

Tenant and Resident Association Information

Percival Street Estate EC1V

What is a TRA?

- Independent group working in partnership with the Council
- Group of residents and coming together to enhance their community
- Formalised group, with constitution and code of conduct
- Arranging community activities
- Working together to improve housing estate and environment
- Represent the views of all tenants and leaseholders withing a specific catchment area (eg estate)

Why start a TRA?

- Get to know your neighbours and build / enhance a sense of community
- Work together with the Council to improve the services you receive
- Work with partners on issues affecting where you live such as Anti Social Behaviour, Cyclical Work and Parking
- Be an integral contact point for changes to your estate such as building developments
- More funding opportunities as a constituted group. Work together to raise funding for estate improvements such as play areas, estate noticeboards etc as well as social activities
- Open meetings and consultations
- Support from your local ward Councillors

Being recognised by the Council

- Constitution – Council model available but can be adapted by agreement:
 - Aims of TRA
 - Code of Conduct
 - Calendar of General Meetings (one yearly, plus BGM every other year for elections)
 - Committee Meetings (at least one a year, frequency agreed by committee)
 - Meet Quorum Requirements (minimum number of members)
 - Keeping records of meetings and minutes
- Commitment to Equalities Policy and Open Meeting Code of Conduct
- Generic email
- Set up bank account and maintain accurate financial records
- One TRA per estate – alternative models and sub groups eg community activity groups, steering groups and gardening groups

Roles Within a TRA

- Elected Positions:
 - Chair – spokesperson for group, chairs meetings, help plan agenda, positive leader.
 - Treasurer - opens bank account, maintains records of finances, prepares financial statements for committee, pays bills where necessary.
 - Secretary – takes notes at meetings, maintains records of decisions, record who attends meetings, circulates meeting notes, prepares agendas, prepares promotion of upcoming meetings, responds to correspondence.
 - Shared or ‘Vice’ roles can also be established
 - Elected officers should be representative of whole estate tenure where possible. For example a mix of tenants and leaseholders to ensure fair representation.
- Committee Members:
 - Minimum of 5 representatives required (3 if 50 households or less)
 - Support TRA in day to day running. Positive ambassador for TRA.
 - Involved in decision making.

Community Partnership Officer Support

- **Assisting in establishing TRA and engagement support, including the following:**
- Provision of initial information regarding setting up a TRA
- Promotion and publicity for initial meeting(s)
- Booking of venues
- Inviting of Councillors and any appropriate Council staff to meetings
- Facilitating, servicing and minuting initial meeting including capturing a record of attendance
- Ensure all required governance documents are signed and returned in a timely manner. Ideally withing six weeks of the inaugural meeting

Community Partnership Officer Support

- Mediation and support on issues of conflict and disagreement
- Conduit between the TRA, the Council and partner organisations
- Facilitating active involvement with Council services such as encouraging involvement and participation in estate inspections and walkabouts
- Promotion and the encouraging of attendance at community meetings such as Ward Partnerships and Ward Panels.
- Training - free group and individual training opportunities online and in person, for TRA support and personal development. Officer training for those interested in Chair, Treasurer or Secretary roles.
- Advice and support on governance related matters
- Funding – annual grants available for community activities (£250), gardening (£100 and administration (£200 +). Plus start up grant of £100.
- Sign posting to funding opportunities both internally and external
- Facilitation of networking groups (annually/new)
- Annual partnership meetings to discuss progress and help troubleshoot any issues (new)
- Support with the funding of, arranging and facilitating of community events.

Percival Street Estate

- Bunhill Ward
- Ward Councillors:
 - Valerie Bossman-Quarshie
 - Troy Gallagher
 - Philip Graham
- Nearest Islington Council Estate Based Community Facilities:
 - Finsbury Unity Room
 - Brunswick Community Room
 - King Square Community Centre