

wandle

Resident Association Manual



2025



Contents

1. What is a Resident Association?	3
2. Why set up a Resident Association?	3
3. How to be formally recognised by Wandle	4
4. Support from Wandle	5
5. Setting up the Resident Association	6
6. Constitution	8
7. Running your Resident Association	9
8. Appendices	12
1. Agenda	12
2. Minutes	13
3. Attendance Register	14
4. Model Constitution	15
5. Model Equal Opportunities Policy	16
6. Code of conduct	17
7. Grant Application Form	18
9. Contact details	19

1. What is a Resident Association?

A Resident Association (RA) is a formal group of people who live in a neighbourhood and decide that they want to get together to deal with concerns that affect their local community. The group can include tenants, shared owners, leaseholders, and homeowners.

A Resident Association is formally recognised by Wandle once registered and can benefit from financial support and guidance to successfully run an RA.

2. Why set up a Resident Association?

You could decide to set up an RA for the following reasons:

- To create a better sense of community in your area, by meeting and helping your neighbours, organising social, leisure or educational events for your estate or area
- To campaign on local issues or get services improved: e.g., repairs, better play area, make improvements to communal areas and improve facilities
- To work in partnership with local stakeholders and voluntary organisations, to develop area-based initiatives.

Setting up a resident association

It is important that you make sure other residents in your estate/block feel the same. Are the issues you plan to focus on relevant to your neighbours?

There should be at least six people willing to attend an initial meeting.

Next step – setting up the initial meeting

Arrange an initial meeting to discuss whether those in your area feel this is a good idea.

Consider other ways that Wandle can support you if an RA isn't the route you decide to take

The meeting is also an opportunity for the group to consider whether the reason for setting up the association could be resolved in another way that is less time-consuming.

If you want to have your say on the ways in which Wandle delivers its services or suggest areas for improvements, email customerempowerment@wandle.com and we will provide you with further details on the different ways you can make an impact and help improve services.

3. How to be formally recognised by Wandle

You could decide to set up an RA for the following reasons:

- ✓ **Membership** – Demonstrate that 10% of all residents in the block or estate are members of the association and that it is clearly open to all residents in the local area
- ✓ **Equal Opportunities** – Show evidence of promoting equality and diversity as part of the recruitment process. Have an Equal Opportunity Policy, with a clear process to deal with breaches and escalating diversity issues
- ✓ **Written Constitution** – All Associations must have a written constitution based upon Wandle’s model (see **Appendix 5**)
- ✓ **Annual Reviews** for continued recognition. The recognition of an association will be renewed, if the association shows evidence of the following:
 - The Association still meeting the recognition criteria set out in this guide
 - The income received from Wandle has been used for the purpose intended and financial accounts have been properly maintained
 - The Association has not been subject to a vote of no confidence or official complaint
 - Decisions have been made democratically and in the interests of the wider membership
 - The Association has not been in breach of the Code of Conduct or Equality & Diversity Policy
- ✓ **Financial Arrangements**
 - All associations must demonstrate plans to have clear and transparent financial arrangements in place, to include;
 - Proper record of the financial accounts to be presented at the Annual General Meeting (AGM)
 - Bank or Building Society account must include an elected Chair and a Treasurer as signatories to the account
- ✓ **Associations** must demonstrate plans to:
 - Co-operate with annual audits undertaken by Wandle, to monitor performance and representation on committees and the association
 - Provide AGM minutes, reports & accounts to Wandle, at least two weeks prior to the Annual General Meetings

Where the association falls short of any of the above criteria, Wandle will, where appropriate, agree a support and action plan with the committee, to help them achieve the required standard.

4. Support from Wandle

Funding

1. **Start-up Grant:** Being a formally recognised Residents' Association entitles you to apply for an initial start-up grant of £300 (one-off), which can be used for your initial outgoings such as printing posters to advertise your first meeting, room hire or carrying out surveys etc.
2. **Annual Grants:** Wandle will provide an annual grant to all registered associations. Applications for this grant should be made a year after the last start-up grant was paid to the Association. The full annual grant will be £300 plus £2 for every registered household of the association, up to a maximum of £500. To receive an annual grant, your association must still meet the recognition criteria, and provide evidence of the following:
 - Record of the Annual General Meeting being held, copies of the minutes and an annual report from the meeting (including the Treasurer's report)
 - Copy of the minutes from the general meetings over the past three months
 - A set of audited accounts



The Annual Grants can only be used to cover the following:

- Venue hire
- Administrative costs such as photocopying, printing and postage
- Stationery purchase (e.g., pens, account books, envelopes, paper, etc.)
- Equipment hire
- Telephone costs (include calls made on behalf of the association, as agreed by the Treasurer and Chair, but not line rental charges)
- Special requirements (e.g., childcare, crèche and babysitting, translators and interpreters)
- Training costs (external provider)
- Refreshments
- Travelling expenses (for attending meetings in other areas on behalf of the association)

If you would like to use the fund to cover something else not listed above, please contact the Customer Empowerment Team, as failure to do so may disqualify you from receiving funding in the future.

Neighbourhood Plan Funding

This fund will be provided to your association, if you wish to develop a project that will benefit your local area. Neighbourhood Plan funding is available to residents and community groups, voluntary organisations, social enterprises, and not-for-profit organisations who work or deliver services to Wandle residents. To apply for this grant please send us an email: customerempowerment@wandle.com

As well as funding from Wandle there is an opportunity for relevant staff members to attend meetings when required. Other benefit also includes the ability to negotiate local service standards on behalf of members.

5. Setting up the Resident Association

We have provided some guidance below, on the key steps involved in setting up an association:

- **Step 1: Hold the first meeting**
- **Step 2: Get wider support for your group and create a steering group**
- **Step 3: Plan and the Opening Meeting**
- **Step 4: Hold the Opening Meeting**
- **Step 5: Hold the Annual Inaugural Meeting**
- **Step 6: Register and Manage the Association**

Step 1: Hold the first meeting

In preparation for this meeting, you should consider the following questions:

1. What are the key issues / concerns with your block / estate?
2. What would you like to get out of setting up an association?

Step 2: Get wider support for your group and create a steering group

There are many ways to get wider support for your group. You could send out a questionnaire or a flyer, carry out door-to-door visits or hold a public meeting. If there is enough support to form an association in your area, you will first need to form a steering group with your group of interested residents. The aim of the steering group is to work alongside Wandle to develop the association. This group will meet to do the following:

- Choose a name
- Draft a constitution (see [Appendix 4](#) for a model constitution)

Step 3: Plan the opening meeting

The opening meeting will give you the opportunity to gather momentum and support for the association. Some of the actions to consider before planning the meeting are;

- **Venue** – this needs to be accessible to all residents (e.g., disabled & older people), large enough and suitable for a meeting.
- **Date & Time** – should be convenient for most residents in the block / estate, to allow as many people as possible to attend.
- **Guest Speakers** – you could decide to invite a guest speaker from Wandle or your local councillor and /or MP
- **Promotion** – you should aim to promote the event to all residents, at least 21 days before the meeting. You should try to publicise the event in many ways, to ensure the meeting is well attended. When publicising the event, you should give clear information about the aims of your organisation, the date, time, venue and key contacts.

You should also ensure that you have the following documents prepared before the meeting:

- Draft Agenda (see [Appendix 1](#))
- Nomination Forms (for residents who wish to nominate themselves as committee members)
- Attendance register (see [Appendix 3](#))

5. Setting up the Resident Association

Step 4: Hold the first open meeting

Congratulations, the big day has arrived! To make it a success, you should consider the following tips:

- Take a register of attendees
- Have copies of the agenda available
- Be clear about the aims and priorities of the association
- Explain what being a member of the association and the committee will involve and encourage sign up
- Take minutes of the meeting

Step 5: Hold the Annual Inaugural Meeting

Once you have established a core group of members for the association, you should plan and hold an inaugural meeting where members of the association will:

- Adopt the Constitution, Code of Conduct & Equal Opportunity practices
- Agree on the association name
- Elect committee members and executive officers

Step 6: Register and Managing the Association

If you want to be formally recognised by Wandle you will need to be registered with us. You do not have to be formally recognised by Wandle to form an association however there are benefits of being formally recognised. See how to register your association to become formally recognised and receive additional benefits on [page 4](#) of this guide.

Managing your association

Once your association is up and running, you can apply for a start-up grant from Wandle (see [page 5](#)). You can continue to hold further meetings, plan and deliver projects or new initiatives and work formally with Wandle for advice and financial support to improve your neighbourhood. There are some examples of templates within the appendices of the guide that can help you run your association successfully.



6. Constitution

A constitution is a set of rules that govern how your RA will be run and should be based on Wandle's Model:

1. An association name and a bank or building society account in the same name
2. The association's code of conduct
3. The number of committee meetings to be held each year and the agreed quorum for meetings
4. General meeting plans and agreed quorum for general meetings to be held annually
5. Voting and decision-making process e.g. one vote per household
6. Minimum age requirements
7. Minutes from meetings made open and available to all residents
8. Annual training needs assessment of committee members

You can find a model constitution as a guide in **(Appendix 4)**



7. Setting up the Resident Association

To successfully run your RA you will need to appoint a committee that will be responsible for the organisation of the RA and charring meetings. At your first informal meeting you should discuss what positions volunteers would like to hold. At the inaugural meeting you can hold a democratic election to select a chair, vice chair, secretary, and committee members. Below you will find a detailed description of the roles required in your RA and their main responsibilities.

The Chairperson

The spokesperson for the group, their main duties include:

- Guide the association to achieve its aims
- Chair the meetings
- Know the constitution, code of conduct and equality & diversity policy
- Represent the group at other meetings or events
- Liaise with the secretary on the agenda and meeting arrangements

At the meetings, the chairperson should:

- Make sure that the meeting starts and runs on time
- Present the code of conduct for the meeting
- Introduce and summarise the purpose of the meeting
- Go through each agenda item, giving the necessary background information
- Ensure fair discussion
- Sum up problems, points, and decisions at the end of the meeting

The Vice-Chair

- The Vice-Chair stands in for the Chair when necessary and provides administrative support to the group. He or she can also represent the views of the group at external meetings or events.

The Secretary

- The Secretary must be reliable, efficient and must ensure that everyone is kept informed.
- Ensure prompt replies to forms of communication coming in.
- The Secretary's name, address and telephone number should be well publicised to landlords and organisations that want to make contact with the committee. Make sure that the right number of meetings takes place, in line with the group's constitution
- Keep a record of the members

Before a meeting, the Secretary should:

- Find a suitable venue and arrange for a speaker(s) to attend, if necessary
- Send out notice of the meeting and agenda should be sent to all committee members

7. Setting up the Resident Association

The Secretary (continued)

At the meeting:

- Keep a record of everyone attending the meeting or collect their signatures in an attendance book. Apologies for absences should also be recorded
- Ensure that a quorum is present before any business is done
- Read the minutes of the previous meeting (unless already sent out) and obtain the chairperson's signature for the official copy
- Read out all correspondence received and report any action taken since last meeting
- Ensure that the chairperson is supplied with all the necessary papers and information relevant to the meeting

The Secretary must:

- Keep a complete up to date set of minutes
- Ensure that all correspondence has been dealt with, and obtain replies for the next meeting
- Keep an accurate filing system

The role of the Secretary can be split into three positions:

- Minutes Secretary (taking notes at meetings)
- Correspondence Secretary (responding to letters/ emails/ texts)
- Membership Secretary (keeping a record of your members' contact details)

The Treasurer

- Appointed to handle the money coming into and going out of the association.
- Open a bank account with three signatories
- Keep a clear and accurate book-keeping system and should be able to handle figures
- Is responsible for handling of the finance of the organisation, but not the raising of money
- Will be one of three officers of the committee authorised to draw out money.
- It is important that there are three people from different households willing to act as 'signatories' for the group's bank account. Two out of the three people will have to sign cheques on the group's behalf.
- Keep petty cash for paying out day-to-day expenses
- Help the group to plan its earnings and spending activities
- Prepare financial statements for the committee, Annual General Meeting and auditor.

Before a meeting, the Treasurer should:

- Prepare a financial report
- Ensure all approved bills are paid out promptly and keep a record of money spent

At the meeting, the Treasurer should:

- Present a report of income and spending
- Bring all the account books to the meeting
- Advise on the amount of money available for the group's work and warn of excess expenditure
- Prepare a statement for audit prior to the Annual General Meeting (AGM)
- Present the balance sheet and financial statement at the AGM, after they have received the audited account

7. Setting up the Resident Association

Committee Members

Role of Committee Members:

Committee members are the backbone of an RA and their presence is just as important as that of the office bearers. Their main duty is to support the work of the association & committee. Responsibilities include:

- Attend meetings or send apologies if unable to attend
- Act on tasks given to them or volunteer if a job needs doing
- Vote on issues
- Help organise events
- Encourage membership from other residents
- Report back if carrying out a task or going to a meeting on the association's behalf
- Put forward new ideas and suggestions
- Help produce, advertise, and distribute leaflets, newsletters etc.
- Respect confidentiality and not discuss the private affairs of individuals
- Have a team spirit and positive attitude and accept majority decisions



8. Appendix

1. Agenda

Date of meeting: Time:

Venue:

	Title	Lead Person
1		
2		
3		
4		
5		
6		
7		

8. Appendix

2. Minutes

Date of meeting: Time:

Attendees:

.....

Minute taker:

Agenda Item	Key Points	Actions

8. Appendix

2. Minutes – Action Log

Item Number	Item / Title	Responsible Person

8. Appendix

3. Attendance Register

Name of meeting:

Date of Meeting / Time:

Name	Address	Signature

8. Appendix

4. Model Constitution

- **Agree the annual rate of subscription (if applicable)**
- **Consider any resolutions put forward by members**
- **Vote on any amendments to the constitution**

1. All members shall be given **** days written notice of the AGM, and this must include an agenda, minutes of the last AGM, details of nominations to the committee and any resolutions which include any proposed changes to the constitution.
 - 1.1 Any proposed changes to the constitution or nominations to the committee must notified and sent to the secretary in writing at least **** days before the AGM.

General Meetings

2. Each year the organisation shall hold at least **** general meetings (including the AGM) which shall be open to the general membership.
 - 2.1 All members of the organisation shall receive 14 days' notice of General Meetings.
 - 2.2 The general meetings shall be minuted.
 - 2.3 The quorum for all General Meetings shall be ** members or **% of the membership, whichever is the most.

Special General Meetings

- 3 A Special General Meeting may be called by the committee and must be called by the committee if requested by at least ** members or **% of the membership, whichever is the most, at least 14 days before the date on which those members request the meeting to be held. The secretary must send to each member written notice of a special general meeting 7 days in advance of the meeting.

Voting

- 4 Each member household shall have one vote on any resolution put before an AGM, General Meeting or Special General Meeting.
 - 4.1 All voting that takes place at an AGM, Special General Meeting, General Meeting and Committee Meetings, shall be counted, and included in the minutes.

Minutes

- 5 All formal meetings such as Committee Meetings, Special General Meetings and Annual General Meetings must be minuted and the minutes formally approved by the next meeting of the Committee or General Meeting.
 - 5.1 All minutes shall be available for inspection by members of the organisation.

The Committee

- 6 Any member over the age of 18 shall be entitled to stand for election to the committee.
 - 6.1 The committee shall stand down at each Annual General Meeting and may be re-elected.
 - 6.2 There shall be at least **** committee members.
 - 6.3 There shall be at least **** committee meetings each year. The quorum for committee meetings is **** members.
 - 6.4 All members shall be given not less than 7 days' notice of each Committee Meeting, at which any member of the association shall be entitled to attend (but not to vote).

8. Appendix

4. Model Constitution

- 6.5** The committee may from time to time as necessary create any sub-committees and/or working parties on a permanent or temporary basis. The members of any such sub-committee or working party shall be selected by the committee and shall include at least one committee member. Any such sub-committees or working parties shall report to the committee for decision making.
- 6.6** The committee shall monitor the work, finances, and membership of the organisation.
- 6.7** The committee shall report to each General Meeting on the work done by the Committee since the last General Meeting.

Officers of the Committee

- 7** The organisation shall have a Chairperson, Secretary and Treasurer.
- 7.1** The Chairperson shall chair General Meetings and Committee Meetings. The duties of the officers shall be defined in the Standing Orders of the organisation. **7.2** The officers shall report to each Committee Meeting and General Meetings on their work.
- 7.3** There shall be no more than two committee members from the same household.

Co-optees

- 8** The Committee may co-opt members onto the committee in order to fill vacancies that occur during the year, to ensure appropriate representation of all people in the community.

Finance

- 9** The Treasurer shall open a bank or building society account in the name of the organisation and keep records of the organisation's income and expenditure. The Treasurer shall report the balance in the account to the committee at each committee meeting.
- 9.1** The Committee shall appoint three authorised signatories for any cheques and cheques shall be signed by at least two signatories. The signatories should be from different households and not related to each other.
- 9.2** The organisation's accounts shall be kept up to date and annual accounts for each year shall be independently audited and shall be presented to the Annual General Meeting.
- 9.3** The accounts of the organisation shall be available for inspection by any member of the organisation who requires to see them, within 14 days. The request for inspection must be made in writing to the Treasurer. The accounts shall be made available to an officer of Wandle, upon written request, within 48 hours or such other time as is deemed reasonable by both parties.
- 9.4** The Treasurer is authorised to pay from petty cash travel and other expenses to representatives of the organisation undertaking the organisation's work providing that each payment is supported by a receipt, ticket, or voucher. Each such payment of petty cash shall be signed by the receiver. The Treasurer shall provide a list of petty cash payments to Committee, at each Committee Meeting.

8. Appendix

4. Model Constitution

- 9.5** If the organisation is in receipt of an Annual Grant from Wandle, it will comply with the requirements set out in the Grant Application Form for the relevant year.
- 9.6** The Treasurer shall have the accounts checked annually by an independent person with adequate financial experience. For example, a representative of one of the social landlords that manages property on the estate, a law centre or local council for voluntary service.

Information

- 10** The organisation shall provide information to all its members on things that affect the organisation and its members.
- 10.1** Every member of the organisation shall be given a copy of the constitution when they join. Members shall be given copies of any changes to the constitution.
- 10.2** Minutes of all general Meetings and Committee Meetings shall be available from the Secretary for all members.

Powers

- 11** In Furtherance of the objects but not otherwise the Committee may exercise the following powers:
- 11.1** Power to raise funds and to invite and receive contribution provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirement of the law.
- 11.2** Power to buy, take on lease or exchange any property necessary for the achievement of the objects and to maintain and equip it for use.

- 11.2** Power to employ such staff (who shall not be members of the Committee) as is necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents.

- 11.3** Power to affiliate to anybody whose objectives may be of benefit to the Association and its members and do not conflict with its aims) and to exchange information and advice with them

- 11.4** Power to appoint and constitute such advisory committees as the Committee may think fit.

- 11.5** Power to do all such other lawful things as are necessary for the achievement of the objects.

Dissolution of the Organisation

- 12** The organisation can only be dissolved by a Special General Meeting called specifically to consider a motion to dissolve the organisation.
- 12.1** All members shall be given 21 days written notice of such a meeting, which shall contain the wording of the resolution.
- 12.2** The organisation can only be dissolved if two-thirds of members present at a Special General meeting vote for a motion to dissolve the organisation.
- 12.3** The Special General Meeting shall decide on disposal of assets, funds and equipment.
- 12.4** Any assets which have been donated or loaned by Wandle should be returned to Wandle, if Wandle so wishes.

8. Appendix

4. Model Constitution

Standing Orders for Meetings

- 13** All meetings will normally be chaired by the Chair of the association.
 - 13.1** Any member may make a proposal. For it to be voted on by other members it must be seconded, or supported, by another member.
 - 13.2** Before voting any member may propose an amendment, which must also be seconded.
 - 13.3** Only members present at the meeting may vote.
 - 13.4** The association will adopt a code of conduct for members attending meetings.
 - 13.5** The association will produce an agenda and a set of minutes for each meeting.

Date Constitution agreed:

.....

Signed by:

.....

Chairperson

Signed by:

.....

Secretary

8. Appendix

5. Model Equal Opportunities Policy

Model Equal Opportunities Policy

All residents' Associations must have an equal opportunities policy to be formally recognized by Wandle. An equal opportunity policy should clearly set out what behavior is expected from all members of the Association and will make it easier to resolve any unacceptable behavior.

Aims

The:

Residents' Association is open to all tenants of:

.....

We aim to help the estate / block to have an atmosphere of friendship, respect, and care for each other. We aim to treat every tenant equally, regardless of their age, disability, illness, gender reassignment, dependents, class, marriage or civil partnership, pregnancy or maternity, race, ethnic origin, religion or belief, sex, sexual orientation or identity, political affiliation, or financial situation. Harassment of any person or persons on any of the above grounds will not be tolerated, as we believe that such behavior is counter-productive and harmful to the association and our community.

Accessibility

All our meetings and events are held in venues that are accessible to wheelchair users. Where possible, we will use a PA system and a hearing loop to accommodate people with hearing difficulties.

When we organise outings for our members, we provide free places for carers of members who can only attend if they bring a carer.

We are committed to ensuring any tenant of:

.....

estate / block is able to attend our activities, so we will reassess our access requirements to meet the needs of new tenants.

Diversity

Our Association belongs to all tenants. The Association will be open to new ideas, and particularly priorities opportunities for residents to share their cultural heritage with one another.

We aim to organise a range of events and activities to suit the interests and meet the needs of a wide variety of people. *For example, we will hold parties for Christmas and Eid because we have members who are Christian and members who are Muslim.*

Inclusion and respect

Every tenant of:

should be made to feel equally welcome and included at all:

Residents' Association meetings and events. All members of the community can contribute and we will welcome and encourage all residents to participate in the decision-making process as well as the day-to-day activities that takes place within the Association.

Sexist, racist, homophobic, transphobic, or otherwise offensive and inflammatory remarks and behavior are not acceptable. These constitute harassment, and have no place in the Association.

8. Appendix

5. Model Equal Opportunities Policy

Dealing with discrimination and harassment

If any tenant feels they have been discriminated against by the Association or harassed at an Association event they should raise this with members of the Committee. The committee will investigate the complaint, listening to all members involved. (If the complaint is against a committee member, that member will not be part of conducting the investigation).

If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity.

If the complaint is against the Association as a whole, the Committee must work to ensure that such discrimination is not repeated in the future, and must inform the members of how they propose to do this.

Any decision to exclude a person from the organisation due to discriminatory or harassing behavior will be made with reference to the Association’s constitution. The Association will support people who feel they have been harassed or discriminated against, and will not victimise or treat them less well because they have raised this.

Monitoring & Reporting

The Association will at all times, operate within and actively promote its equal opportunities policy by monitoring and reporting on key achievements at the annual general meeting.

In any case where members of the Executive Committee have harassed or discriminated against a resident and the Association is in receipt of grant funding from Wandle, it should be reported to the Customer Empowerment Team via email, customerempowerment@wandle.com for further investigation.

This policy was adopted on:

.....
and will be reviewed by the Association, at least every 2 years.

Signed:
.....

Print Name:
.....

Signed:
.....

Print Name:
.....

8. Appendix

6. Model Code of Conduct

Your association's code of conduct explains how members are expected to behave in meetings. It is a part of your constitution and must involve the following areas;

Conduct at meetings

1. Members are expected to conduct themselves in an orderly fashion, always respecting other members, both in meetings and on the premises.
2. Members should always remember their role as a resident's representative is to bring forward the views of residents in general. It is inappropriate for members to raise matters that relate to their personal circumstances.
3. Members will be aware of the equal opportunities policies of the association and will at no time act in a manner which is intentionally contrary to the policy.
4. In their roles as members, residents should not act in a manner that might bring the Association into disrepute
5. Members wishing to speak should indicate to the Chair, and then wait to be called upon to speak. All speakers should address the Chair. It is the Chair's role to make certain everyone has the opportunity to speak. Members should be careful not to dominate the discussion.
6. Speakers should stick to the subject matter in hand and not stray from the point.
7. Only one person shall speak at a time and there should not be any private debates within the meeting.

8. Members should be punctual and arrive at meetings on time.
9. Mobile phones should be switched off during the meeting
10. 1Members should ensure that they are prepared for the meeting by reading all the relevant papers and bringing them to the meeting.

Confidentiality

Members should not disclose any confidential or sensitive information or items that they may be given or may be told to them, to anyone other than members of the association.

Members should respect the confidentiality of other residents and avoid mentioning specific cases that may lead to the embarrassment or identification of an individual.

Breach of the code of conduct

11. Offensive, disruptive, threatening, or abusive behaviour and language including racist, sexist, disablist or homophobic inflammatory remarks shall not be permitted and will constitute a breach of reasonable behaviour.
12. Any breach of reasonable behaviour will result in a vote of no confidence being called against the offending member and he /she being asked to leave the meeting. The Chair may issue a warning the first time this occurs.

8. Appendix

6. Model Code of Conduct

Signed on this date:

.....

On behalf of (name of Association):

.....

Signed by:

.....

Signed by:

.....

Chairperson

Secretary

Print Name:

.....

8. Appendix

7. Grant Application Form

Please complete this application form if you wish to apply for a start-up grant from Wandle. Please answer all of the questions that you can and send the completed form with the relevant documents to the Involvement Officer via email or post.

Section 1: Association's Details

Name of Association:

Address:

.....

..... Postcode:

Telephone number: Email Address:

Main Contacts:

Section 2: Your Association's Structure

Please supply contact names, addresses and telephone numbers of your association's elected post holders:

Chairperson's Name:

Address:

.....

..... Postcode:

Telephone number:

Vice Chair's Name:

Address:

.....

..... Postcode:

8. Appendix

7. Grant Application Form

Secretary's Name:

Address:

.....

..... Postcode:

Telephone number:

Treasurer's Name:

Address:

.....

..... Postcode:

Telephone number:

8. Appendix

7. Grant Application Form

Section 3: Purpose of your Association

1. What are the aims and objectives of your Association?
.....
2. What services and / or activities does your Association aim to provide for members?
.....
3. Why was your Association formed?
.....
4. How many Wandle residents from your block / estate are members of the Association?
.....
5. How have you ensured that membership is open to all residents in the estate / block?
(Please delete as appropriate)

Yes /No
6. How often will your committee meet?
.....
7. When do you plan to hold your Annual General Meeting and what is the agreed quorum for the meeting to be held?
.....
8. Does your constitution include an Equal Opportunities policy and process and an agreed Code of Conduct? Please submit a copy with your application form. (Please delete as appropriate)

Yes /No
9. How have you ensured that equality and diversity is promoted in the recruitment of new members?
(Please delete as appropriate)

Yes /No
10. Do you have an agreed constitution in place? If so, please submit a copy with your form.
(Please delete as appropriate)

Yes /No

8. Appendix

7. Grant Application Form

Section 4: Financial Information

How much grant is being applied for?

How will you use this grant?

.....

Name of Bank / Building Society:

Address:

.....

Postcode:

Telephone number: Email Address:

Association's Bank Account Name:

Account Number: Sort Code:

Names of signatories for the account

First person:

Second Person:

Conditions

- a. Your association must co-operate with Wandle's Annual Audit, as part of our regulatory process for recognised associations.
- b. You must submit copies of your Association's agreed constitution, equal opportunities policy and code of conduct, with this application form.
- c. Should your Association be wound up, the grant must be repaid (pro-rata) or any equipment purchased must be returned to Wandle for re-distribution.

8. Appendix

7. Grant Application Form

Declaration

We apply for a start-up grant on behalf of the Association as detailed above and we declare that:

- a. We have read and understood the conditions under which the grants are awarded.
- b. We have noted all conditions under which the grant is made and confirm that, if successful, we and the Association we represent, will abide by them.

Signed by (Person 1):

Signed by (Person 2):

.....

.....

Print Name:

Print Name:

.....

.....

Section 5: What to do next

Please return the completed application form along with a copy of the required documents to:

Customer Empowerment Team, Wandle Housing Association Limited,
2nd Floor, Minerva House, Montague Close, London SE1 9BB

Or email the completed form to; **customerempowerment@wandle.com**

Get Involved

At Wandle there are a variety of ways that residents can get involved and have their say in how Wandle delivers its services.

To find out more information please contact us at:

online: www.wandle.com/getinvolved

by email: customerempowerment@wandle.com

by phone: **0300 2000 130**

wandle
EST. 1967

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www.wandle.com

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