hillingdon North requesting permission to hold a collection outside Marks and Spencer food store in Pinner on 9th or 16th August 2008. This location falls under Harrow Council public highway.

Other options considered

There are no other options to consider as the Council must comply with the current rules governing street collections.

Implications of the Recommendation

Resources, costs and risks associated with recommendations

There are no resources, risks or costs associated with these recommendations as the Council is only being asked to sponsor these applications. The organisations must make formal applications to the Metropolitan Police and will be expected to adhere to their rules and procedures.

Staffing/workforce

There are no staffing/workforce implications.

Equalities impact

The organisations applying for street collections provide valuable support and services to vulnerable people, including people with physical and learning disabilities and people suffering from terminal illness.

Legal comments

There are no legal implications.

Community safety

Within the Metropolitan Police District, street collection permits are issued by the Commissioner of Police. The rules governing their issue and the conduct of collections are contained in regulations by the Secretary of State, a copy of which is attached as Appendix 1. The regulations must be fully complied with by anyone promoting or taking part in a street collection. Failure to comply with the regulations is an offence, which may result in prosecution.

Financial Implications

There are no financial implications.

Performance Issues

There are no direct performance issues.

Section 3 - Statutory Officer Clearance

Name:.....Sheela Takrar....	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: ...27 th March 2008.....		
Name:Helen White...	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date:28 th March 2008.		

Section 4 - Contact Details and Background Papers

Contact:

Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);

Parveen Vasdev, Principle Grants Officer (ext. 7625);

Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers:

Appendix 1 – Metropolitan Police London-wide street collections programme 2007 and explanatory notes.

Appendix 2 – Street collection application from Harrow M.S. Therapy Centre

Appendix 3 – Street collection application from Mencap Hillingdon North

If appropriate, does the report include the following considerations?

1.	Consultation	NO
2.	Corporate Priorities	YES

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St Collections for 2008

Tuesday	1st	January	New Year Day Parade
Saturday	5th	January	Spare
Saturday	12th	January	Spare
Saturday	19th	January	Spare
Saturday	26th	January	Spare

Saturday	2nd	February	Spare
Thursday	7th	February	Spare
Saturday	9th	February	Spare
Saturday	16th	February	Spare

Saturday	23rd	February	Local Appeal
Friday	29th	February	

Please note Sunday's are not available as a Street collection day

Saturday	1st	March	Fire Service National Benevolent Fund
Tuesday	5th	March	Spare
Saturday	8th	March	Salvation Army
Tuesday	11th	March	Spare
Saturday	15th	March	Marie Curie Cancer Care

Monday	24th	March	Local Appeal
Saturday	29th	March	

Tuesday	1st	April	Spare
Saturday	5th	April	Spare
Tuesday	8th	April	Spare
Saturday	12th	April	National Anti-Vivisection Society
Tuesday	15th	April	Spare
Saturday	19th	April	International Children's Trust (children's day)
Friday	25th	April	Arthritis Care
Saturday	26th	April	Animal Aid

Saturday	3rd	May	Spare
Tuesday	6th	May	Royal National Lifeboat Institute
Saturday	10th	May	British Red Cross Society
Tuesday	13th	May	Greater London Fund for the Blind
Saturday	17th	May	Christian Aid
Tuesday	20th	May	Spare
Saturday	24th	May	LEPRA (British Leprosy Relief Ass)
Tuesday	27th	May	Spare

Tuesday	3rd	June	Spare
Saturday	7th	June	Multiple Sclerosis Society
Tuesday	10th	June	Spare
Saturday	14th	June	London Animal Day
Wednesday	18th	June	Alexandra Rose Day
Saturday	21st	June	Sea Cadets Corps

Monday	23rd	June	Local Appeal
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Friday	27th	June	
Saturday	28th	June	Guide Dogs for the Blind
Tuesday	1st	July	Alzheimer's Society
Thursday	3rd	July	Macmillan Cancer Relief
Saturday	5th	July	British Polio Fellowship
Wednesday	9th	July	Royal London Society for the Blind
Saturday	12th	July	St Johns Ambulance
Tuesday	15th	July	Spare
Saturday	19th	July	Uncaged
Tuesday	22nd	July	Spare
Saturday	26th	July	Compassion in Farming Trust
Tuesday	29th	July	Spare
Saturday	2nd	August	Hope Worldwide
Monday	4th	August	Local Appeal
Saturday	30th	August	
Monday	1st	September	Local Appeal
Saturday	6th	September	
Friday	12th	September	Royal Air Forces Association
Saturday	13th	September	Royal Air Forces Association
Tuesday	16th	September	Spare
Saturday	20th	September	Leukaemia Research Fund
Tuesday	23rd	September	Spare
Saturday	27th	September	International Children's Trust (children's day)
Saturday	4th	October	Society for the Protection of Unborn Children
Tuesday	7th	October	Cancer Research UK
Saturday	11th	October	Amnesty International
Tuesday	14th	October	Spare
Saturday	18th	October	United Nations Association
Tuesday	21st	October	Spare
Saturday	25th	October	Local Appeal
Friday	31st	October	
Please note Sunday's are not available as a Street Collection day			
Friday	7th	November	Royal British Legion Poppy Appeal
Saturday	8th	November	Royal British Legion Poppy Appeal
Tuesday	11th	November	Spare
Saturday	15th	November	Animal Protection Agency
Tuesday	18th	November	Spare
Saturday	22nd	November	London Aids Day
Tuesday	25th	November	Spare
Saturday	29th	November	
Monday	1st	December	Christmas Carol Collections
Wednesday	24th	December	authorisation given at local police stations

STREET COLLECTIONS WITHIN THE METROPOLITAN POLICE DISTRICT

A permit is required by anyone collecting money or selling articles for charitable purposes in a public place and it is an offence to hold a collection without one. Within the Metropolitan Police District permits are issued by the Commissioner of Police. The rules governing their issue and the conduct of collections are contained in regulations made by the Secretary of State, a copy of which is attached to this note.

The regulations should be read carefully and must be fully complied with by anyone promoting or taking part in a street collection. Failure to comply with the regulations is an offence, which may result in prosecution.

1. Street Collection Programme

Within the Metropolitan Police District a street collection programme is in operation. This facilitates the smooth running of collections and avoids more than one charity collecting on the same day. The programme caters for collection to be held –

- ◆ On a London –wide basis; or
- ◆ Within a local Borough; or
- ◆ As part of a Carnival or Student Rag Day provided these
- ◆ events are held on a traditional date; or
- ◆ Between 1 and 24 December (for carol singing only).

a) London-Wide Collections

Two days each week (Tuesday and Saturday) are allocated throughout the year except during the periods set aside for local Borough collections or during December. Each charity is normally permitted only one day on which to collect in each year.

If a charity or organisation is contemplating a collection for the first time, applications for a permit should be accompanied by some background information or literature about the aims and objectives of the organisation or charity together with copies of any accounts for the previous three years.

b) Local Borough Collections

Six periods each year are allocated for those people who wish to collect within a Borough. These dates vary slightly but are usually:

February.....	The last week
March	The last week
June	The last week
August	The whole month
September	The first week
October	The last week

No charity or organisation may collect more than once a year in any one Borough

The Mayor or Chief Executive of the Borough in which the collection is to be held must approve the collection and issue a letter of sponsorship, which must accompany the application.

The Mayor or Chief Executive may issue up to eight letters of sponsorship in a year, but to different charities or groups.

c) Borough Carnival or Student Rag

If a collection is to be held as part of a carnival or Rag the event must be held on a traditional date every year. A letter of sponsorship must accompany applications from the Mayor or Chief Executive of the borough concerned.

d) 1 to 24 December

Permission to collect during this period is given by the OCU Commander of the Borough concerned and not by the Commissioner as in all other applications. The collection should be made only in connection with the singing or playing of Christmas carols (section 20 of the regulations refers). No other collections will be authorised during the month of December.

2. Procedure for Applying for Permits

Please ensure that the application form is fully and correctly completed and accompanied where appropriate by any necessary information and/or letter of sponsorship. It should be sent to Gloria Paine, TP HQ, Charities desk, room 421, Victoria Embankment, Westminster, London, SW1A 2JL.

Applications are referred to an advisory Committee for their recommendations before any permit is granted or refused. It is important to allow sufficient time for requests to be considered. Application forms must be received well in advance of the date proposed for the collection, but at the latest they must be received by the first day of the month preceding the month in which the collection is to be held, for example if a permit is required for a date in September then the application must be received by 1st August.

The collection date requested may not always be available and the applicants should be prepared to consider alternative dates.

Whilst a permit granted by the commissioner authorises the holder to organise a collection in a public place, separate authority is required from London Underground or Rail track to hold collections in underground or railway stations.

3. After the Collection

Attention is drawn to section 19 of the regulations, which sets out the procedure for submission of audited accounts etc. All the items required under this regulation **MUST** be submitted within three months and it is essential that this time scale be adhered to.

Street Collections

Regulations of the Secretary of State

In pursuance of Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 the Secretary of State has made Regulations with respect to the places where and the conditions under which persons may be permitted in any street or public place within the Metropolitan Police District to collect money or sell articles for the benefit of charitable purposes. The following is an extract from the said Regulations:-

3. These Regulations shall not apply —
 - (a) in respect of a collection taken at a meeting in the open air; or
 - (b) to the selling of articles in any street or public place when the articles are sold in the ordinary course of trade and for the purpose of earning a livelihood and no representation is made by or on behalf of the seller that any part of the proceeds of sale will be devoted to any charitable purpose.
4. No collection shall be made unless a permit therefore has been obtained from the Commissioner.
5. —(1) Every application for a permit shall be made in writing to the Commissioner in the form set out in Schedule 1 to these Regulations not later than the first day of the month preceding the month in which it is proposed to hold the collection:

(2) Provided that the Commissioner may consider an application made later than that date if he is satisfied that there are special reasons for so doing.

 - (2) Every application shall be made by a society, committee or other body consisting of not less than three members acting through not less than three members thereof who shall be jointly responsible for the collection.
 - (3) Every application shall be referred by the Commissioner to an Advisory Committee appointed by him with the approval of the Secretary of State, and, in deciding whether to grant a permit, he may have regard to any recommendation of the Advisory Committee.
6. No collection shall be made except upon the day and between the hours stated in the permit.
7. The Commissioner may, in granting a permit, limit the collection to such districts, streets or public places or such parts thereof as he thinks fit.

8. —(1) No person may assist or take part in any collection unless he is in possession of a written authority signed by or on behalf of the chief promoter.
- (2) Any person authorised under paragraph (1) above shall produce that authority forthwith for inspection on being requested to do so by any constable.
9. No collection shall be made in any part of the carriage way of any street:
- Provided that the Commissioner may, if he thinks fit, allow a collection to take place on such a carriage way where that collection has been authorised to be held in connection with a procession.
10. No collection shall be in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.
11. No collector shall importune any person to the annoyance of such person.
12. While collecting—
- (a) a collector shall remain stationary; and
- (b) a collector or two collectors shall not be nearer to another collector than 25 metres:
- Provided that the Commissioner may, if he thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.
13. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector:
- Provided that in the case of a collection which has been authorised to be held in connection with a procession, the Commissioner may, if he thinks fit, authorise the chief promoter to permit persons of less than sixteen but not less than fourteen years to act as collectors after receipt of a written assurance by such chief promoter that each of such persons will at all times be accompanied by a responsible able-bodied adult.
14. No collector shall be accompanied by any animal.
15. —(1) Every collector shall carry a collecting box.
- (2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.
- (3) All money received by a collector from contributors shall immediately be placed in a collecting box.
- (4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
16. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit, or any collecting box which is not duly numbered.
17. —(1) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered unopened to a bank it may be opened by an official of the bank.

(3) As soon as a collecting box has been opened the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that number.

18. —(1) No payment by way of reward shall be made to any collector.

(2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been specified in the form of application for a permit and approved by the Commissioner.

19. —(1) Within three months after a date of collection, the chief promoter shall forward to the Commissioner—

(a) a statement in the form set out in Schedule 2 to these Regulations showing the amount received and the expenses and payments incurred in connection with the collection and certified by two of the persons responsible for the collection referred to in Regulation 5 (2) above and by a qualified accountant:

Provided that if a collection results in a sum of £400 or less being collected, the Commissioner may, if he thinks fit, waive the requirement for certification by a qualified accountant and substitute therefor a requirement for certification by an independent responsible person, unless, after examination of the statement, he decides that it should be certified by a qualified accountant.

(b) a list showing the names of the collectors; and

(c) a list of the amounts contained in each collection box,

and shall, if required by the Commissioner, satisfy him as to the proper application of the proceeds of the collection.

(2) The chief promoter shall also, within the same period, at the expense of the chief promoter and after any certification required under paragraph (1) (a) above, publish in such newspaper or newspapers as the Commissioner may direct a statement showing the name of the chief promoter, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, the amount distributed to each charity or fund to benefit, and the amount of expenses and payments incurred in connection with such collection.

Provided that the Commissioner may, if he thinks fit, waive the requirements of this paragraph in respect of a collection which results in the sum of £400 or less being collected.

(3) Not later than seven days after publication of a newspaper containing the statement required by paragraph (2) above the chief promoter shall send a copy of that newspaper to the Commissioner.

(4) For the purpose of this Regulation 'a *qualified accountant*' means a member of one or more of the following bodies:—

The Institute of Chartered Accountants in England and Wales;

The Institute of Chartered Accountants of Scotland;

The Chartered Association of Certified Accountants;

The Institute of Chartered Accountants in Ireland.

20. —(1) This Regulation applies to a collection in respect of which the Commander in charge of the Police Borough where it is to be held has issued a certificate for the purposes of this Regulation to the person who appears to them to be principally concerned in promoting the collection and which is made in accordance with the terms of that certificate.

(2) No certificate shall be issued under paragraph (1) above unless it appears to the Borough Commander that the collection is to be made in the period from 1st to 24th December in any year and in connection with the singing or playing (including the reproduction of recordings) of Christmas carols by two or more persons assembled together.

(3) In the case of a collection to which this Regulation applies—

(a) Regulations 4, 5, 12(b), 17 and 19, and in so far as they relate to the numbering of collecting boxes, Regulations 15(2), and 16, shall not have effect; and

(b) Regulations 6, 7, 8(1), 9, 12 (except paragraph (b)), and 13 shall be construed as if any reference to a permit or the Commissioner were, respectively, a reference to the certificate under paragraph (1) and the Divisional Commander, as if any reference to the chief promoter or promoter were a reference to the person to whom the certificate is issued, and as if the reference in the proviso to Regulation 13 to a collection which has been authorised to be held in connection with a procession were a reference to any collection.

21. —(1) The Regulations made and confirmed by the Secretary of State under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 and dated 2nd July 1926 (1) and the Street Collections (Metropolitan Police District) Regulations 1963(b) are hereby revoked.

(2) Where a permit has been granted under the Regulations mentioned in paragraph (1) above in respect of a collection to be made after the coming into operation of these Regulations, these Regulations (including paragraph (1) above) shall not have effect in relation to that collection.

**The Street Collections (Metropolitan Police District)
Regulations 1979**

Form of Application for Permit

To the Commissioner of Police of the Metropolis:

We, the undersigned, hereby, on behalf of the society, committee or other body named in paragraph 1 below, make an application for a permit for a street collection.

(Either delete or complete as appropriate)

We apply for the collection to be authorised to be held in connection with a procession and for one or more of the special permissions referred to in the provisos to Regulations 9, 12 and 13, as follows:

1. Name of society, committee or body of persons applying for permit for the collection (chief promoter).
2. Address of chief promoter.
3. Names and addresses of the individuals through whom this application is made and who will be jointly responsible for the collection.
4. Name of charity or fund which is to benefit.
5. Address of the principal office of the charity or fund and name of the secretary or other chief executive officer.
6. Objects of the charity or fund.
7. Date upon which it is proposed to make the collection.
8. Locality within which it is proposed to make the collection.
9. Method proposed to be adopted in making the collection.
10. Payments (if any) proposed to be made to persons connected with the promotion or conduct of the collection, including the name and address of each recipient and the amount to be paid in each case.
11. Disposal of the proceeds (including any deduction proposed to be made from the proceeds before distribution to the charity or fund for expenses or any other purposes; the purpose and estimated amount of any such deduction; and the distribution of proceeds between the charities and funds, if more than one is to benefit).

Signed.....

.....

.....

.....

.....

Date.....

Form of Statement

Name and address of society, committee or body to whom the permit for the collection was granted (chief promoter):

Name of charity or fund to benefit:

Date of collection:

Show NIL entries

Proceeds of Collection	Amount	Total	Expenses and application of proceeds	Amount	Total
From collecting boxes			Printing and Stationery		
			Postage		
			Advertising		
			Collecting Boxes		
Interest on proceeds			Badges or other emblems		
Other items (specify items separately)			Other items (specify items separately)		
			Payments referred to in reg. 18(2)		
			Disposal of balance (insert particulars)		
	£	£		£	£
44			Total		

the expenses of the collection were defrayed otherwise than from the proceeds of the collection - either wholly or in part - the particulars of the amount should be inserted on both sides of the Account, i.e. in the 'Proceeds' column and as an item of 'Expenses'.

Certificate of two of the persons who applied for the permit

We certify that to the best of our knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed and Date 20

Certificate of Accountant (or other responsible person referred to in regulation 19(1)(a))

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

Signed Date 20 Qualifications

Name (in block capitals) Address

NEW SCOTLAND YARD, SW1H 0BG

**LONDON BOROUGH OF HARROW
APPLICATION TO HOLD A STREET COLLECTION IN 2008**

PART 1 - ORGANISATIONAL DETAILS

Name of Organisation

HARROW MS THERAPY CENTRE

Name of main contact

Title

MRS

First Name

LYNN

Surname

HURST

Post held in organisation

CENTRE MANAGER

Correspondence address

The M.S. Therapy Centre
Harrow School Farm
Watford Road
Harrow HA1 3TS

Phone number day

0208 423 6268

Phone number evening

0208 421 2381

Which of the following best describes your organisation?

Voluntary organisation
Registered charity - please
give charity number:
(this may be checked)

299525

A company limited by guarantee
A club or association
A consortium
Other (please state)

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please describe your organisation's aims and objectives

To provide treatment, advice, guidance, moral & practical support for persons suffering from Multiple Sclerosis. To provide support and information for carers, families & friends & to bring together people with MS and people interested in M.S.

Which districts in the London Borough of Harrow does your organisation serve?

ALL

PART 2 - DETAILS OF STREET COLLECTION TO BE HELD

To which purpose do you intend to apply the money collected on this occasion?

All monies collected go to the running costs of this MS Centre.

How many collectors do you intend to use on this occasion?

30 +

In which areas of the Borough will they be collecting?

Central Harrow, Pinner possibly Stanmore

Do you intend to hold any other collections in the Borough in 2008?

YES
NO

<input type="checkbox"/>
<input checked="" type="checkbox"/>

If so, please state where and when:

--

PART 3 - DETAILS OF PREVIOUS STREET COLLECTIONS

When did your organisation last hold a street collection?

28/8/2007

How much was collected on that day?

£1518 - 18p

How many collectors were used on that occasion?

27

To which purpose was the money collected on that occasion applied?

All monies collected went to the running costs of this MS Centre.

PART 4 - OTHER INFORMATION

Do you receive income from any other street collections? (National or London-wide)

YES
NO

<input type="checkbox"/>
<input checked="" type="checkbox"/>

If yes, please give details:

Have you discussed street collections with any other Council officers?

YES
NO

<input type="checkbox"/>
<input checked="" type="checkbox"/>

If yes, please state their name and department:

The Council is only authorised to sponsor eight applications in 2008 during the following periods:

23-29 February
24-29 March
23-27 June

4-30 August
1-6 Sept
25-31 October

Please state your preferred collection date within one of these periods:
(This must be at least 2 months from the date you submit this application)

Sat 6 September '08

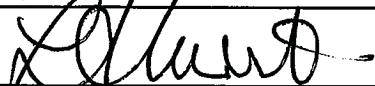
Please note that, if your application is successful, every effort will be made to allocate your preferred collection date. However, if this date is not available, you will be offered another date within one of the above periods.

UNDERTAKING

I declare that, to the best of my knowledge, this form has been completed correctly.

Name

Signature

LYNN HURST	
------------	--

Position held

Date

CENTRE MANAGER	28/2/08
----------------	---------

Please return this form to: Charlotte Clark, Grants Unit Room 227), Community Development, P.O. Box 57, Harrow, Middlesex. HA1 2XF.

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LONDON BOROUGH OF HARROW APPLICATION TO HOLD A STREET COLLECTION IN 2008

ORGANISATIONAL DETAILS

Name of Organisation: **MENCAP HILKINGTON NORTH**

Name of main contact: Title **MRS**, First Name **ANN**, Surname **BENNETT**

Post held in organisation: **HON. SECRETARY**

Correspondence address: **119 CARDINAL ROAD
RUISLIP MIDDX
HA4 9PY**

Phone number day: **020 8868 8297**

Phone number evening: **---**

Which of the following best describes your organisation?

Voluntary organisation
Registered charity - please
give charity number:
(this may be checked)

<input checked="" type="checkbox"/>
235722

A company limited by guarantee
A club or association
A consortium
Other (please state)

Please describe your organisation's aims and objectives

To support people with a learning disability and their families/ Carers and to campaign for the adequate provision of facilities and services for them.

The wren Club held at the Wren Centre, South Ruislip (which we own) is for adults with a learning disability and our principal activities are social + leisure including snooker, table tennis, crafts, puzzles, painting, parties for birthdays, discos, outings and an Annual Holiday for Club Members

Which districts in the London Borough of Harrow does your organisation serve?

We serve principally Hillingdon, North of Western Avenue but have club members from all over the Borough.

PART 2 - DETAILS OF STREET COLLECTION TO BE HELD

To which purpose do you intend to apply the money collected on this occasion?

Money will be spent on club activities, transport for club members and maintenance of the Wren Centre

How many collectors do you intend to use on this occasion?

10 - 12

In which areas of the Borough will they be collecting?

Outside Marks and Spences food store in PINNER

Do you intend to hold any other collections in the Borough in 2008?

YES

NO

NO

If so, please state where and when:

--

PART 3 - DETAILS OF PREVIOUS STREET COLLECTIONS

When did your organisation last hold a street collection?

11-08-2007

How much was collected on that day?

£337-50p

How many collectors were used on that occasion?

13

To which purpose was the money collected on that occasion applied?

Club activities, transport for Club Members and maintenance of Wren Centre

PART 4 - OTHER INFORMATION

Do you receive income from any other street collections? (National or London-wide)

YES	
NO	NO

If yes, please give details:

--

Have you discussed street collections with any other Council officers?

YES	
NO	NO

If yes, please state their name and department:

--

The Council is only authorised to sponsor eight applications in 2008 during the following periods:

23-29 February
24-29 March
23-27 June

4-30 August
1-6 Sept
25-31 October

Please state your preferred collection date within one of these periods:
(This must be at least 2 months from the date you submit this application)

9 th August 2008 or 16 th

Please note that, if your application is successful, every effort will be made to allocate your preferred collection date. However, if this date is not available, you will be offered another date within one of the above periods.

UNDERTAKING

I declare that, to the best of my knowledge, this form has been completed correctly.

Name	Signature
MRS. ANN BENNETT	<i>Abennett</i>

Position held	Date
HON. SECRETARY	22-02-2008

Please return this form to: Charlotte Clark, Grants Unit Room 227), Community Development, P.O. Box 57, Harrow, Middlesex. HA1 2XF.

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