

COLLECTION LEVEL	
Ref no	GB3228.78
Collection name / Title	Cheetham Hill Advice Centre
Accession number(s)	2018/3
Level of Description	Collection
Collection type	Donated Collection: Open-ended
Date	1978-2019
Extent	8 standard boxes, 1 oversize box, 951KB
Name of creator(s)	Cheetham Hill Advice Centre
Administrative / Biographical history	<p>Cheetham Hill is a ward within Greater Manchester which is densely populated and ethnically diverse.</p> <p>Cheetham Hill Advice Centre was founded by local residents and members of the Halliwell Lane Action Area in 1975. The Halliwell Lane Action Area was formed by a group of local residents to give each other advice on the problems they were commonly facing over re-housing.</p> <p>In 1976 the government announced a job creation scheme Urban Aid and the group applied for the funding to pay for two workers. Cheetham Hill Advice Centre was formed and they were offered premises in an office above a local pub.</p> <p>In 1977 after a local campaign, Manchester Town Hall agreed for CHAC to have premises in the basement of the Old Library Building on Cheetham Hill Road in Cheetham Hill Manchester.</p> <p>In 1978 CHAC began receiving funding by the Urban Aid program which was a culmination of money from Manchester Social Services and the Department of the Environment. This allowed CHAC to employ a Research Worker and an Administrative Worker.</p> <p>In 1983 the Urban Aid funding expired and CHAC battled for funds to carry on its work. Manchester City Council agreed to extend the Urban Aid Grant.</p> <p>By 1989 the Department of The Environment cut their portion of funding and CHAC became funded by Manchester City Council.</p> <p>During the early years CHAC developed clear aims and objectives which came as a direct response to meeting the needs of the local community. CHAC's aims which have remained throughout are to promote charitable purposes for the relief of the community and to help relieve poverty, distress and sickness in particular supporting vulnerable people, the elderly, those living with disabilities and asylum seekers.</p>
	<p>CHAC gives advice on debt, immigration, housing and benefits to those who have little knowledge about UK laws. They also deliver volunteer training programs to tackle the problem of unemployment in the local area. CHAC has in the past organised campaigns against social security cuts and campaign on behalf of a staff member who was threatened with deportation.</p> <p>In 1993 CHAC moved to larger premises at Alderford Parade on the border of Crumpsall due to increased demand for services and inadequate working conditions. CHAC experienced problems with vandalism and a reduction in drop in advice as clients struggled to access the new location. CHAC became stretched in offering extra advice sessions closer to their original location of the Old Library.</p> <p>In 1999 due to planned demolition of Alderford Parade by Manchester City Council, CHAC moved to their current premises on Moorfield Avenue, Cheetham Hill.</p> <p>CHAC has continued to grow as an organisation despite facing adversity due to inadequate working conditions, near insolvency, lack of funding and frequent staff changes. Staff remained committed and dedicated to CHAC's mission; putting the needs of the local people first whilst continuously keeping up to date with complex U.K laws and welfare changes. This collection demonstrates the impact felt by communities caused by the governments changing economic policies and also illustrates how CHAC's work has been shaped by social, economic and legislative changes.</p> <p>The main themes within this collection are:</p> <ul style="list-style-type: none"> • the commitment to the community. • the need to secure better premises. • the need to secure long term funding. • communicating the needs of the local people to the policy makers and game changers.

Scope and content	<p>This collection includes a variety of material that illustrates the work of Cheetham Hill Advice Centre.</p> <p>This collection includes:</p> <ul style="list-style-type: none"> • Urban Aid Years reports: Two reports reflect the years 1978-1983 where CHAC received funding from a mainstream and local government job creation scheme Urban Aid. The reports contain statistical information and case studies. • Annual reports: These cover a variety of topics including financial reports, statistical information on issues faced by clients and workers reports. • Management Committee Meeting minutes: These generally contain information on funding applications, staffing, correspondence, financial information, policy information, personnel information, statistics ,mission statements, research and case studies. • Evaluation Report: One report received dated Aug 2019, this report evaluates and measures the positive impact of CHACS's work within the North Manchester area. • Client information booklets: Booklets provide information to CHAC's users on the U.K Laws and benefit and entitlement. • Research Material: Contains photographs, copy extracts from annual reports and newspaper cuttings collected in preparation for CHAC's 40th Birthday Party Celebration event in 2017. • Exhibition Material: Contains a collection of photographs, extracts from annual reports, captions and ephemera. The exhibition was produced from the research material and displayed at CHAC's 40th Birthday Party Celebration event.
Archival history	This material was previously held at Cheetham Hill Advice Centre. The collection was donated by Barbara Guest the Centre Manager at the time of donation.
Immediate source of acquisition or transfer	Received directly from Cheetham Hill Advice Centre
Appraisal, destruction and scheduling information	<p>Duplicates have been removed and securely disposed.</p> <p>Some records from the Meeting Minutes; ref numbers GB3228.78/1/3/13, GB3228.78/1/3/21, GB3228.78/1/3/28, GB3228.78/1/3/31 have been removed and securely disposed of as requested by the donor. The disposed records contained sensitive personal information and did not hold any significant informational value.</p>
Accruals	Organisation still operational and regular transfers to the archive collection expected
System of arrangement	<p>GB3228.78/1/1; Urban Aid Years evaluation reports, 1982-1986</p> <p>GB3228.78/1/2; Annual Reports, 1980-2017</p> <p>GB3228.78/1/3; Monthly meeting minutes, 1978-2008</p> <p>GB3228.78/1/4; Evaluation Report, 2019</p> <p>GB3228.78/2; Client Informational packs, 1985-c.1989</p> <p>GB3228.78/3/1; Research Material, 1986-2017</p> <p>GB3228.78/3/2; Exhibition Material, 2017</p>
Access conditions	Partial Access Restriction
Conditions governing access (usage)	<p>24 hours notice is required to view this collection, Order through Manchester City Council search room. Material will then be accessible through Manchester Central Library Search Room.</p> <p>Some items are access restricted. For further information please contact archive staff at The Ahmed Iqbal Ullah Race Relations Resource Centre, 3rd Floor, Central Library, St Peters Square, M2 5PD. Telephone 0161 275 2920.</p>
Conditions governing reproduction (permissions)	<p>For private research and study purposes only.</p> <p>Copyright ownership remains with Cheetham Hill Advice Centre.</p> <p>One item GB3228.78/3/1/10 copyright remains with Asian Express Newspaper</p>
Language/s	English
Physical characteristics and technical requirements	Material in this collection is analogue with some copies held digitally. There is also a small amount of born digital material. Some conservation work is required to remove sticking Velcro from the exhibition material.

Existence and location of copies	Digital scan copies of some annual reports available
Related units of description	<p>GB3228.83 Farhat Khan Collection. This collection contains material relating to Farhat's anti deportation campaign which was supported by Cheetham Hill advice Centre. Farhat started as a volunteer at CHAC and later became an Advice Worker.</p> <p>Other collections relating to immigration include: GB3228.73 Anwar Ditta Collection. GB3228.28 Steve Cohen Collection.</p>
Archivist note	Exhibition material - needs reviewing for long term preservation
Rules or conventions	<p>Catalogued in line with ISAD(G) cataloguing standards.</p> <p>'n.d.' indicates that an item not dated.</p> <p>Square brackets [] are used to show that the information is inferred by the cataloguer.</p>
Date(s) description created / revised	May 2019, Laila Benhaida
Key words	Advice centre, drop in sessions, benefits advice, legal advice, community services, social security, translation, immigration, community integration, inequality, community cohesion, skills training, volunteers, poverty, unemployment, inner-city, urban, social issues, housing, welfare, benefits, residents, government agencies, council, Asian, refugees, refugee status, asylum seeker, nationality, deportation, anti-deportation, campaigning, activism, charity

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GB3228.78/1	Series	Governance	Includes Annual Reports, Evaluation Reports and Management Committee Meeting Minutes	1978-2019	7 and 3/4 boxes	Partial Access Restriction	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/1	Sub-series	Urban Aid Years Reports	Two reports were produced to reflect the years in which Cheetham Hill Advice Centre received two grants in 1978 and 1983. The grants which came from a government funded job creation scheme 'Urban Aid' launched in 1976 allowed the advice centre to formalise. The reports contain information similar to that of an annual report such as statistical information, workers reports and case studies. The reports evaluate CHAC's work, represent the rise in issues faced by the local community and advocate the need for CHAC's services to continue.	c.1982 - 1986	2 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/1/1	item	Urban Aid Years, 1978-1982 Report	First report outlines social issues via case studies, statistics and describes the negative impact its closure would have on the community and public services.	c.1982	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/3; Meeting minutes Apr 1980- Mar 1981. GB3228.78/1/2/3; Annual Report 1982.	GB3228.78/1/1/1 scanned copy available
GB3228.78/1/1/2	item	Urban Aid Years, 1983-1986 Report	Second report notes the establishment of working relationships between Cheetham Hill Advice Centre and local authority agencies and argues the need for further long term funding and better working conditions. This report also reflects the three years 1983,1984 and 1985 CHAC did not produce annual reports. [presumably CHAC's budget at the time did not allow them to create reports annually].	c.1986	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/4; Meeting minutes Apr 1981-Mar 1982. GB3228.78/1/2/3; Annual report 1981-1982.	GB3228.78/1/1/2 scanned copy available
GB3228.78/1/2	Sub Series	Annual Reports	Cheetham Hill Advice Centre (CHAC) Annual Reports have been created per financial year April-March. The only anomaly to this is the April 2009-September 2010 report which covers 18 months, and the September 2010-March 2011 report which covers 6 months. The reports generally provide an overview of CHACs progress and growth each year by highlighting significant events. Information found in the reports are listed as follows: <ul style="list-style-type: none"> • An introduction to the CHACs mission and aims • Services offered to the community • Staff and management committee member lists • Workers reports • Statistical information on issues facing clients • Case studies • Information on benefit changes • Funding applications • Financial and income/expenditure reports. The annual reports 1983-84, 1984-85 and 1985-86 have not been donated. For reports covering activities during this time see the Urban Aid Years report GB3228.78/1/1/2.	1980-2017	39 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
			The annual report for 1995-96 was donated with the Exhibition Material. It has been retained with this material as per original order. See GB3228.78/3/2/1 for this annual report.							
GB3228.78/1/2/1	item	Annual Report, Apr 1979-Mar 1980	Includes information on the founding of the Cheetham Hill Advice Centre in 1976	1980	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/1 scanned copy

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GB3228.78/1/2/2	item	Annual Report, Apr 1980-Mar 1981	Includes information on the deteriorating economic situation due unemployment, a complex benefits system and a proposed new Nationality Bill. Also mentions the strains felt by staff of fundraising to meet running costs for the centre	1981	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/2 scanned copy available
GB3228.78/1/2/3	item	Annual Report, Apr 1981-Mar 1982	Mentions negotiations between the centre and Social Services in a bid to secure further funding for Cheetham Hill Advice Centre	1982	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/1/1; Urban Aid Years Report 1978-1982	GB3228.78/1/2/3 scanned copy available
GB3228.78/1/2/4	item	Annual Report, Apr 1982-Mar 1983	Includes a tribute to advice worker Lesley Willey who died in a road traffic accident. Also mentions pressures of entering the financial year in deficit and the introduction of Housing Benefit.	1983	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/5; Meeting minutes Apr 1982-Mar 1983. GB3228.78/1/3/6; Meeting minutes Apr 1983-Mar 1984.	GB3228.78/1/2/4 scanned copy available
GB3228.78/1/2/5	item	Annual Report, Apr 1986-Mar 1987	This report is shorter in an A3 leaflet format and contains no financial information. Mentions Social Security cuts.	1987	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/3/1/2; Photographs and research material	GB3228.78/1/2/5 scanned copy available
GB3228.78/1/2/6	item	Annual Report, Apr 1987-Mar 1988	Mentions the Urban Aid grant running out the previous year and recognises a new Vietnamese community within the area. This report contains no financial information.	1988	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/17; Meeting minutes Apr 1994-Mar 1995	GB3228.78/1/2/6 scanned copy available
GB3228.78/1/2/7	item	Annual Report, Apr 1988-Mar 1989	Report highlights the threat of being forced to vacate their current premises at Cheetham Hill Old Library following the move of the Housing Department [presumably local authority]. This report contains no financial information.	1989	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/7 scanned copy available
GB3228.78/1/2/8	item	Annual Report, Apr 1989-Mar 1990	Report mentions the introduction of Poll Tax (The Community Charge) by the government. This report contains no financial information.	1990	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/8 scanned copy available
GB3228.78/1/2/9	item	Annual Report, Apr 1990-Mar 1991	Reveals plans to create a post for their first Asian woman community advice worker and also the approved plans to move into new premises.	1991	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/9 scanned copy available
GB3228.78/1/2/10	item	Annual Report, Apr 1991-Mar 1992	Mentions the securing of a lease at a retail premises at Alderford Parade, Cheetham Hill, Manchester	1992	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/13; Meeting minutes Apr 1990-Mar 1991	GB3228.78/1/2/10 scanned copy available
GB3228.78/1/2/11	item	Annual Report, Apr 1992-Mar 1993	Information on the premises move taking place this year to Alderford Parade, Cheetham Hill, Manchester	1993	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/13; Meeting minutes Apr 1990-Mar 1991	GB3228.78/1/2/11 scanned copy available
GB3228.78/1/2/12	item	Annual Report, Apr 1993-Mar 1994	Mentions the difficulty in recruiting a skilled Asian Woman Advice Worker	1994	3 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/14; Meeting minutes Apr 1991-Mar 1992	GB3228.78/1/2/12 scanned copy available
GB3228.78/1/2/13	item	Annual Report, Apr 1994-Mar 1995	Contains an article from an Advice Worker reflecting on her experience at Cheetham Hill Advice Centre and her move to a new role at Manchester Advice Centre	1995	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/13 scanned copy available
GB3228.78/1/2/14	item	Annual Report, Apr 1996-Mar 1997	Features an article celebrating Cheetham Hill Advice Centre's 21st Birthday. Also mentions the securing of National Lottery funding to employ a Volunteer Development Worker.	1997	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/14 scanned copy available
GB3228.78/1/2/15	item	Annual Report, Apr 1997-Mar 1998	Report highlights the increase in the demand for services, the need to move to a new premises and connecting to the internet for the first time	1998	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/15 scanned copy available

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GB3228.78/1/2/16	item	Annual Report, Apr 1998-Mar 1999	Mentions Cheetham Hill Advice Centre's move to new premises on Morrowfield Avenue in Cheetham Hill, Manchester	1999	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/20; Meeting minutes Apr 1997 Mar 1998. GB3228.78/1/3/23; Meeting minutes Bundle 1 of 5 Apr,May,Jun 1999. Envelope 9 Photographs.	GB3228.78/1/2/16 scanned copy available
GB3228.78/1/2/17	item	Annual Report, Apr 1999-Mar 2000	Mentions a number of staff changes and also the success of the Centre's Volunteer Program	2000	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/17 scanned copy available
GB3228.78/1/2/18	item	Annual Report, Apr 2000-Mar 2001	Plans to re-structure the management of Cheetham Hill Advice Centre with the creation of a Centre Co-ordinator post. Mentions how the volunteer program contributes significantly to the CHAC's services.	2001	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/3/1/7; Photograph	GB3228.78/1/2/18 scanned copy available
GB3228.78/1/2/19	item	Annual Report, Apr 2001-Mar 2002	25th Anniversary special report. Mentions being awarded a Quality Mark by the Community Legal Service and includes the story of an asylum seeker and their five children arriving in Cheetham Hill for the first time. First mention of Farhat Khan on the advice volunteer list.	2002	2 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/24; Meeting minutes Apr 2000-Mar 2001	GB3228.78/1/2/19 scanned copy available
GB3228.78/1/2/20	item	Annual Report, Apr 2002-Mar 2003	Mentions Farhat Khan as paid staff, CHAC's 25th anniversary celebration and case studies of refugees following the dispersal of asylum seekers in the local area in 2000-2001	2003	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/21	item	Annual Report, Apr 2003-Mar 2004	Mentions Farhat Khan's withdrawal of permission to work from the Home Office ceasing her employment from her post as Asian Woman Punjabi/Urdu Speaking Advice Worker. Also mentions the launch of the Sure Start Advice Project supporting families with young children.	2004	2 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.83; Farhat Kahn Collection	GB3228.78/1/2/21 scanned copy available
GB3228.78/1/2/22	item	Annual Report, Apr 2004-Mar 2005	Features an article on Farhat Khan's Anti-Deportation Campaign	2005	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/23	item	Annual Report, Apr 2005-Mar 2006	Mentions the successes of CHAC's volunteers, notably Farhat Kahn's award from the BBC GMR [BBC Greater Manchester Regional] Volunteer Award. Also mentions national publicity received by volunteer Ahmed Shazad who took part in the government recognised Goldstar Volunteer Exemplar Project.	2006	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/24	item	Annual Report, Apr 2006-Mar 2007	Celebrating 30 years of Cheetham Hill Advice Centre' annual report. This report features a timeline of significant events since the founding of the centre and mentions Ahmed Shazad receiving the Manchester Young Citizen of the Year Ward by Goldstar Volunteer Exemplar Project. Also mentions the sudden cut in funding to CHAC's Sure Start Advice Project.	2007	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		GB3228.78/1/2/24 scanned copy available
GB3228.78/1/2/25	item	Annual Report, Apr 2007-Mar 2008	Mentions the return of Farhat Kahn as a paid advice worker after the Home Office granted her refugee status and the increase in European Union nationals arriving from Eastern Europe seeking help and advice.	2008	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.83; Farhat Khan Collection	GB3228.78/1/2/25 scanned copy available
GB3228.78/1/2/26	item	Annual Report, Apr 2008-Mar 2009	Mentions the success in delivering the course 'Dealing With The System' to the local community which covered issues such as Council Tax, Housing Benefit and Tax Credits entitlement.	2009	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/27	item	Annual Report, Apr 2009-Sep 2010	This report states April 2009-March 2010. However the content covers an 18 month period of April 2009 to September 2010. It contains a trustees annual report conducted by an independent accountants. [Presumably this was done in preparation for the change in the Centre's legal status from charity to charity and company limited by guarantee to protect the trustees].	2010	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/21; Meeting minutes, Dec 1998, bundle 4 of 5	

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GB3228.78/1/2/28	item	Annual Report, Sep 2010-Mar 2011	First report operating as a Charity and Company Limited covering 6 months due to the previous report covering 18 months. Also mentions new government legislations which will directly impact CHAC's services.	2011	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/21; Meeting minutes, Dec 1998, bundle 4 of 5	
GB3228.78/1/2/29	item	Annual Report, Apr 2012-Mar 2013	Sanctions imposed by the government on welfare benefits leading to an increase advice sought and also the termination of funding to the Legal Aid benefit service.	2013	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/30	item	Annual Report, Apr 2013-Mar 2014	Notes the increase in people seeking advice from outside the local area and the increase in advice sought by EU nationals. This report also includes statistical information recording the ethnicity of their clients.	2014	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/31	item	Annual Report, Apr 2014-Mar 2015	Notes the many changes in the benefits system causing difficulty in offering accurate advice to EU Nationals. Also mentions the securing of a large Big Lottery Grant to meet the CHAC's increased demand for their services.	2015	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/32	item	Annual Report, Apr 2016-Mar 2017	40th year anniversary special annual report which includes a timeline of CHAC's history	2017	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/2/33	item	Annual Report, Apr 2016-Mar 2018	Mentions a re-structure of staff and the refining of Cheetham Hill Advice Centre's services to meet the needs of the local community. Also includes case studies and information on CHAC's recent work with other local organisations.	2018	3 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3	Sub-series	Management Committee Meeting minutes	Some of the minutes are annotated or handwritten and generally contain an agenda, minutes of previous meeting, workers reports, statistics of the rise in problems, ethnic monitoring, case studies, financial reports, policy information, staffing information, benefit information, campaign involvement, funding applications and general information of the day to day running the advice centre. Some files contain a copy of the Annual General Meeting minutes, extra emergency meeting minutes and minutes of sub groups. The minutes were originally held in various ring binder folders, within the folders some documents were grouped in plastic wallets. The folders were created chronologically with no obvious cut off other than when the folder became full. For storage, preservation and ease of use the majority of minutes have been divided into financial year. Some of the minutes have been kept quarterly or monthly in envelopes depending on the extent, Plastic wallets have been removed and paperclips added to reflect how the documents were originally kept.	1978-2008	50 items	Partial Access Restriction	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		

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			The decision to use the financial year as opposed to the calendar year was taken to compliment the annual reports which are based on the financial year. The only anomaly to this is the 2010-2011 annual report which covers 6 months due to the earlier report April 2009-March 2010 covering 18 months. All minutes have been kept in the original order that they were in the folders. The only exception to this are a handful of minutes from 1979, 1980 and 1982 which due to a broken file had become misplaced. These have been replaced as exactly as possible in the minutes for the appropriate year.							
GB3228.78/1/3/1	item	Management Committee Meeting minutes	Includes a report for the annual general meeting	Jun 1978-Mar 1979	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/2	item	Management Committee Meeting minutes	Includes a report by the City Of Manchester Social Services Department in the March 1980 minutes assessing a funding issue	Apr 1979-Mar 1980	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/3	item	Management Committee Meeting minutes	Includes minutes of an emergency meeting held on 30th Sep 1980 with regards to the government funded job creation scheme Urban Aid Years	Apr 1980- Mar 1981	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/1/1; Urban Aids Evaluation report 1978-1982 GB3228.78/1/2/3; Annual Report 1981-1982.	
GB3228.78/1/3/4	item	Management Committee Meeting minutes	Feb and March minutes mention the application to secure further funding through the Urban Aid Years scheme	Apr 1981-Mar 1982	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/1/2; Urban Aids Evaluation report 1982-1986. GB3228.78/1/2/3; Annual	
GB3228.78/1/3/5	item	Management Committee Meeting minutes	Includes information on the costs, demand and distribution of Cheetham Hill Advice Centre's Single Parents and Pensioners Information packs. Also includes a draft annual report and emergency management committee meeting minutes held in light of Advice Worker Lesley Willey's death in the summer of 1982.	Apr 1982-Mar 1983	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/4; Annual Report Apr 1982-Mar 1983. GB3228.78/2/1; Single	
GB3228.78/1/3/6	item	Management Committee Meeting minutes	Includes details of the planned temporary closure of the premises and temporary move to 462 Cheetham Hill Road	Apr 1983-Mar 1984	1 bundle	Access Restricted	Access restricted until: 1 Mar 2064 Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/4; Annual Report Apr 1982-Mar 1983.	
GB3228.78/1/3/7	item	Management Committee Meeting minutes	Notes the significant increase in the staffs workload. Note that there is a type error on the first page in the file, the date states March 1984 and should be March 1985.	Apr 1984-Mar 1985	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/8	item	Management Committee Meeting minutes	Notes financial problems caused by a deficit in grant money and delays in receiving the instalments. Also mentions Cheetham Hill Advice Centres involvement in campaigning against social security cuts and the increase in advice sought by single parents	Apr 1985-Mar 1986	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/3/1/2; Photographs and research material	
GB3228.78/1/3/9	item	Management Committee Meeting minutes	Includes year end 1986 income and expenditure report, and mentions problems caused by building works on the Old Library.	Apr 1986-Mar 1987	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		

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GB3228.78/1/3/10	item	Management Committee Meeting minutes	Mentions the withdrawal from the market of the premises 482 Cheetham Hill Road and also includes a member of staff's report describing their return to work after 12 months off on Maternity leave	Apr 1987-Mar 1988	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/11	item	Management Committee Meeting minutes	Includes statistics of ethnic monitoring and mentions the forming of a sub committee group to bridge the gap between staff and the Management Committee. Includes a copy of the June 1988 AGM minutes.	Apr 1988-Mar 1989	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/12	item	Management Committee Meeting minutes	Mentions the uncertainty of their future within the Old Library building, Cheetham Hill, Manchester	Apr 1989-Mar 1990	1 bundle	Access Restricted	Access restricted until: 1 Apr 2074 For further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library.	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/13	item	Management Committee Meeting minutes	Contains minutes of two sub groups. A Review Sub Group assigned to volunteering and policy reviews. A Personnel Sub Group formed to deal with staffing matters. Also mentions the potential of a move to Alderford Parade, Cheetham Hill, Manchester.	Apr 1990-Mar 1991	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/10; Annual Report 1991-1992. GB3228.78/1/2/11; Annual Report 1992-1993.	
GB3228.78/1/3/14	item	Management Committee Meeting minutes	Notes plans for the recruitment of the first paid Asian Woman Advice Worker	Apr 1991-Mar 1992	1 bundle	Access Restricted	Access restricted until 1 Aug 2021 when this material will be reviewed. For further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library.	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/12; Annual Report Apr 1993- Mar 1994	
GB3228.78/1/3/15	item	Management Committee Meeting minutes	Includes information of a lease agreement for the new premises Alderford Parade and the Centre's Christmas dinner menu. Also includes a copy of the June 1992 AGM minutes.	Apr 1992-Mar 1993	1 bundle	Access Restricted	Access restricted until: 1 Oct 2022 when this material will be reviewed. Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/16	item	Management Committee Meeting minutes	Mentions the difficulty in recruiting a skilled Asian Woman Advice Worker and includes a copy of the June 1993 AGM minutes	Apr 1993-Mar 1994	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/17	item	Management Committee Meeting minutes	Mentions issues with securing funding and problems with vandalism to the exterior of Cheetham Hill Advice Centre's current premises at Alderford Parade. Also notes the need to support the local Vietnamese community. Includes copy correspondence from Manchester City Council's Resource Procurement Department regarding funding.	Apr 1994-Mar 1995	1 bundle	Access Restricted	Access Restricted until 1 Apr 2074 For further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library.	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/10; Annual Report Apr 1987- Mar 1988	
GB3228.78/1/3/18	item	Management Committee Meeting minutes	Notes problems with staff shortages and includes a Development-Business Plan dated 1995-96. Also includes a copy of the June 1994 AGM minutes.	Apr 1995-Mar 1996	1 bundle	Access Restricted	Access Restricted 1 Apr 2075 For further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library.	Copyright Cheetham Hill Advice Centre		

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GB3228.78/1/3/19	item	Management Committee Meeting minutes	Includes an independent financial report for the year ending Mar 1996 and a Development Business Plan 1996-97	Apr 1996-Mar 1997	1 bundle	Access Restricted	Access Restricted 1 Apr 2076 For further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library.	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/20	item	Management Committee Meeting minutes	Mentions the need to move due to the planned closure of CHACs current premises at Alderford Parade, includes a copy of 'Section 8 of the Asylum and Immigration Act 1996 - Procedure for Implementation in Manchester City Council'. Also includes a Development Business Plan 1997-2000 and a copy of the November 1997 AGM minutes.	Apr 1997-Mar 1998	1 bundle	Access Restricted	Access restricted until 1 Jan 2076 Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/16; Annual Report Apr 1998-Mar 1999	
GB3228.78/1/3/21	item	Management Committee Meeting minutes	File 1 of 6 April-June 1998. Contains information on a feasibility study which includes a draft drawing plan for the premises move by the Community Technical Aid Centre, and a copy of the 1998 year end annual accounts. Includes minutes of Cheetham Hill Advice Centre's Finance Sub Group. Bundle 2 of 6: July-August 1998. Includes an evaluation of issues within CHAC carried out by Voluntary Action Manchester. Also includes minutes of Cheetham Hill Advice Centre's Premises Sub Group. Bundle 3 of 6: September 1998. Notes problems arising from finding a suitable premises, includes an application to Manchester City Council Central Grants for Revenue Funding and a copy of the November 1998 AGM minutes. Bundle 4 of 6: October-November 1998. Bundle 5 of 6: December 1998. Includes correspondence from the Charity Commission with information on changing the Cheetham Hill Advice Centre's legal status. Bundle 6 of 6: January-March 1999. Includes information on the change in the Centre's legal status from Registered Charity to Charity and Company Limited. Also includes an application for funding to the National Lottery Charities Board. Feb 1999 minutes were not deposited.	Apr 1998-Mar 1999	6 bundles	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	Bundle 6 related material found in GB3228.78/1/2/27; Annual report 2009-2010. GB3228.78/1/2/28 Annual Report 2010-2011. See GB3228.78/1/3/22 for duplicate meeting minutes April 1998-March 1999 which are not access restricted.	
GB3228.78/1/3/22	item	Management Committee Meeting minutes	Originally this bundle was kept separately to the other meeting minutes. Within the inner cover of the original file was sellotaped a handwritten note suggesting that these minutes were duplicated and sent to Manchester City Council for sending to Central Grants. Also included is correspondence from Manchester Social Services to the Management Committee Chair of the Cheetham Hill Advice Centre about a review of the voluntary sector advice sector. This bundle contains copies of the April 1998-March 1999 Management Committee Meeting minutes item GB3228.78/1/3/21. This bundle does not include any of the restricted information as per item GB3228.78/1/3/21.	c.1999	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/3/21 Apr 1998-Mar1999 duplicate meeting minutes which are partial access restricted	

Ref no	Level	Title	Description	Dates of Creation	Extent	Access conditions	Conditions governing access (usage)	Permissions info Conditions governing reproduction (permissions)	Related material	Existence and location of copies
GB3228.78/1/3/23	item	Management Committee Meeting minutes	<p>Bundle 1 of 5: April-June 1999. Includes information on the move into new premises 1 Moorfield Avenue, Cheetham Hill, Manchester.</p> <p>Bundle 2 of 5: July-September 1999. Includes information on the outcome of the Voluntary Sector Review carried out by Manchester Social Services.</p> <p>Bundle 3 of 5: October-November 1999. Includes correspondence from Manchester City Council notifying the centre of funding following the Voluntary Sector Review Report carried out by Manchester Social Services.</p> <p>Bundle 4 of 5: December 1999. Includes a grant report for the National Lottery Charities Board and a copy of the November 1999 AGM minutes. The November Management Committee minutes are held together with a copy November 1999 AGM minutes.</p> <p>Bundle 5 of 5: January to March 2000. Mentions problems with high staff turnover and recruiting suitable staff. January's minutes contain minutes of an earlier emergency meeting.</p>	Apr 1999-Mar 2000	5 bundles	Partial Access Restriction	<p>Bundles 2: Access restricted until 1 Oct 2029</p> <p>Bundle 4: Access restricted until 1 Nov 2029</p> <p>Bundle 5: Access restricted until 1 Mar 2030</p> <p>Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library</p>	Copyright Cheetham Hill Advice Centre	<p>Bundle 1 related material found in GB3228.78/1/2/16 Annual Report Apr 1998-Mar 1999, Box 8.</p> <p>Bundle 2 and 3 related material found in GB3228.78/1/3/21 Meeting minutes Apr 1998 - Mar 1999, Box 5.</p>	
GB3228.78/1/3/24	item	Management Committee Meeting minutes	Mentions applying to the CLS [Community Legal Services] for a quality mark, an annual progress report for the National Lottery Charities Board and the appointment of CHAC's new Centre Co-ordinator. November minutes were not deposited.	Apr 2000-Mar 2001	1 bundle	Access Restricted	<p>Access restricted until 1 Jan 2031</p> <p>Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library</p>	Copyright Cheetham Hill Advice Centre	<p>GB3228.78/1/2/18; Annual Report 2000-2001.</p> <p>GB3228.78/1/2/19; Annual Report Apr 2001-Mar 2002.</p> <p>GB3228.78/3/1/7; Photograph</p>	
GB3228.78/1/3/25	item	Management Committee Meeting minutes	Notes the significant rise in enquiries made by Asylum Seekers and mentions the need to improve Cheetham Hill Advice Centre's recruitment process to attract ethnic minority applicants. Also includes the program from the CHAC's away day. August, November 2001 and February 2002 minutes were not deposited.	Apr 2001-Mar 2002	1 bundle	Access Restricted	<p>Access restricted until 1 Apr 2103</p> <p>Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library</p>	Copyright Cheetham Hill Advice Centre	<p>GB3228.78/1/2/19; Annual Report Apr 2001-Mar 2002</p>	
GB3228.78/1/3/26	item	Management Committee Meeting minutes	<p>Bundle 1 of 2: April-July 2002. Includes a copy certificate from the Office of the Immigration Services Commissioner authorising Cheetham Hill Advice Centre to provide immigration advice.</p> <p>Bundle 2 of 2: October 2002-March 2003. Notes the need to reduce advice services due to work overload and staff shortage. Also mentions Farhat Khan as a Management Committee member and her receiving a work permit. Includes a copy of the 2002 year end annual accounts. August, September and December 2002 minutes were not deposited.</p>	Apr 2002 - Mar 2003	2 bundles	Partial Access Restriction	<p>Bundle 1: Access restricted until 1 1 May 2032</p> <p>Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library</p>	Copyright Cheetham Hill Advice Centre		

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GB3228.78/1/3/27	item	Management Committee Meeting minutes	<p>Meeting minutes for this year generally contain an agenda and minutes of the previous meeting.</p> <p>Bundle 1 of 3: April-August 2003. Notes Farhat Khan's appointment as the Centre's Asian Urdu/Punjabi Speaking Advice Worker.</p> <p>Bundle 2 of 3: September 2003-October 2003.</p> <p>Bundle 3 of 3: December 2003-March 2004. Includes minutes of an emergency meeting held in light of Farhat Khan notification from the Home Office UK advising she is not permitted to work. Includes a copy of the fax from the Home Office.</p>	Apr 2003-Mar 2004	3 bundles	Partial Access Restriction	<p>Bundle 2: Access restricted until 1 Nov 2033</p> <p>Bundle 3: Access restricted until 1 Jan 2053</p> <p>Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library</p>	Copyright Cheetham Hill Advice Centre	<p>GB3228.78/1/2/19; Annual Report Apr 2001-Mar 2002.</p> <p>GB3228.78/1/2/20 Annual Report 2002-2003.;</p> <p>GB3228.83; Farhat Khan Collection</p>	
GB3228.78/1/3/28	item	Management Committee Meeting minutes	<p>Meeting minutes for this year generally contain an agenda and minutes of the previous meeting.</p> <p>Bundle 1 of 3: April-July 2004. Mentions Cheetham Hill Advice Centres involvement in campaigning on behalf of Farhat Kahn. August minutes were not deposited.</p> <p>Bundle 2 of 3: September 2004. Includes detailed statistical information on case work, copy correspondence from Manchester City Council dating 1998-1999 regarding the current property and research relating to the planning of CHAC's banking.</p> <p>Bundle 3 of 3: December 2004-March 2005. Mentions the media's interest in Farhat after her visit to the Queen and includes copy correspondence from the Office of the Immigration Services Commissioner to CHAC discussing the right to work legislation.</p>	Apr 2004-Mar 2005	3 bundles	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	<p>GB3228.78/1/2/22; Annual Report Apr 2004-Mar 2005.</p> <p>GB3228.83; Farhat Khan Collection</p>	
GB3228.78/1/3/29	item	Management Committee Meeting minutes	<p>Meeting minutes for this year generally contain an agenda and minutes of the previous meeting. April, May, June, July and November Minutes were not deposited.</p> <p>Bundle 1 of 2: July-October 2005. Notes the recent rejections of funding applications for CHAC's planned projects.</p> <p>Bundle 2 of 2: December 2005-March 2006. Includes a copy of the premises study from Community Technical Aid Centre to Cheetham Hill Advice Centre with extension plan drawings and a copy of the November 2005 AGM minutes.</p>	Jul 2005-Mar 2006	2 bundles	Partial Access Restriction	<p>Bundle 1: Access restricted until 1 Oct 2035</p> <p>Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library</p>	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/3/30	item	Management Committee Meeting minutes	<p>Meeting minutes for this year generally contain an agenda and minutes of the previous meeting.</p> <p>Bundle 1 of 2: April-October 2006. Contains information on options for new/improved premises and Cheetham Hill Advice Centre's Co-ordinator Report.</p> <p>Bundle 2 of 2: November 2006-March 2007. Mentions CHAC being commended by the Goldstar Volunteering Project on their recent application for funding. Also includes an impact assessment for CHAC's Sure Start Project Nov 2006 and a copy of the December 2006 AGM minutes. January 2007 minutes were not deposited.</p>	Apr 2006-Mar 2007	2 bundles	Access Restricted	<p>Bundle 1: Access restricted until 1 Nov 2106</p> <p>Access conditions apply to this file for further information contact the Ahmed Iqbal Ullah Race Relations Resource Centre, Central Library, Manchester Central Library</p>	Copyright Cheetham Hill Advice Centre	<p>GB3228.78/1/2/23; Annual Report Apr 2005-Mar 2006.</p> <p>GB3228.78/1/2/24; Annual Report Apr 2006-Mar 2007.</p>	

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GB3228.78/1/3/31	item	Management Committee Meeting minutes	Meeting minutes for this year generally contain an agenda and minutes of the previous meeting. Bundle 1 of 3: April-July 2007. Includes a copy of the funding agreement from Manchester City Council Adult Social Care Branch, a discussion document on Cheetham Hill Advice Centre's future aims written by CHAC's Co-ordinator and a report advocating the need for the Sure Start Project. Bundle 2 of 3: August 2007-October. Includes CHAC's Co-ordinator Report. November 2007 minutes were not deposited. Bundle 3 of 3: December 2007-March 2008. Includes a service delivery plan drafted for Manchester City Council. Also mentions Farhat Khans return to CHAC as an Advice Worker. January 2008 minutes were not deposited.	Apr 2007-Mar 2008	3 bundles	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB.3228.83; Farhat Khan Collection	
GB3228.78/1/3/32	item	Management Committee Meeting minutes	Only April 2008 minutes were deposited for this year. Includes Cheetham Hill Advice Centre's Co-ordinator Report.	14th Apr 2008	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/4	Sub-series	Independent Evaluation Report	An independent Evaluation report commissioned by Cheetham Hill Advice Centre to collate views by people who have used the centre to assess the positive impact of CHAC's work	Aug 2019	2 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/1/4/1	item	A Very Important Role'; The Impact of Cheetham Hill Advice Centre in North Manchester	Two copies of the report which contains contextual information of the Cheetham Hill area and Cheetham Hill Advice Centre, case studies and statistical information of the people CHAC has supported	Aug 2019	1 item, 951KB	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/2	Series	Client information packs	Information booklets created for the centre's clients containing information on benefits and entitlements	1985-c.1989	1/4 box		Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/2/1	item	Single Parents Information Pack	This copy of the original has various annotations and corrections made presumably for a later version [c.1987]	1985	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/2/2	item	Pensioners Information Pack	This copy of the original has various annotations and corrections made presumably for a later version	c.1985	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/2/3	item	Pensioners Information Pack	This copy of the original has various annotations and corrections made presumably for a later version	c.1989	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3	Series	Promotion	Exhibition material and research	1986-2017	1 box		Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3/1	Sub series	Research Material	Research material gathered for the creation of the exhibition displayed at Cheetham Hill Advice Centre's 40th Birthday Party Celebration event. Includes original photographs, quotes, copy extracts from evaluation reports, annual reports and newspaper cuttings. Items are grouped together by decade as they were originally.	1986-2017	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre and Asian Express Newspaper		
GB3228.78/3/1/1	item	Photographs and research material	Originally kept in a file marked 'Moved into library 1976-1977'. Contains original and copy photographs of staff working at Cheetham Hill Advice Centre and a copy of statistical information taken from CHAC's Urban Aid 1978-1982 Report.	c.1995-2017	6 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/1/1; Urban Aid Years Report, 1978-1982	
GB3228.78/3/1/2	item	Photographs and research material	Originally kept together in a file marked 'Campaign against Social Security cuts 1986. Contains original photographs of staff picketing outside Manchester Town Hall. Also includes small cut outs from Cheetham Hill Advice Centre's 1986-1987 annual report.	c.1986	6 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/5; Annual Report Apr 1986-Mar 1987. GB3228.78/1/3/8; Meeting minutes Apr	

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GB3228.78/3/1/3	item	Photographs, research material	This bundle includes Cheetham Hill Advice Centre's annual report for April 1995-March 1996. Originally kept together in a file marked '1st Volunteer Development Worker Recruited 1996, first four volunteers completed training'. Contains an original photograph of Volunteer Development Worker Mary Atkinson, copy photographs of various staff, a copy cut out newspaper article and a CHAC compliment slip.	c.1996-2017	6 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3/1/4	item	Photographs	Selection of original photographs originally kept together in a file marked 'Decade 2 1987-1997'. Photographs are of Cheetham Hill Advice Centre's former premises 24 Alderford Parade. One is a printed copy. They are mainly taken from the outside of the building. Three photographs taken of members of staff or volunteers inside the building. Also included is a display caption containing a quote.	c.1993	13 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3/1/5	item	Photographs	Selection of original photographs originally kept together in a file marked 'Decade 3 1997-2007'. Majority of photographs are of the staff and volunteers during sessional project work. One of the photographs has a post-ad attached to the back listing the staff members. Also included are some display captions.	c.2012	31 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3/1/6	item	Photographs	Originally kept in a file marked 'Move to Moorfield 1999'. Contains original and copy photographs of the Cheetham Hill area, Cheetham Hill Advice Centre's current premises Moorfield Avenue and volunteers at the opening of the new premises.	1996-2017	8 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/16; Annual Report Apr 1998-Mar 1999. GB3228.78/1/3/23; Apr-Jun 1999 bundle 1 of 5 Meeting Minutes.	
GB3228.78/3/1/7	item	Photograph	Originally kept in a file marked '1st Coordinator recruited Rob Clarke 2001'. A single original photograph of Rob Clarke Cheetham Hill Advice Centre's Co-ordinator.	2004	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre	GB3228.78/1/2/18; Annual Report Apr 2000-Mar 2001. GB3228.78/1/3/24; Meeting Minutes Apr 2000-Mar 2001.	
GB3228.78/3/1/8	item	Photographs and research material	Originally kept together in a file marked 'Goldstar Exemplar 2006 Young Citizen of the Year'. Contains original photographs of Cheetham Hill Advice Centre volunteer Ahmed Shazad and two copies of the Goldstar publicity material featuring Ahmed Shazad.	2006-2007	7 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3/1/9	item	Photographs and a Manchester Community Outreach and Advice Program timetable	Originally kept in a file marked 'Decade 4 2007-2017. Contains copy images printed onto A4 paper showing maintenance work carried out on Cheetham Hill Advice Centre's current property Moorfield Road and the timetable for community advice sessions.	c.2017	11 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3/1/10	item	Asian Express Newspaper 2nd Edition	Farhat Khan features in an article on page 5. Newspaper is incomplete. Includes a signed compliment slip from the Asian Express Newspaper.	Dec 2006	2 items	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Asian Express Newspaper	GB.3228.83; Farhat Khan Collection	
GB3228.78/3/2	Sub series	Exhibition material	Exhibition material was developed using the research material GB23228.78/3/1 and displayed at Cheetham Hill Advice Centre's 40th Birthday Party Celebration event in November 2017. The exhibition tracks the 40 year history of CHAC.	2017	1 bundle, 2 items		Public access through MCC searchroom, 24 hour notice required	Multiple copyright	GB3228.78/3/1; Research Material	

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GB3228.78/3/2/1	item	Exhibition material	The exhibition material consists of a range of copy photographs, annual reports, quotes and extracts from Annual Reports, ephemera and newspaper cuttings displayed at Cheetham Hill Advice Centre's 40th Birthday Party Exhibition. Included are copy annual reports for the years 1998-1999, 1995-1996 and 2004-2005.	2017	1 bundle	Open	Public access through MCC searchroom, 24 hour notice required	Multiple copyright holders for material in the exhibition. Newspaper cuttings copyright is retained by the newspaper who published the article. Other material copyright remains with creator (CHAC,		
GB3228.78/3/2/2	Item	Program	Program contains the schedule for Cheetham Hill Advice Centre's 40th Birthday Party Celebration event. The evening event consisted of performances, talks and a presentation of the exhibition.	23 Nov 2017	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		
GB3228.78/3/2/3	item	Maria's Speech (Maryum Khan)	Farhat Khan's daughter Maria delivered her speech 'The day I stopped being a child and become an asylum seeker' at Cheetham Hill Advice Centre's 40th Birthday Party Celebration event in November 2017. [Maryum is Farhat Khans daughter, she identifies herself as 'Maria' in the speech]	c.2017	1 item	Open	Public access through MCC searchroom, 24 hour notice required	Copyright Cheetham Hill Advice Centre		