



ETAP

EAST TIMORESE ASSOCIATION
PETERBOROUGH

ANNUAL REPORT

01 April 2024-31 March 2025

**15 Years
Serving the
East Timorese
Community**

Charity no: 1193416

"Integration, Education, Empowerment – The Way Forward"

Email: etap.info@easttimoresepeterborough.org.uk

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Legal Information:

Charity no: 1193416

ETAP Management:

Celso Oliveira – Coordinator

Clara Jeronimo – Community Engagement Officer

Remy Carvalho – Youth Officer

Committee members:

Demetrio da Silva - Trustee

Zito Carvalho - Trustee

Zelindo Soares - Trustee

Severino Carvalho – Trustee

Affiliations:

1. Consortium of Peterborough Community Groups (CPCG)
2. Peterborough Community Group Forum (PCGF)
3. Peterborough Council for Voluntary Sector (PCVS)
4. Multi Agency Forum (MAF)
5. Assembly of East Timor Community in the UK

Awarded:



INTRODUCTION



Celso Oliveira,
Coordinator

ETAP is a non-profit charity organisation designed to support the local Timorese community, to tackle social isolation and encourage community integration.

In 15 years, we are serving and helping Timorese and the other nationalities in Peterborough and the surrounding area.

Over the past year we have supported many people in our community including the wider Portuguese speaking community. We are very proud to provide support for these people who are experience exclusion from many services due to lack of English speaking.

The funding we have received make a real difference to people's lives.

We are pleased to report the ETAP annual and financial report on successful years 2024/2025 of delivery project.

Together, these activities improved quality of life, strengthened culture, reduced isolation, and empowered Timorese people to navigate life in the UK with confidence and dignity.

We want to thank God Almighty for his power, giving us the strength to carry out our duties and responsibilities for the community in Peterborough.

Also, we want to thank all of our board members, parents, supporters, partners, funders, and dedicated volunteers who work hard to put ETAP mission into action every day.

GOD BLESS EVERYONE

Celso Oliveira,
Coordinator

15 Years Serving Community in Peterborough

ETAP was established in 2010 is a non-profit community organisation designed to support the local Timorese community in Peterborough. In 2021 ETAP became a Charitable Incorporated Organisation (CIO).

This report reflects the objectives, mission, vision, motto and activities that is at the core of ETAP and British values.

ETAP MISSION

To uplift community integration, the educational and socio-economic status of Timorese youth and the community in Peterborough. It also aims to encourage and promote a multicultural society in Peterborough through:

- a. Bringing together Timorese children/youth, students, parents and community.
- b. Developing the means of community integration within a wider and diverse community.
- c. Promoting the socio-cultural heritage and knowledge of Timor to the Peterborough community.
- d. Providing meaningful activities and learning experiences for whole-person development.
- e. Collaborating with other community groups, schools and other stakeholders to co-organize various activities.

ETAP VISSION

To inspire and bring communities together
To provide support to the communities in Peterborough.

ETAP MOTTO

“Integration, Education, Empowerment – the way forward”.

BOARD OF TRUSTEES REPORT

The Board of Trustees at East Timorese Association of Peterborough (ETAP) are submitting the annual report for the time period of 1st April 2024 - 31st March 2025. The Board of Trustees confirms that the annual report, including financial statements, of ETAP comply with the current statutory requirements, the Charity Act 2011 as well as the requirements of the Constitution of the charity.

The story of our project – April 2024-March 2025

May 2024

Monday 20th May was **East Timor Independence Day** celebrated at the Coffee Club on 24th May with 68 people attending. This day is celebrated across East Timor recognising the independence from Indonesia and recognition from the United Nations of East Timor as a sovereign country so it is really important to our community. Many community members attended to celebrate with us!



June 2024



On 11th June, ETAP as part of Lusophony community (Portuguese language speaking community) had received an official invitation and attended a ceremony at the HE Ambassador Nuno Brito residence in London to celebrate **Portugal Day**.

On Monday, 24th June, **The ETAP Youth Club** organised visit to **Peterborough Stadium** to connect with Posh FC and heard the history of Peterborough stadium. The positive outcomes from this visit are connected young people to their local football club, shared experiences



help the group build trust and friendship. Met with staff inspired pro-social behaviour. It was also reduced social isolation. Many young people from marginal background had fewer social opportunities.

July 2024



On July was the **ETAP annual football tournament** which has grown in popularity with many other teams coming to join us and promote diversity. 138 people attended the tournament with 8 teams of 11 a side. Other teams came from Kettering, Northampton, Cambridge, Milton Keynes and Peterborough. The other teams are from other minority communities e.g. Indian, Guinea Bissau, Pakistan, Portuguese, Brazil. This really encourages integration as there is shared sport and listening to music from different countries.

August 2024



Friday 30th Aug we were honoured to be joined by newly elected MP Andrew Pakes who presented to our group alongside the East Timorese Ambassador to the UK, Joao Paulo da Costa Rangel. This marked the occasion of **East Timor Referendum Day** where 90% of the population voted for independence from Indonesia as recognised by the United Nations. Local doctor and councillor Dr Shabina Qayyum was also able to join us.

61 people attended this session and we were honoured to receive a letter from the Houses of Parliament.

September 2024

ETAP run **Hope Kitchen** programme once a year to delivery free food for homeless people in Peterborough. It's to combat isolation, and foster a sense of belonging among vulnerable individuals within the community. These initiatives offer a wide range of meaningful volunteer roles, from cooking and serving to delivery and administration, which can offer personal growth, fulfilment, and the chance to forge lasting connections. The Mython Food Group Thrapston offered fruits to support ETAP Hope Kitchen programme.



December 2024

ETAP Youth event

ETAP organised **Youth Christmas and New Year Party** to bring young people together to celebrate the Christmas and New Year. The positive outcomes are built up a good relationship in the community, help young people develop important life skills, such as leadership, teamwork, and communication.



March 2025

Monday, 10th March 2025, ETAP held **Podcast Training** for the community. This training was provided by professional Gift Wrapped Media.



On Thursday 20th March, we had a lovely time and received **visit from Heidi Haxeltine from Lottery Community Fund** which the Community members can share their experiences directly with the funder. Their stories help the funder

understand the real challenges and benefits of the project. The team feels valued, recognised, and motivated to continue delivering high-quality work. The community really enjoyed and we prepared some East Timorese food to celebrate the occasion.

On Friday, 29th March, **the Karst Organic coffee group** attended our Coffee Club. A member of the East Timorese community in Peterborough coincidentally met the founder of this company when they were in London. The founder is an English man who set up a coffee company in East Timor and



exports to the UK. He was interested to find out more about our coffee club and visit us in

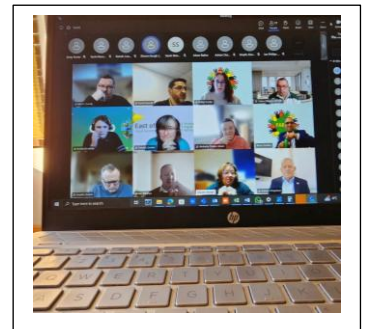
Peterborough. It was really interesting that when he visited us, he could speak Tetum, which is very unusual outside our community. Our community were very surprised!

Our community particularly liked the coffee he brought. The younger people were particularly keen to ask about the company – how he set it up, how he found it taking on staff and whether he paid them to UK standards or East Timorese where there is no minimum wage.

Networking Event

Also, we attended networking meeting or events with other organisations across the year like NHS Watch Workshop, PCC meeting, PCVS networking event, IAG Policing Meeting, Aid Mubarak PARCA Women Group, East Timorese Assembly Group, Portuguese Festival event to share information and build partnership.

The positive outcomes from networking meetings and events are relationship building, resource sharing, and collaborative problem-solving to better support the community in Peterborough. Also, it is improving integration as well as raising awareness of the East Timorese community and raising awareness of other communities for the East Timorese people.



Coffee, Friendship & Support

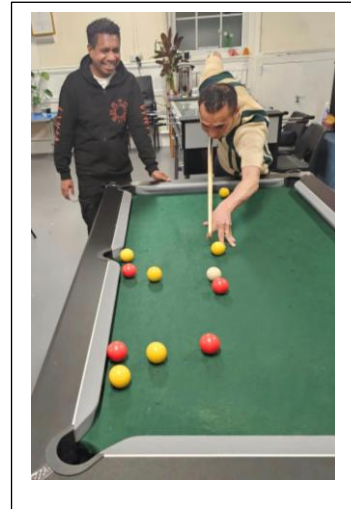
Through our lottery funding, we have been able to offer 12 months of friendship, support and connection for our East Timorese community and wider Portuguese speaking friends. This includes migrants from Guinea Bissau and other Portuguese migrant communities.



attend coffee club.

Through discussion at coffee club sessions, we discovered the community need for a youth group and a women's group. We are actively looking for funding to start these groups in addition to the Coffee Club as ETAP grows its community support.

The community have suggested for more guests to



Advice Sessions

Our advice sessions cover a wide range of concerns and support our community particularly as English language can be a real challenge for adults in the community as well as poor access to online resources.

ETAP helps people who need support, e.g.:

- Apply for EU Settlement Scheme.
- Apply for Universal Credit.
- Apply for Housing benefits and Council tax support.
- Apply for school admission.
- Renew documents such as passport, ID, Driving Licence,
- Helping book an appointment at Register Office.
- Helping book an appointment at GP's
- Helping contact agencies to pay car parks issue, bills issues, car insurances, etc.
- Negotiate with employment Agencies
- Helping with interpreting in Portuguese and Tetum language.
- Facilitating information sessions about domestic abuse, hate crime, and knife crime.
- General issues.

Other feedback which we received about our advice service as below:

'I have been working as a taxi driver. I don't speak English well and don't know how to use IT too. I have 4 children and my wife is working in factory. I received a letter from the court to attend a hearing because my taxi hit a car stopped on



the road. I came to ETAP's office to ask for help filling out the form from the court. They helped me fill out forms and send through the online application and procedures. I felt very happy because I got help from ETAP. Finally, my case was resolved without having to attend court' – Mr Silva.

Another advice case was Mrs Mane whose story is below:

'I am a victim of domestic violence. I'm originally from Guinea Bissau. Now I live with my two children in social housing in Peterborough. I was referred by the council to meet with the ETAP coordinator. I don't speak English. I came to ETAP's office asked for help for applied child benefit, council tax, universal credit and school admission applications. They helped me and also enrolled me in the Peterborough college to study ESOL. Now I have registered myself to be volunteer at ETAP'.

Football Session, Friendly Match and Football Tournament

Our football sessions, friendly match and tournament has grown larger each year as more of the community have got involved and we have increased our contacts. We set up a junior team age under 13 and female team.



Many nationalities joined the weekly football sessions and the annual football tournament.

We had a regular football session every Saturday from 5pm – 7pm at Gladstone Community Centre. The regular attended between 15-28 people. We also have a contacted with Hunts FA and Peterborough Referee Association and the



football clubs in the local area.

The annual tournament went well every year. We contacted the Peterborough Referee Association to provide referees. We also prepared trophies for the first, second, and third place winners. Normally, the tournament was opened by the East Timor ambassador and the local councillor.

During the football sessions and the tournament match, the volunteers worked together as a team with the ETAP committee.

We also practice friendly match with different background football club in the area to keep community active and build up a strong relationship between community.

The positive outcome from football sessions, friendly match and tournament are through football we provided mental health support, breaking isolation, keeping community fit, active and built up a strong relationship.

My role as a community engagement officer is being able to maintain strong ties with the community and also being able to support and be a part of the team that provides information, guidance and advice to members of the community, in relation to issues that are relevant to them such as health and education. Being a community engagement officer also gives me a chance to be able to reach families in vulnerable circumstances where we can provide direct support to those families. Thank you for this opportunity and experience for me to be able to give back to my community.



Clara Jeronimo
Community Engagement Officer



Remizia Carvalho
Youth Officer

My heartfelt gratitude for the opportunity to serve as Community Youth Officer at the East Timorese Association Peterborough (ETAP). What makes this role meaningful is that I first joined this very community at 8 years old – arriving with little English and finding my feet through language support and friendship circles here. Confidence was built step by step within ETAP's walls, so I have firsthand understanding of what young people need to thrive. Being able to give back and support other children who may be in the same position is one of the greatest privileges of my work. ETAP is more than an organization – it's a true community that lifts people up, and working alongside young people has been thoroughly rewarding, as I draw on diverse resources to share knowledge, articulate ideas and help them build confidence. The impact of this work has been deeply rewarding and humbling. I have seen shy children finding their voice through creative activities, teenagers transforming their confidence as they take on leadership roles in event planning, and friendships forming those cross cultural and social boundaries. Many young people have shared that these experiences have helped them feel more rooted in both their East Timorese heritage and their life in the UK.

Impact, Difference and Achievement

All these activities improved quality of life, strengthened culture, reduced isolation, and empowered Timorese people to navigate life in the UK with confidence and dignity.

1. Stronger Social Connections & Reduced Isolation

The impact: The coffee club provided a safe, welcoming space for Timorese people to meet regularly, speak their own language, and build friendships.

The difference: Many who were socially isolated now feel connected and supported.

The achievement: A consistent community hub where people feel they belong.

2. Increased Access to Support & Services

The impact: The advice centre helped people with housing, benefits, employment, healthcare access, and form-filling.

The difference: Community members who struggled with English or UK systems can now understand their rights and get the help they need.

The achievement: Families gained confidence and stability through trusted, culturally sensitive support.

3. Improved Health, Confidence & Youth Engagement

The impact: The football tournament encouraged physical activity, teamwork, and positive mental health for young people and women.

The difference: Participants became more active, more confident, and more engaged in community life.

The achievement: A strong, motivated football group that brings pride and unity to the community.

4. Strengthened Cultural Identity & Community Pride

The impact: Celebrating East Timor Independence Day allowed the community to honour their heritage, language, music, and traditions.

The difference: People felt emotionally uplifted, proud of their culture, and connected to their roots despite living in the UK.

The achievement: A united community expressing national identity and passing traditions to younger generations.

5. Increased Community Empowerment and Leadership

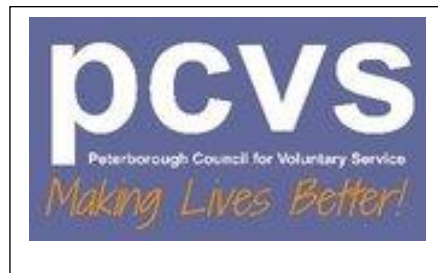
The impact: Volunteers and participants took active roles in planning events, organising teams, and supporting activities.

The difference: More Timorese people are developing leadership skills and taking responsibility within the community.

The achievement: Growth of new leaders who will sustain the community in the future.

Funders:

ETAP would like to THANK YOU all funders who support our activities and programmes for public benefit.



Financial Report



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

East Timorese Association Peterborough

On accounts for the year
ended

31/03/2025

Charity no
(if any)

1193416

Set out on pages

Attached CC16a

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

07/01/2026

Name:

Joanna Fox ACMA

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Management Accountants

Address:

Unit B Greenhill House, Thorpe Road

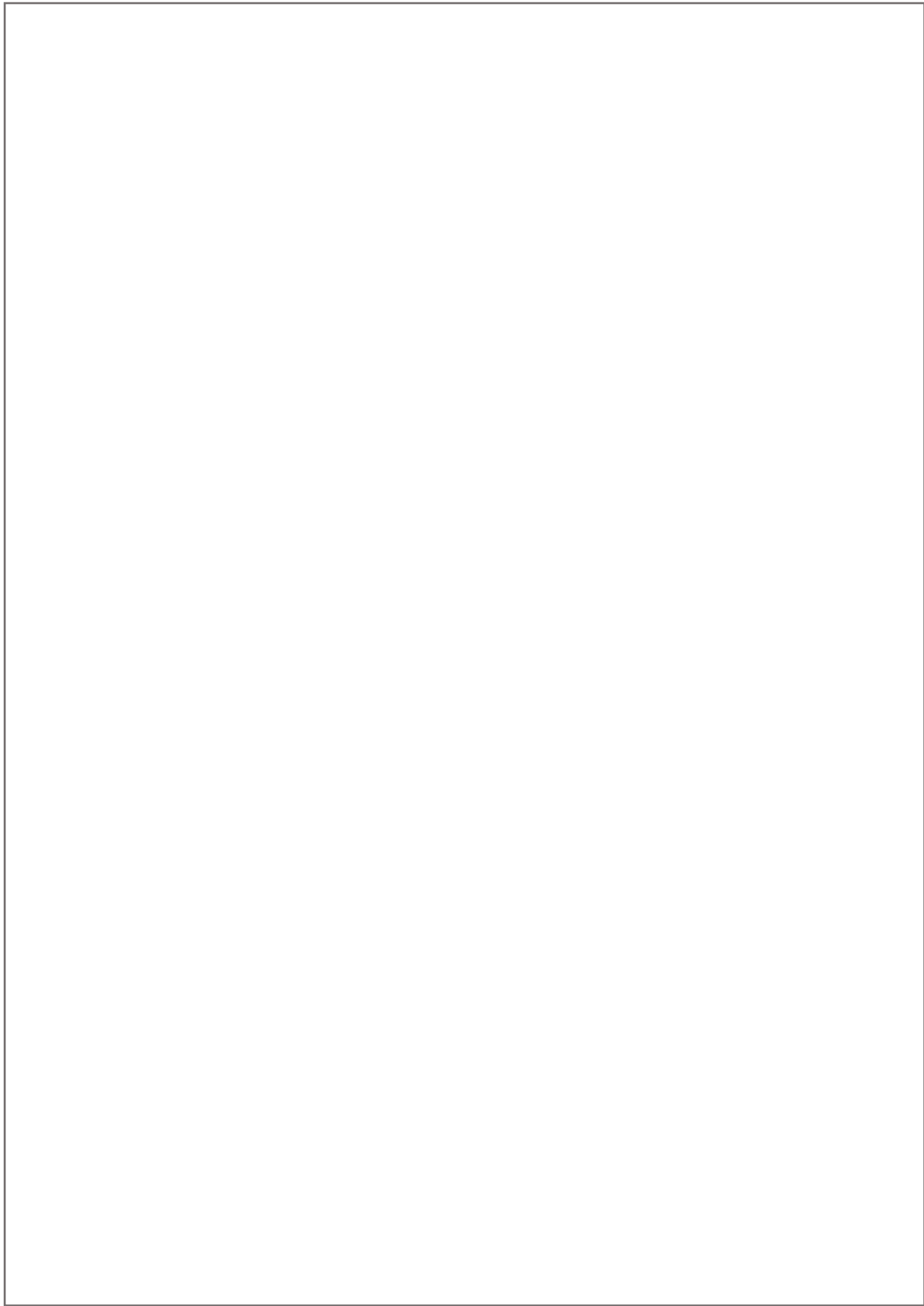
Peterborough PE3 6RU

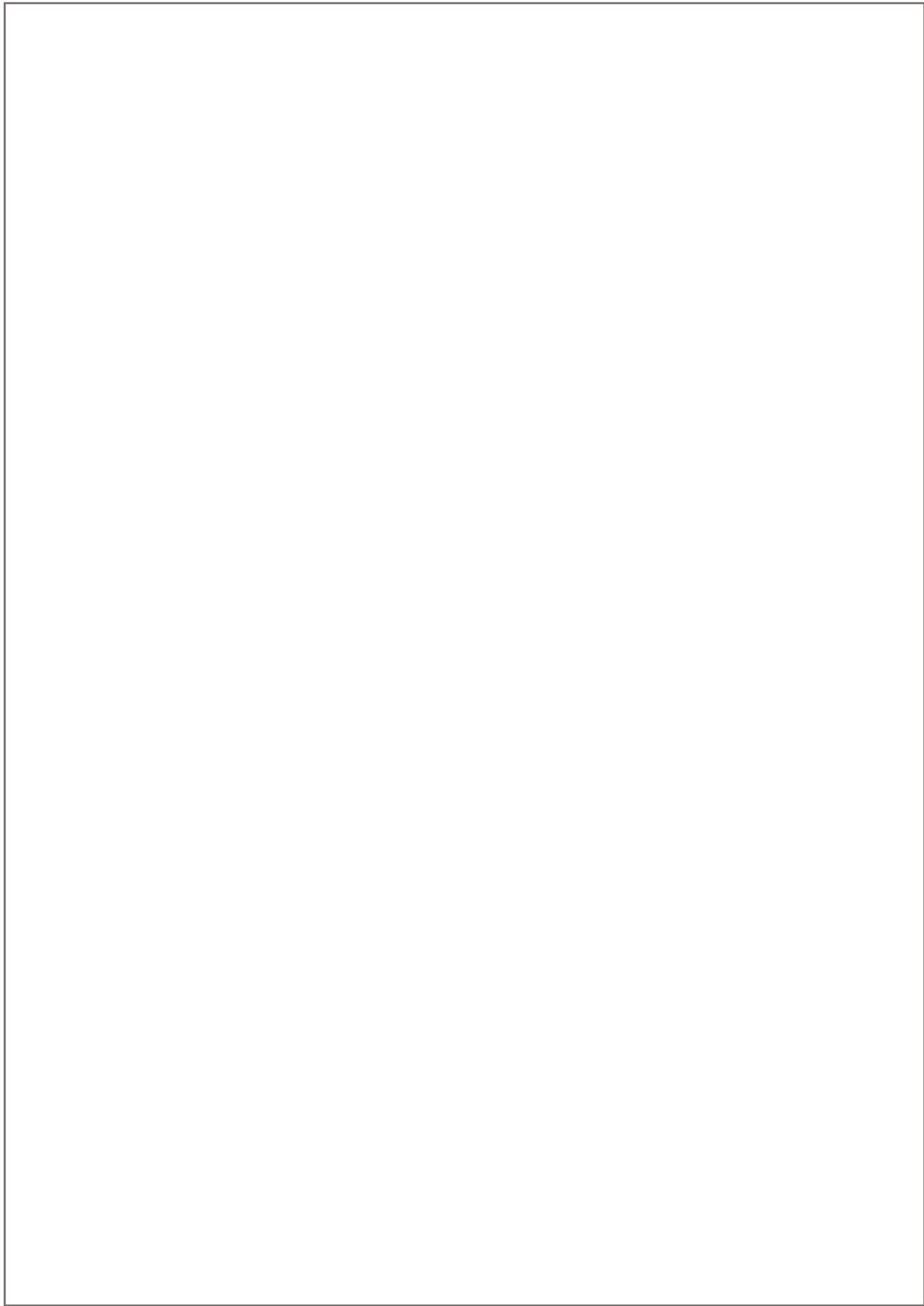
Financial Report

 CHARITY COMMISSION FOR ENGLAND AND WALES	East Timorese Association Peterborough				CC16a
	Receipts and payments accounts				
	For the period from	01/04/2024	To	31/04/2025	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants		£ 89,114.00	-	£ 89,114.00	£ 64,621.00
Donations	£ 37.00		-	£ 37.00	£ 1,300.00
Other			-	-	
Staff Fund			-	-	
			-	-	
			-	-	
			-	-	
			-	-	
Sub total (Gross income for AR)	£ 37.00	£ 89,114.00	-	£ 89,151.00	£ 65,821.00
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	£ 37.00	£ 89,114.00	-	£ 89,151.00	£ 65,821.00
A3 Payments					
Venue Rent		£ 11,245.00	-	£ 11,245.00	£ 11,235.00
Refreshments		£ 1,847.00	£ -	£ 1,847.00	£ 4,812.00
Travel & Transport		£ 1,313.00	£ -	£ 1,313.00	£ 3,015.00
Administration		£ 3,054.00	£ -	£ 3,054.00	£ 1,342.00
Pay Staff		£ 25,449.00	-	£ 25,449.00	£ 26,811.00
Social Activities		£ 4,829.00	-	£ 4,829.00	£ 10,730.00
Equipment		£ 263.00	£ -	£ 263.00	£ 7,420.00
Sessional Cost		£ 3,743.00	£ -	£ 3,743.00	£ 3,106.00
Volunteers		£ 562.00	£ -	£ 562.00	£ 3,902.00
Football Tournament		£ 3,155.00	-	£ 3,155.00	£ 772.00
Insurance		£ 351.00	£ -	£ 351.00	£ 115.00
Training		£ 945.00	£ -	£ 945.00	£ 357.00
Marketing		£ 754.00	£ -	£ 754.00	£ 520.00
Consultant		£ 2,925.00	-	£ 2,925.00	£ 2,495.00
Sub total	£ -	£ 60,435.00	£ -	£ 60,435.00	£ 75,632.00
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments		£ 60,435.00	£ -	£ 60,435.00	£ 75,632.00
Net of receipts/(payments)		£ 28,679.00	£ -	£ 28,679.00	£ 68,375.00
A5 Transfers between funds	£ -	£ -	£ -	£ -	
A6 Cash funds last year end	£ -	£ 1,395.00	£ -	£ 1,395.00	£ 1,395.00
Cash funds this year end	£ -	£ 30,074.00	£ -	£ 30,074.00	£ 1,395.00

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	31/03/2025		£ 30,074.00	-
				-
				-
	Total cash funds	-	£ 30,074.00	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/A		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/A		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	JOAO CARVALHO	JOAO CARVALHO		14.01.26
	DEMETRIO DKS	DEMETRIO DKS		14.01.26





THANK YOU FOR YOUR SUPPORT



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