

BANCROFT

TENANT MANAGEMENT CO-OPERATIVE



ANNUAL REPORT 2016 - 2017

Annual General Meeting

27th September 2017

John Scurr School, Cephas Street

Message from the Chair



Dear Residents,

This year is my last report as Chair. I have reached the 10 year milestone as a member of the TMC Committee and I am therefore obliged to stand down for a year under the Government guidelines on permitted length of service which is also reflected in our own non mutual rules.

On the whole the past year has been busy, but richly rewarding for the TMC with a number of notable objectives achieved across a range of service areas. Local people in control of their own home environment, is a feature that is systemic to what we are all about and this ensures not only a strong service ethos but ensures our priorities always

remain relevant to the people that live here on the Bancroft Estate. Being a Committee member means living with the results of our work as we are more motivated to engage with the services and management provided, which in turn, helps to sustain the energy vital for success and longevity of the TMC. I would therefore encourage new members with drive, energy and commitment to join the committee.

It was also a year that saw our TMC being recognised for a national award by the National Federation of TMO's who praised us for our partnership work with the Community Payback Service which provides excellent value for money. The past year has seen them finishing off a program of painting front gates and cleaning the moss off our brick walls, both of which have contributed towards making our estate a pleasant place to live in.

Community events have also been well attended with 150 of our residents going on a day trip to Brighton. The communal garden is now in full swing with over 30 families growing a wide variety of vegetables and this includes me. We have also benefited from extra external funding from the Yorkshire and Clydesdale Bank that has paid for trellises in the garden and subsidised a communal fruit picking trip in the summer which was again well attended. We continue to support a weekly football session for young people through our partnership work with NEWARK, Carom club for our elderly residents and various women's activities throughout the year.

It is only with the help of fellow residents that we are able to sustain the organisation and huge thanks go to all those Committee members who have so selflessly volunteered their own time to improve the lives of the wider community on our estate.

My final thoughts this year go to the residents of Grenfell Tower in particular the families who lost loved ones in the tragic fire. The tragedy raised many questions as to the quality of the relationship between landlord and tenant/leaseholder. To me this increases the need to have estate based offices and TMO's where residents are able to access services locally and face to face rather than through automated phone systems. We, unlike so many other estates in London, still have a local estate based office where we have conscientious staff that answer the phone and deliver services, meeting the needs of those living on the Bancroft Estate and this is worth keeping.

Abdul Quddus

Agenda

1. Chair's Introduction
2. Apologies
3. Minutes of the AGM dated 29 September 2016
4. Matters arising
5. Election of Management Committee members
6. Annual Report
 - a. Committee Report
 - b. Treasurers Report (including audited accounts 2016/17)
 - c. Motion to accept Report
7. Appointment of Auditors
8. TMC Plans for 2017/18
9. Guest Speakers
10. Question time & A.O.B

Minutes of the TMC AGM

29 September 2016, 6.30pm

12 Wickford Street, E1

Committee Members Present: Abdul Quddus, (Chair), Salim Ullah (Treasurer), Tessa Barraclough (Assistant Treasurer), Mustafa Muktadir, Umar Ali, Mohammed Ahbab Hossain, Mary Okukenu, Abul Basher, and Akikur Rahman

Also Present: 27 Members, Staff and Guests (see attendance list)

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

1. Chair's Introduction	<p>AQ welcomed everyone and explained the house rules.</p> <p>Apologies were received from Clive Heemskerk (Vice Chair), Equa Quartey (Secretary) and Sarah Vine.</p>																			
2. Introduction from Candidates	<p>The candidates were invited to briefly introduce themselves and state how they will contribute to the work of the TMC.</p> <p>The 5 candidates standing for election onto the committee are as follows:</p> <table border="1"> <thead> <tr> <th>Candidate</th><th>Name</th><th>Block</th></tr> </thead> <tbody> <tr> <td>A</td><td>Abdul Ahad</td><td>Ryder House</td></tr> <tr> <td>B</td><td>Shahnaz Alam</td><td>Rickman House</td></tr> <tr> <td>C</td><td>Mustafa Muktadir</td><td>Braintree House</td></tr> <tr> <td>D</td><td>Nilson S D Oliveira</td><td>Rennie Cottages</td></tr> <tr> <td>E</td><td>Sarah Vine</td><td>Pemell House</td></tr> </tbody> </table> <p>JS read out the candidate statements for Sarah Vine and Shanaz Alam.</p> <p>AQ opened the ballot for election of committee members at 6.45pm and advised that ballot will close at 7.45pm, at which point voting will stop. Under the supervision of Christine Foley (THH) staff will count the votes and the results will be announced at the end of the meeting.</p> <p>The meeting adjourned for prayer break and resumed at approximately 7.00pm.</p>		Candidate	Name	Block	A	Abdul Ahad	Ryder House	B	Shahnaz Alam	Rickman House	C	Mustafa Muktadir	Braintree House	D	Nilson S D Oliveira	Rennie Cottages	E	Sarah Vine	Pemell House
Candidate	Name	Block																		
A	Abdul Ahad	Ryder House																		
B	Shahnaz Alam	Rickman House																		
C	Mustafa Muktadir	Braintree House																		
D	Nilson S D Oliveira	Rennie Cottages																		
E	Sarah Vine	Pemell House																		
3. Minutes of the AGM held on 21 September 2015	<p>Minutes of the AGM held on 21 September 2015 were accepted as a correct of proceedings.</p>																			
4. Matters Arising	<p>There were no matters arising.</p>																			

5. Annual Report

Copies of the Annual Report 2015/16 were available for members at the meeting.

a. Committee Report

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

Modular Management Agreement (MMA) – The new agreement has been finally signed in February 2016. The agreement provides clarity on what housing management function the TMC is responsible for and those that are provided by Tower Hamlets Homes (THH).

Estate/Office Staff – Mohammed Hussain, Caretaker left the TMC and Mark Hanley has been appointed in his place. There have been no changes in the office based staff. The TMC remains committed to developing its staff to deliver excellent customer service.

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

DH Works - There is currently a programme of works for external wall installation. Since the external works addresses approximately 80% of the communal improvements required the TMC is carrying out additional works to bring the communal areas to a better standard.

Housing Management - The past year has been very successful. The TMC recovered five properties which had breached terms of their tenancy. Three of the properties which were recovered had put in applications to exercise Right to Buy. The recovery of these properties resulted in saving LBTH in excess of £300K. It shows that a local housing office really does offer better value for money.

ASB – The TMC continues to work with the Safer Neighbourhood Team (SNT) to tackle ASB. Last year an eviction took place where illegal drugs were cultivated and an exclusion injunction order was obtained against an individual for suspected drug dealing. The TMC is also working towards designing out crime.

Summer Activities – The programme this summer has been most successful. The events were funded by the Evening Standard and Tower Hamlets Homes.

Community Activities – The new activities introduced this year includes: Health Sessions with Osmani, Newark Football sessions for under 14s and the community garden.

b. Treasurers Report (including Audited Accounts 2015/16)

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

The TMC made a surplus of approximately £83,484 as a result of receiving the correct allowance. Last year the surplus was £12,406 as the TMC was operating on an allowance which had been frozen for five years. The substantial amount of backdated allowance will be invested on further improving the estate.

The estate expenditure is service chargeable, and whilst continuing the aesthetic improvements the TMC continues to achieve value for money in this area as a result of partnership work with the Community Payback Team.

	<p>Day to Day repairs cost has shown savings as a result of Decent Homes work. However, some issues with Decent Homes work still remain unresolved.</p> <p>The TMC achieved substantial assurance for the external audit carried out by Tower Hamlets Auditors.</p> <p>c. Motion to accept Report</p> <p>The motion was carried to accept the Annual Report 2015/16.</p>
6.	<p>Guest Speakers – Q & A with the Safer Neighbourhood Team (SNT)</p> <p>Julie, Lizzy, Robert and John from the SNT were available to answer resident's questions about ASB. The newsletter which provides updates on current ASB issues was distributed to residents. Residents can receive this newsletter by registering their email address with the SNT. JS will distribute the SNT newsletter with the TMC newsletter to residents.</p> <p>Q. A request was made to install CCTV camera to deter ASB by Ryder House as the residents on the ground floor experience significant issues.</p> <p>A. There are 6/8 cameras currently on the estate which are watched by LBTH. Residents need to petition TH council for extra cameras and report incidents by calling 101 for non- emergency issues. In addition residents should inform the TMC office of any incidents.</p> <p>Q. What is the Police doing to tackle drug dealing in Bancroft Estate?</p> <p>A. Drug dealing is a borough wide problem and is not unique to Bancroft Estate. ASB associated with drug dealing and usage is a huge long standing problem. The new Borough Commander is working on strategies to combat ASB. It was further explained that resources are limited as the SNT has shrunk.</p> <p>Q. Despite speed calming measures vehicles are driving fast with little or no regards to other road users such as cyclist. What can the SNT do to tackle this issue?</p> <p>If enough residents make complaints to the SNT team can come with a speed gun and perpetrators identified sent warning letters.</p> <p>Julie, Lizzy, Robert and John were thanked for attending and the update on current ASB issues.</p> <p>JS emphasised the importance of reporting all incidents to SNT using the 101 number as well as the TMC office to ensure awareness of current issues which are most concerning for residents and to allocate resources to respond to these issues effectively.</p>
7.	<p>TMC Plans for 2016/17</p> <p>JS presented the plans for 2016/17 as follows:</p> <ul style="list-style-type: none"> Hyper Optic Ltd are able to offer residents fiber optic for as little as £7 a month. All the surveys have been completed and currently awaiting installation approval from Tower Hamlets Homes (THH). In addition THH are looking to upgrade the communal satellite system. TMC plans to continue to work with stakeholders to design out crime on the estate.

- In order to improve and prevent misuse of recycling bins the TMC has identified designated areas to install bin corals. These will be installed shortly.
- The TMC will look to secure funding to install bicycle sheds so that residents can safely leave their bicycles outside.
- The TMC remains committed to developing and training staff to deliver effective and improved services to residents.

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

8. Questions & AOB

Q. Furniture disposal is a big concern as frequently large items are being dumped which is both unsightly and hazardous.

A. It is a known problem all around the borough. The TMC charges a fine of £50 if the Landlord is identified. The proceeds from the fines are used towards community activities.

Q. What is being done about the pigeons? Residents' feeding the pigeons does not help the situation.

A. Spike and repellent is available to tackle the pigeons. Residents to contact JS.

Q. The drainage is a problem in Braintree House. What is the TMC going to do to rectify this problem?

A. The TMC is not responsible for this function. It is the responsibility of THH.

Q. What is being done about the caged door by Pemell House? It is being used to dump rubbish etc.

A. JS is aware of this issue and is dealing with it.

9. Announcement of results

TB read out the results as the election as follows:

Position	Candidate	Name 2	Block	Total Votes
1 st	C	Mustafa Muktedir	Braintree House	22
2 nd	A	Abdul Ahad	Ryder House	20
3 rd	B	Shahnaz Alam	Rickman House	19
4 th	E	Sarah Vine	Pemell House	18
5 th	D	Nilson S D Oliveira	Rennie Cottages	16

The top four candidates have been elected and will be invited to the next Management Committee Meeting. The first management committee meeting will decide the executive committee.

TB thanked Nilson S D Oliveira for standing for election and showing interest in the running of the TMC.

The meeting ended at 8.10pm.

Management Committee Report

What have we been up to over the past year?

Modular Management Agreement:

It has now been our first full year since signing the new management agreement with the London Borough of Tower Hamlets (LBTH). It is this working document that defines the housing management roles and functions that we, the TMC, undertake on a day to day basis. We are very happy with the clarity this has brought to our relationship with Tower Hamlets Homes (THH) who manages the council's housing services in the Borough but as with any agreement there remain teething problems. It is our sincere hope that the forthcoming year will be a more efficient and seamless relationship with stakeholders resulting in a positive impact on all who live on the Bancroft estate.

Estate/Staff:

During the past year we have bid a sad farewell to Estate Officer, Margaret Clarke, who was with the TMC for over 25 years and we wish her all the best for the future. This year we also welcome on board as a permanent member of staff; Shireen Ahmed who is an experienced housing practitioner and becomes our 4th member of staff with a Chartered institute of Housing professional qualification. Shireen has worked with the management committee for the past four years as facilitator and minute taker so we further benefit from the fact she is familiar with the workings of the TMC. The rest of the office and estate team are the same and the TMC remains committed to developing our staff so we can improve the quality of our services whether this is by email, phone or in person.

Greener and Cleaner Estate:

The TMC has continued this year with a program of works designed to achieve our aims of a greener and cleaner estate whilst ensuring value for money is achieved. We have once again benefited from renewing our relationship with the Community Payback Scheme. There is a benefit of a labour free cost in return for facilitating the groups which enables us to carry out improvements on the estate without a heavy bill being levied to those paying service charges. The type of work carried out this year has included: painting all front gates, removing moss off brick walls and cutting back bushes. We are delighted to report that the excellent value for money achieved here has been recognised on a national level with the TMC receiving an award for effective partnership working from the National Federation of Tenant Management Organisations.

There are certain blocks of flats on the estate which are not included in any planned works for the next five years. The TMC has given the stairwell and lobby in these blocks a makeover with an acid wash deep clean and a grey seal paint application which has transformed the look of the blocks. We have also arranged for the bin chutes in the blocks and bin rooms to receive a deep clean which has been effective in removing grime from hard to reach areas.

Last year, the TMC purchased a new forecourt cleaning machine for our caretakers and we are pleased to report that this is also making a positive impact with much of the estate benefiting from this program of works.

Repairs and Planned Work Improvements:

Whilst the TMC does not carry out major works programs, a function retained by THH, we have been keen to show that our involvement in this area has again shown what an important role we have as an independent eye on the process. It was concerted pressure from the TMC that led to the return of a decent homes contractor that resulted in over a 100 incorrectly installed extractor fans being removed and replaced with the correct model. We will

continue to strive to ensure those on Bancroft receive the expected level of service in this area whether it is work carried out by the TMC or by stakeholders such as THH.

We have retained the same approved contractors to carry out our maintenance work and whilst we still try to get jobs done right first time we are pleased to report complaints in this area are very few and we have no doubt benefited from the familiarity that comes with having a recognisable operative on hand to carry out the work.

Following the tower block fire in West London earlier this summer we are also finishing our program of works required to comply with the recommendations of the fire risk assessments. We are pleased to report that the cladding added to some of our smaller blocks last year is safe and not of the ineffective type.

Estate Management/ASB:

The TMC has a role in managing low or medium risk cases of anti-social behaviour and for more serious cases we work alongside our partners such as the ASB Team at THH, Safer Neighbourhood Police Team & the Tower Hamlets Enforcement Officers in order to make this a safer place for our residents to live. Recent events such as the vandalism of our new bike shelter; finding a cache of knives outside one of our blocks; gathering of youths engaged in nuisance in certain black spots on the estate, and the acid attacks in our community means that we can never be complacent in dealing with ASB. We will continue with our efforts to design out crime as and where we can; replicating the success last year of adding railings which went a long way in deterring youth from congregating in Pemell Close.

The TMC have also successfully petitioned against two planning applications that would have resulted in an adverse situation for our residents and these include opening of an all-night chicken take away in a shop on the edge of our estate and stopping a private development being built that sought to encroach onto our estate where they had no given right of way.

Communal Activities:

The TMC does not receive an allowance to run community events and funding in this area needs to be sourced through efficiencies in the way we manage our budget or by raising funds from external providers. We believe that community activities, such as coach trips to the seaside leads to a better community spirit. The success of these activities is measured on the number of residents participating and the type of feedback we receive.

The big success this year was our communal garden where over 30 of our families are enjoying the benefit of growing their own vegetables alongside each other. We were successful in securing £5,000 of external funding from the Yorkshire & Clydesdale Bank to improve this area and this resulted in a program of trellis additions to all plots in the garden with the rest of the funds subsidising coach trips for residents to a fruit farm.

We have continued to support weekly football sessions for our younger residents between the ages of 8 to 14 which is facilitated by NEWARK. The elderly members of the community continue to enjoy the benefits of the TMC helping to facilitate a well-attended Carom Club which takes place three times a week and a weekly women's coffee morning.

Plans for the year ahead:

We will continue to petition and pressurise our stakeholders LBTH & THH so that our residents are foremost in their minds when it comes to allocating resources and planned improvement works.

We have listened to your concerns over a lack of choices over broadband connectivity and are pleased to report that LBTH have given the go ahead for Hyper Optic to install high speed fibre throughout our estate. We are expecting this will go live shortly with special deals for our residents.

The need to remove all obstructions from communal balconies most of which were bikes is an area of concern highlighted by the recent fire risk assessments. With this in mind the TMC has been proactive and have secured match funding from LBTH to install bike shelters on the estate. We hope to have this project underway this autumn.

Following the success of our communal garden we are actively considering opening up a second site subject to securing further external funding. Similarly, we will be seeking external/mixed funding to make much needed improvements to the children's play area and once again our hope is to offer our residents a wide range of complimentary/ subsidised activities.

There are plans afoot by LBTH to develop new affordable housing in Wickford St which will probably mean the TMC office may well be relocated. The TMC are in discussions with LBTH over the management of the future development and we will let residents know more once we have further information on this opportunity.



Treasurers Report

The Management Committee will be presenting its Annual Report together with the Audited Accounts for the last financial year which reflects activities for the year ending March 31st 2017.

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 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 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' which helps to assess the coaching needs and forms part of the committee's workplan. 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 £67,390 for the financial year 2016/17 of after tax before transfers to our designated reserve. On the other hand, in 2015/16 the TMC traded with a surplus of £83,484 much of which was derived by the payment of backdated allowances when we signed up to the new management agreement in February 2016.

Review of Activities in 2016/17:

The management allowance for 2016/17 was £577,865

Administration:

The year was one in which the TMC 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 2016/17 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 for over three years which in turn reduces recruitment expenditure.

Pension:

The TMC accounts 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. The concern over the exposure to a large debt of over £1,000,000 should the pension crystallise is mitigated by the fact we hold our defined contribution scheme with the same provider. Further security has also been afforded through auto enrolling all staff not currently in a scheme with SHPS and this also fulfills our legal obligation in this area. SHPS have agreed a plan of action to tackle the deficit and this means the TMC will continue paying an extra annual charge to service this debt. The sum of £23,000 required to meet our obligations this year needs to be factored into our annual budget and is something for which we do not receive an allowance so these monies need to be funded from savings elsewhere.

Estate Expenditure:

It is our first full year since we took on extra functions relating to the maintenance of the estate in particular around responsibilities for roof and structural repairs up to £5,000 and this is reflected in the fact we have spent over £15,000 more than in 2016/17. We have also carried out much needed communal estate improvements in the last year which have included installing bin corals, painting communal stairs and planting flower beds.

Cleaning and caretaking costs are much in line with the previous year's figures and again show value for money is being achieved by both a more settled workforce and help from the community payback team.

Administration Costs:

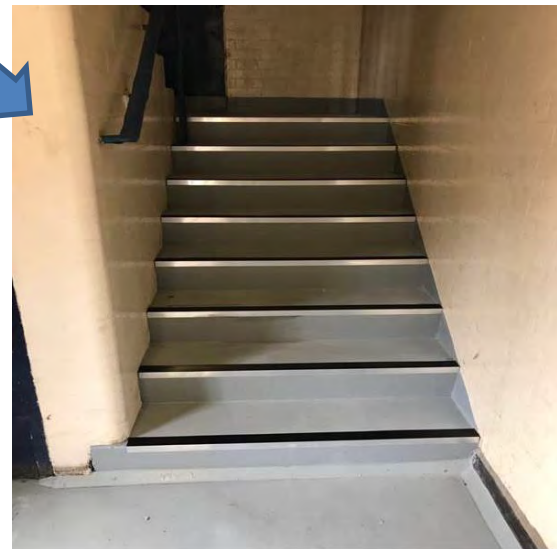
Expenditure in this budget heading was £10,000 higher than the previous year and much of this increase can be answered by the fact that we auto enrolled all staff into a pension scheme in line with our statutory obligations.

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 subsidised coach trips to the seaside and fruit picking at a country farm although it should be taken into consideration that we were able to secure external funding which in turn reduced overall costs. Being a Tenant Management Organisations and having an estate based office we are by nature closer to our residents than other housing providers in the Borough. We remain keen to continue with these outings, as and where budget permits, as it allows our residents to mix in a pleasant and safe environment while strengthening the bonds within our community.

The annual audited accounts reflect our financial position throughout 2016/17. We will be available to answer questions on the accounts at the AGM which will be held on the 27th September 2017.





Income and Expenditure Account

Bancroft Tenant Management Co-operative Limited Income and Expenditure for the year ended 31 March 2017

	Notes	2017 £	2016 £
LB Tower Hamlets - allowances	2	594,694	577,512
Hall hire		250	505
Office rental income		5,300	4,300
Other income		5,353	8,293
Bank interest receivable		3,763	2,653
Lottery funding		-	3,613
		<u>609,360</u>	<u>596,876</u>
Administration	6	(234,873)	(224,670)
Estate expenditure	7	(306,844)	(284,078)
Community youth work (Stifford)		500	(500)
Lottery funding		-	(3,613)
Tower Hamlets Funding		-	-
		<u>(541,217)</u>	<u>(512,861)</u>
Surplus for the financial year before taxation		68,143	84,015
Taxation	4	(753)	(531)
Surplus for the financial year		<u>67,390</u>	<u>83,484</u>
Defined benefit pension fund deficit		(321,368)	(94,322)
LB Tower Hamlets - Backdated allowance received		-	123,411
Total net exceptional items		<u>(321,368)</u>	<u>29,089</u>
Surplus/(deficit) for the financial year after exceptional items		<u>(253,978)</u>	<u>112,573</u>

Balance Sheet

Bancroft Tenant Management Co-operative Limited

Registered number: 27533R

Balance Sheet

as at 31 March 2017

	Notes	2017 £	2016 £
Fixed assets			
Tangible assets	8	9,192	12,257
Current assets			
Stocks		4,852	4,179
Debtors	9	34,519	79,544
Cash at bank and in hand		747,547	671,521
		<u>786,918</u>	<u>755,244</u>
Creditors: amounts falling due within one year	10	(58,876)	(97,657)
Net current assets		<u>728,042</u>	<u>657,587</u>
Total assets less current liabilities		<u>737,234</u>	<u>669,844</u>
Provisions for liabilities		(1,281,428)	(960,060)
Net liabilities		<u>(544,194)</u>	<u>(290,216)</u>
Capital and reserves			
Share Capital		35	35
Surplus/(deficit) Fund		(619,229)	(365,251)
Reserve Fund		75,000	75,000
Shareholders' funds		<u>(544,194)</u>	<u>(290,216)</u>

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The income and expenditure account has not been delivered to the Registrar of Companies.

They were approved, and authorised for issue, on _____ by the Committee of Management

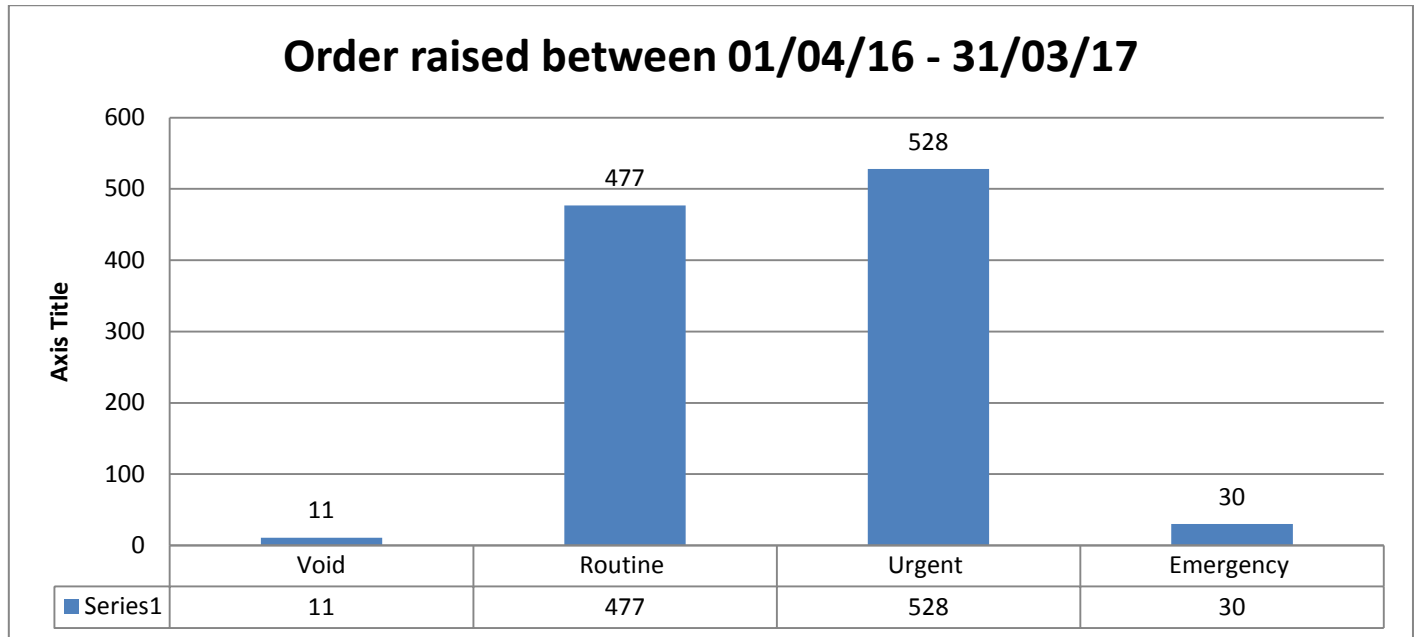
..... Abdul Quddus Chair

..... Akikur Rahman Secretary

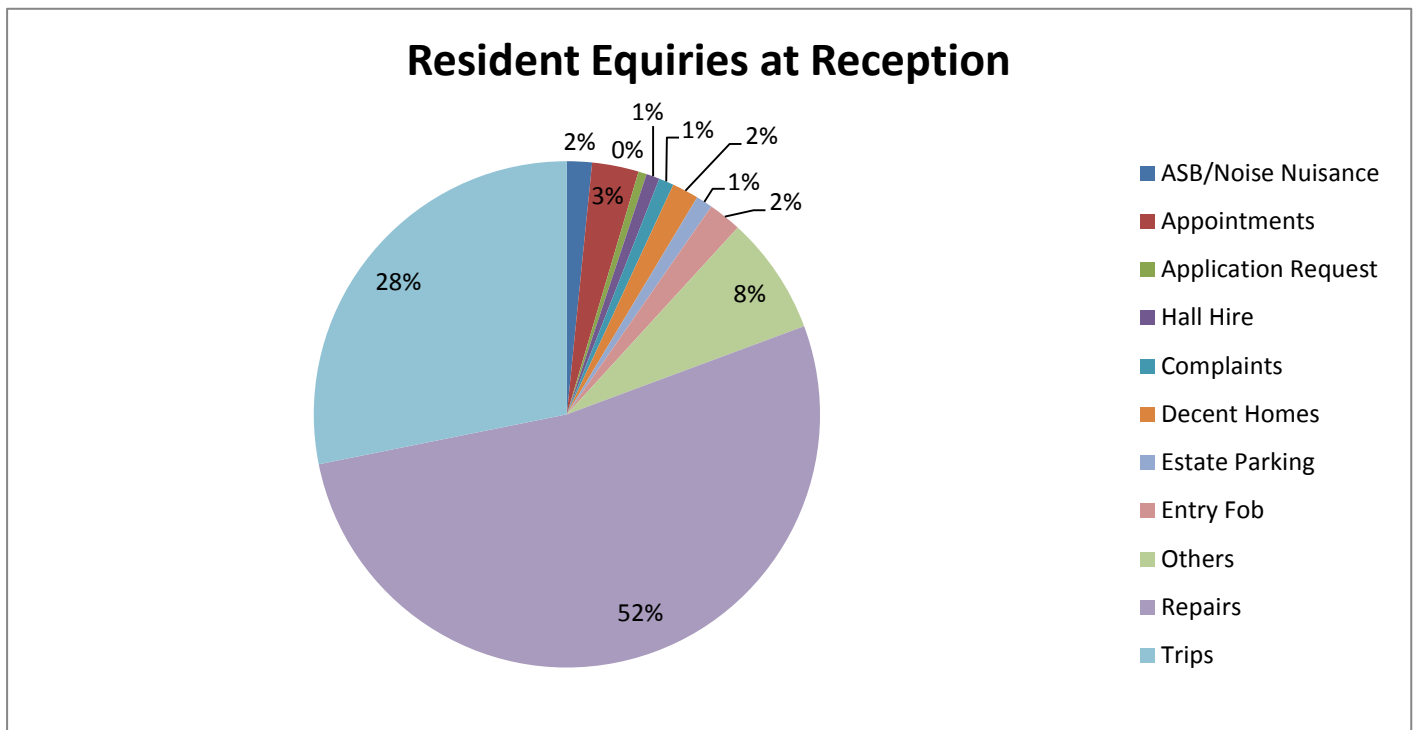
..... Salim Ullah Treasurer

Housing Management

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

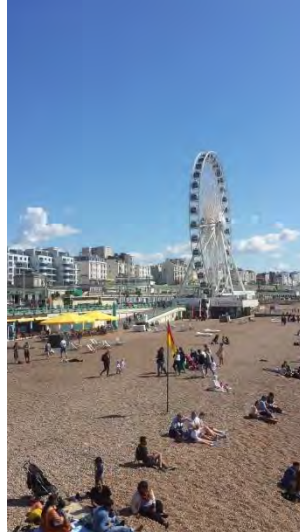
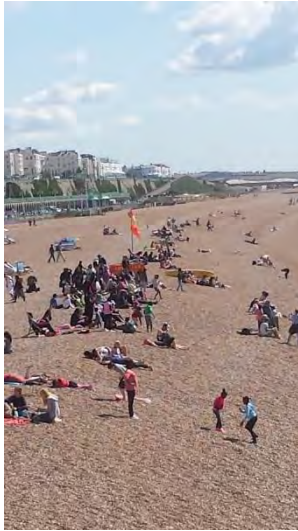
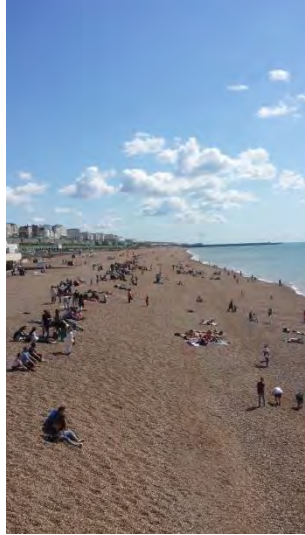


There were approximately 941 residents visiting the reception in person during the past financial year. We are pleased to see face-to-face interaction at a local level.



Bancroft TMC Activities

Brighton



Hewitt's Farm



Management Committee



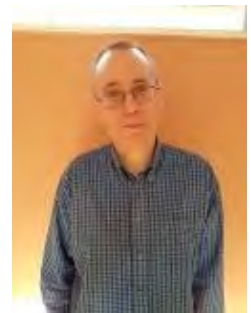
Chair
Abdul Quddus



Secretary
Akikur Rahman



Treasurer
Salim Ullah



Vice Chair
Clive Heemskerk



Assistant Secretary
Umar Ali



Assistant Treasurer
Abdul Ahad



Committee Member
Ekua Quartey



Committee Member
Mustafa Muktadir



Committee Member
Tessa Barraclough



Committee Member
Kamrun Nahar Shajahan



Committee Member
Ahabab Hossain



Committee Member
Mohammed Ruhul Islam



Committee Member
Sarah Vine



Committee Member
Shahnaz Alam



Committee Member
Abul Bashar



Co-opted Member
Nilson Saraiva De Oliveira

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 staffs 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).
9. 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

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