

LONDON IRISH CENTRE

ADMINISTRATIVE COMMITTEE MEETING

HELD ON THE 9TH MARCH 1993.

PRESENT:

Fr. Denis Cormican, Tom McAssey Acting Chairman, Una Cooper Secretary, Michael Sills, Donie Egan, Mary Allen, Fergal Collins, Bridie Shaw, Mons. G. Stack, E. McCormack.

IN ATTENDANCE:

Jim Reynolds and Fr. Carolan.

APOLOGIES

Jim Kirby. Absent due to illness in the family.

MATTERS ARISING

Minutes were taken as read.

E. McCormack. Regarding errors in last months minutes Page 1 no. 3. New Director to be discussed (London Irish Centre Ltd) was anything done about that. (No) Pg 2 Bottom of page. Regarding £9,500 requested to be paid back, Inter Company settlement is done, cheques written as of to-morrow nothing owing.

Bank Accounts expenditure of no 52 must be clearly shown only way to gain that is by having two Current Accounts one for 50 and one for 52 and an overall Deposit account. Pg 3. Seperate Deposit account to put in D.I.O.N. grant feeding only the outgoings of number 50. Fr. Cormican - Camden grant not exclusively for number 50 J. Reynolds - most of the grant goes on staff wages more or less. E. McCormack - we have to prove to the Charity Commissioners that the money was spent exclusively on number 50.

Page 6, paragraph 3 (The Chairman) Saxon Inns should read London Irish Centre Ltd to maintain a daily diary or complaints book to be kept in the Centre.

Pg.8. E. McCormack Trustees of London Irish Centre Charity, whether we are trustees or not we have responsibility. W.A.C. not to be allowed to interfere, Administrative Committee are responsible the W.A.C. are not.

E. McCormack did not agree with last months minutes, Main topics not blow by blow account, summaries of what was discussed. D. Egan - more headings - better layout.

Pg.9. Should be noted that Raymond Hevey resigned.

Pg 10. W.A.C. to meet on a monthly basis.

Pg 12. Regarding Jim Reynolds employment, he will be employed here until the end of May.

HOSTELS REPORT

New project going well, took in five new men, one man we took in was being robbed in a private nursing home all his money was taken by the nursing home in the eighteen months he was staying there, he is doing well now, one man we took on from D.S.S. Hostel another man living in Hampstead Heath before we took him in.

Conway House full at the moment. Girls hostel a few vacancies. New place in Kentish Town going well, 17 people appointed to live there two from clearing house 75% nominated 25% clearing house.

Last weeks minutes recorded the property on Kingsgate Road would cost £40,000 not exactly correct we would have to spend £40,000 on refurbishment we don't know what the cost of it will be. Brent has offered us one site to build on at the cost of 1,000,000 we would have to get half of this ourselves (500,000) that would be 300,000 from our association and £200,000 to be borrowed from a Bank. The site is lovely (Roundwood Park) good area as well. It will be one year or so before Kingsgate Road will be ready. Donie Egan - It is good to hear Irish Centre Hostels doing well - Irish Centre Hostels pioneered this movement first housing association in London glad to see it progressing. Fr. Carolan - One sad fact Innisfree maybe gobbled up, caused by internal problems. Highgate Road progressing well we have a new member of staff that makes it 39 people working for I.C.H. A top member of staff will be living at Highgate Road.

FINANCIAL REPORT

London Irish Centre Charity. No Balance Sheet, holding our own £576 deficit at the end of this year. Take a look at item one substantial costs incurred. Covenant 29,204 should be in fundraising. There is £73,000 in the bank at the moment a suggestion was made by E. McCormack that £10,000 be paid off our Oblates loan. Discussion ensued regarding our position if this 10,000 was paid off would it nullify our agreement with Oblates.

Mons. Stack. This agreement will have to be looked at very closely to see our position and a decision can then be made. Bridie Shaw requested Jim Reynolds to look into this agreement and a copy of the said agreement to be presented at next months meeting.

Fr. Cormican The £72,000 grant we received from Camden has to do us until next October, we must keep this in mind, when making a decision. Camden's new principle is to pay grants quarterly instead of yearly but being paid quarterly does not guarantee our yearly grant amount. This is just my personal reaction but maybe E. McCormack's suggestion is good strategy.

E. McCormack - Reduce all costs including loan interest, reduce debts, loan far too high, don't want to have this loan hanging over us for the next 15 - 20 years. J. Reynolds - the capital sum will be reduced by approximately £9,000 this year. E. McCormack - this will have to be reduced further. Management Committee have to reduce expenses cannot continue borrowing. We have got a windfall of £25,000 filtering through into the Charity what is it going to be used for?

Fr. Cormican - As we all know the Charity depends a lot on fundraising, (50% practically) if we had a commitment that we would raise x amount of pounds over the next few months that would be great but we haven't got that kind of commitment. Last year we had to lay off one member of staff due to circumstances beyond our control. Fundraising events - Receipts from Car Raffle steadily going downhill every year due in part to the recession in comparison with last year £4,500 down.

Jim Reynolds - A budget table will be prepared, some repayments to be made. He agreed to look into the agreement but not to make any decision. We are paying interest at 11.50% over 15 years i.e. £3,483 per month.

Donie Egan made the suggestion that a decision be made at the meeting on the 23rd March, he proposed that Fr. Denis. E. McCormack and Jim Reynolds report to Committee on the agreement at the next Administrative meeting and Una Cooper seconded.

London Irish Centre Limited.

Accounts as before you. Net amount of movement for the month of February, Catering purchases £2,986 bulk of the cost is Day Care, broken down February 1,500 late invoices after trading ceased £524. £2,986 owed to Limited Company from Charity for running Day Care Centre. Courage also gave us an additional refund should have been offset against purchases.

Bad Debts

Two debts giving us cause for concern Michael Michael and T.T.P. Publishing. T.T.P. invoice for a lunch held here at the end of November totalling £2,400 have been unable to get a satisfactory reply to many telephone calls I have made requesting payment I have handed it over to our Solicitors Touche Ross & Co. Michael Michaels invoices total £2,700 but we have deposits belonging to him totalling £800 which leaves £1,900 I intend over the next few weeks to call to his house regarding this debt, a suggestion by Donie Egan getting a County Court Judgment against him as this would be very damaging to his business and not to delay too long on this matter, also to take T.T.P. publishing out of Steve Hammett's hands maybe a strong letter from a Solicitor would work a County Court Judgment would be best. It was decided that a County Court Judgment be got for both bad debts right away.

Saxon Inns

E. McCormack - The supervising of Saxon Inns has to be got under way promptly as decided at last weeks meeting J. Reynolds should do this. Thus should be done on a weekly basis. There is no problem in getting access to Saxon Inns records but the longer we leave it the harder it will be to check. Fergal Collins felt it should have been done long before this even before the agreement was signed, need precise figures, where to go from here.

Donie Egan - Expressed concern regarding the supervising of Saxon Inns after all the time spent getting the agreement (nearly 8 months) as he was a central player in the drawing up of the agreement he wished to make it clear that he was not at all satisfied two months down the line no checks done. We should have started as we intended to go on. We need an accountable report from Fr. Denis need to set up weekly checks of Saxon Inns, manage weekly returns to check Saxon Inns records. J. Reynolds should monitor these checks without any qualms and report back to this meeting. It was proposed and seconded that J. Reynolds do the checks Fr. Denis and J. Reynolds report back to the Committee. E. McCormack - strong criticism of Fr. Denis for not having these checks done. B. Shaw asked for an assurance that J. Reynolds would do these checks. We have not seen the Concession Agreement in its entirety could we please have a copy at next meeting.

In the month of February 286 clients were interviewed, 533 telephone calls, the ladies in Welfare have put in a lot of work I am giving them as much support as I can acting as Co-ordinator. Everything going well no hitches whatsoever. The two Social workers have been running the Welfare Department efficiently.

Accommodating Saxon Inns staff.

Fergal Collins brought this subject up again - Fr. Cormican had not got a positive response from Saxon Inns when this was mentioned - F. Collins suggested that a formal letter be sent to John O Connell requesting rent (rent or vacate) - Fr. Denis agreed to do this and bring back reply to the Administrative Committee. Also reminded D. Egan that he had not received the Tenancy Agreement. E. McCormack - Formal agreement or vacate the premises as this is Charity property the Commissioners would not take kindly to this.

Rent Payable

Rent payable to London Irish Centre Charity of £250 does not include Migrant Training up to now. Migrant Training have the use of the upstairs premises free of charge. As and from this year they should be charged for electricity and rent. They no longer use the McNamara Hall for their Communications day so we are getting no income from them at all. It was agreed to charge Rent to be worked out later and electricity charges from now. A question of Insurance cover for the people using the computer room. A copy of their Insurance cover to be presented at the next meeting. (Our explanation for charging rent Camden grant cut) Contact Tom O Connor about this!

Equipment & Repairs:

Our Central Heating system had to be upgraded but this is a one off expense.

E. McCormack to J. Reynolds According to our deed of Covenant can we have an assurance that the intercompany cheque will be through the bank by 31st March.

WELFARE REPORT

Appointment of Co-ordinator: Interviewed two people - one was unanimously agreed. Geoff Holland. Start date - 1st April. We had 13 applications 6 people replied Una and myself looked at the application forms and whittled it down to two as all the other applicants were anything but suitable. Geoff has an Honours Degree in Sociology he has been in this field for twenty years or so mainly involved in research.

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Missing Persons

Brian Duggan has had a lot of success over the last few months with locating missing persons, previously he was having a lot of trouble with the D.S.S. in Newcastle at one stage he was thinking of packing it in but that has all changed now since Mrs. Quinn started handling correspondence from the D.S.S.

WELFARE ADVISORY COMMITTEE

The Welfare Advisory Committee will meet to-morrow evening at 6.30p.m. up for discussion will be the holding of a monthly meeting. Welfare Advisory Committee is not a large Committee it consists of 2 Social Workers Teresa Ganley and Margaret Clinton, one new doctor Dr. Mary Judge, Fr. Jim Walsh Chaplaincy, Teresa Kenneally Centrepont Soho and the solicitor Kay Glynn, Dr. Larry Morton (will not be present at meeting) and Fr. Denis Cormican. A grant of £1,000 was received from Irish Youth Foundation for office equipment.

Welfare Department.

B. Shaw - Regarding the Welfare Department closure on a Wednesday morning and for lunch hour every day is this really necessary - Mons. Stack felt it was the vulnerability of staff which was paramount here. Fr. Cormican pointed out that the closure on a Wednesday morning was for paperwork to be done including statistical figures to be drawn up. B. Shaw suggested that the new Co-ordinator could perhaps see if this is feasible.

B. Shaw - Another Social Worker to be appointed what is being done about that - Fr. Cormican - one person who was ideal for the job has had his temporary contract renewed by Haringey Council so that avenue is now closed. One other person was approached but not interested. It was pointed out to the Committee that the workload of our two Social Workers was heavy which would not leave a lot of time for training a new Social Worker. This should be shelved until after the new Co-ordinator was in place i.e. after 1st April.

Michael Sills - any possibility of getting a Social Worker from the previous advertisements - Una Cooper - There is one person who would be ideal for upstairs (Power) who applied for the Co-ordinator's job. B. Shaw pointed out that D.I.O.N. and Camden would expect you to advertise the job of Social Worker.

Letter to Raymond Hevey.

Donie Egan stated he had written to Raymond Hevey as requested at last months meeting. Could Fr. Denis please write a letter thanking him for his years of service.

Grants.

B. Shaw was unsatisfied by the amount of grants allocated to the Centre this year and felt they had failed in some way with their applications the written application was good but the personal representation was not good. Lobbying of Companies for Grant Aided Bodies should be done but it is not the job of the Director but of the Management. E. McCormack felt that the image of the Irish Centre from outside was not good. Fr. Cormican - The Welfare department was highly respected in the Social Welfare area but must manage ourselves better. Tommy Dunne was a great loss to the Centre. Fr. would try to spend more time socialising and moving in the right circles as suggested. All of us on the Committee should use the opportunities we have when meeting new people to clarify our image and refer clients to us. E. McCormack pointed out that with the New Charity Commissioners Act, the grant must be allocated properly.

Social Club Report:

Michael Sills attended the Social Club meeting, a request was made for a happy hour from 8.30 - 9.30, Eamon could not accommodate them on this. Board prices were not displayed but it was on order by Eamon. Saxon Inns agreed to ^{partially} finance bringing bands from Ireland and Take your Pick to continue on Sunday. Eamon agreed to Coffee and Hot Plate on Bar. There are problems with members bringing in their own drinks. One member was inciting the members by going on stage and complaining about Saxon Inns, which was not on at all. Fr. Denis was approached to have a word with this member which he did and this has been resolved. M. Sills felt that Saxon Inns were very agreeable and met them halfway down the line. Double advertisement for Irish Post was to be placed in future with the cost being split down the middle. Social Committee met the Administrative meeting and it was felt that some good came out of the meeting.

ANY OTHER BUSINESS

Tom McAssey - We have no Chairman or Vice Chairman at the moment, also an executive committee of the Administrative Committee needs to be re-established before the next general meeting. Outgoing Chairman must apprise the incoming Chairman. A proposal was made that the outgoing Chairman must meet the incoming Chairman and Secretary about 10 minutes before meeting. Una Cooper felt the rotating Chairman was not working out well.

Executive Committee to be set up. E. McCormack was next months Chairman. The outgoing Chairman is responsible for the Agenda for the Administrative meeting. The briefing meeting between the outgoing Chairman and incoming Chairman and Secretary was proposed by D. Egan and seconded by B. Shaw. The absence of a Vice Chairman must be discussed at next meeting. Fergal Collins should also be Chairman of one of the meetings we need two more.

Fr. Cormican wished to express a vote of thanks to Mons. Stack for the lovely mass which was held for the late Tommy Dunne R.I.P.

Meeting on Monday evening at 8.30 regarding the Priest's role in the Irish Centre. D. Egan expressed a wish for everyone to be present at this meeting unlike tonights meeting.

The Clare Association Dinner was a disaster food bad, not enough potatoes some people got no vegetables it was a disgrace. F. Collins wished to give the money back to their members and B. Shaw was not agreeable to paying for the meal at all. An investigation of Saxon Inns was under way. U. Cooper said Day Care had been complaining as well. Fr. Denis said there had been a meeting with regard to this matter, Phil Duggan Aidan the Chef and Eamon, all their jobs were on the line because of the complaints. Aidan had accepted that it was his fault. Tony Sweeney was less forthcoming. A meeting should be demanded between John Coote Jim Myers and Phil Duggan.(to be arranged)

Their being no other business the meeting finished at 11.10p.m.

Date of next meeting the 13th April.

Proposed by Mr. Sills

Seconded by Mary Allen

J. Mc Gsey