

MINUTES OF THE MEETING OF THE ADMINISTRATIVE COMMITTEE  
HELD AT THE IRISH CENTRE ON 13H OCTOBER 1987

PRESENT:

Rev T Scully, Mr T Mangan, Mrs M Allen, Mr J Myers, Miss Mary Kenny, Mr C O'Connell, Anton Coyle, M Mahoney, S Savage, G O'Flynn.

IN ATTENDANCE:

Rev D Cormican, Rev F Ryan

APOLOGIES:

Rev J Fullam, Rev J Jordan, Rev J O'Donoghue, Mr T Dunne.

In the absence of the Chairman, T Mangan presided and welcomed the members, with a special welcome to Fr Cormican.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting having been circulated were taken as read and adopted on a proposal by C O'Connell seconded by J Myers.

MATTERS ARISING:

None.

FINANCE

In the absence of Mr Keegan, Fr Scully reported that average monthly takings in the small lounge and in the Douglas Hyde lounge in 1987 were similar to those for 1985 and 1986, but those for the McNamara and J F Kennedy Halls were down. He hopes that the remaining three months will make up the deficit.

WELFARE

The Welfare Report for September was presented by Paul Murphy, co-ordinator.

The number of new clients seen (297) was much higher than in the

corresponding month last year; as was the total number of interviews (474).

Homeless families were a big problem, especially since the London Borough of Camden's Homeless section was not accepting calls or callers.

The Welfare Workers in the Department are good but recruitment of a suitable telephonist/receptionist is difficult. A volunteer is required for Friday evening receptionist duty 6pm-10pm. Fire escape facilities are not up to standard and are being investigated at present and he hopes to be able to report back to the next meeting.

Some office layout changes are planned and should help to make work easier and improve efficiency.

DHSS are now refusing to honour new birth certificates unless the Centre supplies a letter confirming validity. Birth certificates must now be presented for all children for whom welfare is being claimed.

### HOSTELS

Fr Ryan reported that both hostels are full to capacity with long waiting lists. 93% of residents in Conway House are unemployed. He has designed a new application form which gives more information about the applicant. He now has a computerised record of all applicants and can easily produce graphs showing trends, habits etc. He advised the Irish Centre to computerise its records and so make the Welfare Department more efficient.

So far this year 1400 young people have applied for accommodation, as against 800 in 1986. Many callers have difficulty in finding birth certificates. Many do not know where they were registered, if at all.

The contract has been let for conversion of the building next door to accommodate elderly people. The reception area in Conway House needs alteration as does the play area.

The Irish Embassy has turned down a request for a grant for the hostels and the New Irish Youth Forum is not doing any practical work. Scotland yard officers want some of the residents to give evidence in proceedings regarding the passports scandal.

### DIRECTOR'S REPORT

#### 51/52 Camden Square

Progress is two weeks behind time because of delay by the professionals. The ANCO workers are very good. Two female decorators are arriving next week. Accommodation for them may be a problem. ANCO expenditure is limited to £20,000.

### FUND-RAISING

Appeals for financial help have been made to several large business organisations. Messrs Guinness have refused.

The Council of Irish County Associations has been asked to help with furnishing the proposed Day Care Centre.

The 12 Monthly Car Draw is not going well at all and may have to be postponed. Members must make an all out effort to sell it. It will be a disgrace if it has to be abandoned. The minimum number to ensure recovery of costs is 900. Reminders have been sent to those who took part in the previous draw.

A meeting of the Fund Raising Committee will be held to-morrow night.

#### PRIORITIES IN DEVELOPMENT/REFURBISHING

The following priorities were agreed.

- (a) Small bar to be refurbished immediately.  
The work will involve moving and enlarging the bar, decoration, provide sectionalised fixed upholstered seating similar to that in the Douglas Hyde Lounge.
- (b) The Douglas Hyde Lounge to be decorated and seating repaired.
- (c) Decorate reception area and stairway to Douglas Hyde Lounge.
- (d) Plaster walls of back stairs and finish steps
- (e) Make necessary alterations to services to small bar.

#### SOCIAL CLUB

The cost of bands for weekend functions is excessive. Raffles are improving. The whole situation needs investigation and financial accounts should be presented to monthly meetings.

Taped music is not suitable. There must be a traditional music content. Ceilidhes are held on second Friday but they are poorly attended.

John Devaney was appointed to the Social Club Committee on a proposal by G O'Flynn, seconded by Mary Kenny.

#### BARS AND CATERING

Mrs D'Arcy was unable to attend the meeting because she was busily engaged with the Boxing Tournament in the McNamara Hall.

Fr Scully, it was imperative to have financial accounts each month and P Keegan and Mrs D'Arcy must provide these figures.

Complaints and suggestions were made as follows:-

- 1) No food was available for Ballycroy Parish Re-union. None was ordered.
- 2) Tea, coffee and sandwiches should be readily available.
- 3) Collection of glasses in 'stacks' should not be allowed.
- 4) Bars do not open early enough. At a recent function in McNamara Hall but did not open until 9pm.
- 5) Two full time staff should be sufficient.
- 6) Cleaning not up to standard.
- 7) No First Aid kit available.
- 8) Members of Administrative Committee should be on duty at weekends.
- 9) Bookings for functions are being lost because of lack of prompt

- attention to queries regarding facilities and accommodation available.
- 10) The Management structure must be examined.
  - 11) Working hours of full time staff must be queried.
  - 12) Manning of telephones must be improved.
  - 13) Targets should be set for the Manager.
  - 14) The Executive and Catering Sub Committee should set out a schedule of duties for the Manager.

ANY OTHER BUSINESS

Mr Breffine O'Reilly of the Irish Embassy will give a talk in the McNamara Hall at 8.00pm on Wednesday 28th October on the implications of the British Citizenship Act and he will be prepared to answer questions.

the meeting concluded with a vote of thanks to the Vice-Chairman for his conduct of the meeting.

DATE OF NEXT MEETING - TUESDAY 10th NOVEMBER 1987 AT 8PM

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*J. Row* →  $\frac{10}{11}$   
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