

CONSTITUTION: Revised 25th June 2013.

1. **NAME**

The Association shall be known as **Boscobel House Tenant's & Resident's Association**

2. **OBJECTIVES:** The objectives of the Association shall be:-

- 2.1 To promote good neighbourliness, and to encourage a community spirit.
- 2.2 To promote the rights of tenant's & resident's, and the maintenance and improvement of their housing conditions, amenities and environment.
- 2.3 To provide facilities for recreation and amenity.
- 2.4 To represent the interests of the tenants and residents in consultation with the local authority and other bodies.
- 2.5 To raise funds on behalf of the Association which shall only be applied in furtherance of the objects of the Association.

3. **POLICY**

- 3.1 **OPERATION:** The Association shall be run by member tenants and residents only (as elected); for the benefit of the Estate and the community thereabout.

The business conducted at the Association meetings shall remain private to its members unless the committee decides otherwise.

No outside organisation shall have any right to attend meetings unless expressly invited to do so.

- 3.2 **EQUALITY:** To ensure that no member shall receive less favourable treatment on grounds of race, colour, gender, marital status, ethnic or national background, being lesbian or gay, disability, education, religious belief, political belief, trade union activity, dependency, unrelated criminal conviction, or unemployment.

- 3.3 **CHILD PROTECTION:** We embrace the principles of Child Protection herein attached.

- 3.3a **HEALTH AND SAFETY:** We operate a code-of-practice herein attached, to ensure the safety of any children under our care.

- 3.4 **FINANCE:** To raise funds for the pursuance of the association's objectives, and for the administration of the association. The financial year shall commence on 1st April each year and end on 31st March. The association shall maintain a Bank Account; currently a "Savings Account" with the Halifax Building Society. This account has no chequebook, and is to be accessed by 3 signatories to be nominated by the committee. Account books shall be kept, based on the *imprest system*, and a cash float of about £100 will be allowed. The committee and the treasurer shall determine the financial needs of the association, and shall monitor spending.

The treasurer shall present an Annual Report at the association's A G M.

4. **MEMBERSHIP**

- 4.1 Membership shall be open to all Tenants and residents who are on the electoral register and live on Boscobel House Estate.
- 4.2 Membership shall cease when a member moves away from the estate, or by writing to the Secretary as appropriate.
- 4.3 It shall be a condition of membership that members shall at all times conduct themselves in a reasonable manner at public meetings or in premises used by the Association.

5. **CONDUCT OF BUSINESS**

- 5.1 The business of the Association shall be conducted by a committee which shall be elected at each Annual General Meeting. This shall consist of a Chairperson, Treasurer, Secretary, and not less than three other members.
- 5.2 The composition of the committee shall as far as possible represent the multi-racial character of the estate.
- 5.3 The election or removal of officers of committee members may only be carried out by a General Meeting of the Association, or an AGM.

6. **COMMITTEE MEETINGS**

- 6.1 The committee shall meet as necessary. Committee meetings shall be open to any member of the Association wishing to attend who may speak but not vote.
- 6.2 The committee shall call any public meetings they deem appropriate to the smooth functioning of the association. This may include Special meetings, General meetings, and Annual General Meetings.
- 6.3 The committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting.
- 6.4 The committee may direct matters of Financial Policy and Fund-raising activities.
- 6.5 The committee may affiliate to other such organisations as deemed appropriate to further the objectives of the Association.

7. **ANNUAL GENERAL MEETINGS**

- 7.1 The committee shall call an Annual General Meeting of the Association each year, in the month of Sept./Oct.
- 7.2 Not less than 14 days notice of the A.G.M. shall be given to all members.

- 7.3 Members may submit proposals for inclusion in the agenda, in writing to the secretary not less than seven days in advance of the meeting
- 7.4 At this meeting the committee shall present an annual report of the Association. the committee shall present the audited accounts of the Association for the previous year. the officers, committee, delegates, and auditor for the next year shall be elected.

8. **QUORUM**

- 8.1 The quorum for committee meetings shall be one third of its elected membership.

9. **NOTICE OF MEETINGS**

- 9.1 Notice of all meetings may be posted in notice-boards, on all floors, & in lifts, or delivered to households as appropriate.
- 9.2 Notices must include the date, time, place of meeting, and a brief agenda.

10. **DUTIES OF OFFICERS**

- 10.1 THE CHAIRPERSON (or in his/her place, the elected committee member) shall conduct the meetings of the Association. and shall see that members get the chance to speak, that members are appropriately quiet when others are speaking and do not interrupt speakers. The Chairperson may, with the approval of members present, require a member to leave a meeting for reasons of discretion, or for reason of disruptive behaviour.
- 10.2 THE TREASURER shall open and maintain a banking account in the name of the Association. All withdrawals shall be signed by the treasurer and one or two committee members, as nominated by the committee as signatories. The treasurer shall keep proper accounts of income and expenditure, and report on them, or deliver them up as required by the committee or general meeting. Such accounts shall be audited by a qualified - accountant or a non-member of the Association, appointed by the membership at the Annual General Meeting.
- 10.3 THE SECRETARY shall be responsible for the convening of all meetings and the giving of the prescribed notice to all members. She/He shall ensure that a proper record is kept of all meetings of the Association and its committee in the form of minutes; and shall deliver up such records as required by the committee or General meetings. The Secretary shall also permit the minutes to be examined on receipt of not less than 7 days notice, by any two members of the Association.
- 10.4 DELEGATES; any member(s) or officer(s) delegated to represent the Association in consultation with any other body, shall act on the instruction of the Association, and shall report back to the next Committee or General Meeting, whichever is sooner. Only full members of the Association shall be delegated to consult with the local authority on matters of housing management.

11. **ALTERATIONS TO THE CONSTITUTION**

11.1 Any proposal to alter this Constitution must be submitted to the Secretary of the Association not less than 21 days before the meeting at which it is to be discussed. Not less than 14 days notice must be given of such a meeting, together with the wording of the proposed alternative(s). Any alteration shall require the approval of those present and voting at the meeting.

12. **DISSOLUTION**

12.1 If the Committee no longer exists, any 5 members of the Association shall decide if the Association should be dissolved. In this event they shall give at least 14 days notice to all those eligible for membership, of the 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 to benefit the community as the meeting shall decide.

This constitution has been approved by:-

BOSCOBEL HOUSE TENANT'S & RESIDENT'S ASSOCIATION

Signed..... *[Signature]* Signed..... *[Signature]*
Position..... *Chair* Position..... *Secretary*
Date..... *25.6.2013* Date..... *25/6/13*

Signed..... *Steve Harvey*
Position..... *Treasurer*
Date..... *25/6/13*

BOSCOBEL HOUSE
TENANTS AND RESIDENTS ASSOCIATION (TRA)

HEALTH & SAFETY GUIDELINES
THE SCENTED PETAL GARDEN
SATURDAY SESSIONS
10-12PM

Dear Parent/Carer/Young Visitor

Boscobel House TRA warmly welcomes you to our Saturday morning Arts & Gardening Club Session.

We are dedicated to ensuring the Health & Safety of the children attending these sessions by providing, managing and maintaining - in partnership with Hackney Homes - our meeting room and external communal areas so that they are, so far as is reasonably practicable, safe.

For your well being and safety, and in compliance with Health & Safety Regulations, we ask that you observe the following:

Arts & Gardening Sessions are lead by a qualified Tutor.

Arts & Gardening Sessions based in meeting room and in children's garden.

Arts & Gardening Sessions set up & close down facilitated by Tutor.
Related equipment set up & close down facilitated by Tutor.
Use of equipment supervised by Tutor.

Hot drinks/snacks must be consumed in meeting room.

First aid and mobile phone is located in meeting room.

Key holder on premises.

Thank you for your co operation.

BOSCOBEL HOUSE
TENANTS & RESIDENTS ASSOCIATION (TRA)
Royal Oak Road, E8 1BT

Policy for working with Children and Young People

1. SAFETY

In all our work with children and young people, the Management Committee, staff and volunteers, are committed to providing a safe and creative environment for the nurture, care and spiritual growth of children and young people. Every child or young person who participates in the activities organized by the TRA and who comes into contact with a staff member or volunteer ought to feel safe, valued and secure, and the TRA will take all necessary steps to ensure that this is so.

2. INSURANCE

The TRA has public liability insurance.

3. STAFF AND VOLUNTEERS

Excepting parents, no staff member or volunteer shall work directly with children or young people on the estate unless a police check has been done and the form passed onto the Management Committee.

4. ABUSE

The TRA recognises that 'the welfare of the child' is the principle obligation under The Children Act 1989. To this end, Staff and Management Committee of the TRA will co-operate fully with statutory agencies and the London Borough of Hackney in cases of alleged abuse. Any report of, or suspicion of, abuse will be treated accordingly and on all instances the Management Committee will contact the statutory authorities and the police. Keeping information 'in confidence' when a child or young person is, or may be, in an abusive, dangerous or frightening situation is unacceptable.

Nothing in the above policy removes the rights of any individual to contact the statutory authorities when they have concerns for the safety or welfare of a child or young person.

Working with Children and Young People

Every child and young person is an important member of the group or activity that they attend. They should feel welcomed and valued by the rest of the group, especially by all the adults who have any leadership or supervisory role.

Children and young people have a right to feel safe when attending any activity. The TRA has a duty to ensure that children and young people are in the presence of adults who can be safely trusted by the children and young people and by their parents. Every activity shall have a nominated Responsible Person who has the duty of ensuring that the TRA Policy for working with children and young people is adhered to.

The Children Act 1989 makes specific reference to children under 8 and requires the following:

Children and young people have a right to be protected from behavior that is rough, hurtful, or sexually provocative. All adults in a leadership or supervisory role should be on the alert for bullying, scapegoat, or rejecting behavior, or any other behavior, which is inappropriate.

Any situation in which an adult is alone with a child or young person should, whenever possible, be agreed with the Responsible Person and in any case carefully monitored.

Physical contact with a child or young person may be open to misunderstanding unless the message and context clearly put it beyond doubt.

If you are told of abusive words or actions that distress a child or young person or threaten their safety, follow this procedure:

- Listen carefully and sympathetically.
- Be sure the child or young person knows their account will be taken seriously.
- Note who else was present.
- When the child or young person is calm, hand them into the care of another adult with whom they feel safe and secure.
- Write down exactly what was said and what you did with time and date.
- Immediately inform one of the Management Committee who will advise what further action is required.

Nothing in the above guidance removes the right of any individual to contact the statutory authorities when they have concerns for the safety of a child or young person. Acceding to a request from a child, young person or adult to keep 'In confidence' information which may indicate a child is in an abusive, dangerous or frightening situation should always be avoided.

