

UPDATED

8TH FEBRUARY 1996

THE CONSTITUTION

- NAME 1. The Association shall be known as BROOKSTONE & NUNHEAD TENANTS ASSOCIATION.
- OBJECTS 2. The objects of the Association shall be:
- to promote the exercise of tenants' rights and the maintenance and improvement of their housing conditions, amenities and environment;
 - to provide facilities for recreation and amenity and to encourage a community spirit;
 - for the furtherance of these objects to represent the interests of tenants in consultation with the local authority and other bodies.
 - to promote the harmonious functioning of a multi-racial community and to work towards the elimination of all forms of racism and discrimination within it.
3. The Association shall have the power to affiliate to any body whose objects may be of benefit to its membership.
- MEMBERSHIP 4. **Membership shall be open, irrespective of nationality, race, colour, political or religious belief, to all tenants living on the NUNHEAD ESTATE AND BROOKSTONE COURT.**
5. Each eligible person, shall on request, be supplied with an application form by the Secretary; and shall be issued by the Secretary with a membership card and a copy of the Constitution on receipt of a completed application form and any subscription currently required.

6. It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. Any member may be excluded for breach of this condition, or for any other conduct contravening the objects of the Association, by a majority of those present and voting at any Committee or General Meeting. Any member so excluded shall have a right of appeal to the following General Meeting.

SUB-
SCRIPTIONS

7. All Members shall pay such subscriptions as shall be determined by the Annual General Meeting. (The payment of any such subscriptions shall be entered on a membership card to be provided by the Association).

8. Any subscriptions or other monies raised by or on behalf of the Association shall only be applied in furtherance of the objects of the Association.

CONDUCT OF
BUSINESS

9. The business of the Association shall be conducted by a Committee elected at each Annual General Meeting, which shall consist of a Chairperson, Treasurer, Vice-Chairperson, Secretary and not less than four other members. No two or more officers shall be elected from the same household, and no officer shall hold office for more than three consecutive years. The composition of the Committee shall as far as possible represent the multi-racial character of the estate.

10. Elected councillors of the Landlord authority shall not be eligible for election as officers of the Association, nor shall they represent the Association in its dealings with the Council or any other body.

11. The election or removal of Officers or Committee Members may only be carried out by a General Meeting of the Association. The Committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting of members.

COMMITTEE
MEETINGS

12. The Committee shall meet as necessary and not less than ten times in each year. Committee Meetings shall be open to any member of the Association wishing to attend who may speak but not vote.

GENERAL
MEETINGS

13. Not less than four committee's meetings shall be General Meetings of the Association open to all members to speak and vote. The decisions of General Meetings of the Association shall be binding on the Committee. All decisions shall be taken by a simple majority of full members present and voting. All members shall be given not less than fourteen days' notice of any General Meeting.

ANNUAL
GENERAL
MEETING

14. The Committee shall call an Annual General Meeting of the Association each year in the month of Not less than 28 days' notice of the Annual General Meeting shall be given to all members and all those eligible for membership, together with a form of application for membership.

At this meeting

- the Committee shall present an annual report of the Association;
- sub-committees shall present an annual report and accounts of their activities;
- the Committee shall present the audited accounts of the Association for the previous year.
- the Officers, Committee and Auditor for the next year shall be elected.
- any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.

SPECIAL
GENERAL
MEETING

15. The Secretary shall call a Special General Meeting at the request of a majority of the Committee; or on receipt of a written petition by not less than 15 Members of the Association giving reasons for their request. The Secretary shall give not less than seven days' notice of the holding of a Special General Meeting, which shall take place within 21 days of the receipt of the request or petition.

QUORUM

16. **The quorum for Committee Meetings of the Association shall be one-third of its elected membership, or 4 members, whichever is the greater. The quorum for all General Meetings shall be one-third of the membership or 15 members whichever is the less.**

NOTICE OF MEETINGS

17. Notice of all meetings where required shall be sent to each member's dwelling and shall include the date, time and place of the meeting and an Agenda of matters to be discussed.

SUB-COMMITTEES

18. The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committee shall be directly accountable to the Committee. The Committee shall agree in advance the terms of reference of any sub-committee, which may then act and apply any finance raised by itself or on its behalf only within those terms. The Chairperson and Treasurer of the Association shall be ex-officio members of any sub-committee.

19. Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.

20. All sub-committees shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report on them or deliver them up as required by the Committee or General Meeting.

21. The Committee or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets, financial and otherwise of the sub-committee shall pass into the hands of the committee.

DUTIES OF OFFICERS

22. THE CHAIR (or in his/her absence the Vice-Chairperson or other Committee Member) shall conduct the meetings of the Association.

23. THE TREASURER shall open and maintain a banking account in the name of the Association. All cheques shall be signed by the Treasurer and one of two other Committee members nominated by the Committee as signatories. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or General Meeting. Such accounts shall be audited by a qualified accountant or a non-member of the Association appointed by the membership at the Annual General meeting.

24. THE SECRETARY shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. S/he shall ensure that a proper record is kept of all meetings of the Association its Committee and sub-committees in the form of minutes and shall deliver up such records as required by the Committee or General Meeting. The Secretary shall permit the minutes to be examined on receipt of not less than 7 days notice by any two members of the Association. S/he shall maintain a register of Members of the Association.

25. Any member(s) or Officer(s) delegated to represent the Association in consultation with any other body shall act on the instructions of the Association and shall report back to the following Committee or General Meeting, whichever is the sooner. Only Full Members of the Association shall be delegated to consult with the local authority on matters of housing management.

ALTERATIONS
TO THE
CONSTITUTION

26. Any proposal to alter this Constitution must be submitted to the Secretary of the Association not less than 28 days before the General meeting at which it is to be discussed. Not less than 14 days notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the meeting.

DISSOLUTION

27. If the Committee, or if a Committee no longer exists, any ten members of the Association, shall decide that the Association should be dissolved, they shall give at least 14 days notice to all those eligible for membership of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and the Association may be dissolved by a two-thirds majority of those present. The assets, financial and otherwise, remaining when the Association has satisfied its liabilities, shall be applied for such purposes of benefit to the community as the meeting shall decide.

THIS CONSTITUTION WAS AGREED AT A GENERAL MEETING OF BROOKSTONE &
NUNHEAD TENANTS ASSOCIATION HELD ON
4th MAY 1989

SIGNED

CHAIR

SIGNED

SECRETARY

2004/2005 Tenant Fund

Notes

How To Complete Southwark Housing Recognition

&

Tenant Fund Application Pack

All applications for Recognition & Tenant Fund must be returned to Housing Community Development Section by Friday 25th February 2005.

There will be no right of appeal against a funding decision if your application is received late

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2. CRITERIA FOR RECOGNITION AND FUNDING

1. Your Association must **operate under** the terms of **your Constitution**, which has been adopted by your membership and recognised by Southwark Council.
2. **A representative** from the Housing Community development Section **must be invited** to your Annual General Meeting. The invitation and notice of meeting should be sent to this officer at the same time as you notify your membership.
3. **Changes to your Constitution must be agreed** by members of your Association at your Annual General Meeting or General Meeting. A copy of the amended Constitution (to enable the Council to recognise the Association) should be submitted to the Housing Community Development Section.
4. The following should be attached to the application form:

- A. Copy of your annual audited accounts, signed and dated by your auditor, with name and address of auditor, presented and agreed at your Annual General Meeting.

The Council has the right to gain access to the financial records of Tenants & Residents Associations as a condition of funding from the Tenants Fund providing that reasonable notice is given.

- B. The minutes of your last Annual General Meeting.
- C. The minutes of the Annual General Meeting or General Meeting at which the accounts were presented and agreed.
- D. The notice of your Annual General Meeting.
- E. Pro forma of all the meetings you have held during the year to your Annual General Meeting.
- F. Completed draft budget for this year, 2004/2005.
- G. All applications for funding and recognition must be returned to Housing Community Development Section by 25 February 2004. There will be no right of appeal against a funding decision if the application is received late.
- H. Any Association receiving a grant of £1000 will not receive funding if they are holding more than 5 times their annual grant in their end of year accounts. All other Associations will not be funded if they are holding more than 3 times their annual grant in their end of year accounts. Where a group can successfully demonstrate to the Tenant Fund Management Committee that money is being accumulated to fund a specific project an exception will be made. **New criteria on mixed tenure estates (where more than one landlord owns the properties) – payment of £4 per property will be made for all Southwark owned/managed properties.**
- I. Equal Opportunities Monitoring Form must be completed and returned with the application.

3. CONDITIONS OF GRANT AID

1. Before we will pay you any fund, you must send us your Constitution or memorandum and articles of association. This document must show that your organisation:
 - Is independent, is open to its users being involved in the decision making, and has a clear and democratic procedure for reporting and decision making.
2. You must have a management committee. You must hold open elections to elect your management committee. All general meetings must be open to all members. You must give the Community Development Section the names and addresses of all management committee members. Community Development Section must have the name and address of your current Secretary.
3. If your organisation employs staff, you must give all your workers:
 - A contract of employment, a job description, your organisation's equal opportunities statement and code of practice, and your organisation's disciplinary and grievances procedure.
4. You must hold regular management committee meetings and these should be minuted.
5. You must not use your funding to pay for publicity that is for or against any political party.
6. You must tell us about all other sources of funding your Tenant and Resident Association receives.
7. We may in future change the criteria for funding; we will write and tell you of these changes.
8. You must have one bank account in the name of your organisation. You must abide by the rules in your Constitution when signing cheques.
9. You must show us that you have proper financial accounting systems and practices.
10. All property and assets of your organisation must be used solely for the business and activities of your organisation. No member of the committee is permitted to use these assets for their personal business and they cannot be moved to the member's home without prior agreement by the Community Development Section.
11. In the event of dissolution, any of the organisation's assets will be disposed of within the terms of your Constitution.
12. You may also want to appeal decisions made with regards to your T&RA. This needs to be in line with our appeals procedure. All appeals must be addressed to the Tenant Fund Management Committee (TFMC) in writing at Community Development Section, 17 – 19 Bournemouth Road, London SE15 4UJ. You will need to set out the grounds on which you want to be heard.
13. You must tell us about all other sources of funding your Tenant & Resident Association receives.
14. When we give you funding, we will tell you:
 - The date of the committee's decision (where appropriate); the purpose for which the tenant funding was awarded (where appropriate); the amount being funded.

4. ADDITIONAL CONDITIONS FOR GROUPS RECEIVING OVER £2000

1. When you want to employ anyone in a post which we have funded, you must keep to the following procedures:
 - You must draw up the appropriate job description and specification
 - You must advertise the vacancy and refer to the fact that you operate an equal opportunities policy
 - You must hold open and competitive interviews.
2. You do not need to follow the procedures above if the vacancy is for a period of four months or less. However, the person who gets the job must meet the requirements of the job specification. You must also tell your Community Development Officer or the Principal Community Development Officer that you have not followed the full recruitment process. If you extend this person's employment beyond four months, it must be agreed with your Community Development Officer or the Principal Community Development Officer.
3. You must notify your Community Development Officer or the Principal Community Development Officer immediately of any vacancies in the posts funded by the Council. Where the Council makes a request, you must involve your Community Development Officer or the Principal Community Development Officer in an advisory role, in all stages of the recruitment process.
4. If a management committee member intends to apply for a post, s/he must immediately resign from the committee and take no part in any stage of the recruitment process. This includes the drafting of the job description and person specification (we would expect there to be at least a three-month gap).
5. You must provide your Community Development Officer with a written report every year about the services or activities you support with our funding. This report must include:
 - A description of your services or activities
 - Information about numbers and types of users
 - Information about the full costs of providing the service
 - Evidence of the benefits users gain from the service or activities
 - Information about problems you have come across in delivering the service, and
 - Proposals for the future (Business Plan if requested).
6. You must be able to show that you are meeting your aims effectively. You must also show us that you provide high quality and value for money services.
7. You must give your Community Development Officer reasonable opportunities to observe your services or activities.

5. BACKGROUND INFORMATION ON THE TENANT FUND

The Tenant Fund Budget 2004/2005

The Budget is reviewed annually in line with any increase in rents. The base budget for 2004/2005 is £467,449. In addition, any surplus on the budget is carried forward from year to year, the carry forward from 2003/2004 is £385,038. Tenant Council on the 7th June 2004 considered a report from the Tenant Fund Management Committee on the spending proposals for 2004/2005 and the criteria for recognition and funding. The Report was agreed by the Executive Member for Housing on 31st July 2004.

This year the Tenant Fund is to be allocated as follows:

Item		Cost
		£ p
1	Salaries and Staffing Costs	80,801.00
2	Payments to Tenants and Residents Associations	200,000.00
3	Late Payments to Tenants and Residents Associations	100,000.00
4	Tenants Conference	27,000.00
5	Training Expenses	5,000.00
6	Cost of Equipment	10,000.00
7	Repair and Maintenance of Equipment	3,000.00
8	Equal Opportunities/Youth Involvement Grants	15,000.00
9	Expenses for Tenant Representatives	4,000.00
10	Stationery	2,500.00
11	Running costs for SGTO to 30/9/04	10,000.00
12	Research Consultants	50,000.00
13	Contingency	25,186.00
14	Contingency, awaiting BVR decision	280,000.00
15	Provisional Events	40,000.00
	Total	852,487.00
	Income	
	Base Budget	467,449.00
	Estimated Carry Over	385,038.00
	Total available Budget	852,487.00

The decision on (14) Contingency will be taken once the decisions on the Best Value Review of the Support for Resident Involvement and the Tenant Fund are agreed and the future plans are clearer.

7. The Audit Review of The Tenant Fund In October 1998 (Additional Notes)

7.1. The Audit Review of the Tenant Fund in October 1998 made a number of recommendations to improve the accountability of the Tenant Fund. The recommendations were considered and agreed at the Tenant Fund Management Committee on the 10th March 1999 and Tenant Council on 7th June 1999. The reports went to Neighbourhood Forums between 28th June 1999 and 2nd November 1999 and are listed below in note 7.2. to 7.5.

7.2. Council Access to Financial Records of Tenants & Residents Associations

The Council has the right to gain access to the financial records of Tenants & Residents Associations as a condition of funding from the Tenants Fund providing that reasonable notice is given.

7.3. Audited Accounts - Minimum Standard

There is a minimum standard for audited accounts. This should be an income and expenditure account and a balance sheet. A draft copy of an audited account financial statement is attached as Appendix I.

7.4. Budgeting for Tenants & Residents Associations

A budget must be produced as a condition of funding. Please complete a budget for this year 2004/2005. An example draft budget is attached as Appendix II.

7.5. Monitoring of Tenants & Residents Associations

Tenants Participation Compacts were agreed in October 2001. It is a requirement of Tenants Participation Compacts that there be consistent monitoring and assessment of participation structures.

Two elements of this are to:

- Monitor tenant representatives and groups to ensure equality of opportunity.
- Check that the Council's procedures for tenant consultation and involvement includes tenants from all parts of the community.

8. Example Audited Accounts - Minimum Standard

NAME of Tenants & Residents Association

Financial Statement for the year ended Day / Month / Year

Income & Expenditure Account

<u>Income</u>	2003/2004	2002/2003 Previous Year Actual Income
Tenant Fund allocation 200X / XX		
Bingo receipts		
Bar & Canteen receipts		
Hall hire		
Coach trips		
Telephone receipts		
Member subscriptions		
Fund raising		
Bank Interest		
Total Income	_____	_____
<u>Expenditure</u>	2003/2004	2002/2003 Previous Year Actual Expenditure
Insurance for hall		
Heating costs		
Cleaning costs		
Coach trips		
Printing & Stationery		
Telephone		
Childcare		
Bar & Canteen expenses		
Bingo expenses		
Audit fee		
Total expenditure	_____	_____

N.B. The above are only specimen headings.

Example Audited Accounts - Minimum Standard Continued....

NAME of Tenants & Residents Association

Financial Statement for the year ended Day / Month / Year

Balance Sheet as at XX / XX / 200X

Accumulated Funds:

	2003/2004	2002/2003 Previous Years Actual
Brought forward 2000/2001 Deficit or Surplus of Total Income against Total Expenditure 2001/2002		
Total Funds at XX/XX/200X	_____	_____
		Previous Year Actual
Represented by		
Building Society/Bank Current Account		
Building Society/Bank Interest Account		
Cash in Hand	_____	_____

Auditor's Report

This should be a brief statement of the financial state of the Association that highlights any inconsistencies or areas of concern. It should also if appropriate contain the following type of statement.

I have audited these financial statements in accordance with standard auditing procedures.

In my opinion the financial statements have been properly prepared and give a true and fair view of the state of affairs of the NAME Tenants & Residents Association at the XX/XX/200X and of its income and expenditure for the year (period) then ended.

**Signed & PRINT
Full Name and Full Address**

APPENDIX I

9 (a). BUDGETING FOR TENANTS & RESIDENTS ASSOCIATION 2004/2005



A budget for this year must be done as a condition of funding and should be created with committee members. Tenants & Residents Associations should begin to discuss and agree the budget before completing the application form.

The following is a good practice guide for monitoring your spend.

Tip! Look at your previous year's accounts and estimate a budget for this year.

9.1. A Budget

- A budget is a plan of the work the organisation wishes to carry out in the coming year.
- A budget is set and is expressed in money terms.
- You can budget for new activities.
- **Simplified** A budget should consist of what you have and what you are going to spend. A copy of a draft budget is attached as Appendix II.

+	-
 What You Have (Income Estimated)	 What You Are Going To Spend (Expenditure Estimated)

9.2. Responsibility and Accountability for Tenants & Residents Association Funds

- Budgeting is the responsibility of all committee members. It covers all monies received, spent and raised through the organisation.
- Responsible accounting means that all assumed income (money in) and expenditure (money out) is accountable and must be reported and shown in audited accounts.

9.3. Monitoring Performance against the Budget

- Your budget is a simple document that is presented to meetings on a monthly basis, to show the actual spend against the proposed budget.
- Committee members should **COMPARE** the **actual income and expenditure against the budget**.
- Monitoring and checks should be carried out throughout the year preferably on a monthly basis. It is considered good practice for the draft budget to be presented to the membership at the first general meeting.

Please note Budget information provided to us for 2004/2005 will be used for monitoring purposes in funding year 2005/2006. Support and information on creating your budget is available at Housing Community Development.

APPENDIX II

9 (b) Draft Budget for Period
MONTH / YEAR to MONTH / YEAR
NAME of Tenants & Residents Association

Estimated Income profile

	<u>2004/2005</u> <u>Projected Income</u>	<u>2003/2004</u> <u>Previous Year</u> <u>Actual Income</u> (see accounts)
Tenant Fund		
Hire of Hall		
Youth Club		
Bingo		
Specify other income with a new row	_____	_____
(a) Total Income	_____	_____

Estimated Expenditure profile

	<u>2004/2005</u> <u>Projected Expenditure</u>	<u>2003/2004</u> <u>Previous Year</u> <u>Actual Expenditure</u> (see accounts)
Rent		
Electricity		
Gas		
Stationery		
Specify other Expenses with a new row	_____	_____
(b) Total Expenditure	_____	_____

Estimated balance sheet

Balance brought forward 2003/2004	
Excess of Income and Expenditure (a - b) 2004/2005	_____
Total carry forward to 2004/2005	_____

Note the balance brought forward should be taken from audited accounts as presented to Annual General Meeting.

Example

Draft Budget

APPENDIX III

10. Orchard Tenants & Residents Association (T&RA)

Annual General Meeting

Thursday 27th February 2002

7.30pm

Blackberry TA Hall , The Applecourt Centre, Barley Road

It's next to the youth centre (1st Floor) so take the ramp in Barley Rd opposite the Orchard.

Agenda of the meeting

The things that we have to do as part of our rules and to get our funding:

1. Introductions and Apologies
2. Minutes of the last Annual General Meeting and Matters Arising
3. Annual Report of The T&RA
4. Financial Report and Presentation of the audited accounts
5. Elections of T&RA Officers and Committee
 - *Chairperson*
 - *Vice – Chair*
 - *Secretary*
 - *Treasurer*
 - *Committee Members*
6. Election of Neighbourhood Forum Reps
 - *Delegate & Deputy*
7. Election Of SGTO Reps (3)

The Things that matter to people Living on the Orchard !

8. Communal repair
9. Anti – Social Behaviour
10. Estate car parking
11. Any other Business

Everybody Welcome to attend!

How about getting involved? Living on the Orchard is all the experience you need! So join a friendly committee at a 2 - hour monthly meeting?

Housing Department Staff & Local Councillors will be invited to this meeting:

Come and have your say about living on the Orchard! Everybody welcome!

We can also arrange payment for a baby-sitter or carer to sit with an elderly or disabled person at their home during the meeting.
Contact pip on Tel: 77X1 0XX4 to pre book a place

APPENDIX IV

11. Equal Opportunities Monitor

This Equal Opportunities monitor form should be filled in by each committee member and is required to show that Tenants & Residents Associations are representative of the community they represent. This Form must be completed and returned with your Recognition and Funding application.

Sample of how to complete form

Example 1 Chair, Age of 40 to 60, Ethnic Origin Black United Kingdom.

		Gender (M/F)	Disability's (Y/N)	Age				Ethnic Origin			Gay / Lesbian
				20 -	20-40	40-60	60+	BLACK	WHITE	OTHER	
1	Chair	M	N			✓		9			
2	Vice Chair	F	N		✓				9		
3	Secretary	M	Y				✓			1	
4	Treasurer	M	N		✓				7		
5	Committee No. 1	F	N				✓			4	
6	Committee No. 2	M	N		✓			5			

How would you describe yourself: -

African	1
Caribbean	2
Greek	3
Turkish	4
Asian	5

European	6
Irish	7
Vietnamese or Chinese	8
United Kingdom	9
Other	10

Further Information.....

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N.B. All applications for funding and recognition must be returned to Housing Community Development by Friday 25th February 2005.

There will be NO right of appeal against a funding decision if the application is received late.

12.0

RECOGNITION & TENANT FUND APPLICATION FORM
2004/2005 FUNDING YEAR

This form is for Tenants & Residents Associations to apply for Recognition & Tenant Fund for the funding year 2004/2005. The Tenant Fund Management Committee, Tenant Council and the Executive of Southwark Council have agreed this criteria. Monitoring information requested will be for the year 2003/2004.

For Help Completing Your Form Contact

- *Neighbourhood Housing Office – contact your Neighbourhood Community Development Officer (NCDO).*
- *Housing Community Development Section
Funding Monitoring Officer, Funmi Okuneye or
Principal Community Development Officer, Celine Arnold, at 17 - 19 Bournemouth Road, Peckham, London, SE15 4UJ.
Telephone Number 0207 525 4096.*
- *Tenant Fund Workshops – Applying For Your Fund (see attached list for Venues and Dates)*

RECOGNITION & TENANT FUND APPLICATION FORM
2004/2005 FUNDING YEAR

Tenant And Resident Association Details

Question	Your Association's Answers !	Notes
1.0 The full name of your Association		<i>The Full Name of your Organisation, Association etc. as agreed and shown in your constitution.</i>
1.1 What is the name of your Neighbourhood?		<i>This is Your Neighbourhood Office name. Example "Acorn".</i>
1.2 What is the size of your Association?		<i>This is the Number of Council properties (including leaseholder but excluding freeholders). See constitution membership clause.</i>

RECOGNITION & TENANT FUND APPLICATION FORM
2004/2005 FUNDING YEAR

Annual General Meeting (AGM) and General Meetings (GM) Details

Question	Your Association's Answers!	Notes
2.0 Write the date of your last quorate Annual General Meeting (AGM)		<i>This is your Quorate AGM Date that took place in 2003 or in the last twelve months.</i>
2.1 What is your Annual General Meeting quorum?		Your AGM Quorum is in your constitution. The Quorum is the minimum number of people to attend a meeting.
2.2 Number of members present at your Annual General Meeting (AGM)		<i>This is the Number of people / (members) of your Organisation, Association, etc, who attended the AGM meeting.</i>
2.3 If applicable write the date of your last quorate General Meeting (GM)		<i>This is your Quorate GM Date that took place after the AGM date above to complete omitted AGM items</i>

RECOGNITION & TENANT FUND APPLICATION FORM
2004/2005 FUNDING YEAR

Annual General Meeting (AGM) and General Meetings (GM) Details cont'd

Question	Your Association's Answers!	Notes
2.4.0 Was an officer from Housing Community Development invited to your Annual General Meeting or where applicable to your General Meeting?	YES / NO	A representative from the Housing Department must be invited. This could be a member of the Housing Community Development Section, a member of the Neighbourhood Office Housing staff or in the event of the Housing Officer/s being invited but not attending an independent observer will be recognised, for example Councillor or S.G.T.O. member of staff. You must invite Housing Community Development / your Neighbourhood Community Development Officer (NCDO).
2.4.1 If Yes, who did you invite?	Full Name and Address :	
2.4.2 If no one from the Housing Department was able to attend who was the independent observer at your Annual General Meeting? Write their name and address		

RECOGNITION & TENANT FUND APPLICATION FORM
2004/2005 FUNDING YEAR

Question	Your Association's Answers!	Notes
2.5.0 Were audited accounts presented and agreed at your Annual General Meeting?	YES / NO	<i>Send in your audited accounts with this application form. Accounts must be audited, signed and dated by an independent auditor and clearly show the auditor's name and address. Audited accounts, must be agreed at the Annual General Meeting or if not at a General Meeting. The Auditor can be a professional accountant or an independent auditor who is not a member of your Tenants & Residents Association and is not eligible to be so and must not be related to any committee member.</i>
2.5.1 If no, when were the audited accounts agreed?	<div style="border: 1px solid black; height: 70px; width: 100%;"></div>	<p>Accounts must include all activities of the Tenants & Residents Association and its sub groups. Sub groups would include any group accountable to the Tenants & Residents Association including Social Clubs and Bingo Clubs and any other groups run by the Tenants & Residents Association. The accounts need to be clear and have an auditor's explanation of any discrepancies. <i>In exceptional circumstances, where accounts can not be agreed at your Annual General Meeting they must be agreed at a General Meeting.</i></p>
2.5.2 Name & address of auditor	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	

RECOGNITION & TENANT FUND APPLICATION FORM
2004/2005 FUNDING YEAR

Question	Your Association's Answers!	Notes
2.5.3 Was your Constitution amended/changed at your Annual General Meeting or since your last AGM?	YES / NO	<i>We have on file, at Housing Community Development, a copy of the Constitution for all recognised Tenants & Residents Association. If a change is made it must be done in accordance with your Constitution. The Constitutional changes would have to be approved by Southwark Council. If Constitution changes are made, send in your amended signed and dated copy of your constitution listing the date and clause changes below in 2.5.4.</i>
2.5.4 If yes, give the date of the meeting where your constitution was changed and list the clause changes:	Date:..... Clause:.....	
2.5.5 Was a Notice of the Annual General Meeting delivered to all eligible tenants and/or residents?	YES / NO	<i>Send in a copy of the Notice of your Annual General Meeting and if it applies your General Meeting. This is the notice delivered to all tenants and residents in your area of benefit - within the required number of days before the Annual General Meeting.</i>

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Question	Your Association's Answers!	Notes
2.6.0 Were there any facilities for childcare or carers at your AGM ?	YES / NO	<i>In order to ensure that carers are not prevented from attending an Annual General Meeting, childcare facilities, baby-sitting or carers allowance should be offered. This must be advertised on your Annual General Meeting Notice.</i>
2.6.1 Were these facilities advertised on your Annual General Meeting Notice.	YES / NO	<i>The childcare or carers cost for your Annual General Meeting can be claimed back from the Tenant Fund Equal Opportunities Budget.</i>
2.6.2 If yes was a crèche provided?	YES / NO	<i>Send us your original receipts and notice of your Annual General Meeting where crèche / carers allowance was advertised. See Appendix III sample AGM Notice.</i>
Childcare allowance paid ?	YES / NO	
Carers allowance paid?	YES / NO	

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3.0 Write the names and addresses in full for the following association members elected at your Annual General Meeting.

	EXAMPLE	CHAIR	VICE CHAIR	SECRETARY	TREASURER
FIRST NAME	MRS TERESA				
SURNAME	GREEN				
ADDRESS	17 FOREST ROAD PECKHAM LONDON				
POSTCODE	SE15 4UU				

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3.1 Committee Details

NUMBERS ON COMMITTEE INCLUDING THE OFFICERS ABOVE.

DETAILS OF COMMITTEE MEETINGS.

DATE OF MEETING	NUMBER OF COMMITTEE MEMBERS PRESENT	T&RA OFFICERS PRESENT

DETAILS OF GENERAL MEETINGS

DATE OF GENERAL MEETING (GM)	NUMBER PRESENT	ANY OFFICERS PRESENT

WERE MINUTES OF COMMITTEE MEETINGS TAKEN AND ARE THEY AVAILABLE FOR INSPECTION? **YES / NO**

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4.0 Supporting Tenants & Residents Associations To Involve As Many People As Possible From Their Estates
Equal Opportunities Monitor

Southwark Council wants to encourage and support Tenants & Residents Associations (T&RAs) to involve as many people as possible from their estates. This will help to ensure that Tenants & Residents Associations have closer links with tenants and residents who have a wide variety of needs - so that their needs are met. If more people from different interest groups are involved in the activities of the Tenants & Residents Association, this will also mean that Tenants & Residents Associations become stronger, so that they are better able to meet the needs of *all residents*. In order to support Tenants & Residents Associations in this process, Southwark Council needs to know who is currently involved in your Tenants & Residents Association. We can then support your Tenants & Residents Association in identifying groups that are under-represented and develop ways of making contact with people from those groups, so that they become more involved in the future. As a starting point, we would like your committee members to provide information about their age, ethnic origin, disability and gender of the members of your Tenants & Residents Association Committee.

Please complete the following form, so that we can help your Tenants & Residents Association to become more representative and better able to meet the needs of all tenants and residents on your estate.

Full Name of Tenant & Resident Association :	Neighbourhood :
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4.1 Equal Opportunities Monitor

This Equal Opportunities monitor form should be filled in by each committee member and is required to show that Tenants & Residents Associations are representative of the community they represent. This Form must be completed and returned with your Recognition and Funding application.

		Gender (M / F)	Disability's (Y / N) Please Specify	Age				Ethnic Origin (Choose number from below)			Gay / Lesbian
				- 20	20-40	40-60	60+	BLACK	WHITE	OTHER	
1.	Example	F	N			Y		2			
2.	Chair										
3.	Vice Chair										
4.	Secretary										
5.	Treasurer										
6.	Committee No. 1										
7.	Committee No. 2										
8.	Committee No. 3										
9.	Committee No. 4										
10.	Committee No. 5										
11.	Committee No. 6										
12.	Committee No. 7										
13.	Committee No. 8										

How would you describe yourself: -

African	1
Caribbean	2
Greek	3
Turkish	4
Asian	5

European	6
Irish	7
Vietnamese or Chinese	8
United Kingdom	9
Other	10

Further Information.....

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5.0 Tenant Fund Checklist

In order to qualify for monies allocated for funding Tenants/Residents Associations it is necessary for you to comply with the monitoring criteria. Please ensure the following ticked items are included when you return your recognition and monitoring form.

I have included and attached the following Documents:

Checklist (Tick box when you attach the item)	Tick ✓
Notice of Annual General Meeting	
Minutes of Annual General Meeting	
Minutes of General Meeting where audited accounts were presented and agreed (if different from the Annual General Meeting date)	
List of all the meetings you have held during the year to your AGM	
A copy of your Current Constitution	
Audited accounts of Association as agreed at Annual General Meeting / General Meeting. (Accounts must be audited, signed and dated by an independent auditor and clearly show the auditor's name and address.)	
Completed draft budget for coming year 2004/2005	

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Declaration

We.....(Name of Tenant & Resident Association) declare that the above information is correct. I confirm that I have read the criteria and conditions for funding and agree to abide by them.

FIRST NAME	
SURNAME	
POSITION	
ADDRESS	
POSTCODE	
TELEPHONE NUMBER	
SIGNED	
DATE	

Return Your Recognition & Tenant Fund Application Form To:

**Housing Community Development
17 - 19 Bournemouth Road
Peckham
London
SE15 4UJ**