**RESIDENTS’ ASSOCIATION (RA) AGM FORM**

Please complete this form each year following your RA’s AGM.

If you do not complete this form, Notting Hill Genesis will no longer recognise your RA and may not be able to assist you with issues or attend your meetings.

Please fill in this form *regardless* of whether you are applying for the annual grant.

**Name of RA**

………………………………………………………………………………………………

**Date** ……/……/…….

**Please tick:**

**Do you have an updated constitution for your group?**

Yes ☐ No ☐

*If it has changed since you were first constituted, please send us a copy of your constitution. This is an essential document for us to recognise your RA.*

**Has your group adopted an equal opportunities statement?**

Yes ☐ No ☐

**Does your Association keep minutes of committee meetings?**

Yes ☐ No ☐

**Does your group agree to adhere to the Residents’ Association Code of Conduct, Equal Opportunities Statement and Working agreement contained within your constitution?**

Yes ☐ No ☐

**Do you keep a list of residents who are members of the RA?**

Yes ☐ No ☐

**How many members do you currently have in your RA (please provide evidence of names with your form)?**

*Please note – after one year of being constituted all RA’s must have a membership of 50% plus of their defined area.*

…………………………………………………………………………

**How many Committee meetings did you hold last year?**

…………………………………………………………………………

**How many General public meetings did you hold last year?**

…………………………………………………………………………

**What were the main issues or areas of focus for your RA since your last AGM?**

|  |  |
| --- | --- |
| **1)** |  |
| **2)** |  |
| **3)** |  |
| **4)** |  |
| **5)** |  |

**Please list any developments or improvements made by your RA since your last AGM?**

|  |  |
| --- | --- |
| **1)** |  |
| **2)** |  |
| **3)** |  |
| **4)** |  |
| **5)** |  |

**Did you hold your Annual General meeting?**

Yes ☐ No ☐

**Current Housing Officer/Property Management Officer**:

………………………………….……………………………………

**How do you communicate with residents in your estate?**

Newsletters ☐ Letters ☐

Email ☐ Other ☐ (please state) ……………………………………………….

*For more information about data sharing please refer to the GDPR advice in the Good Practice Guide.*

**RA Annual renewal grant**

**Are you applying for RA annual grant?**

***(you are eligible to apply following your most recent AGM – you can only apply once a year and cannot apply for missed grants retrospectively)***

Yes ☐ No ☐

Please send the following information:

1. Collated minutes from your meetings including your AGM
2. Committee members’ contact details
3. Up-to-date bank account detailing income and expenditure signed by the Chair and/or Treasurer.
4. This AGM form
5. Proof of over 50%membership

**The RA Committee Date: ……………………………………………….**

|  |  |
| --- | --- |
| **CHAIR** | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| **SECRETARY** | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| **TREASURER** | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| **VICE CHAIR** (if applicable) | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |

On occasion, our Residents’ Associations may need to be contacted by Notting Hill Genesis staff (for example housing management or our Section 20 consultation team). Please indicate which of the above committee members’ details should be shared with NHG staff (please note this will only be shared internally)

**Committee member………………………………………………………………….**

**Declaration**

I declare that, to the best of my knowledge, the information given in this form is accurate and true and allow Notting Hill Genesis to contact my association when required.

|  |  |
| --- | --- |
| **Name of person completing the form** |  |
| **Position in group** |  |
| **Phone/Email** (if different from above) |  |
| **Signature** |  |
| **Date** |  |

Please scan and email or post completed forms with documents to the contact details below:

**Email:** [**involvement@nhg.org.uk**](mailto:involvement@nhhg.org.uk)

**Post:** Resident Involvement Team, Notting Hill Genesis, 1 Sussex Place, Hammersmith W6 9EA

**Next document review: June 2024**