



CONSTITUTION FOR TINKERS BRIDGE RESIDENTS' ASSOCIATION

The name of our association

Our Association is called Tinkers Bridge Residents' Association and we cover Tinkers Bridge, Milton Keynes.

The aims of our Association

We are a group set up to:

- Improve Tinkers Bridge, including housing, environment, facilities, community spirit, way of life and services for all residents living on Tinkers Bridge estate.
- Respect and support the residents of the area and to help solve any problems which may affect Tinkers Bridge.
- Represent the interests of residents and put forward the collective viewpoint following active consultation.
- Enhance the quality of life on Tinkers Bridge
- Assist Residents to access information and help for significant issues they raise.

Our Association will:

- Run in a fair and transparent manner, including financial matters
- Be non-political in its approach
- Meet the requirements of groups/donors which provide us with funding
- Be open to all residents irrespective of nationality, race, colour, sexuality, gender, disability, age, religion, political opinion, tenure, marital status, parental status, health, criminal record or any other reason that may arise.

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- Use a range of ways to maintain regular contact and encourage the involvement of residents using various methods, for example meetings, newsletters, the internet, social networking sites and face to face discussions.
- Take part in discussions, events and consultations with Council teams, particularly the housing service, in order to promote the involvement and participation of all residents, particularly council tenants, in improving the community and the housing service.
- Work positively with other agencies, for example parish and town councils, local community organisations and Thames Valley Police, and seek solutions to problems that may arise.

Meetings of the Association

All residents are invited and welcome to attend the meetings. The Chair of the TBRA will conduct the meetings. Normal respectful behaviour between all participants is expected as laid out in the Code of Conduct below.

We will hold an Annual General Meeting (AGM) every 12 months to elect a new committee and to report on our progress over the past year. We will give 21 days' notice of this meeting to all residents and interested parties.

The next Date of our AGM will be: 27th February 2020

For ordinary meetings we aim to give approx. 7 days' notice to residents and interested parties these will be held at least 6 times in a year.

All meetings will have an agenda with a start and expected finish time

Committee meetings will be held at least 6 times a year and will be formally organised and minuted. These meetings will be open to

observation by local residents who notify chair or secretary in advance.

If a special general meeting is requested, either by the committee or by at least 6 (OPEN TO CHANGE) residents to discuss important issues we will give no less than 10 days' notice to all residents in our designated area

All meetings must have a minimum number of resident attending (known as a quorum) before any decisions can be made. Our minimum number of residents is 6.

Running the Association

The association will be run by a committee consisting of a Chair, Treasurer and Secretary. These will be elected at an AGM. Other members can stand as ordinary committee members or have a specific role, such as a membership secretary etc.

These ideally should be elected in an AGM but may be co-opted onto the committee at an open meeting.

Their duties are to ensure that the aims of the Association are met and to undertake the general running of the association.

Training and guidance can also be provided by the MK Housing Service so that committee members have the skills and knowledge to manage the association effectively.

Minutes of all meetings will be kept and made public once agreed. We will send these to the MK Housing Service and to other interested parties that request a copy. These should be put up on the association website.

We will undertake consultations and collect information for residents which will ensure there is a collective voice for the community.

Consultation will be undertaken with those affected, for example council tenants regarding their homes. We will work with other agencies in the area in order to improve the area. We will give feedback to residents about event, consultations and discussions that we have taken part in and how their views have been represented.

FINANCES

- The group may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the group shall be applied to further its objectives.
- All funds shall be kept in a bank account in the name of the group.
- The Chair, Treasurer and one other committee member shall be signatories on the account and all cheques shall require two of these signatures.
- Accounts shall be kept by the Treasurer.
- All expenditure shall be agreed in advance and controlled by the committee. Receipts should be acquired for all expenditure.
- No committee member should be out of pocket for work they do on the Association. If a record is kept and receipts submitted, their expenses will be met.
- Once a year, the accounts will be audited and presented to the AGM.

Code of Conduct for General Meeting of Tinkers Bridge Residents Association

We welcome you to our meetings but in order to make it easier and more enjoyable for all we ask that you follow the simple rules!

How the meeting is conducted:

- Meetings must start at the stated time
- The Chair should welcome all to the meeting
- Speakers should raise a hand to speak and go through the chair

- Speakers must keep to the subject being discussed
- Only one person must speak at a time and there should be no cross talking
- Each person may speak only once on an issue until others wishing to speak have had an opportunity to do so
- The meeting will have a stated end time and generally each agenda item should be allocated an amount of time for discussion.
- Urgent items under 'Any Other Business' should be notified to the Chair before the meeting and will be discussed at the Chair's discretion
- Where ever possible jargon should be avoided. If used, then a full explanation should be given

Conduct of Attendees

- Late arrivals should enter quietly and not disrupt the meeting with apologies
- Unless a prior agreement all mobile phones should be switched to 'silent' during the meeting
- Confidentiality - attendees should respect all individual residents' confidentiality, whether present or not and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual
Declaration of interest- attendees should disclose any interest, whether personal or on behalf of any group they represent, that they consider may affect or influence their approach to a matter under discussion
- Political affiliations-attendees may be affiliated to/or are members of a political party but they may not represent a political party in their role as attendee
- Children are welcome at meetings but the parent/carer should be responsible for ensuring they do not disrupt the meeting
- Pets are not to be brought to meetings, with the exception of assistance dogs

All attendees must:

- Conduct themselves in a reasonable manner at all times and not use offensive or discriminatory language
- Listen to each other and allow each other the opportunity to speak and comment
- Remember that the purpose of the meeting is to benefit residents generally not specific individuals
- Ensure that individual issues are brought up outside the meeting using the appropriate channels.

- Attend the meetings as an individual and not enter into correspondence in the name of the Association /Group without the consent of the chair

WHAT WILL HAPPEN IF THE GROUND RULES ARE NOT OBSERVED

- If things get heated a five-minute time out can be called for at the discretion of the Chair
- If anyone attending the meeting does not abide by the ground rules, the Chair may warn that if they break the code again they may be asked to leave the meeting
- If attendee continues to ignore the code, then the Chair may ask the group voice to vote whether the attendee should be asked to leave

Representatives of our committee will meet with a representative from Milton Keynes Housing Service at least annually to review the year's achievements and to plan for the year ahead.

At this meeting the Residents Involvement Officer will discuss the availability of support funding and how this can be awarded.

We will produce a review of the year which will show what we have achieved and highlight any known achievements we want to aim for as well as any projects that may arise and the review will be published at our AGM.

Changing our Constitution

We can change the Constitution at any time via an item placed on the agenda at the open meeting; however, we must formally adopt those changes at the next AGM

Closing down the Association

If the association is no longer able to continue then the committee, or remaining committee members can dissolve the Association. This should be done following notification and advice from the Housing Service of Milton Keynes Council. Any remaining monies or funds which were given by the Housing Service should be returned to them. Any other monies which may remain after MKC Housing Services has been re-reimbursed should be returned to the funding body or for a purpose agreed by local residents.

Changes to the constitution were made in March 2019, having been formally agreed in principle at the AGM held on 28th February 2019

The next date of the review will begin in January 2022

Signed..........

Chair of Tinkers Bridge Residents Association

Date.....28th March 2019