

## Lawson T&RA meeting 8.2.23

### 1. JMB staff team

We have had some significant staff changes. Anne Timeyin has retired and Alethea Dougall has left.

John Boakye [John.Boakye@leathermarketjmb.org.uk](mailto:John.Boakye@leathermarketjmb.org.uk) now manages our resident services team on a temporary basis

Roseline Abo [Roseline.Abo@leathermarketjmb.org.uk](mailto:Roseline.Abo@leathermarketjmb.org.uk) is the RSO for Nashe, Lyly, Greene, Alleyn, Kempe, Middleton, and Joyce Newman

Bankole Ajayi will be joining us as RSO on 16.3.23 to manage Symington, Falmouth road, Munday, Beeston, the cottages and street properties. For any housing management issues for the next couple of weeks please email [residentservices@LeathermarketJMB.org.uk](mailto:residentservices@LeathermarketJMB.org.uk)

Gina Bradley [Gina.Bradley@LeathermarketJMB.org.uk](mailto:Gina.Bradley@LeathermarketJMB.org.uk) is the Resident Services officer for the Great Dover Street/ Bartholomew Street/ Burge Street block

Dan White is Estates Up-Keep Manager. [Daniel.White@LeathermarketJMB.org.uk](mailto:Daniel.White@LeathermarketJMB.org.uk) and Dave Gill, Cleaning Supervisor [dave.gill@LeathermarketJMB.org.uk](mailto:dave.gill@LeathermarketJMB.org.uk) should be contacted about estate cleaning, rubbish collection fly –tipping issues. Dan also manages our planned programme works, such as TRA works, guttering clearance and Cleaner, Greener and Safer schemes

Repairs- we'd like urgent repairs phoned in to us or our call centre and routine repairs emailed to us (ideally with a photo) to RepairsMailbox [Repairs@LeathermarketJMB.org.uk](mailto:Repairs@LeathermarketJMB.org.uk) The staff you'll talk to are Kelvin Lloyd, Manager, Kemi Olaomi, Contract Coordinator and Amina Hibbert-Brown, repairs Scheduler. We have three repair operatives, Alex, Albert and Delroy

Wayne McAllister [Wayne.McAllister@LeathermarketJMB.org.uk](mailto:Wayne.McAllister@LeathermarketJMB.org.uk) manages major works

If you have raised an issue with us and you think that we have not dealt with it well, please email your RSO and head the email Formal Complaint. Alternatively, phone or visit your RSO and let them know that you want to make a formal complaint.

### 2. Posts we are recruiting to

We are either actively recruiting to or will be recruiting to the following posts:

- Deputy Manager
- Project Manager- major works
- Estate Cleaners
- Repairs Operatives
- Office Manager
- Resident engagement and Board Support officer

- RSO- Homeownership
- Admin Assistant
- Resident Services Manager

If you or someone you know might be interested in these job opportunities please email: [Recruitment@LeathermarketJMB.org.uk](mailto:Recruitment@LeathermarketJMB.org.uk) and we can let you know the recruitment timescale.

### **3. Anti-social behaviour**

The staff team have met with PC Tricia Edmead, Chaucer Safer Neighborhood Police team. Tricia is very keen that we promote a 'tell the police' message, because the police deploy their resources based on the number of crime reports. The number of reported crimes on Lawson estate is low; therefore, police resources are target elsewhere. Tricia has also asked us to highlight that if a criminal act is happening phone 999, because when they are off shift their email addresses and phone numbers are not monitored.

In an emergency (when someone is injured, being threatened or in danger) always call 999 immediately.

In non-urgent situations either:

- ✓ Contact Southwark Police on 101 (lines are open 24/7) or visit <https://www.met.police.uk/> and click on 'report'
- ✓ Your two Chaucer Safer Neighbourhood Police officers are; [Patricia.Edmead@met.police.uk](mailto:Patricia.Edmead@met.police.uk) and Molly.Rogers@met.police.uk 07471884369
- ✓ If you are being disturbed by noise try talking to your neighbour first if you feel able to do so. If the situation does not improve then the next step is to contact us or Southwark Council's noise nuisance team on 020 7525 5777.
- ✓ If you are worried about someone sleeping rough please alert [www.streetlink.org.uk](http://www.streetlink.org.uk), and they will arrange for the local outreach service to find the individual and connect them to support. You can also contact Southwark Rough Sleeping Coordinator, Natty St Louis by emailing [Natty.StLouis@southwark.gov.uk](mailto:Natty.StLouis@southwark.gov.uk)

### **4. Office Opening**

The JMB office is now open 5 days per week 9am-4.45pm, other than Wednesdays when we close at 1pm.

### **5. TRA**

As part of the JMB's Resident Engagement Strategy, we are working with TRAs to ensure that residents are well represented. Especially residents whose concerns may not be being heard by the JMB. As per Appendix 1, the JMB is consulting about:

- A recognition and funding criteria
- All of our TRAs having a standard constitution
- An up-date funding application form

## 6. JMB General Meeting

Thank you to those who attended the JMB's AGM and GM. Directors have received comments that, firstly, JMB directors and staff did most of the talking and residents felt they did not have an adequate chance to raise concerns. Therefore, the JMB is planning a 'town-hall' type meeting, where residents can raise concerns. We are going to ask residents to let us know the questions in advance so that we can provide comprehensive responses.

Secondly, that the changes to the constitution are complicated and some members may have voted without fully understanding the issues. Therefore, we are consulting, through TRAs and we will have another discussion at our forthcoming general Meeting

Why is the JMB board recommending that we change our Constitution?

**Out of date:** It is badly out of date and does not reflect the current legislation and circumstances. The Constitution was agreed back in 1994/95 when we were working to set up the JMB. Since then there has been the Companies Act 2006, which significantly increased the responsibilities of directors. We need to up-date our Constitution to capture this.

**Cooperative principles:** The Board wants to clearly affirm our principles. We exist for the mutual benefit of people who live on our estates.

**Removal of directors:** Our legal status is that of a Tenant Managed Organisation. (TMO). We are one of a couple of hundred TMO throughout England. Other TMOs have found that removing directors for serious wrongdoing can be a very de-stabliishing for the TMO, if the person contests their removal. We want to avoid having a similar problem. The new Constitution will allow the JMB to move to the fair and managed process that has been adopted by many other TMOs

**Removal of Members:** Again, this has been problematic. The new Constitution establishes a clear process to remove members who move out of the area or commit a serious breach of the JMB's Members' Code; with a right of appeal.

**Subcommittees and Working Groups:** The new Constitution makes clearer how decision-making responsibility can be delegated from the main Board

**Resident managed organisation:** We have had a request to allow non-resident homeowners (private landlords) to become members. The Board is not proposing this because we are a Resident Managed Organisation; our purpose is act for the benefit of residents. We exist to give people who people who live on our council owned estates control over the important decisions that affect their lives.

## 7. Planned Works

We have a number of projects happening now:

- **Roof guttering clearance:** A contractor has cleared the roof guttering on Alleyn, Middleton and Kempe, to reduce the chances of roof leaks. Jonson, Greene and Lyly are too high for this project, but we'll pick this up as part of the major works
- **TRA works:** Your TRA has asked us to undertake work in the Roundhouse
- **Damp:** An outcome of the investigation into the death of a child in Rochdale is that social housing providers must actively seek to identify homes were damp is an issue. The JMB had already facilitated a student project to do this. Donna Heinz has been out following up on reports. Donna's project ends at the end of February, but the JMB are doing to continue with this work. If you have any signs of damp please let us know
- **High-level lighting:** we have asked our electrical contractor to hire a cheery-picker for a couple of days to get on top of our backlog of high level lighting repairs (lights that cannot be reached by a one-storey ladder). I distributed our schedule to directors, but we need to check with you we have everything
- **Estate/ block signage:** are there any blocks that the emergency services find difficult to locate and will benefit from improved signage?
- **Trip-hazards:** Let us know any trip hazards that you are aware of and I will make sure that they are on our list.

<b>Item No.</b>	<b>Classification:</b> Open	<b>Date:</b>	<b>Meeting Name:</b> Leathermarket JMB Board
<b>Report title:</b>		Managing the relationship with Tenants & Residents' Associations	

## RECOMMENDATIONS

1. That Board agrees to update its criteria for recognising the Tenants and Residents' Associations within the Leathermarket JMB's Area of Benefit.
2. That this structure is incorporated into the overall Residents Engagement Strategy of the JMB.

## BACKGROUND INFORMATION

3. The Leathermarket JMB was incorporated under the Companies Act 1985 as a Private Company Limited by Guarantee on 8<sup>th</sup> November 1994. The Articles and Memorandum of Association set out the way the company is governed, who can be members of the company, the meetings that must be held and that the company is to be governed by a Board of Directors ('The Board'). It further sets out how the Directors of the company are to be selected.
4. The original Articles were amended in November 2009 to incorporate minor changes as agreed at the AGM held on 30<sup>th</sup> September 2009. A full review of the Articles was approved at General Meeting on 28<sup>th</sup> November 2022.
5. Under the Articles (2022), each Tenants & Residents Association (TRA) is entitled to nominate two Directors to the Board of the JMB. All persons so nominated are then put to company members by way of a common resolution at the Annual General Meeting (AGM) of the company. All TRA members nominated as Directors must be shareholders (Members) of the JMB.
6. In undertaking the review of the Articles of the JMB the Board has become aware that there is a need for more explicit standards for TRA recognition within the JMB's Area of Benefit. It is that omission that this paper seeks to address.

## KEY ISSUES FOR CONSIDERATION

7. The JMB seeks to encourage the involvement and engagement of as many residents within its estates as possible. To enable this a draft Engagement Strategy is under development and was presented to the General Meeting of 28<sup>th</sup> November 2022.
8. The JMB is unique in its governance structure, which seeks to embed resident control in the company through the selection of Board Directors by each of the Tenants and Residents' Associations (TRAs) within its area of benefit. There have

been five TRAs each of which nominates two Directors of the company. The TRAs are:

- Bermondsey Street
  - Crosby, Lockyer and Hamilton
  - Decima Street (currently inactive)
  - Kipling Estate
  - Lawson Estate
9. Nominations from TRAs are presented to the membership for ratification at the JMB's AGM. The additional element for consideration is to establish a recognition policy to ensure that each of TRAs meet agreed levels of governance and engagement. In establishing this policy, the JMB seeks to ensure that all residents residing within its area of benefit are able to access the involvement structure and, if they so wish, to become a Director of the company.
  10. It is also prudent to set out the minimum standards of governance the TRAs must achieve in order for them to continue to be able to nominate Directors. The aim of the JMB is to work with the existing TRAs and to increase governance and engagement where necessary.
  11. The JMB is aware that in developing a recognition policy for TRAs, it could be construed as an attempt to restrict who can become involved by imposing requirements that inhibit involvement. To avoid such allegations, it is proposed that any recognition standards draw from standards agreed either locally (within LB Southwark) or nationally.
  12. The recognition policy will incorporate an agreed methodology as to how residents can be nominated as a JMB Director. Due to the unique nature of the JMB, this element of the recognition policy will have, of necessity, to be developed by the JMB.
  13. Since 2020/21 the JMB has also had delegated responsibility for providing funding for TRAs and has adopted a funding criteria, which is updated in Appendix 4.

### **Policy Development**

14. A draft policy setting out the recognition criteria to be adopted is attached at Appendix 1 to this report. The criteria have been selected on the basis that they are not too onerous for any group run by volunteers within the community and provides templates for governance documentation, which allows for some local variation to reflect differences in how the TRA chooses to operate. It will require TRAs to;
  - Use a model constitution (LB Southwark model – See Appendix 2)
    - ✓ Hold a minimum number of General Meetings per year
    - ✓ Hold a minimum number of Committee Meetings per year
    - ✓ Clearly state membership criteria
    - ✓ State the month in which the AGM will be held

- Adopt a Code of Conduct
  - Produce annual accounts and receipts for TRA funding
  - Nominate residents for the post of JMB Director in an agreed manner (proposed wording attached at Appendix 3)
  - Adopt the updated funding pro-forma as Appendix 4
15. The impact of the Covid-19 pandemic on resident involvement has shown that both the JMB and TRAs need to be able to enable participation through a variety of means. Although there is no intention to require meetings to be held in a proscribed format, we want to ensure that all residents are able to take part in their TRA. Therefore, whilst TRAs will must hold meetings in person they should also work to ensure that there is the ability to take part online. The JMB will work with TRAs to facilitate this and to share the technology required to make it possible. The ability to do so will be set out in the approved constitution and the facilitation will be detailed in the Resident Engagement Strategy.
  16. In terms of timing, it is suggested that the accreditation process takes place annually each April. In doing so this will enable all TRAs to be fully registered in good time for the nomination process for Directors to the JMBs AGM.
  17. Southwark Council retains the ultimate responsibility for ensuring resident consultation, as specified by the 1985 Housing Act. The Council also has responsibility for ensuring that Building Safety Act consultation is adequately undertaken and that the requirements of the Social Housing Regulation Bill are met.

### **Consultation**

18. Each TRA will be contacted for their views/input into the proposals with the results being presented to the Communication and Participation Subcommittee and then to the Board for final approval.
19. The proposals contained in this paper should have minimal impact on TRAs within the JMB's area of benefit. In adopting this requirement, the JMB is using existing best practice throughout the process and has referenced the processes in place throughout Southwark and national guidance developed by the Tenant Participation Advisory Service (Tpas).

### **Equality impact statement**

20. The JMB is very aware that residents with protected characteristics are less likely to have their voice heard in decision-making processes. The aim of these proposals is to strengthen the representation of all residents, but especially those whose most at risk of being silenced.

### **Resource implications**

21. The Board will also be receiving a Staffing Review Report, which proposes the creation of a Resident Engagement and Board Support officer post. The post

holder will support TRAs to meet the criteria set out in this report

### **Financial implications**

22. Other than the staffing implications noted above, there is no other financial implication.

### **APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Draft TRA Recognition Policy
Appendix 2	Model TRA Constitution
Appendix 3	Proposed Additional requirement to Model Constitution
Appendix 4	TRA Funding Policy

### **AUDIT TRAIL**

<b>Lead Officer</b>	Lee Page, Director
<b>Report Author</b>	Lee Page, Director
<b>Version</b>	Draft v4
<b>Dated</b>	February 2023

### **APPENDIX 1**

### **Leathermarket JMB.**

# Recognition & De-recognition Policy for Tenant & Resident Associations

## 1. Recognition

- 1.1 A Tenant & Resident Association (TRA) will be recognised by the Leathermarket JMB if it complies with its constitution and engages with its members and the JMB as follows:

The TRA must keep to a constitution and code of conduct that meets the minimum requirements as laid out in the model constitution, e.g. by meeting regularly with the required quorum for general and committee meetings, adhering to an equal opportunity policy and code of conduct that is approved by the JMB, maintaining good financial practice, including submitting a statement of accounts annually and being transparent in managing TRA business.

- 1.2 In order for the TRA to have access to JMB/ council resources (including funding), and to manage JMB/council facilities, the TRA must make an annual application to the JMB (as per the criteria for TRA grant funding), either for:

- Recognition only, or
- Recognition, Funding and use of a community facility (if available)

- 1.3 The application for recognition and/or funding will require supporting evidence as detailed in the recognition and funding application pack.

- 1.4 TRA's are expected to follow their constitution, follow good practice guidelines and co-operate with the JMB in trying to resolve problems, using the advice and support of JMB Officers in managing their business.

1.5 In a situation where an individual member of the TRA is deemed to be causing a problem, it is the TRA committee's responsibility to address and resolve the issue using their constitution and code of conduct, and through dialogue or mediation. TRA's will be given the opportunity to do this before the JMB takes action to de-recognise and support and advice will be offered.

1.6 Where there has been a serious breach accompanied by a loss of confidence in the TRA committee, de-recognition may be imposed with immediate effect pending full investigation of the matter. A serious breach would include for example: illegal acts, misuse of JMB/council facilities, financial misconduct, discrimination, disorder, assault and threats or use of violence.

1.8 NOTE:

TRA constitutions require that an Annual General Meeting is held once every 12 months following which an application for recognition and/or funding application must be made. In order to give a TRA reasonable flexibility on this, the JMB's recognition policy will allow a further 2 months' leeway (i.e. a maximum of 14 months between AGMs, if required). The TRA's application for recognition and/or funding from the Tenant Fund should be received by the JMB within one month of the start of the financial year (i.e., April). The processing of the application by the JMB will have a target time of 21 days from receipt of full application form and supporting documents.

## **2. Conditional Recognition**

2.1 Where a TRA is unable to meet the requirements for full recognition, a TRA may be given temporary or 'conditional recognition' status by the JMB. Conditional recognition will be for a stated limited period, giving the TRA time in which to meet the JMB's requirements for full recognition. A conditional recognition for up to six months will typically be granted, after which the TRA will either be granted full recognition or de-recognised.

2.2 The most common reasons for giving conditional recognition will be where:

a) There are problems with a TRA's application for recognition

b) The JMB is carrying out support or governance work with the TRA.

- c) If the JMB has been made aware of special circumstances that have made it difficult for a TRA to hold an AGM within 14 Months of its previous AGM.

### **3 De-recognition and consequences of de-recognition**

3.1 In order to be recognised a TRA must meet the minimum requirements laid out in Southwark's model TRA constitution. Some of the common reasons why a TRA might be de-recognised follow below. These examples are indicative only:

- a) If the TRA has not held an AGM within 14 months of its previous constitutional AGM.
- b) If a TRA does not hold an Annual General Meeting or meet regularly or falsifies details of minutes or decisions.
- c) If the TRA's accounts are not kept properly or there is evidence of financial irregularity, such as hall payments being taken in cash and kept out of the accounts or bank accounts
- d) If there are reports of serious or repeated bad behaviour or breaches of the TRA's equalities policy by the TRA or its members that bring the TRA into disrepute and are not addressed by the committee.
- e) If the TRA does not comply with the requirements of the tenant fund and has failed to take advice and support from JMB officers and/or the Southwark Group of Tenants Organisation (SGTO).

3.2 A de-recognised TRA will no longer be recognised as a body that the JMB consults with on matters that affect the local community.

- a) The TRA will no longer have the ability to nominate Directors to the JMB Board, or to access to any other part of the JMBs consultation structure
- b) Any JMB or Southwark council property accessed or managed by it, including its tenant hall or other facility, will be repossessed by the JMB.
- c) In addition, the TRA will be required to pay back to the JMB/ council any tenant fund grant held by it and, following the date of de-recognition, any income generated from its management of JMB/council assets.

- 3.3 If the JMB has de-recognised a TRA for a case of fraud, threat, or incident of violence then the JMB may consider placing conditions on future recognition of that TRA. This could include refusing recognition unless the TRA restricts certain members from being a bank signatory or key officer or attending meetings.

#### **4. Reporting of misconduct, malpractice or breach of constitution in a TRA**

- 4.1 Incidents, behaviour and observations may be reported by any member of the community or the public, including JMB or council officers and councillors to JMB staff or Directors.
- 4.2 The JMB will, in the first instance, decide what action should be taken to resolve the matter, including ensuring that advice and support is given to the TRA or individual.
- 4.3 SGTO will be informed before the start of the process of de-recognition with the view of giving the TRA support and advice.
- 4.4 Following this, if review shows that no progress has been made and the matter has not been resolved, then the JMB may commence action to de-recognise the TRA.

#### **5. Procedure for investigation and de-recognition**

- 5.1 Following a decision to commence action to de-recognise a TRA the JMB will investigate the matter by gathering information and intelligence, within a reasonable time frame that reflects the nature of the case.
- 5.2 This will include arranging meeting(s) with TRA members as a group and/ or individually; and consulting with anyone else whose input might be required or might be useful to the investigation. The JMB may request further evidence to be provided by the TRA, and failure to provide this may be held against the TRA

in recognition decisions. Anyone being so consulted may have a witness or an independent person present at the meeting.

- 5.3 After collecting evidence, the investigating person will make recommendations to the JMB Board.
- 5.4 The JMB Board, which hears the recommendations, shall exclude the nominated Directors from the TRA under investigation.
- 5.5 The JMB Board will consider:
  - a) If the correct procedures have been followed.
  - b) The recommendation of the investigating person. And
  - c) To decide either on recognition, conditional recognition, de-recognition or mediation.
- 5.6 The investigating person shall present the case as to why it is believed that the TRA has breached the recognition policy. A representative of the TRA will be invited to attend, to present evidence of mitigating circumstances or error, should they wish to. The TRA representative attending may have a witness or an independent person present at the meeting.

All Board members will receive details of the meeting and supporting paperwork at least seven days before the meeting. Board members will be asked to declare any personal conflicts of interest before the meeting.

- 5.7 Following the meeting of the case conference, the JMB will then write to all the known officers of the TRA, setting out clearly the outcome of the Boards decision, the implications of non- recognition and failing to work with JMB to resolve the matter.
- 5.8 If the TRA does not contest the decision or does not respond or comply with the judgement, the TRA will be de-recognised.

## 6. Appeal procedure.

6.1. The TRA may contest the Board's decision within 30 days of receiving the letter. The grounds under which a TRA may contest the decision are:

- The procedure as laid out in this policy was not followed
- There is a clear conflict of interest within the Board meeting that heard the evidence
- False evidence was used in reaching the decision
- New evidence has come to light

6.2. The JMB would like the Council to administer this appeal process and are in discussion about how this could happen.

## APPENDIX 2

### SOUTHWARK TENANTS AND RESIDENTS ASSOCIATION CONSTITUTION

<b>NAME</b>	<b>1.</b>	The Association shall be known as:  ..... Tenants & Residents Association, (hereafter referred to as 'the Association').
<b>OBJECTIVES</b>	<b>2.</b>	The Association has been primarily established for charitable, benevolent and philanthropic purposes. It's objectives are these: <ul style="list-style-type: none"><li>• To promote the exercise of tenants and residents rights and the maintenance and improvement of their housing conditions, amenities and environment;</li><li>• To provide facilities for recreation and amenity and to encourage a community spirit;</li></ul>

- For the furtherance of these objectives to represent the interests of tenants and residents in consultation with the local authority and other bodies;
- To promote the harmonious functioning of a diverse community and the elimination of all forms of discrimination within it.

In order to achieve these aims the Association will have the power:

- To obtain, collect and receive money by way of contributions, donations (by means of fundraising or otherwise), affiliation fees, subscriptions, legacies, grants and any other lawful method;
- To become members of or accept membership from any organisation having aims and objectives similar to those of the Association;
- To give administrative help and guidance to other local groups having similar objectives and mutual support;
- To employ staff/consultants to carry out special projects or activities in the area of benefit;
- To purchase, take on lease or in exchange, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of its objectives, and to construct, maintain or alter the same.

## **AFFILIATIONS**

- 3.** The Association shall have the power to affiliate to anybody whose objectives may be of benefit to its membership.

**MEMBERSHIP**

4. Membership shall be open, irrespective of nationality, race, disability, sexual orientation, political or religious belief, to all those legally resident on the .....Estate or within the following area: ..... Details contained in appendix 1

**CODE OF CONDUCT**

5. It shall be a condition of membership that members conduct themselves in a reasonable manner at all times and in compliance with this clause and constitution.

This includes at meetings of, and in premises used by the Association, during any activity performed or attended on behalf of the Association, including attendance at other meetings or bodies.

Everyone present must:

- a) Treat other participants with courtesy and respect;
- b) Be sensitive to the needs of those participants who are not used to speaking in public, or whose first language is not English;
- c) Conduct themselves in a way that does not cause offence to others or limits in any way others' ability to participate in meetings;
- d) Not engage in any activities, which create a conflict of interest, or might appear to conflict with, their responsibilities or obligations to the Association.

6. Any member may be excluded from attending meetings or Association activities for breaching this condition of membership, or for any other conduct contravening the objectives of the Association, by a majority of those present and voting on a motion to this effect at any meeting.

After the meeting in which the motion has been passed, the Association will put it in writing to the member concerned.

Any member so excluded has a right of appeal to the following general meeting, by notifying the Secretary not less than 21 days before the meeting.

**SUB-  
SCRIPTIONS**

7. Any subscriptions or other monies raised by or on behalf of the Association shall only be used to support the Association's objectives

**CONDUCT OF  
BUSINESS**

8. The business of the Association shall be conducted by a committee elected at each AGM, which shall consist of a Chairperson, Treasurer, Vice-Chairperson, Secretary and not less than four (4) other members. Nominations for the officer posts of the Association shall be sought from all voting members present at the AGM. No two (2) or more officers shall be elected from the same household The composition of the committee must as far as possible reflect the diversity of the community represented.
9. Elected councillors of the Landlord authority shall not be eligible for election to the Association's committee, nor shall they represent the Association.
11. The committee shall have the power to co-opt anyone it considers to have a local interest and/ or expertise. Such

co-optees will not have voting rights and may not be an officer of the Association.

- 12.**
- 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 of the committee until the next general meeting of members.
  - In exceptional circumstances the committee may remove officers or committee members pending ratification by a General or Special General Meeting held at the earliest possible opportunity

**MANAGEMENT OF  
ASSETS AND FINANCE**

- 13.**
- All Association assets should be recorded in a register and only used as agreed by the committee in a minuted decision.
  - Members of the Association may not gain financially as a result of their membership.
  - The Association shall hold Public Liability Insurance and shall endeavour to ensure that its assets are also suitably insured. The Association shall consider whether it is appropriate to take out an insurance policy that indemnifies committee members from and against legal claims against them personally if they are acting on behalf of the Association and if it is considered appropriate, the Association shall take out such insurance.
  - The committee shall be responsible for proper financial control.
  - An updated financial report on income and expenditure since the last meeting should be on each meeting's agenda.

**RECOGNITION****14.** TRAs must apply to the JMB for recognition annually.

<b>COMMITTEE MEETINGS</b>	<b>15.</b>	<p>The committee shall meet as necessary and not less than 6 times in each year. Committee meetings shall be open to any member of the Association wishing to attend who may speak but not vote.</p> <p>Where circumstances dictate, part or all of a committee meeting shall be attended only by committee members. Committee members shall be given not less than seven (7) days' notice of any committee meeting.</p>
<b>GENERAL MEETINGS</b>	<b>16.</b>	<p>Not less than two (2) of the committee's meetings shall be general meetings of the Association, including an AGM. At which all members over 16 may speak, and all members over 16 living in the estate or area - except non-resident landlords - may 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 members present and voting. All members shall be given not less than 14 days prior notice of any general meeting.</p>
<b>ANNUAL GENERAL MEETINGS</b>	<b>17.</b>	<p>The committee shall call an Annual General Meeting (AGM) of the Association each year in the month of..... Not less than 14 days prior notice of the AGM shall be given to all members. At this meeting:</p> <ul style="list-style-type: none"> <li>• the committee shall present an annual report of the Association;</li> <li>• sub-committees shall present an annual report and an account of their activities;</li> <li>• the committee shall present the verified accounts of the Association for the previous year;</li> <li>• the officers, committee and nominated person verify the accounts for the next year shall be elected;</li> <li>• delegates and deputies to the council's representative bodies and other bodies will be elected. All such elected delegates and deputies must be committee members;</li> </ul>

		<ul style="list-style-type: none"> <li>any proposals submitted to the Secretary in writing not less than 21 days in advance of the meeting shall be discussed.</li> </ul>
<b>SPECIAL GENERAL MEETING</b>	<b>18.</b>	The TRA shall call a 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 14 days' notice of the holding of a Special General Meeting, with the reasons for calling the meeting, which shall take place within 28 days of the receipt of the request or petition.
<b>QUORUM</b>	<b>19.</b>	The quorum for committee meetings of the Association shall be one-third of its elected membership, or four (4) members, whichever is the greater. The minimum quorum for general meetings will be at least ten (10) of the properties being represented.
	<b>20.</b>	If after 15 minutes of the advertised starting time a quorum is not achieved, the meeting shall be closed.
<b>NOTICE OF MEETINGS</b>	<b>21.</b>	Notice of all general meetings shall be delivered to each property covered by the Association and shall include the date, time and place of the meeting and an Agenda of matters to be discussed. Notice of committee meetings shall be sent to each committee member's dwelling and should be widely publicised using notice boards and appropriate public areas. Following the AGM a schedule of meeting dates for the year shall be provided to each committee member.
<b>SUB-COMMITTEES</b>	<b>22.</b>	The committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committees 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 non-voting ex-officio members of any sub-committee.

	<b>23.</b>	Where any sub-committee is to continue in existence beyond the AGM following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.
	<b>24.</b>	All sub-committees shall keep accounts of income and expenditure, and a record of all meetings, and shall report on them or deliver them up as required by the committee or general meeting.
	<b>25.</b>	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.
	<b>26.</b>	Where a Recognised Tenants Association (RTA) under the provisions of Section 29 of the Landlord and Tenant Act 1985, with its own terms of reference and sufficient accountability to leaseholders in the area exists within the area of the Association, the RTA may be appointed as a sub-committee of the Association.
<b>DUTIES OF OFFICERS</b>	<b>27.</b>	<b>THE CHAIRPERSON</b> , or in his/her absence, the Vice Chairperson shall preside over all meetings of the Association. In the absence of both the Chairperson and Vice Chairperson from any meeting of the association, the members of the Committee shall elect from among its members a person to preside for that meeting only.
	<b>28.</b>	<b>THE TREASURER</b> shall open and maintain a banking account in the name of the Association. All cheques shall be signed by the Treasurer and one of three (3) or more other committee members nominated by the committee as signatories on the bank account. The Treasurer shall keep accounts of income and expenditure and report on them or deliver them up as required by the committee or general meeting (see also clause 15). Such accounts shall be financially verified by a non-member of the Association,

		who will be appointed by the membership at the Annual General Meeting.
	<b>29.</b>	<b>THE SECRETARY</b> , in consultation with the chair, shall be responsible for convening all meetings and giving the prescribed notice to members. S/he shall ensure that a proper record is kept of all meetings of the Association and committee in the form of minutes, and shall deliver up such records as required by the committee or general meeting. The Secretary shall permit the agreed minutes to be examined within seven (7) days of receipt of a written request by any two (2) or more members of the Association.
	<b>30.</b>	Any member of the Association delegated to represent it in consultation with any other body shall act in the best interests of the Association. The delegate shall wherever possible consult with the Association and act on their instructions and report back to the following committee or general meeting, whichever is the sooner.
<b>ALTERATIONS TO THE CONSTITUTION</b>	<b>31.</b>	Any proposal to alter this Constitution must be submitted to the Secretary of the Association not less than 21 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 original wording and the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the meeting.
<b>DISSOLUTION</b>	<b>32.</b>	If the committee, or if a committee no longer exists, any ten (10) 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 local community as the meeting shall decide.
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**THIS CONSTITUTION WAS AGREED AT A GENERAL MEETING OF:**

**(Specify name of TRA):**

**HELD ON:**

**SIGNED (CHAIR):**

**SIGNED (SECRETARY):**

**TRA Constitution**

**Appendix 1**

**Estate Composition**

**Block/Street**

**units**

**Total**

### **APPENDIX 3**

#### **Proposed Additional Paragraph**

The TRA shall nominate up to two members of the TRA as Directors of the Leathermarket JMB ("JMB"). The nominations shall be agreed at a General Meeting of the TRA annually prior to the Annual General Meeting of the JMB. Applications for the post of a JMB Director shall be open to all members of the TRA and nominations sought on the Notice calling the General Meeting. An applicant must also be a member of the Leathermarket JMB and should be nominated and seconded by a member of the TRA. Where more than two TRA members apply for the nomination, an election shall take place at the General Meeting which will be determined by a show of hands of those present.

**APPENDIX 4**

**LEATHERMARKET  
JMB 2022/23  
RESIDENTS  
PARTICIPATION FUND  
ANNUAL GRANT  
FORM: A**



## GUIDANCE

### AIM

Leathermarket JMB provides financial support to existing and new Tenants and Residents Associations (TRAs) for

- Running costs
- Community Activities

### FUNDING FORMULA/AMOUNT OF ANNUAL GRANT

The grant is calculated according to the number of properties that form part of the TRA, at a coefficient of £5.5 per property.

**For example**, if the TRA covers 300 properties the grant will be £1,650.

The minimum grant paid is £1,300 (up to 236 properties). In order to receive the grant certain conditions, have to be met which are detailed below.

## DECISION PROCESS

The decisions on individual applications will be made by Leathermarket JMB officers.

## APPEALS PROCEDURE

If your application for funding is unsuccessful we will write to inform you of the outcome and of your right to appeal.

Appeals must be made within three months from the date of the decision to the JMB officers and should be sent to:

Andy Bates

JMB Manager, Leathermarket JMB, 26 Leathermarket Street, London, SE1 3HN

After the appeal will be heard by the officers, the decision is final.

## CRITERIA FOR EXISTING TRAS –

### RECOGNITION AND FUNDING OR RECOGNITION ONLY

Please note that the **funding** is conditional upon the TRA adopting a Constitution that is based on the Southwark Council's Model Constitution.

All applicants must meet the following criteria:

- Have a valid TRA Bank/Building Society/Credit Union account in the name of the of the TRA.
- Call an Annual General Meeting (AGM) at which independently verified financial accounts are presented and agreed.
- If the financial accounts cannot presented and agreed at an Annual General Meeting (AGM) then a General Meeting (GM) must be held, thus the financial statements/accounts can be presented and agreed.
- Hold a minimum of two Meetings per year, of which one must be an Annual General Meeting and the other a General Meeting.
- Provide independently verified financial accounts, which must be signed, dated and contain the address of a verifier. The verifier should declare the professional qualification/status (e.g. chartered accountant, charity, etc.). A stamp with the relevant particulars is acceptable.
- Have at least two separate signatories for the TRA Bank/Building Society/Credit Union account. To avoid a conflict of interest these guarantors cannot sign the completion of the form as well.
- The TRA will pay back unspent RP Fund money in the event of dissolution/de-recognition.

- No person who has the initiative to decide on how monies from the Fund are spent shall personally benefit from it, i.e. Chair, or treasurer or committee member of the TRA.
- TRA must invite an officer (usually the Resident Services Officer) of Leathermarket JMB to the Annual General Meeting (AGM) either via email, or in writing to Leathermarket JMB, 26 Leathermarket Street, London SE1 3HN.

## SAFEGUARDING

**It is strongly recommended that the claimants have their own written safeguard policy, if the TRA is providing activities for children and/or vulnerable adults.**

## REQUIREMENTS:

- Only TRAs recognised by Leathermarket JMB may apply for funding.
- Organisations can only apply for grant funding **every** financial year, commencing from the **1st of April up to the 30th of September** of the following calendar year, e.g. for 2020/21, from the 1st of April 2020 to the 30th of September 2021.  
That is, the application window is open for 18 months.
- Grants may not be used to discriminate on the basis of the nine protected characteristics from the **Equality Act 2010**: age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.
- Grants must be spent on activities that benefit the whole community within the TRA's catchment area.
- Grants may not be used to support political activity or to affiliate the applicant to any political organisation.
- A TRA holding more than **£15,000** as net worth in its bank account/s and as shown in its financial statements, will not be eligible for funding unless it gives a valid reason.
- The TRA must identify earmarked project's amounts or other specific amounts in its bank account and prove that by removing these figures the balance will fall below the **£15,000** cap. In this case, a TRA can still apply for funding, provided the JMB's officers give their approval.

# APPLICATION FORM: A

## TO BE COMPLETED BY ALL TRAs

Please tick the box which you are applying for:

Recognition Only

Recognition & Funding

FINANCIAL YEAR you are applying for:

Name of your TRA:

APPLICATION FORM A

**Q1.** Name of your TRA:

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**Q2.** Main contact postal address:

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**Q3.** Email address:

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**Q4.** Main contact telephone number:

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**Q5.** Has your TRA been known by any other name? YES  NO

**If yes, please give details:**

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**Q6.** Committee Members' Information:

POSITION	NAME	ADDRESS	TEL	MOBILE	EMAIL
CHAIR					
VICE CHAIR					

<b>SECRETARY</b>					
<b>TREASURER</b>					

**Q7.** Date of your Annual General Meeting (AGM):

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**Q8.** If a change was made to your constitution, what was the General Meeting date:

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**Q9.** Please give the date of the Annual General Meeting (AGM) or General Meeting (GM) during which your financial statements / accounts were agreed:

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**Q10.** If your TRA is an incorporated registered charity or company limited by guarantee, please provide us the registration number (please note that **ALL** Financial Accounts must be agreed at the AGM):

**Q11.** Please provide your Resident Services Officer name:

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**Q12.** Please provide your Bank/Building Society/Credit Union account and sort code details:

**Name of Account:**

**Account Number:**

**Sort Code:**

**Building Society Roll/Reference Number (If applicable):**

**Q13.** Please provide the TRA bank signatories' signatures:

**Bank Signatory Print Full Name:**

**Signature:**

(1)

**Bank Signatory Print Full Name:**

**Signature:**

(2)

***Please note that if your Bank /Building Society/Credit Union account has changed since your last application, proof of your new Bank/Building Society/Credit Union account is required.***

***The most recent Bank /Building Society/Credit Union account must clearly show the TRA new account name and new account details (account number and sort code). Bank /Building Society/Credit Union letters and statements should have this evidence.***

## **1. Community engagement**

How many meetings did your TRA hold (please give dates)

Were all meetings advertised across the TRA area and open to all residents?

Please state where advertised and provide a sample copy.

What activities did your TRA organise and whom did this benefit

What did you do to encourage TRA residents to get involved? (Provide evidence)

## **2. Community facilities**

If you manage a TRA facility what did you do to encourage use by residents.

What did you do to contribute to the up keep of the facility?

### **DOCUMENTATION REQUIRED:**

**If all the obligatory information is not enclosed in the form, the application will be refused. There is a right to appeal. (Please refer to the Appeals procedure on page 3).**

### **DOCUMENTATION CHECKLIST**

**Before returning your grant application form, please ensure that you have:**

- Read and understood all the grant criteria.

- Completed each question on the form. If the question does not concern your application please mark it as 'not applicable' or 'unsure'.

**If you are an existing TRA please indicate that the following documents have been included in support of your application. Please send these documents in a non-amendable format (e.g. PDF) via email (please see page 12):**

- Copy of the filled/signed claim form
- Copy of your full financial statements/accounts that have been verified by an independent organisation not associated with your TRA. The financial statements/accounts must be signed and dated.
- Copy of your AGM minutes at which the financial statements/accounts were agreed
- Constitution

**Any further information:**

**TO COMPLETE YOUR APPLICATION, PLEASE FILL THE FOLLOWING:**

**Your Committee Member's Position:**

**Print your full name:**

(IT MUST BE A DIFFERENT PERSON FROM THE ABOVE BANK SIGNATORY)

**Your Signature:**

**Date:**

**RSO\* name:**

**RSO\*signature:**

**Date:**