

# ANNUAL REPORT

2014 – 2015



# BANCROFT

TENANT MANAGEMENT CO-OPERATIVE

MONDAY 21st SEPTEMBER 2015 JOHN SCURR PRIMARY SCHOOL, CEPHAS ST

# Message from the Chair



Dear Residents,

I have been a member of the TMC Committee for several years, yet this is my first stint as the Chair of the TMC.

It has largely been a successful year for us as a group and certainly the highlights were the summer events, which were well attended by our residents. I took my own family to the day at the seaside along with the trip to Thorpe Park, and was heartened to see how well everyone got along with one another.

We appreciated all the hard work carried out by corporate volunteers from East London Business Alliance and Community Payback in giving the Estate a long awaited makeover. We look to continue working with these groups.

The last year, the TMC secured a mandate from residents to continue with the local housing based service for another 5 years. We are grateful that so many of you supported us in this ballot, and for those of you who were not convinced, it is our aim to work hard to turn your views around.

The big issue for Residents over the past year has been without a doubt the upheaval from the External Decent Homes Program. The Committee worked very hard to have their say over what was included in the program so that it is beneficial to all Bancroft residents. However, our dealings with the Decent Homes team meeting were very disappointing, because they had already planned the program prior to meeting us and our views were not taken into account. The long awaited improvements to our bulkhead lighting was not included, though we did get a bonus of new safe and secure front doors for tenants and safety catches to windows.

We are yet to receive a date for when the rest of the estate will receive external improvements and the Committee will petition for its inclusion at the earliest opportunity.

We are very keen to formalise a Leaseholder Forum, which we hope will meet on a quarterly basis and discuss things such as service charge issues, value for money and bills associated with Major Works.

Finally, I believe we are on the verge of signing a new management agreement with Tower Hamlets Homes. It has been too long coming as we have been negotiating for the past 2 years, it will offer clarity on the functions and roles that we carry out. We have received assurances that the proposed increases in allowances will be backdated to April 2014, these funds will allow us to further improve our estate, and the agreement will include assurances of our involvement in decisions made by Tower Hamlet Homes and LBTH.

Abdul Quddus

Chair

# Agenda

1. Chair's Introduction
2. Apologies
3. Minutes of the 2014 AGM
4. Matters arising
5. Introduction from Candidates
6. Annual Report
  - a. Committee Report
  - b. Treasurers Report (including audited accounts 2014/15)
  - c. Motion to accept Report
7. Appointment of Auditors
8. 2015/16 TMC Plans
9. Guest Speakers
10. Announcement of results
11. Question time & A.O.B.

# Minutes of the TMC AGM

29 September 2014, 6.30pm

John Scurr School, Cephas Street, E1

**Present:** Kona Miah (Chair), Clive Heemsherk (Vice Chair), Sarah Vine (Treasurer), Mustafa Muktadir (Secretary), Muhammed Nimbor Ali (Assistant Secretary), Mary Okukenu, Mohammed Ahabab Hossain, Abdul Quddus, Farook Miah, Abdul Haque.

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

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

1.	<p><b>Chair's Introduction</b></p> <p>The proceedings for the meeting commenced at 6.45pm due to the meeting not being quorate until this time.</p> <p>SV opened the meeting and requested that the ground rules be observed by all. These were read out in English and translated by SA in Bengali.</p> <p>SV informed that voting for the election of committee members will close at 7.48pm.</p>
2.	<p><b>Apologies</b></p> <p>Received were from Julie Ulla (Assistant Treasurer), Md Ruhul Islam and Jane Lee Hopkinson.</p> <p>The meeting adjourned for prayer break and resumed at approximately 7.05pm.</p>
5.	<p><b>Introduction from Candidates</b></p> <p>SV asked candidates to briefly introduced themselves and state how they will contribute to the work of the TMC. The candidates introduced themselves in the following order:</p> <p>Jasmin Amlai, Wickford House</p> <p>Rabeya Aktar, Redclyf House</p> <p>Abul Bashar, Wickford House</p> <p>Clive Heemsherk, Colbert House</p> <p>Mohammed Ahabab Hossain, Colbert House</p> <p>Foysal Islam, Braintree House – <b>Absent</b></p> <p>Mohammed Ruhul Islam, Wickford House – <b>Apology received</b></p> <p>Aktar Miah, Wickford House</p> <p>Gideon Opoku, Stothard House</p> <p>Ekua Quartey, Stothard House</p> <p>Adbul Quddus, Hadleigh House</p> <p>Salim Ullah, Deveton House</p>

3.	<p><b>Minutes of the AGM held on 29 September 2013</b></p> <p>Minutes of the AGM held on 29 September 2013 were accepted as a correct of proceedings with the following correction:</p> <p>Martin Hopkinson had stood for election in 2013/14 and had received 14 votes.</p>
4.	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>
6.	<p><b>Election of Management Committee Members</b></p> <p>SV reminded members that the ballot will close at 7.48pm. 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.</p>
9.	<p><b>2014/15 TMC Plans</b></p> <p>JS presented the plans for 2014/15 as follows:</p> <p>Estate services - The main aims are to have a cleaner, safer, a well maintained estate. The improvements achieved on the estate this year includes, painting of railings, tree pruning with the help of the Community Payback and more effective lighting on the estate.</p> <p>Website - Bancroft TMC went live at the start of 2014. This is an additional way for residents to communicate with the office. The web site is regularly updated with relevant information and we will continue to at ways improve the site.</p> <p>External Funding – To continue to raise external funding to provide community development activities. The TMC does not receive an allowance for community events or youth provision from THH. Therefore, external funding allows the TMC to organise community development activities without impacting on the day to day budget or the service charge. The TMC has raised funds form Canary Wharf Group PLC, The Big Lottery Fund and Fairway Property Services. Currently the TMC is working towards securing funding for youth provisions from Awards for All.</p> <p>West Ham United Sports Trust (WHUST) - The TMC in partnership with the WHUST is looking at providing an winter programme of activities which will include volunteering and mentoring opportunities; employability &amp; training support; football tournaments; and activities during half term school holiday for local boys &amp; girls.</p> <p>Staff development – The TMC encourages is committed to ensuring staff receive appropriate training to develop their skills and provide an efficient service to residents. Two staff members have completed the professional development courses with the Chartered Institute of Housing.</p> <p>Modular Management Agreement (MMA) - To complete negotiation of the MMA. The MMA is close to completion with a few outstanding issues. The MMA is for a five year agreement which will enable the TMC to put a business plan in place.</p> <p>Ballot - The TMC Constitution requires for a ballot to be held every 5 years where TMC members vote to on whether or not to continue the Co Op. The TMC has engaged the Electoral Society to act as the independent arbitrators for this process. The ballot is planned to take place in December 2014.</p>

	<p>CH informed the meeting that one of the founding members of the TMC, Scott Waites passed away recently. He stated that the TMC pays Scott their respect in recognition for his role in setting up the TMC.</p> <p>Other members who were involved in setting up the TMC were also remembered for their work in establishing the TMC.</p>
<b>7.</b>	<p><b>Annual Report</b></p> <p><b>a. Committee Report</b> Copies of the Annual Report 2013/14 were available for members at the meeting.</p> <p><b>b. Treasurers Report (including audited accounts 2013/14)</b> SV reported that the TMC made a modest surplus of approximately £3,000 despite funds being frozen for four years running. Last year the TMC made a deficit of approximately £11,000 due to legal actions. The MC put measures in place to mitigate the risk of legal action and therefore in 2013/14 there was no expenditure incurred in 2013/14. The TMC is financially relatively healthy.</p> <p>SV drew members' attention to the Treasurers report on page 9 – 12 of the Annual Report and asked if members had any questions in relation to the accounts.</p> <p>A query was raised from the floor regarding the availability of the audited accounts for members before the AGM. CH responded that the annual income and expenditure accounts are included in the AGM which meets the requirement. A copy of the audited accounts was available at the meeting for inspection and will be loaded on the website.</p> <p><b>c. Motion to accept Report</b> SV asked members in attendance to cast their vote to accept the report. 22 attendees voted in favour to accept the Annual Report 2013/14. There were no votes against and no one abstained from voting.</p> <p>The motion was carried to accept the report.</p> <p>SV thanked all the staff and committee members for their hard work in achieving the TMCs goals.</p>
<b>10.</b>	<p><b>Guest Speakers</b></p> <p><b>Police</b> - Steve Martin from the task force informed that they were working on the Bancroft Estate alongside the Safer Neighbourhood to team tackle ASB. Steve emphasised the importance of residents reporting incidents to the Police using the 101 number for non-urgent matters. If residents do not report incidents the task force resources will be moved to area where incidents are reported. At present the task force has been allocated to work with the Bancroft Estate for a period of four weeks.</p> <p><b>Youth provision</b> - The girls and boys youth project is being delivered in partnership with Stifford. Joytara Bibi, Youth Worker from the Stifford project explained that the project has been set up to educate the youth on issues that are harmful for them such as drink and drugs. The activities are facilitated by qualified youth workers and run on Saturdays with girls only session and a mixed session.</p>

8.	<p><b>Appointment of Auditors</b></p> <p>The current Auditors, Macintyre Hudson were not in attendance. JS informed that the TMC is happy with the performance of the current Auditors however to ensure VFM is achieved the Audit function will be tendered during the year. CH explained that Macintyre Hudson therefore technically remain the Auditors until new Auditors are appointed at either the general meeting or the annual general meeting.</p> <p>The motion was carried with 17 members voting for the appointment of the current auditors until the management committee presents the tenders at the general meeting in April 2015. There were no votes again and on abstained from voting.</p>
12.	<p><b>Questions &amp; AOB</b></p> <p>MM informed members to make suggestions for improvement using the post it notes and the notice Board provided. He also reminded members that they can use the suggestion box in the office or the website.</p> <p>JS advised that that Leaseholder Focus Group (LFG) has been set up and it is led by Abdul Quddus, Management Committee member. The LFG is supported by the management committee and issues are feedback to the committee to take forward.</p> <p>The following questions/issues were raised:</p> <p><i>Is the development in Mantus Green was going ahead?</i> Councillor Islam responded that Tower Hamlets Community Housing (THCH) have planning permission to develop new homes however currently it is on hold. He further stated that he is due to meet with THCH and will provide TMC with an update.</p> <p><i>When is the external Decent works starting?</i> JS replied that he would update residents on the programme of works via the newsletter.</p> <p>John Coker (JC) was invited to share his observation of the TMCs progress. JC stated that the council is happy with the TMCs performance and that the newly formed committee can build on the good work that has been achieved in the last year.</p> <p>Councillor Amy W. Gibbs introduced herself and informed that she represents the Bethnal Green Ward together with Councillor Islam.</p>

**11. Announcement of results**

*SV read out the results as the election as follows:*

Positions	Name	Total votes
1	Mohammed Ahbab Hossain , Colebert House	41
2	Mohammed Ruhul Islam, Wickford House	40
3	Clive Heemskerk, Colebert House	39
4	Jasmin Amlai, Wickford House	37
5	Salim Ullah, Doveton House	36
6	Aktar Miah, Wickford House	33
7	Foysal Islam, Braintree House	32
7	Abdul Quddus, Hadleigh House	32
9	Rabeya Aktar, Redclyf House	31
10	Abdul Bashar, Wickford House	16
11	Ekua Quartey, Stothard House	11
12	Gideon Opoku, Stothard House	9

*The top seven candidates have been elected and will be invited to the next Management Committee Meeting. It was noted that there was a tie for the seventh position. The first management committee meeting will decide the final committee members based on meeting the eligibility requirements and the commitment for a representative team of people (tenants, women, leaseholders).*

MM thanked the candidates who were not elected for showing an interest in joining the Management Committee. He informed that during the year committee members often drop out and vacancies arise. These are filled by co-opting members and therefore candidates who have not been selected may have the opportunity to serve on the committee at a later date as vacancies arise.

JS thanked the management committee for their support.

The meeting ended at 8.45pm.



## **MANAGEMENT COMMITTEE REPORT**

The TMC have showed further progress in many areas in year 2014/15

### **What have we done well over the past year?**

#### **Estate Office / Staff**

During the last year we have bid farewell to two of our long term Caretakers and we wish both John Kengamu and Rukon Ahmed the best of luck in their new endeavours. In their place we have recruited two experienced replacements and welcome both Godfrey Mahari and Ahmed Alkashmim to the estate based team.

Following a review of caretaking services we have opted to move the Caretakers into one single team and dissolved the previous use of individual patches. We are hopeful that our new system will improve the services we provide whilst also offering better value for money and increased satisfaction.

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, e-mail or in person.

#### **Website**

We have now been live for nearly two years and it is pleasing to see so many of you using or referring to this resource. We have populated the site with various pieces of information about the TMC such as dates for community outings and meetings. Copies of newsletters are also available to download.

#### **Skills match**

We have again linked up with LBTH to provide two work experience placements within the past year to two local unemployed graduates. We are delighted to let you know that our first placement has since gained full time employment and the second placement is now receiving interviews where before she would be disadvantaged through lack of experience.

#### **Greener and Cleaner Estate**

The TMC has continued this year with a program of works to improve the appearance of our estate while showing we are offering value for money. Railings have gone from black to blue and we are now engaged in refurbishing ground floor front gates which will also turn blue. As with the work to the railings the vast majority of labour will 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.

#### **Decent Homes Program**

Major works meant major upheaval for many of you in receipt of improvements and we empathised with you whilst work was on-going, however looking back it was mainly a case of short term pain for long term gain.

Whilst the internal improvement program was coming to an end we then saw the start of our external works which meant four of our larger blocks along with a few smaller areas benefited from a makeover. 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, as currently we have not been given a firm date as to when these will begin.

### **Security Improvements**

Before external works began in earnest Contractors erected scaffolding with green netting on the blocks that sadly afforded cover for a spate of several burglaries where access was gained through windows. The TMC acted to reduce this threat by persuading the Decent Homes Team to install sash locks / cable locks in all tenancies. The Committee of the TMC agreed to offer this service to Leaseholders where these were installed by our own retained contractors at what it cost us to purchase.

### **Youth Provision**

It is sad for us to report but we have had mixed success in this area over the past year. The TMC secured external funding through the National Lottery and whilst our subsidised trip to Thorpe Park was a sell-out we were disappointed at the levels of participation in both our local youth club and the football sessions organised with West Ham FC.

### **ASB**

Bancroft is an inner city estate and like similar areas we do encounter issues with gang related nuisance. We continue to work with the Police and other Stakeholders to tackle this menace and ask that you continue to call 101 to record any incidents.

### **Communal Activities**

Once again we are delighted to report that our community trips were enjoyed by many of you. This year we went to Kew Gardens, fruit picking in Kent, Thorpe Park and finished with a trip to Clacton-on-Sea.

Following feedback from those who took part we will be looking to arrange a day either to the Zoo in next year's itinerary.

We held our annual Fun Day on Mantus Green in July and this was also well attended by residents whose children enjoyed bouncy castle, face and henna painting amongst the activities. There was the opportunity to have a complimentary repair session with the bike doctor and his team and members of our elderly club were on hand to show residents how to play the Bengali game of carom board.

We are grateful for Canary Wharf PLC who funded us £2,500 which helped considerably in subsidising the costs of the above events and our contractor Fairway Property Services for funding the extra coach required to meet demand. Moreover, we would like to thank ELBA for their contribution toward estate improvements.

### **Modular Management Agreement**

For the past couple of years the TMC has been in negotiation with Tower Hamlet Homes over a new agreement that will determine the roles and functions of the service we provide to residents. A local estate based housing office is a rarity nowadays and it is vital that we all strive to retain this valuable facility. Having staff on site we are able to respond promptly to whatever situation arises and the facility to speak in person to an individual rather than speak to someone on the phone is always there.

# **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 31<sup>st</sup> 2015.

## **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 signed in 1998 but subject to annual review.

Bancroft Estate is a mixed tenure estate consisting of 603 dwellings, 344 of which are social housing tenancies, 225 leasehold units and 38 freehold houses.

## **Rules and Governance:**

The TMC is a registered 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 plans. 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 small surplus for the financial year 14/15 of £12,406.00 after tax before transfers to our designated reserve. In the previous year the TMC traded with a smaller surplus of £3143.00 so we are pleased with the outcome especially as the finances allocated to the TMC were frozen for a fifth year in a row.

## **Review of Activities in 2014/15:**

The management allowance was unchanged on the previous year at £451K but efficiencies in caretaking and maintenance enabled the year to close with a small surplus.

The year was one in which 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 14/15 also saw improvements in managing staffing costs and savings over less use of agency cover 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 2 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. 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. In the last year we paid £14,000.00 on servicing this debt and next year we have been told it could be as high as £20,000.00. The TMC has taken steps to remove any risk of our pension debt being crystallised and plans are in place to offer all staff pensions through auto enrolment later this year.

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 Co-op has once again benefited from our continued relationship with the Community Payback Scheme as this does not incur a labour cost and this represents excellent value especially in reducing costs in this area.

Estate Expenditure on Caretaking and Cleaning for the past financial year has shown savings of nearly 10% on what we spent the previous year so this is news that will be welcomed by Service Charge payers. The TMC had hoped to achieve savings through benefiting from the external decent homes program. We can confirm that 32% of our stock is in the current work schedule and the TMC will continue to petition our stakeholders so the remaining stock can be improved at the earliest opportunity.

Social contributions by the TMC included coach trips to the seaside, 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.

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

The TMC is on course to sign a new Modular Management Agreement in Government approved format with Tower Hamlets Homes, who act on behalf of the Council in September 2015. We look forward to the efficiency clarity of roles/ functions will bring and also to the financial stability this will afford, especially as it will allow for better budget management, both in the short and the long term.

The annual audited accounts reflect our financial position throughout 2014/15. We will be available to answer questions on the accounts at the AGM which will be held on the 23<sup>rd</sup> September.

**Bancroft Tenant Management Co-operative Limited**  
**Income and Expenditure Account**  
**for the year ended 31 March 2015**

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
LB Tower Hamlets - allowances	451,003	451,003
LB Tower Hamlets - maintenance recharges	10,190	2,248
Hall hire	242	508
Office rental income	4,416	5,455
Other income	4,800	2,052
Bank interest receivable	2,362	1,305
Lottery funding	1,265	-
Leavers' shares	-	4
	<hr/> 474,278	<hr/> 462,575
<b>Expenditure</b>		
Administration	(236,257)	(215,384)
Estate expenditure	(222,878)	(238,787)
Community youth project (Osmani Trust)	-	(5,000)
Community youth work (Stifford)	(1,000)	-
Lottery funding	(1,265)	-
	<hr/> (461,400)	<hr/> (459,171)
<b>Surplus for the financial year before taxation</b>	<hr/> 12,878	<hr/> 3,404
Taxation	(472)	(261)
<b>Surplus for the financial year</b>	<hr/> 12,406	<hr/> 3,143
<b>Exceptional items:</b>		
Defined benefit pension fund deficit	(264,688)	(601,050)
<b>Deficit for the financial year after exceptional items</b>	<hr/> (264,688)	<hr/> (601,050)

**Bancroft Tenant Management Co-operative Limited**  
**Balance Sheet**  
**as at 31 March 2015**

	2015 £	2014 £
<b>Fixed assets</b>		
Tangible assets	16,344	21,792
<b>Current assets</b>		
Stocks	1,554	1,671
Debtors	31,635	39,189
Cash at bank and in hand	464,786	447,844
	<u>497,975</u>	<u>488,704</u>
<b>Creditors: amounts falling due within one year</b>	(51,372)	(59,962)
<b>Net current assets</b>	<u>446,603</u>	<u>428,742</u>
<b>Total assets less current liabilities</b>	<u>462,947</u>	<u>450,534</u>
<b>Provisions for liabilities</b>	(865,738)	(601,050)
<b>Net liabilities</b>	<u>(402,791)</u>	<u>(150,516)</u>
<b>Capital and reserves</b>		
Share capital	33	26
General fund (deficit)	(477,824)	(225,542)
Reserve fund	75,000	75,000
<b>Shareholders' funds</b>	<u>(402,791)</u>	<u>(150,516)</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  
Management and signed on its behalf by:

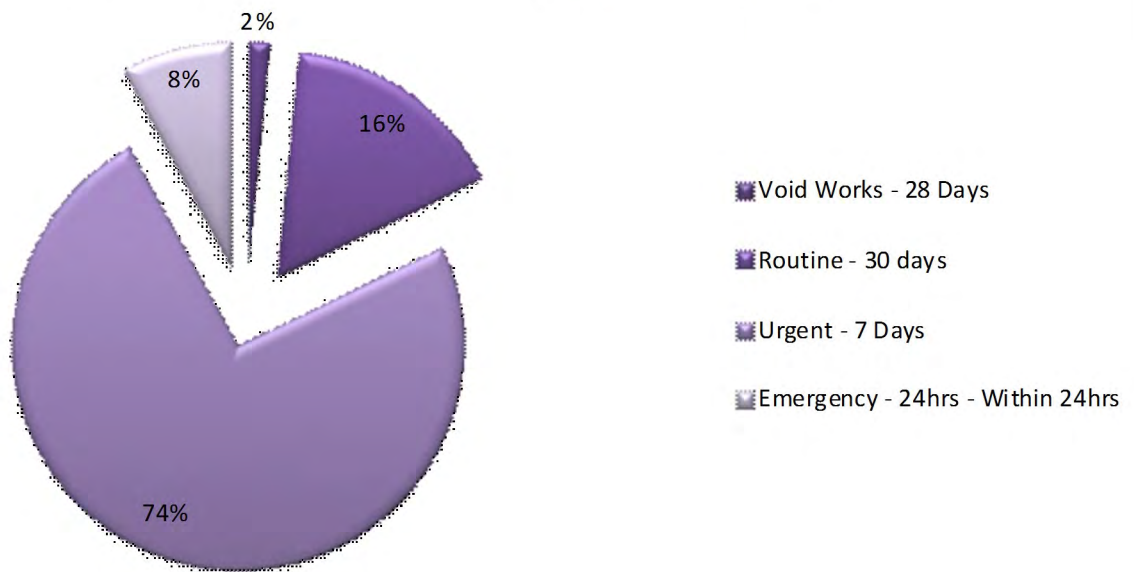
September 2015 by the Committee of

.....	Abdul Quddus	Chair
.....	Jasmin Amlai	Secretary
.....	Sarah Vine	Treasurer



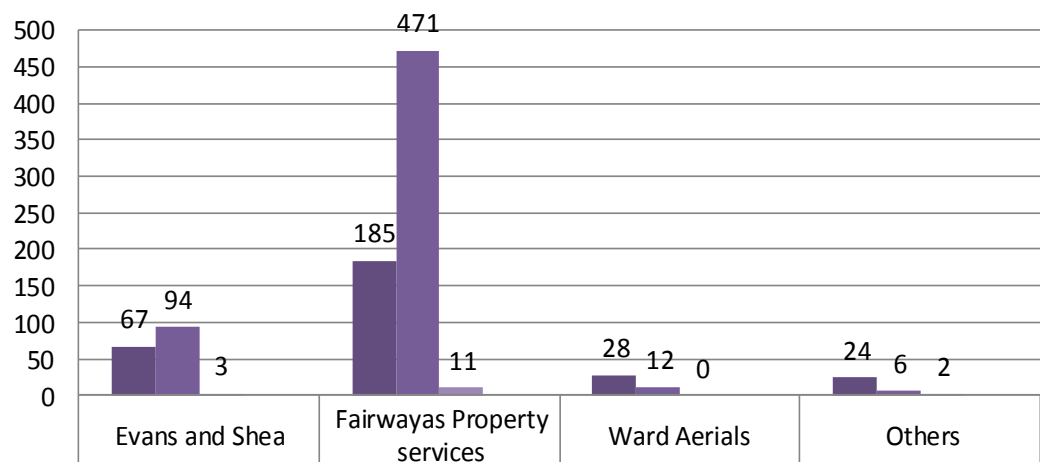
# Housing Management

## Order raised between 01/04/14 - 31/03/15



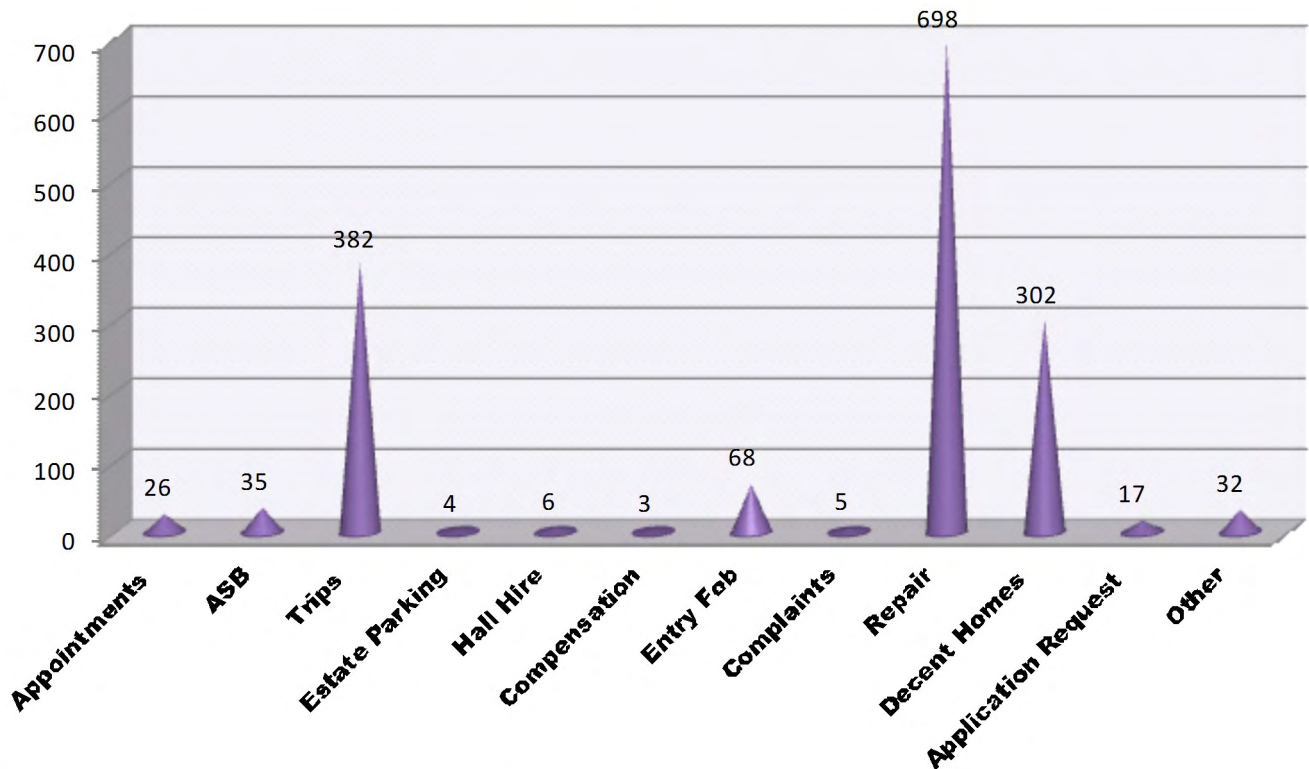
Due to Decent Homes the TMC has seen a decrease in the numbers of repairs to individual properties, despite this TMC has performed exceptionally well in responding to repairs issues within its allocated times. This is because our contractors have doing an excellent jobs first time round therefore, there are less recalls for poor workmanship.

## Orders raised to contractors during 1st April 14 - 31st March 15



	Evans and Shea	Fairwayas Property services	Ward Aerials	Others
■ Estate Maintenance Repair	67	185	28	24
■ Tenant Maintenance Repair	94	471	12	6
■ Voids	3	11	0	2
■ Others	0	0	0	0

### Resident Enquires at Reception



We are delighted to report that nearly 1600 residents visited the reception in person during the past year for a variety of reasons as evidenced in the graph above. It is heartening to see such face to face interaction at a local level and we are also proud to state that the Estate Office was open for all advertised hours within this period.





## Trips this Year

This Year the TMC successfully organised four trips and a Fun Day for the residents.

### Kew Garden



### Clacton-On-Sea





## Hewitts Farm



## Thorpe Park



## Fun Day



# Management Committee



Secretary  
Jasmin Amlai



Chair  
Abdul Quddus



Treasurer  
Sarah Vine



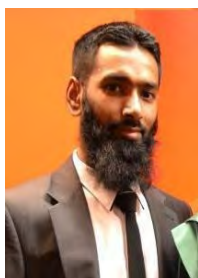
Assistant Secretary  
Mustafa Muktedir



Vice Chair  
Clive Heemskerk



Assistant Treasurer  
Salim Ullah



Committee Member  
Kona Miah



Committee Member  
Ahab Hossain



Committee Member  
Mary Okukenu



Committee Member  
Ruhul Islam



Co-opted Member  
Abul Bashir



Co-opted Member  
Gideon Opoku



Co-opted Member  
Kamrun Nehar Shajahan



## Management committee Attendance Sheet

	03/10/2014	03/11/2015	07/01/2015	02/02/2015	04/03/2015	08/04/2015	06/05/2015	01/06/2015	06/07/2015	07/08/2015	02/09/2015
Abdul Quddus (Chair)									No Meeting due to Ramadan		
Jasmin Amlai (Secretary)											
Sarah Jane Vine (Treasurer)											
Clive Heemskerk (Vice Chair)											
Mustafa Muktedir (Assistant Secretary)											
Salim Ullah (Assistant Treasurer)											
Ahbab Hossain (Committee Member)											
Kona Miah (Committee Member)											
Mohammad Ruhul Islam (Committee Member)											
Mary Okukenu (Committee Member)											
Abul Bashar (Co-opted Committee Member)											
Gideon Opoku (Co-Opted Committee Member)											
Kamrun Nehar (Co-Opted Committee Member)											
Muhammed Ali (Committee Member)											
Nimbor Ali (Assistant Secretary)									Resigned		
Aktar Miah (Committee Member)											
Foyisal Islam (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:***

1. 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
2. I am not employed by Bancroft TMC nor do I have any close relationship with any member of Bancroft TMC's staff
3. 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*)
4. 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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