

# OUT HOUSE PAPERS

ID 10257

## **Outhouse Project assorted papers 1998 – 2004**

- Business Plan 2002-2005.
- A Brief History of the Out House project 1983-2001.
- The Out House Community Centre Ltd Rule Book, June 1998.
- Appointment of Development Worker and Office Administrator – including introductory letter, job descriptions, application form, plans of Cranbrook Street premises, Rule Book, copies of ads in *Guardian* and *Pink Paper*, copy of *Pink Paper* 9 February 2001, February 2001.
- Working time sheets for Development Worker, Volunteer Co-ordinator and Office Administrator, undated.
- Funding bid for Volunteer Co-ordinator post – including bid papers and Worker's letter to Committee members reporting grant approval, press release, April 2002.
- Out House Volunteer Co-ordinator Job Description, June 2002.
- Sickness and Absence Policy and Procedure. undated.
- Application Form, post/s not specified, undated.
- Out House *Volunteers in Action* Volunteer Handbook Edition 1.0, 2002 (?).
- Agenda papers for AGM 30 September 2003.
- Minutes of the AGM 30 September 2003.
- Annual Report for AGM 30 September 2003.
- Minutes of adjourned AGM 14 October 2003.
- Letter from landlord re office refurbishment, May 2003.
- Letter from Underwriters re theft loss from office.
- Letter from Nelsons solicitors re sale of Cranbrook St premises, incl. Land Registry papers, December 2003.
- iCount questionnaire, undated.
- Treasurer's Report to AGM for period 1 April 2003 – 31 March 2004 *with* Annual Accounts audited by Cobb Burgin.
- Out House Project Annual Report April 2003-March 2004.
- Supplementary Return for Miscellaneous Businesses, by Cobb Burgin, 2004.
- Home Office papers, including budgets 2002/03, 2003/04, HO Family Policy Unit FSG application form.
- The Out House Community Centre Ltd Notice of Special General Meeting re dissolution of the Society, April 2005.

*Compiled by Chris Richardson, February 2020.*

*Edited by the Sparrows' Nest.*