

# Annual Report Hackney Tenants Levy Steering Group 07/08





# Contents

Introduction	05
How the levy works	06
What the levy will pay for	07
How the grants are decided	10
Special projects fund	12
Your steering group	13
Vital statistics	14
Funded organisations	15
Do you need this translated?	17



# Introduction

## **Welcome to the 2007/2008 Tenants Levy Annual Report**

The Hackney Tenants Levy continues to be a popular way to fund tenant groups in Hackney and remains a vital lifeline for some tenant groups who, without the Levy's financial backing, may not have survived.

Last year's Chair's introduction spoke of the increasing pressures on the Levy fund. This is still true as the number of Hackney Homes tenants continue to fall due to tenants becoming leaseholders, freeholders, and because of stock transfers. So we need to be careful with the tenants' scarce resources.

However, I can report that due to the recent increases in rent collection along with some tenants' groups not applying for funding grants, the Tenants Levy fund has received a boost. This has allowed the Steering Group to fund more special projects on many Hackney estates. Please see the special projects section of this report for further details.

As always the Annual Report gives information on the working of the Tenants' Levy, how the Steering Group makes its decisions, the financial position, tenant groups that received grants during 2007-2008 and reports on how some groups spent their grant.

I would like to thank the Steering Group for all their efforts and hard work over the last year.

**Tony Goodchild**  
**Chair, Tenants Levy Steering Group**



Comments to:

Gareth Peters  
Interim Tenants Levy Officer  
Resident Services, Hackney Homes  
136-142 Lower Clapton Road  
Hackney E5 OQJ

# How the Levy Works

The basic principle is that each Hackney Homes tenant contributes 10p a week to the fund. This fund is set aside and is then allocated through grant applications by the Steering Group, consisting of elected tenants' representatives.

## Who can apply?

There are two types of grants:-

### 1) Start up grants

If the date of application for a start up grant is up to 3 months before the next round of Levy Applications, up to £100 is available to help new groups to get started and established. If the date of application for a start up grant is between 4 – 6 months before the next round of applications, up to £200 is available.



### 2) Grants to registered tenant and resident associations (TAs/TRAs)

Grants cannot be awarded to individuals. To be eligible for these grants, the organisation must:

- Be registered with Hackney Homes;
- Be a council tenants and residents group;
- Have as its main object, 'the promotion of tenants rights and the maintenance and improvement of their housing conditions, amenities and environment';
- Provide proof of expenditure (receipts) for funding received from the Tenants' Levy fund.

Grants are mainly awarded to registered Tenants' and Residents' Associations (TAs/TRAs). However the grants may also be given to other tenants' organisations such as estate based pensioners clubs and umbrella groups.

Details of the registration process are available from the Resident Participation Officer or from the Tenant Levy Officer at Hackney Homes' Resident Services Division. Tenant Management Organisations (TMOs) can apply for Tenant Levy funding if they have a separate Social Sub-Committee with its own bank or building society account. The Sub-Committee can apply for funding of social activities.

# What will the Levy pay for?

Tenant Levy Grants can be used for the funding of a wide variety of items. All applications must be for advance funding of goods and services. A list is outlined below of the types of things the levy will fund, but this is not intended to be exhaustive. The Steering Group will consider items that are not on the list. The main types of payment are for:

## **Equipment,**

such as photocopiers, computers or kitchen equipment for community halls and flats;

## **Administration,**

such as postage, stationery, printing, telephone calls, newsletter production (tenants organisations can submit an estimate of their running costs);

## **Social Activities,**

such as day trips to the seaside and Christmas events, estate based barbecues / parties – designed to promote the tenant organisation within its own community;

## **Insurance,**

for public liability. Hirers liability and contents;

## **One off Security Works,**

such as door gates and window bars for community halls and flats;

**The Levy will not fund annual maintenance contracts such as computers, photocopiers, central alarm monitoring/maintenance contracts.**

## **Start up costs,**

for groups who want to set up a new association;

## **Training courses,**

on information technology, chairing meetings, book-keeping etc, for committee members to improve the running of their TA/TRA.

# The Levy can also fund:

- Audio-Visual equipment
- Bingo machines and accessories
- Carpeting and flooring of community flats and halls
- Catering equipment
- Chairs
- Children's play equipment
- Christmas/New Year parties/activities/hampers/vouchers
- Committee travel
- Computer packages (including personal computer, software and printer) (up to £600.00 - Max)
- Cookers/microwaves
- Desks
- Fax machines
- Festivals/events/outings which enhance participation
- Filing cabinets
- First Aid kits
- Flip charts
- Fridges
- Garden tools, furniture and plants for the use to maintain existing communal gardens
- Insurance\*
- Internet access charges
- Leisure equipment
- Music equipment
- Meeting space hire (for groups with no community hall)
- Noise limiting devices
- Notice boards (internal) for community halls and flats
- Painting and decorating of community halls and flats
- Photocopiers
- Postage
- Printing/publicity
- Public address equipment
- Refreshments for meetings (tea, coffee and biscuits only)
- Security equipment (for the purchase and installation of the equipment only)
- Smoke alarms (installation only, not the key holding maintenance contract)
- Sports equipment
- Stationery
- Tables
- Tea urns
- Telephone calls
- Vacuum cleaners

\* Tenant & Residents Associations (TAs/TRAs) can apply for public liability and hirer's liability and contents insurance in advance of payment, provided certificates or renewal notices are provided. This is outside of the grant ceiling and can be applied for at any time of the year.

# Grant conditions

There are a number of conditions attached to grants for equipment:

- 1.** Organisations applying for computers should have at least one committee member with IT skills. If not, then a committee member should attend the appropriate IT training courses before the computer can be funded.

**The Resident Participation Officer or the Tenant Levy Officer can advise you about the suitable courses that may be funded from the Levy.**

- 2.** Any equipment must be adequately insured, to cover against damage or theft.
- 3.** Where an organisation has no premises, only portable equipment should be funded. It must be appropriately insured and a declaration of equipment location must be signed by the Committee member who keeps the equipment in his or her property.
- 4.** If an organisation stops functioning or is in breach of its registration, the equipment must be returned to Hackney Homes who will reallocate it. This also applies to monies that have been allocated to the organisation.
- 5.** For items or projects costing more than the allocated grant ceiling, organisations are encouraged to seek match funding.
- 6.** Replacement of old equipment as a result of fair wear and tear will be considered on its individual merit.

## Grant Application timescales

There are two rounds of grants each financial year. Grant applications are sent out to registered organisations in March and August. Therefore, please keep an eye out for this and if you have not received the documents by the end

Of the second week in that month, please contact the **Levy Officer** on **020 8356 3930** who will forward you a copy.

Each organisation is responsible in ensuring that it makes the necessary provisions to ensure the receipt of application forms.

**Please note, any application received after the closing date will not be accepted.**

# Maximum amount payable

The maximum amount payable depends on the number of properties it covers.

Number of properties	Grant ceiling
Tenant groups with up to 100 properties	£750.00
Tenant groups with 101 – 250 properties	£900.00
Tenant groups with 251 – 500 properties	£1050.00
Tenant groups with 501 – 750 properties	£1200.00
Tenant groups with 751 – 1000 properties	£1350.00
Tenant groups with 1001 - 1250 properties	£1500.00
Tenant groups with over 1251 properties	£1650.00

**The maximum grant for Senior Citizens Clubs is £1050.00 per year.**

**The maximum grant for Umbrella Groups is £500.00 per year.**

## Items that cannot be funded

### Double funding

- Workers' salaries (with the exception of entertainers for one off events)
- Funding for other organisations
- Rent and utility bills for communal premises
- Childcare/crèche costs for meetings
- Alcoholic drinks

In addition to the grant limits, organisations can apply for funding of their insurance costs (public liability and hirer's liability and contents) and the cost of security works to their Community flats/halls and the cost of training courses for their committee members.

## Training for Hackney Tenants and Residents

The Levy funds training courses for management committee members of registered TAs/TRAs. The funding of training courses is additional to the main grant. Details of training courses are sent to registered organisations with each round of grant applications. In addition, information on training is available from your Resident Participation Officer and from the Resident Participation Team.

# How are the grants decided?

Grant application forms are sent out to registered organisations, estate based pensioners clubs and umbrella groups twice a year; in March and August. Each group must fill in and submit an application form explaining what they want.

The Steering Group considers the applications and judges whether it is appropriate for the Levy to fund the items, using the list of fundable items as a guide. The Steering Group must also consider how much money is available, as it is not possible for the Levy budget to go into deficit. Also, the Levy Steering Group takes into account one other important factor, which is that an association that has previously had a grant from the fund must be able to provide evidence that it has been spent on what was originally requested. Receipts must be provided in all cases wherever possible, although other evidence may be acceptable in exceptional cases.

Associations applying for very large amounts have to provide a full breakdown of costs and the Steering Group will thoroughly scrutinise the bid.



## What if a grant is refused?

If you have difficulty making an application, or if your grant has been refused, then your first step would be to contact your Resident Participation Officer or the Tenant Levy Officer, who will inform you as to what action will be taken next.

They will forward your request to the Tenant Levy Steering Group to be re-considered and will clarify the decision made by the Steering Group. You may be able to resubmit your application to the Steering Group who may consider it at their next meeting.

However, failing this, you can appeal. Your association will have to complete an Appeals Form. The Steering Group will then reconsider your case at the next meeting. If you are still not happy, then a special appeals subgroup, consisting of the Chair of the Steering Group, the Neighbourhood Panel Representative and the Cabinet Member for Housing, Councillor Jamie Carswell, will consider your case.

## **Can I use the grant for something else?**

You must apply in writing first to the Steering Group if you want to use the money you receive from the Levy for a different purpose than that originally intended. They will consider your application and authorise the change of use, if they see fit.

## **How are grants paid?**

Once the Steering Group agrees a grant, the Tenant Levy Officer arranges for payment to be made directly into the TA/TRA bank account, via a BACS payment system. You are asked to provide these details on the front page of the application form.

By using BACS, the money is transferred directly into your TA/TRA account and only takes 2-3 working days. It is also a safer way of transferring funds. Treasurers will be advised when the BACS payment has been made.

In addition to the payment, a letter is sent out by the Tenant Levy Officer explaining what the grant has been issued for and to what amount. When it comes to Insurance, you can request that Hackney Homes sends payment directly to the insurance company/broker.

## **Grant Monitoring**

The District Auditor has recommended that random checks are made to ensure that grants are being used as they should be. The Steering Group carry out the checks on 1 in 20 of the organisations which receive the funding (10% over a two-year period). Usually the monitoring takes place at the end of the financial year (March) and you will be informed in due course. In addition, an inventory of what groups have applied for is kept to ensure that these checks are accurate, and to prevent duplication of grants in future years.

# Special Projects Fund

Due to recent improved levels of rent collection the Tenants Levy Fund has grown significantly. For a limited period extra funding is available for local community projects in Hackney.

Tenants and Residents groups can apply for a Special Projects grant to pay for local initiatives which are not covered by the normal Tenants Levy, Environmental Improvement Budget or any other source of funding. They are invited to come up with proposals which can bring people together and benefit your community.

## Here are a few examples:

- Social events
- Fun days and entertainment
- Local history and learning projects
- Training courses for residents
- Cultural and sporting initiatives
- Promotion of arts and crafts
- Allotment or gardening
- Developing skills for young people Learning English
- Events to bring young and old together
- Celebrations of Diversity ....



Special Projects will be funded through the Tenants Levy. This means that rules for eligibility and financial accounting are generally the same as for the normal Levy Fund, which will continue to be available. Applications for the Special Projects fund can be made at any time of year.

# Your Steering Group

The Tenant Levy Steering Group consists of 2 representatives and deputies from each neighbourhood making a total of 20 members, including the Chair and Vice Chair who have the right to vote. The elections should take place in February/March each year, to take up office the following April.

Two representatives and their deputies for the TLSG are elected from the TAs/TRAs of each Neighbourhood Panel. Both representatives and deputies are encouraged to attend each meeting of the Steering Group as this helps keep them in touch with the issues coming up and contribute to discussions. Although only the representative may vote, if that person is absent, then the deputy may vote.

The role of the neighbourhood representative and deputy is to represent the interests of the TAs/TRAs in their neighbourhood and in particular, to attend vital meetings to assess grant applications twice a year. Occasionally, the representatives are also asked to sit on sub-committees or special meetings of the Steering Group. The Steering Group meets on a bi-monthly basis.

## The 2007/2008 members of the Steering Group were:

Neighbourhood	Representative	Deputy
Stamford Hill Sub Committee	Walter Hare	Doug Mitchell
Clapton Sub Committee	Ron Devoti	Linda Wilson
Stoke Newington	Abiodun Odubawo	
Homerton	Steve Harvey, Jide Osayintolu	Terry Edwards, Joyce Brown
Central	Denise Bingham, Patricia Phillips	Janet Saunders, Pamela Davey
Shoreditch	Tony Goodchild, Valerie Carlow	

## Elected Members of the Tenant Levy Steering Group for the 08/09 financial year:

Neighbourhood	Representative	Deputy
Stamford Hill Sub Committee	Doug Mitchell	Shirley Bogan
Clapton Sub Committee	Ron Devoti	George Richards
Stoke Newington	Abiodun Odubawo, Mary Laughlin	
Homerton	Steve Harvey, Jide Osayintolu	Joyce Brown, Brian Clubb
Central	Denise Bingham, Ronke Odesanya	Arlette Mereau, Millie Steel
Shoreditch	Tony Goodchild, Valerie Carlow	Delvina Brown, Doreen Bollock

# Vital Statistics

The Levy works very simply. Every Council tenant pays 10 pence a week into an 'accumulating fund'. This means that the money collected in one financial year is allocated the next year.

This allows the Steering Group to see how much money is available, and to plan expenditure sensibly.

Table 2 below shows, in 2007/2008, grants worth £140,530.76 were paid as follows:

## Table 1: Summary of income and expenditure 2007/2008

Balance brought forward 1/04/07	£234,942.24
Amount collected in year	£117,974.78
Total Income	£352,917.02
Total Expenditure	£140,530.76
<b>Balance carried forward to 1/04/08</b>	<b>£212,386.26</b>

## Table 2: Breakdown of items funded in 2007/2008

Equipment	£10,964.00
Administration	£6,610.95
Social Activities	£40,459.99
Telephone	£1,395.86
Special Projects	£60,350.54
Social Activities	£37,414.36
Insurance	£21,086.05
Security	£550.00
Training	£2,159.00
<b>TOTAL LEVY PAYMENTS</b>	<b>£140,530.76</b>

# Funded Organisations

In 2007/08, as in previous years, registered TAs/TRAs were able to apply for funding from the Levy Fund to run their organisations, purchase office equipment, decorate their community halls and flats, improve estate gardens, organise activities on the estates and run tenants, residents and children's outings.

## Organisations 2007/08

Acton Estate	TRA	Haberdasher Estate	TRA
Amhurst Park Action Group		Harman Estate	TRA
Alden & Broadway	TRA	Hawksley Court	TRA
Aspland and Marcon	TRA	Holly Street Luncheon and Social Club	
Avenue House	TRA	HSBF	TRA
Banister House	TRA	Jack Dunning Community Association	
Beecholme & Casimir Community Association	TRA	Jack Watts	TA
Blackstone Estate	TRA	Joseph Court	TRA
Boscobel House	TRA	Keir Hardie	TA
Burma, Arakan and Clissold Court	TA	Kirkstead Senior Citizens Club	
Charles Square and Pitfields	TA	Landfield Estate	TRA
Charles Square Community Social Club for Over 60's		Lea View House	TRA
Colville	TRA	Lincoln Court	TRA
Cranston Estate Pensioners Club		Lister Court	TRA
Cranston Estate Social Sub Committee		Linzell Estate	TRA
De Beauvoir	TRA	Lockner & Kingsgate	TRA
Downs Estate	TRA	Manor	TRA
Fairbank Community Association		Mapledene Estate	TRA
Fawcett Estate	TRA	Milton Gardens	TRA
Fellows Court	TRA	Nelson Mandela	TRA
Frampton Park Estate	TRA	Nightingale Partnership Association	
Gascoyne 2	TRA	North & South Arden Social Sub Committee	
Gooch House	TRA	Nye Bevan	TRA
Gordon Lodge	TRA	Ponds Farm & Mildenhall	TRA
		Provost	TRA

Radley Square & Southwold	TRA	Warburton & Darcy	TRA
Regan Way Pensioners Club		Wayman Court Social Sub Committee	
Regents Estate	TRA	Wayman Court Pensioners Club	
<u>Regent Estate Pensioners 1+2 Pensioners Club</u>		Webb Estate	TA
Shellgrove	TRA	Wenlock Barn Social Sub Committee	
Shepherd's Market Estate	TRA	Whiston & Goldsmiths	TRA
Sherry's Wharf	TRA	Wilton Estate	TRA
Springpark	TRA	Wrens Park	TRA
St Johns Estate	TRA	Wyke Estate Over 60's Group	
St Mary's Estate	TRA	<u>Wyke Estate Social Sub Committee</u>	
Stanway Street	TA	York Row	TRA
<u>Stonebridge</u>	TRA	Yorkshire Grove	TRA
The Mount	TRA		
Tower Gardens	TRA		
<u>Trelawney Estate</u>	TRA		

This is the Tenants Levy Annual Report for 2007–2008 which outlines the activities of the Tenants Levy Steering Group over the past year. If you would like a translation of this document please call the Housing Contact Centre on 020 8356 3691 or tick the appropriate box and return this form to the freepost address below.

### Bengali

এটি হলো ২০০৭-২০০৮ সালের টেন্যান্টস্ লেভী বার্ষিক রিপোর্ট যেটিতে টেন্যান্টস্ লেভী স্টিয়ারিং গ্রুপের গত বছরের কার্যকলাপগুলি সম্পর্কে ব্যাখ্যা করার হয়েছে। যদি আপনি এই দলিলের অনুবাদ চান তাহলে 020 8356 6391 নম্বরে আমাদের হাউজিং কন্টাক্ট সেন্টারকে কল করুন অথবা উপযুক্ত বাস্তব টিক দিন এবং এই ফরমটি নিচের ফ্রীপোস্ট (ডাক টিকেট লাগবে না) ঠিকানায় ফেরত পাঠান।

### Somali

Tani waa Warbixinta Sanadlaha ah ee Levy'ga Kireysteyaasha (Tenants Levy Annual Report) ee 2007–2008 taas oo sheegeyso howlaha Kooxda Hagitaanka Levy'ga Kireysteyaasha (Tenants Levy Steering Group) ee sanadkii lasoo dhaafay. Haddii aad jeclaan laheyd dokumeentigan oo tarjuman fadlan ka wac Xarunta Xiriirka Guriyeynta halkaan 020 8356 3691 ama sax godka ku haboon kuna soo dir foomka cinwaanka hoose ee boostada bilaashka ah.

### French

Voici le Rapport annuel pour la taxe des locataires (Tenants Levy Annual Report) de 2007–2008 qui passe en revue les activités du Groupe d'orientation pour la taxe des locataires (Tenants Levy Steering Group) durant l'année écoulée. Si vous désirez une traduction de ce document veuillez appeler le centre de contact Logements (Housing) au 020 8356 3691 ou bien cochez la case appropriée et renvoyez le coupon à l'adresse port payé ci-dessous.

### Spanish

Este es el Informe Anual de Impuestos del Inquilino (Tenants Levy Annual Report) para 2007-2008, que señala las actividades del Grupo de Dirección de Impuestos del Inquilino (Tenants Levy Steering Group) durante el pasado año. Si desea una traducción de este documento, llame al Centro de Contacto de Vivienda (Housing Contact Centre) al 020 8356 3691 o marque la casilla adecuada y reenvie el formulario a la dirección de freepost que aparece abajo.

### Kurdish

Ev, Rapora Salane ya Bêşa Kirêdaran a 2007–2008an e ku çalakiyên sala çuyî yên Koma Birêvebirina Bêşa Kirêdaran dide. Heke hun wergerandina vê dokumentê ji bo zimanê xwe dixwazin, ji kerema xwe telefonî Navenda Têkilîyan a Karûbarên Xanî li 020 8356 3691 bikin, an jî qutîka minasib îşaret bikin û vê formê ji navnîşana posta bêpere ya jêrîn re bişînin.

### Turkish

Bu, Kiracı Katkı Fonu Yönetim Grubu'nun geçen yılki faaliyetlerini veren 2007–2008 Kiracı Katkı Fonu Yıllık Raporu'dur. Bu dökümanın tercümesini isterseniz, lütfen 020 8356 3691'den Konut İşleri İlişki Merkezi'ne telefon edin veya uygun kutuyu işaretleyerek, bu formu aşağıdaki ücretsiz posta adresine gönderin.

### Polish

Ten dokument to Sprawozdanie Roczne Stowarzyszenia Mieszkańców za rok 2007-2008, które omawia dokonania zarządu stowarzyszenia (Tenants Levy Steering Group) na przestrzeni ostatniego roku. Aby otrzymać tłumaczenie tego dokumentu na język polski, prosimy zadzwonić pod numer naszej infolinii 020 8356 3691 lub zaznaczyć odpowiednie pole i odesłać ten formularz bezpłatnie pod adres podany poniżej.

### Vietnamese

Đây là Báo cáo Thuế thuê nhà Hàng năm (Tenants Levy Annual Report) cho năm 2007–2008 vạch ra các hoạt động của Nhóm Điều hành Thuế thuê nhà (Tenants Levy Steering Group) trong năm qua. Nếu bạn muốn một bản dịch của tài liệu này hãy gọi Trung tâm Liên lạc Nhà ở số 020 8356 3691 hoặc đánh dấu vào ô thích hợp và gửi lại mẫu này theo địa chỉ miễn phí dưới đây.

### Urdu

یہ 2007–2008 کے لئے کرایہ داروں کے لئے عائد شدہ سالانہ رپورٹ (Tenants Levy Annual Report) ہے جو گذشتہ سال کے دوران کرایہ داروں کے لئے عائد شدہ رہنمائی کے گروپ (Tenants Levy Steering Group) کی سرگرمیوں کا خاکہ پیش کرتی ہے۔ اگر آپ اس دستاویز کا ترجمہ حاصل کرنا چاہتے ہیں، تو براہ مہربانی ہمارے رابطہ مرکز برائے رہائش کو 020 8356 3691 پر فون کریں یا مناسب خانے میں ٹک کا نشان لگائیں اور اس فارم کو مندرجہ ذیل پتے پر فری پوسٹ کے ذریعے واپس کر دیں۔

### Chinese

這是2007-2008年度的租戶徵稅年報(Tenants Levy Annual Report)，闡述了過去一年裡租戶徵稅指導小組(Tenants Levy Steering Group)的系列活動。如果您想要本文件的翻譯版本，請撥打住房聯絡中心電話 020 8356 3691，或在相應的方框內打鉤，然後將此表寄回到下列免郵資地址。

If you would like this document in any of the following formats or in another language not listed above, please complete and send the form to the address below.

In large print

In Braille

On Disk

On audio tape

In another language, please state:

Name:

Address:

Tel:

Return to: Tenant Levy Officer, Resident Services, FREEPOST NAT21828, Hackney Homes, 136-142 Lower Clapton Road, London E5 0QD



