

Annual Report



2015-2016

BANCROFT

TENANT MANAGEMENT CO-OPERATIVE

Message from the Chair



Dear Residents,

The past year was a busy, yet richly rewarding one for the TMC.

Following over three years of what seemed like endless negotiations the TMC Committee finally signed a new Modular Management Agreement (MMA) with the Council, and this started on the 1st February 2016. We were pleased with the settlement as the new agreement is based on the latest set of government legislation from 2013 and brought with it substantial backdated allowances, which in turn has improved our financial position. The MMA will provide our residents with clarity over

the housing management functions, whereas, our old agreement from 25 years ago was outdated and at times confusing. I would like to thank the committee members who gave their time and Julian Smith, Director, who took part in these successful negotiations along with Lockhart Murdoch, our former Director, and TMO Specialist Liz Michael who helped push the deal over the line.

The consensus amongst residents I have spoken to, is that 2016 was the best year so far for community events and what was especially pleasing was the number of our residents and their families that took part. This year we enjoyed great feedback from subsidised summer trips to the seaside, fruit picking and Chessington World of Adventures. In August, I also saw what I personally feel was our best Fun Day yet with many of you in attendance enjoying a variety of activities.

The Fun Day also saw the official opening of our much awaited community garden which was funded by the Evening Standard to whom we applied for external funding. There are over 30 families living on our estate that have signed up to the garden, including my own. We fully expect it to come into its own next year, and it is great to be part of this new venture and a great opportunity to meet like-minded neighbours.

As for other activities we have now established weekly women's coffee mornings, exercise classes for women through the Osmani Trust and for our younger members we have joined forces with NEWARK to offer football sessions on a Saturday.

Finally, I would like to thank all the members of the committee, who have given their time along with our staff to make our estate a better place to live in.

Abdul Quddus

Chair

Agenda

1. Chair's Introduction
2. Apologies
3. Minutes of the 2015 AGM
4. Matters arising
5. Introduction from Candidates
7. Annual Report
 - a. Committee Report
 - b. Treasurers Report (including audited accounts 2015/16)
 - c. Motion to accept Report
8. Appointment of Auditors
9. 2015/16 TMC Plans
10. Guest Speakers
11. Announcement of election results
12. Question time & A.O.B.

Minutes of the TMC AGM

John Scurr School, Cephass Street, E1

21 September 2015, 6.30pm

Present: Abdul Quddus, (Chair), Clive Heemsherk (Vice Chair), Mustafa Muktedir (Assistant Secretary), Salim Ullah (Assistant Treasurer), Mohammed Ahab Hossain, Mohammed Ruhul Islam, Gideon Opoku, and Kona Miah.

Also Present: Members, Staff and Guests (see attendance list)

In attendance: Julian Smith (Director), Christine Foley (THH), Shireen Ahmed (Minute Taker)

1. Chair's Introduction

The proceedings for the meeting commenced at 6.45pm due to the meeting not being quorate until this time.

AQ opened the meeting and informed that voting for the election of committee members will close at 7.45pm.

2. Apologies

Sarah Vine (Treasurer), Les Warren (THH), Abul Basher, Fatima Bibi, Kamrun Nehar Shahjahan.

3. Minutes of the AGM held on 29 September 2014

Minutes of the AGM held on 29 September 2014 were accepted as a correct of proceedings.

4. Matters Arising

There were no matters arising.

5. Introduction from Candidates

The candidates were asked to briefly introduced themselves and state how they will contribute to the work of the TMC. The candidates introduced themselves in the following order:

Umar Ali, Cephass House

Tessa Barraclough, Bancroft House

Abul Basher, Wickford House – Apology received

Fatima Bibi, Hadleigh House – Apology received

Kona Miah, Wickford House

Mary Okekenu, Cephass House - Withdrawn

Ekua Quartey, Stothard House

Akikur Rahman – Barbanel House

Kamrun Nehar Shahjahan, Stothard Street

The meeting adjourned for prayer break and resumed at approximately 7.20pm.

AQ left the meeting. CH took over chairing of the meeting.

CH reminded members that the ballot will close at 7.45pm. And at this point voting will stop. Staff will count the votes under the supervision of Christine Foley (THH) and the results will be announced at the end of the meeting.

9. Guest Speakers

PC Robert Ferguson provided a brief update on ASB on the estate. He informed a newsletter had been introduced since the General Meeting on 20 July 2015. The newsletter includes useful contact numbers for residents to call and report incidents. A problem solving group has been set up consisting of Police, TMC officers, MC members in order to deal with ASB/crime on the estate. Other measures that are being considered include designing out crime by improving lighting, CCTV coverage due to lack of cameras. The group will also look at seeking funding for these measures from relevant sources.

The introduction of dispersal zone is another measure which will be put in place. This means that once an individual has been asked to leave the estate they are excluded from the estate for 48 hours. If within this time they return to the area they will be arrested.

In addition there are more dog patrols taking place on the estate and the other services such as the THEO's/ASB officers also have a presence on the state.

The issue of ASB taking place mainly in the evening, when the Police are not present was raised. PC Robert Ferguson explained that whilst the Police are not present at that time residents can contact other services who will respond to the incident. However, the response time may vary depending on the type of incident and what other incidents in the borough they are dealing with at the time. Resident should note down as much information as possible and pass these to the Police.

CH thanked PC Robert Ferguson for the update.

6. Annual Report

Copies of the Annual Report 2014/15 were available for members at the meeting.

a. Committee Report

JS presented the report and summarised the key achievements as follows:

Staffing – The office team remained the same and continue to provide an effective customer service via the telephone, correspondence and face to face. There have been some changes to the caretaking service following a service review. The caretakers no longer have individual patches and all work together as a team. During the last year two new caretakers were recruited as two long standing caretakers, John Kengamu and Rukon Ahmed ended their employment with the TMC.

Website – The website has been up and running for two years now and is increasingly used by residents to make enquiries and refer to for useful information.

Skills Match – During 2014/15 the TMC facilitated two local graduates on work experience placement. One of the trainees has now secured full time employment.

Greener and Cleaner Estate – The TMC continued the programme of painting the railings with the help of the Community Payback team. This initiative provides value for money as the service charge cost is minimised due to the low level of costs incurred.

Decent Homes Programme – The external works to some blocks commenced as the internal works were completed. The internal works presented many difficulties including poor workmanship and lack of response to complaints.

The question of how the TMC can hold THH more accountable for the poor workmanship was raised. JS advised that the new MMA will enable the TMC to hold THH more accountable and provides the scope to challenge whereas the current agreement does not.

Youth Provision – Unfortunately wasn't as successful as anticipated. It is planned that the management committee will identify a sub-committee to lead in this area.

ASB – The TMC will continue to work with the Police and other stakeholders to get Bancroft Estate included in the dispersal zone as the vast majority of perpetrators do not live on the estate.

Communal Activities – External funding was used to subsidise the annual trips and activities. These were well attended and enjoyed by residents.

b. Treasurers Report (including audited accounts 2014/15)

JS presented the treasure's report. The key points to note are as follows:

The TMC made a modest surplus of approximately £12,406 despite funds being frozen for the fifth year.

The TMC has taken appropriate actions to reduce the exposure to risk relating to employee pension debt.

Service chargeable estate costs have reduced whilst providing an improved service. It was reported that the installation of the gallows gate in Pemell House had reduced ASB however residents are leaving the gate unlocked.

CH reminded members that no ballot paper will be issued from 7.40pm. The ballot box will close at 7.45pm and will be taken away. The votes will be counted under the supervision of Christine Foley (THH).

c. Motion to accept Report

CH asked members in attendance to cast their vote to accept the report. There were no votes against and no one abstained from voting.

The motion was carried to accept the Annual Report 2014/15.

7. Appointment of Auditors

CH reported that the auditors had been changed and introduced the new Auditors, CK Partnership.

Members in attendance were asked to cast votes for CK Partnership to remain as the auditors for the forthcoming year. There were no votes against and no-one abstained from voting.

The motion was carried to retain the auditors, CK partnership.

8. TMC Plans for 2015/16

JS presented the plans for 2015/16 as follows:

Legal Centre is being set up which will offer TMC residents advice on welfare benefits, debt management, housing etc. under a SLA. The centre will not provide advice on immigration.

£25,000 has been set aside to improve the play area. In addition external funding applications are being made to raise funds to fully upgrade the play area.

Communal areas within the estate are being identified to be utilised as community gardens. This will ensure these

areas are maintained, prevent miss use and ASB.

The remainder of the staircases will be improved using efficiency savings.

The TMC remains committed to developing and training staff to deliver effective and improved services to residents. At present three staff members are enrolled on CIH training.

The MMA is still under negotiation. It is anticipated that the agreement will be finalised and signed soon.

11. Questions & AOB

Question – Are the front garden gates being repaired or replaced?

JS informed that the gates are being repaired where required before the paint work is being carried out.

Question – Who is responsible for the air vents? The level of air they let in especially during the winter months is a nuisance. JS to investigate.

10. Announcement of results

CH read out the results as the election as follows:

Position	Name	Total votes
1	Umar Ali, Cephas House	26
2	Tessa Barraclough, Bancroft House	23
2	Kona Miah, Wickford House	23
3	Fatima Bibi, Hadleigh House	19
3	Akikur Rahman, Barbanel House	19
4	Ekua Quartey, Stothard House	17
5	Kamrun Nehar Shajahan, Stothard House	16
6	Abdul Bashar, Wickford House	12

The top six candidates have been elected and will be invited to the next Management Committee Meeting. It was noted that there was a tie for the second and third position. The first management committee meeting will decide the executive committee.

CH informed that as per the TMC rules Abul Basher will be first considered for co-option to the committee should a vacancy arise during the year.

The meeting ended at 8.00pm.

MANAGEMENT COMMITTEE REPORT

The TMC have showed further progress in many areas in year 2015/16.

What have we done well over the past year?

Modular Management Agreement

We are delighted to let you know that the TMC finally signed a new modular management agreement (MMA) with London Borough of Tower Hamlets (LBTH) and as of February this went live. The new agreement defines exactly what housing management functions we are expected to provide and those that are retained by Tower Hamlet Homes (THH).

Estate Office / Staff

During the last year we have bid farewell to Mohammed Hussain who had been with us as a caretaker for several years. We wish Mohammed all the best for the future and in his place we have recruited Mark Hanley, an experienced caretaker who has already settled in as part of our estate team.

The office staff are the same and the TMC remain committed to developing staff so we can improve initial service responses at the first instance whether this is by phone, email or in person.

Greener and Cleaner Estate

The TMC has continued this year with a program of works to improve the look on our estate while showing we are offering value for money. We will be continuing the program of refurbishing then painting the front gates 'Bancroft Blue'. The vast majority of labour will again be provided by operatives from the Community Payback Scheme, the cost of which is the provision of tea and biscuits, so it represents excellent value especially for our service charge paying residents.

For the blocks that received external decent homes improvements we have decided to apply what we have deemed to be the Bancroft finish. When we inspected the work it was noted that internal stairwells had for some reason not been included in the improvement program so it was decided by the committee that the TMC would step in to make good this anomaly.

We are also actively dealing with the estate wide problem of waste management, which is exacerbated by the fact recycling facilities become contaminated. As a result, the operatives from Veolia are refusing to carry out collections. We are now looking to move the recycling bins away from the blocks by erecting housing cages where the recycling bins will be stored. This year we have also installed a new street waste bin which has been effective in reducing the unsightly menace that is litter. We continue to tackle the incidents of dumping of bulk rubbish items and it is our intention to hold perpetrators to account as it is unfair on the vast majority of residents who act responsibly in this area.

Decent Homes Program

The current external decent homes works program is coming to an end. This has included external wall insulation for our small blocks, which is especially welcomed in that it will result in a warmer flat which in turn should result in lower heating bills and décor wise a fresh make over.

The TMC will continue to petition stakeholders including LBTH and Tower Hamlet Homes for external improvement works to be carried out on the remaining two thirds of our estate that are yet to receive these benefits. Currently, we have not been given a firm date as to when these blocks will be included in an improvement program will begin. This is disappointing as the hope was that the works would follow the end of the current set of major works.

Inclusion for the rest of the estate into these programs have a direct impact on the level of allowances we receive to manage the communal areas of our estate. Allowances are based on parity in that the TMC get an allowance for what it would cost THH to carry out the same function and the calculation is worked out as a borough wide calculation so it is in our interest to ensure we are not left behind.

Tackling ASB On The Estate

We continue to work with our local partners such as the Police and Council to address nuisance on the estate, in particular instances of youth crime and gang related activity.

The TMC are working hard on the estate to 'Design out Crime' and increase the use of practical deterrents to reduce the impact of this type of nuisance. In the last year we have cut back bushes previously used to hide offensive weapons, installed a gallows gate with extra strip so as not to allow it to be sat on and erected railings which we have recycled from other areas of the estate on walls so as not to allow persons to loiter or sit comfortably. Furthermore we are quietly confident that the new communal garden with over 30 local families signed up and which is sited adjacent to the play area, will act as a deterrent to youths who will think twice before engaging in ASB in front of them.

Communal Activities

The TMC does not receive an allowance to run community events and funding needs to be sourced through efficiencies in the way we manage our budget, or by sourcing funding from external providers. We believe that an activity with your neighbours leads to a better community spirit and is the essence of why we are a TMC in the first place. Therefore, we measure our success on how many of you participate and the type of feedback we receive from you.

Last year, we told you how we were successful in applying for external funding from the National Lottery to help subsidise community events and this year, as many of you who read our newsletters know, we have benefited from a successful Evening Standard bid which resulted in a £15,000 funding stream that has paid for most of the communal garden and helped make trips to Chessington World of Adventures affordable for families.

We will be actively looking for more external funding in the coming year. We will endeavour to source funding, so we can refurbish our play areas and once again we hope to offer a wide range of complimentary / subsidised activities.

Plans for the year ahead:

Fibre optics and Satellite update:

We are only too aware of the antiquated communal satellite system currently in place on the estate and we agree that HD reception and being able to watch one program while taping another is a reasonable expectation. We have brought in Hyper Optics Ltd who has told us they can provide fibre optics to the estate. The surveys have all been carried out and we are currently awaiting installation approval from Tower Hamlet Homes who act here on behalf of the council. We have also been informed by Tower Hamlet Homes of their desire to update the current satellite systems and they have told us they are working with both Sky & Virgin in order to achieve a special deal for residents.



TREASURERS REPORT

The Management Committee will be presenting its Annual Report together with the audited statement for the last financial year which reflects activities for the year ending March 31st 2016.

Principal Activity:

The principle activity of the TMC is the housing management and maintenance of Bancroft Estate on behalf of Tower Hamlets Council under an agreement originally signed in 1998. Following successful negotiations with both the Council and their agents Tower Hamlet Homes (THH) a new modular management agreement was signed on February 1st 2016.

Bancroft Estate is a mixed tenure estate consisting of 603 dwellings, 318 of which are social housing tenancies, 241 leasehold units and 44 freehold houses.

Rules and Governance:

The TMC is a registered with the Industrial & Provident Society, controlled by its housed members. The day to day running of the TMC is delegated by its rules to a Management Committee, who delegate part of the responsibility to a Finance & Human Resources Committee and its team of staff who are led by the Director. The Management Committee is elected each year at the annual general meeting or they may be Co-opted at any time in the following year. Management training is offered to members as needed and a skills audit is undertaken by members who help to assess the coaching needs and forms part of the committee work plan. As part of its duties to manage the affairs of the TMC prudently, the Committee undertakes regular risk appraisal of all operations and activities. It also revises and monitors the effectiveness of the TMC's comprehensive financial standing orders and this is further evidenced through the report from our Auditors.

Results:

The TMC recorded a surplus of £83,484 for the financial year 2015/16 of after tax before transfers to our designated reserve. In the previous year of 2014/15 the TMC traded with a smaller surplus of £12,406 so we are delighted with the outcome.

Review of Activities in 2015/16:

The management allowance was unchanged initially on the previous year at £451K however the signing of the new management agreement resulted in the payment of backdated allowances for both 2014/15 & the 2015/16. The sums of £123,411 applicable to 2014/15 and £100,174 to the current year of 2015/16 were received in March 2016 so these figures are included within this report.

Administration:

2015/16 the Co-operative has successfully continued to show further progress in running the accounts side of our business, especially around financial governance and budget management. Trading activity for 2015/16 also saw improvements in managing staffing costs and savings due to less use of agency cover which were the direct result of better attendance and a settled workforce. We now are benefiting from the same office team being in place now for over three years which in turn reduces recruitment expenditure.

The TMC budget has once again been adversely impacted by our obligations over past and present pension provision in particular its obligation to largely historical staff transferred from the local authority under TUPE. The Social Housing Pension Scheme (SHPS) who we are enrolled with has suffered, like many similar organisations, with the probability they will not have enough funds to meet costs likely to be incurred with members retiring from Defined Benefit Schemes. As of October 1st 2015 the TMC has officially closed our defined benefit scheme and transferred its one remaining member onto our defined contribution scheme. Furthermore, consultation has taken place with our staff over the need to auto enrol into a pension scheme and we are happy to confirm this is now in place and staff are now enjoying this benefit.

Estate Expenditure:

Estate costs, which are directly service chargeable, have also seen favourable savings and this has been achieved whilst continuing to make improvements of an aesthetic nature. The TMC has once again benefited from our continued relationship with the Community Payback Scheme as this does not incur a labour cost whilst representing excellent value for money. Estate Expenditure on Caretaking, Cleaning, Gardening and communal

repairs for the past financial year has shown savings of £10,748 on what we spent the previous year so this is news that will be welcomed by Service Charge payers.

Estates costs that are not service chargeable include day to day internal repairs and monies spent on void properties. Day-to-Day internal repair costs incurred over the past 12 months have not seen the expected level of savings from the recent Decent Homes Program (DHP). Certain elements of the improvement program have been disappointing in that the standard of work should have been better and the TMC are in talks with THH over high costs incurred in the maintenance of extractor fans and electrical upgrades. The TMC had 20 voids in the past year and the average cost of refurbishing these flats amounted to just under £3,000 per flat.

Day-to-Day internal repair costs incurred over the past 12 months have shown savings due to the implementation of the DHP. We do however feel a warning over future costs needs to be given as it is now quite clear that certain elements of the DHP have not been installed to the expected standard and as such we are unlikely to achieve the savings predicted for the next few years.

Administration Costs:

2015/16 saw a small saving in our administration costs as the expenditure of £224,670 was £11,587 less than what was recorded the previous year.

Savings in salary costs reflected less reliance on agency staff to cover absences and this was also helped by a settled staff team with increased skills able to multi task if required. All other expenditure headings within this section were largely on budget or showed small savings.

Social contributions by the TMC included coach trips to the Clacton-on-Sea, Kew Gardens and fruit picking at a country farm along with certain areas of our annual fun day, although it should be taken into consideration that we were able to secure external funding which in turn reduced over all costs.

Going forward the TMC will be looking to update our Finance Policy in line with recommendations from our external audit inspection and also to improve accountability along with governance in this area.

The annual audited accounts reflect our financial position throughout 2015/16. We will be available to answer questions on the accounts at the AGM which will be held on the 29th September 2016.



Bancroft Tenant Management Co-operative Limited
Income and Expenditure Account
for the year ended 31 March 2016

	Notes	2016 £	2015 £
Income	2		
LB Tower Hamlets - allowances		577,512	451,003
Hall hire		505	242
Office rental income		4,300	4,416
Other income		8,293	4,800
Bank interest receivable		2,653	2,362
Lottery funding		3,613	1,265
		<u>596,876</u>	<u>464,088</u>
Expenditure			
Administration	6	(224,670)	(236,257)
Estate expenditure	7	(284,078)	(212,688)
Community youth work (Stifford)		(500)	(1,000)
Lottery funding		(3,613)	(1,265)
		<u>(512,861)</u>	<u>(451,210)</u>
Surplus for the financial year before taxation		<u>84,015</u>	<u>12,878</u>
Taxation	4	(531)	(472)
Surplus for the financial year		<u>83,484</u>	<u>12,406</u>
Exceptional items:			
Defined benefit pension fund deficit		(94,322)	(264,688)
LB Tower Hamlets - Backdated allowance received		123,411	-
Total net exceptional items		<u>29,089</u>	<u>(264,688)</u>
Surplus/(deficit) for the financial year after exceptional items		<u>112,573</u>	<u>(252,282)</u>

Bancroft Tenant Management Co-operative Limited
Balance Sheet
as at 31 March 2016

	Notes	2016 £	2015 £
Fixed assets			
Tangible assets	8	12,257	16,344
Current assets			
Stocks		4,179	1,554
Debtors	9	79,544	31,635
Cash at bank and in hand		671,521	464,786
		<u>755,244</u>	<u>497,975</u>
Creditors: amounts falling due within one year	10	(97,657)	(51,372)
Net current assets		<u>657,587</u>	<u>446,603</u>
Total assets less current liabilities		<u>669,844</u>	<u>462,947</u>
Provisions for liabilities	11	(960,060)	(865,738)
Net liabilities		<u>(290,216)</u>	<u>(402,791)</u>
Capital and reserves			
Share capital	12	35	33
Surplus fund	14	(365,251)	(477,824)
Reserve fund	15	75,000	75,000
Shareholders' funds		<u>(290,216)</u>	<u>(402,791)</u>

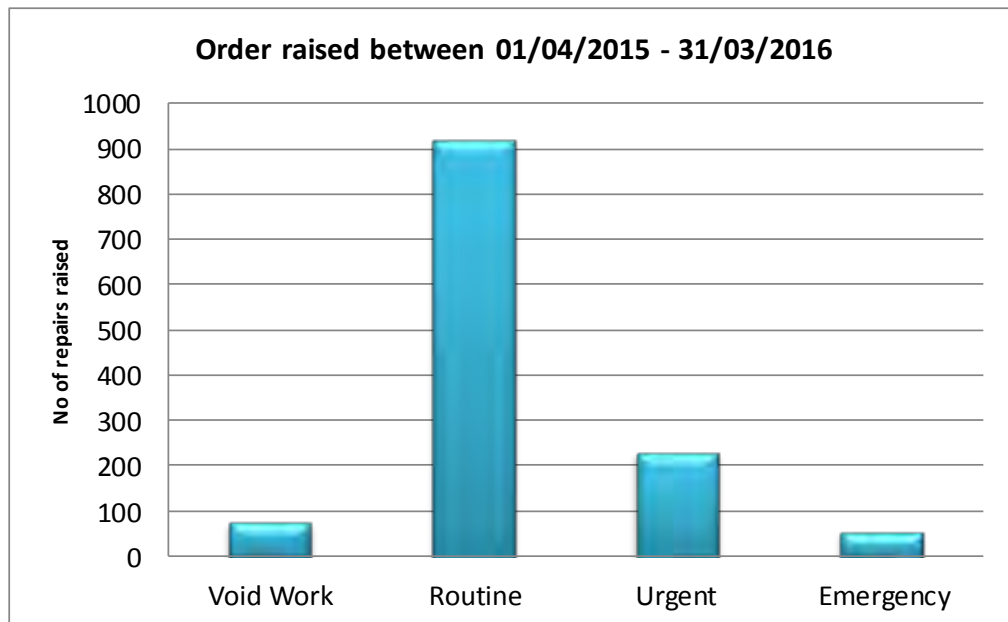
The accounts have been prepared in accordance with the provisions of the Financial Reporting Standards for Smaller Entities (effective January 2015).

They were approved, and authorised for issue, on 1 September 2016 by the Committee of Management and signed on its behalf by:

.....	Abdul Quddus	Chair
.....	Ekua Quartey	Secretary
.....	Salim Ullah	Treasurer

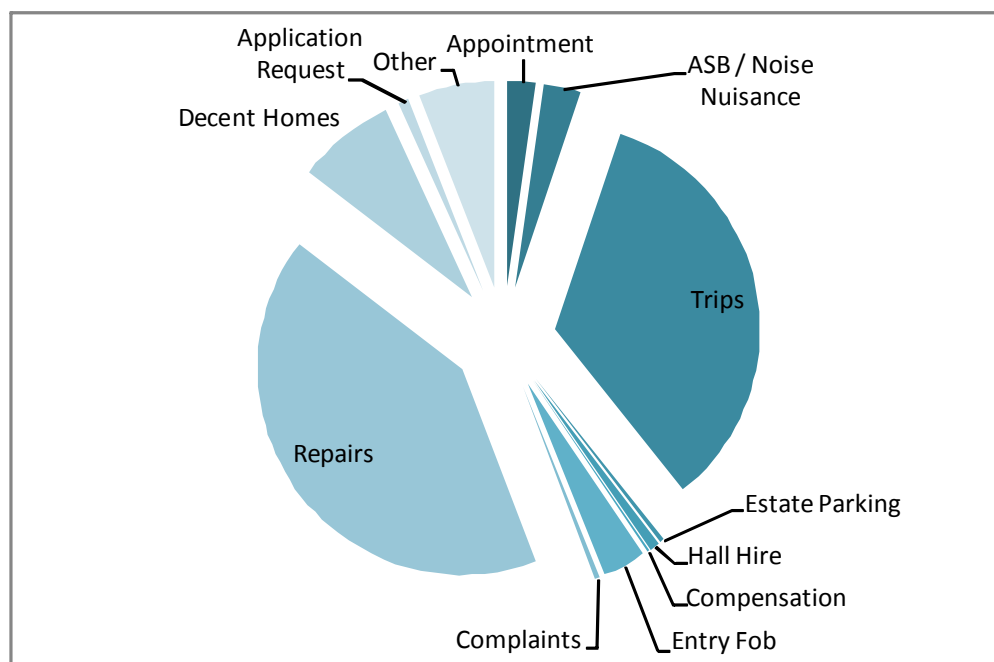
Housing Management

Over the years TMC has seen a decrease in the numbers of repairs to individual properties, due to Decent Homes. Despite this TMC has performed exceptionally well in responding to repairs issues within its allocated times.



There were approximately 1500 residents visiting the reception in person during the past financial year. We are pleased to see face-to-face interaction at a local level.

Resident Enquiries at Reception



Community Garden

This year Bancroft TMC has launched its own community Garden. Over 30 local families will benefit growing their own vegetables and creating a much needed social space.



Tackling ASB

Bancroft TMC are always looking for ways to actively tackle ASB on the estate, by designing out crime.



Trips this Year

This Year the TMC successfully organised Three trips and a Fun Day for the residents. We organised two coaches to Hewitts Farm, Southend-on-sea and Chessington World of adventures.

South-End on Sea



Hewitts Farm



Chesstington World of Adventures



Fun Day



Management Committee



Chair
Abdul Quddus



Secretary
Ekua Quartey



Treasurer
Salim Ullah



Vice Chair
Clive Heemskerk



Assistant Secretary
Akikur Rahman



Assistant Treasurer
Tessa Baraclough



Mustafa Muktadir



Kona Miah



Ahhbab Hussain



Ruhul Islam



Kamrun Nessa
Shajahan



Abul Bashar



Mary Okukenu



Umar Ali

Management committee Attendance Sheet

	07/10/2015	03/11/2015	01/12/2015	02/02/2016	01/03/2016	05/04/2016				
Committee Members										
							No Meeting due to Ramadan			
Abdul Quddus (Chair)										
Clive Heemskerk (Vice Chair)										
Ekua Quartey										
Akikur Rahman										
Salim Ullah (Assistant Treasurer)										
Tessa Baraclough										
Mustafa Muktadir (Assistant Secretary)										
Ahbab Hossain (Committee Member)										
Mohammad Ruhul Islam (Committee Member)										
Jasmin Amlai		Resigned								
Kona Miah (Committee Member)										
Abul Bashar (Co-opted Committee Member)										
Kamrun Nehar (Co-Opted Committee Member)										
Umar Ali										
Mary Okukenu (Committee Member)										

Attendance	
Apologies	
Absent	



Co-op Membership

Procedure for dealing with applications to become a member of the TMC

Membership of the TMC is open to any person aged 18 or over, who is lawfully resident on the estate and occupies “residential property provided by or managed by the cooperative”. Applications for membership shall not be unreasonably withheld (Rule 8). Applications for membership “shall be considered under the procedures laid down by the General Meeting from time to time” (Rule 8)

Note also that under Rule 9 (d) membership ceases if “they cease to occupy the dwelling provided or managed by the Co-op ...” This is clear and unambiguous. If you do not live on the estate, you cannot be a member. That is why a residence check will be made for new applicants and checked under the annual review of membership.

The MC proposes the following procedure for dealing with new membership applications:

1. Prospective member completes and signs Membership application form
2. Application form is submitted to the TMC office along with 10 pence membership fee
3. TMC staff may request ID from applicant
4. TMC staff will issue a receipt for 10 pence
5. TMC staff will check records to establish applicant is resident at the stated address
6. TMC staff will check applicant is registered on LBTH council tax records as resident at their address + is recorded on the Electoral Register.
7. If applicant is missing from these records, TMC staff will contact applicant for explanation.
8. When TMC staff are satisfied of proof of residence, membership application will be presented to the next scheduled Management Committee meeting for approval (which shall not be unreasonably withheld).

Applicant will be notified of the outcome of their application and if membership is confirmed, will be issued with one ten pence share in Bancroft TMC.

Members are eligible to stand for election to Management Committee, subject to a maximum of two members per household. Members are eligible to vote at AGMs, GMs and vote in elections of Management Committee.

The Management Committee may co-opt “any persons to serve as committee members ..” provided that elected members are in a majority (Rule 24). This allows the Management Committee to co-opt people who are not estate residents, but such co-optees will be MC members but not Co-op members (as they are not eligible).

COMMITTEE MEMBERS DECLARATION

To stand for election all members must sign a declaration, committing them to attend meetings and trainings. Committee members are required to declare any financial or other interest connected to the Co-Op and must not benefit financially from their committee membership.

Members wishing to serve on the Management Committee or stand for nomination are required to sign the Declaration as follows:

I declare that:

I am a member of Bancroft TMC and I am permanently resident on the estate and I acknowledge that, if I give false information on this declaration, I am not covered by the Co-operative's limited liability

I am not employed by Bancroft TMC nor do I have any close relationship with any member of Bancroft TMC's staff

I do not have any financial interest in any contract or other business with Bancroft TMC personally; or as a member of a firm; or as a director or other officer of a business trading for profit; or in any other way (*other than as a resident and receiver of services*)

I agree to accept these duties as a member of the Management Committee if I am elected:

- uphold co-operative values of honesty, openness, social responsibility & caring for others
- observe the ground rules for meetings of Bancroft TMC
- ensure, together with other members of the Committee, that Bancroft TMC operates within its rules, membership regulations and Management Agreement with LBTH
- support the decisions of Bancroft TMC's general meeting
- support the decisions of the Management Committee
- keep confidential all information, listed or agreed to be treated as confidential
- not promote any personal interests, including family and friends
- ensure that I do not and that it does not appear that I or my family or friends do not receive undue or unfair personal gain from the operations of the TMC
- attend at least 6 out of 8 Management Committee meetings in any 12 month period and accept that, if I miss 3 meetings in a row without submitting apologies, I will be deemed to have resigned
- attend all training sessions provided for members without good reason for absence
- read the Bancroft TMC Management Committee papers circulated before meetings
- give apologies if unable to attend a meeting and phone comments on the papers through to the chair or secretary beforehand and
- contribute to Management Committee debates

Signed**Date:.....**

BANCROFT



TENANT MANAGEMENT CO-OPERATIVE

Managing Agents For Tower Hamlets Council

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