****

**CONSTITUTION TINKERS BRIDGE FOR RESIDENTS ASSOCIATIONS**

**For associations supported by Milton Keynes Council Housing Services**

**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 including council tenants
* Respect and support the residents of the area and to help solve any problems which may affect Tinkers Bridge.
* To represent the interests of residents and put forward the collective viewpoint following active consultation.
* Enhance the quality of life on Tinkers Bridge
* Sign post residents in the right direction for their issue's

**Our Association will:**

* Will run in a fair and transparent manner, including financial matters
* Be non political in its approach
* Meet the requirements of groups which provide us 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.

**We will encourage the participation of all sections of our community so they have an opportunity to have their say.**

* 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 welcome to attend the meetings but must follow code of conduct.

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: 28th January 2016**

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 minute 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 are,

All meetings must have a minimum number of resident attending (known as a quorum) before major decisions can be made.

 Our minimum number of residents that must attend is 6.

**Running the Association**

The association will be run by a committee consisting of a Chair , Vice Chair, Treasurer, Secretary, Community events coordinators. 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 resident involvement officer 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 resident involvement team and to other interested parties that request a copy. These should be put up on the association website (if available)

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 the Vice Chair 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 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 their expenses will be met.
* Once a year, the accounts will be audited and presented to the AGM

**Ground rules for General Meeting of the group 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 Chairs 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 part in their role as attendee
* 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
* Children are welcome at meetings but the parent/carer should be responsible to ensure they do not disrupt the meeting
* Pets are not allowed to be brought to meetings

**WHAT WILL HAPPEN IF THESE GORUND 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 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 the resident involvement officer from Milton Keynes Council at least annually to review the years 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. Support , whether this be financial and/or help and advice from the Resident Involvement Team, is funded from the housing service. This is funding provided by tenants rents and so Associations that receive this funding must show commitment to improving outcomes for council tenants in the area.

We will produce a preview of the year which will show what we have achieved and what we aim to achieve for the coming year(Could put "what we have achieved and highlight any known achievements we want to aim for as well as any projects that may arise. Assistance can be provided by the Residents Involvement Officer at Milton Keynes Council 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 Resident Involvement Team at Milton Keynes Council. Any remaining monies or funds which were given by the Housing Service for Milton Keynes Council 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 January 2014**

**and were formally agreed at the AGM held on 30th January 2014**

**The next date of the review will begin on January 2016**

 John Orr

**Signed..............................................................................**

**Chair of Tinkers Bridge Residents Association**

**Witnessed by..........Paula Mason , Resident Involvement Officer, Milton Keynes Council**