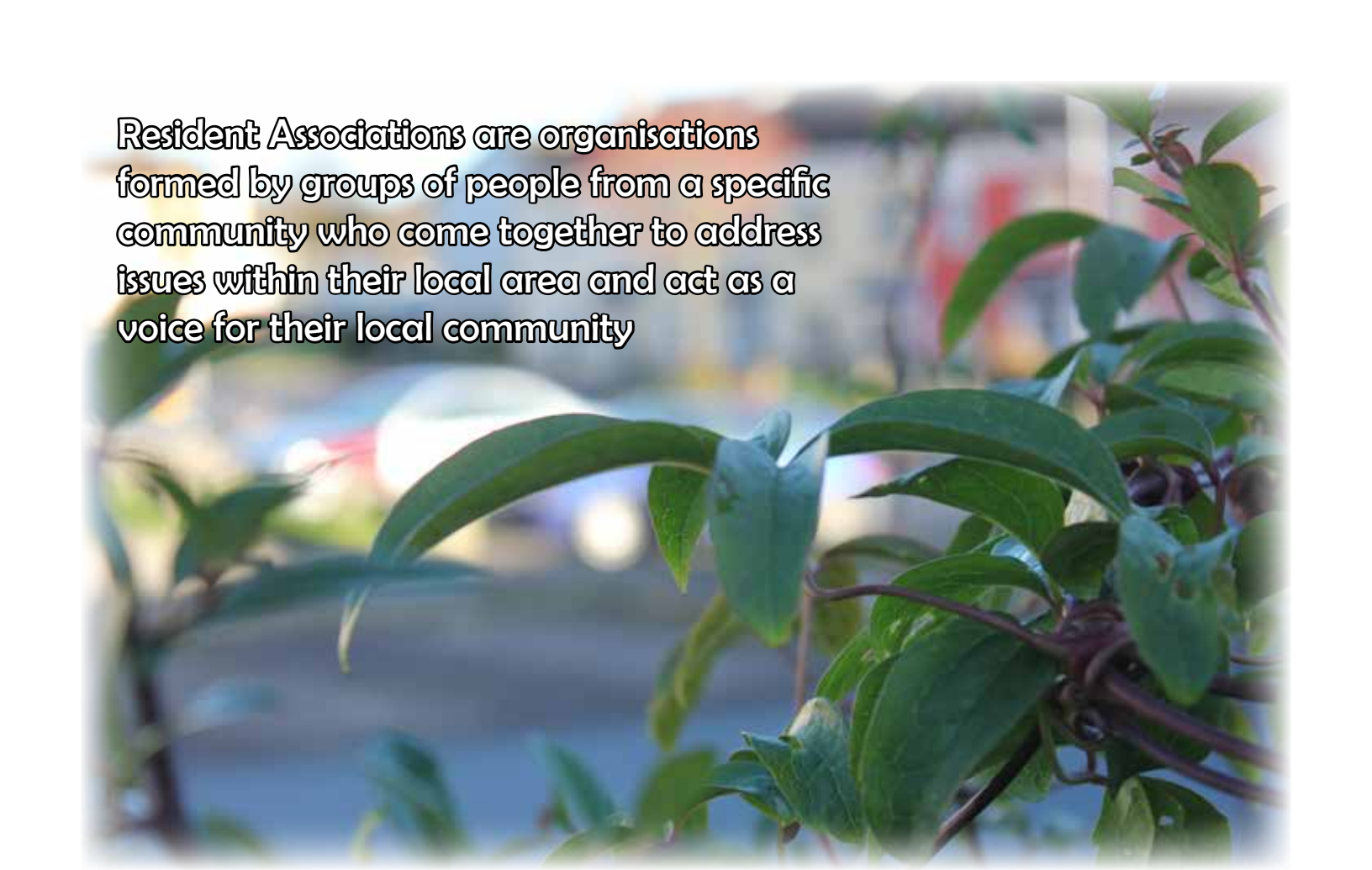




Kilkenny County Council
Estate Management
Resident Association Guide
2015





Resident Associations are organisations formed by groups of people from a specific community who come together to address issues within their local area and act as a voice for their local community

Introduction

Kilkenny Local Authorities recognise the importance of resident and tenant participation in estate management and commit to work in partnership with residents and tenants on local authority estates to promote estate management in their estates.

“Kilkenny Local Authorities encourage residents to work together and represent the views of all residents where possible in order to make their neighbourhood a better place to live”.

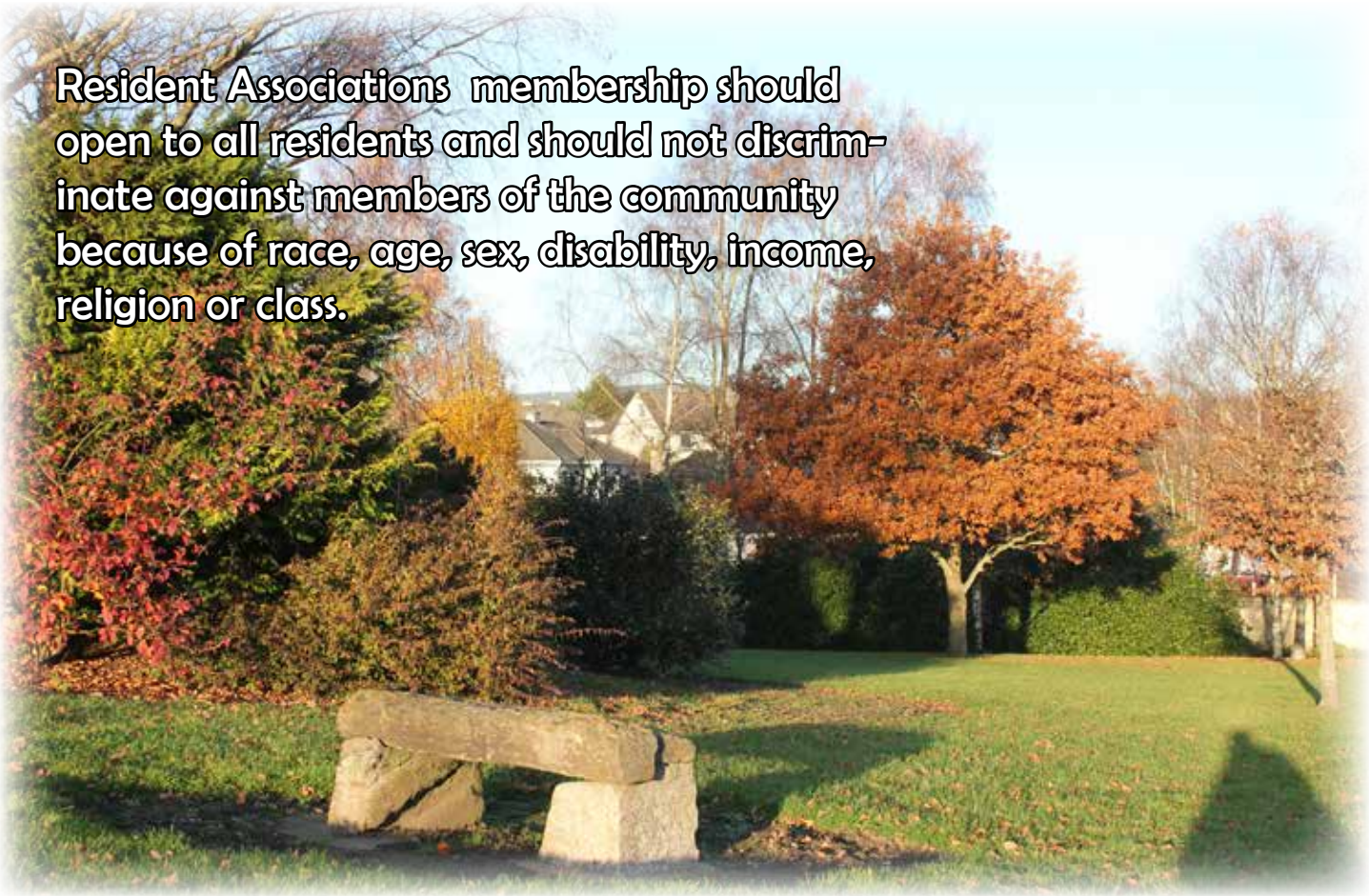
Why do we need a Community Committee?

A residents committee is an effective way of organising estate management.

Well organised Residents Associations can play a key role in communicating issues and identifying solutions in their community.

A residents committee is necessary to apply for grants from funding providers.

A resident association can be used to consult with local authorities on environmental matters including estate enhancement, recreational amenities, street parking, traffic hazards, and amenity preservation.



Resident Associations membership should open to all residents and should not discriminate against members of the community because of race, age, sex, disability, income, religion or class.

Membership

Resident Association membership should be open to all residents living in an estate.

Resident associations should work towards being;

**responsible
accountable &
democratic.**

It is important that the resident association is representative of the estate/neighborhood

Who needs to be on a Residents Association Committee?

A formal committee is usually made up of people who have been chosen or elected to be officers responsible for the day to day running of the association.

Any group of three or more people can set up a resident association, normally this would include a Chairperson, a Secretary and a Treasurer. Members should also live in the housing estate or neighbourhood.

Supports for Resident Associations

Training for officers of newly established committees can be provided with support in the form of advice and attendance at meetings.



The Duties of the Chairperson:

- to chair the community committee meetings;
- to read and request agreement on the previous meetings' minutes;
- to ensure that all items on the agenda are dealt with in a timely fashion;
- to ensure that all members are given the opportunity to voice their opinion on the items on the agenda;
- to ensure voting by the community committee members on issues which arise;
- to set the agenda for community committee meetings, with the Secretary;
- to ensure that minutes for previous meetings are circulated to all members or persons agreed by the members;
- to represent the community committee at external meetings/contacts or to nominate a designated person to rep

resent the community committee & to ensure that all secretarial and financial procedures relating to the committee are completed appropriately.

The Duties of the Secretary:

- to set an agenda for community committee meetings, with the Chairperson;
- to record attendance and take minutes at the community committee meetings;
- to ensure that the minutes of previous meetings are circulated to all committee members and agreed persons, prior to the following meeting;
- to ensure that the agenda for the next meeting is circulated to all committee members prior to that meeting;
- to ensure that all correspondence agreed at committee meetings is completed;
- to ensure that all correspondence received or copies of correspondence sent is filed appropriately &

to issue timely reminders of dates and times of meetings, or changes in dates and times of meetings.

The Duties of the Treasurer:

- to maintain all financial records relating to the community committee (Income and Expenditure accounts);
- to ensure that an appropriate bank account is opened and maintained in the committee's name;
- to ensure that signatories to community committee account are updated as necessary;
- to prepare and report on all financial transactions of committee to the committee at each meeting and to the wider community at the AGM &
- to ensure that financial arrangements on behalf of the community committee are completed as agreed – standing orders, direct debits etc.



Paperwork

Getting Started

It is important when starting your group that you get involvement from as many people as possible living in the estate.

First Meeting

Your first meeting should generally look at the issues/concerns of your estate or area. When people attend it is important to record their names, so that you can keep them informed of the association's progress.

Similarly, if people can't attend it is important to keep them interested with a meeting update. Make sure a suitable venue is booked e.g. Community Centre, Parish Centre, or School.

The Chairperson:

- Ensure that all correspondence is complete and recorded;
- that an agenda is prepared before and following the meeting in consultation with the Secretary;
- that financial records are prepared and presented in a timely fashion;
- that minutes are agreed at the beginning of meetings;
- that each meetings minutes are distributed to all agreed persons;

Agree actions for individual committee members, & that all administrative paperwork in relation to the committee is complete

The Secretary:

Ensure that agenda is drafted in consultation with the Chairperson

that all correspondence on behalf of the committee is complete and that copies are kept for file

that attendance is recorded and that minutes are taken at each meeting

that copies of minutes are distributed to all agreed persons before following meeting

The Treasurer:

Ensure that all financial records are maintained, as agreed by committee.

Keep updated records and

Ensure that a financial report is prepared and presented to the committee at agreed intervals and that payments are made on behalf of committee as required



Good Practice

What should it include?



The name of your resident association, its aims and objectives, who can be a member, membership fees or subscriptions (if relevant), the role of your committee and its officers, how often it should meet, details of how the committee and its officers are elected, how and when annual general meetings are held, how other general meetings of all members are held and how many members must be present before decisions can be made (the quorum).

Writing and agreeing on a set of rules

Writing and setting up a list of rules can be a good idea when setting up a resident association. These can be a list of rules and regulations governing how your group will conduct its business.

these may include;

Agreeing a set of rules or a "A Constitution".

A residents' association constitution is a set of rules governing how the association and its officers behave.

Whether or not you decide to be a formally recognised group, we advise you to agree a constitution so that you can be clear about what your members can expect from your group and its officers.

"You are advised to keep a written record of all committee meetings in the form of minutes"

The constitution you agree on will determine the responsibilities of committee members. Usually, committee meetings differ from general meetings in that they are open to all members, only those elected as committee members may vote.

Keeping Records

You are advised to keep a written record of all committee meetings in the form of minutes where possible, these should then be circulated to all members.

Your newly established committee also has the responsibility of electing its officers i.e (chairperson, treasurer or secretary etc). If required the committee can also elect members to form a subcommittee to look at specific topics or to have specific areas of responsibility.



Good Practice

Meetings *tips*

All members should be notified of meetings at least one or two weeks in advance.

Each meeting should be structured and preferably have a list of items that you want to discuss – i.e. **The Agenda.**

Any items to be discussed on the night should be sent to the Chairperson prior to the meeting.

Any new items to be added to the Agenda at the beginning of the meeting are added under Any Other Business i.e. **AOB**

At least 30 % of committee members should be present at the meeting in order to allow the meeting to go ahead. This is known as a Quorum.



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