

Community Premises

Charlotte Clark
Senior Grants Officer
Harrow Council

19 December 2008

Dear Charlotte

Harrow Youth & Community Project currently has "Casual User" status at the Community Premises.

As we are unable to offer our youth service until all the building work has been completed at Kenmore Park Community Hall, we will not need to use a desk in Room 10 at the Community Premises and would prefer to be re-graded to "Postal Address" status.

I hope you will be able to implement this request as soon as possible.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Horace Carty', written in a cursive style.

Horace Carty
Project Co-ordinator
Harrow Youth & Community Project

Charlotte Clark - FW: Harrow Women's Aid, the room rental[Scanned]

From: "Lois Brockwell"
To:
Date: 04/12/2008 17:03
Subject: FW: Harrow Women's Aid, the room rental[Scanned]
CC: "Tony O'Hara" , "Cathy Redmond"

Dear Charlotte

As you are aware I have been in contact with Tony O'hara in regards to the matter bellow,

I understand that Hestia is currently a 'casual user' at the community premises which enables us to share a desk in Room 10 and use of the Meeting Room and Counselling Rooms as well as other office facilities such as the photocopier and pay phones. However we have not been utilising the office space to it's full potential and as a result we have not been able to meet the 3 bench-marking requirements.

Both myself and my line manager Cathy Redmond discussed what will be best for your service provision and ours and sadly came to the decision that it would benefit both Hestia and yourselves if we change status.

Therefore could we please change our status to "post box address for correspondence", which would enable us to still use the Meeting and Counselling Rooms as well as the address.

Although I have only been here a short time, I would like to stress that our staff team has been very happy with your service provision and your commitment to our cause, thank you.

Yours truly

Lois Brockwell

Manager Harrow Women's Aid, Hestia

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