



## **Constitution of the Maltings Close Residents Association “MCRA”**

Updated 21 June 2025

The name of the Residents Association will be the **Maltings Close Residents Association “MCRA”**.

The Resident Association is for the residents of The Maltings, Maltings Close, London E3  
**Aims**

To provide a collective voice for and promote the interests of all residents living in the area to both L&Q and other stakeholders in the areas in matters regarding the management, maintenance and improvements of their homes, local amenities and environment

To provide regular information to members and consult with the community on matters of shared interest

To build a productive working relationship with L&Q and other organisations providing services and support for the benefit of all residents in the area

To build connections between neighbours, promoting neighbourliness, community participation and diversity

To raise funds to meet the aims of the association.

To be a point of contact and support neighbours with concerns that they are facing at The Maltings

To engage with local stakeholders to promote and further the aims of the Association.

### **Membership**

Membership shall be open to one qualifying resident per residential unit in Blocks B, C, and D of Maltings Close.

A “qualifying resident” means:

- a leaseholder;
- a shared owner;
- a tenant of London & Quadrant; or
- a leaseholder who rents out their property (a landlord)

More than one person per flat may be registered as a member and vote in the circumstances that there is a joint tenancy or if they are a joint leaseholder.

### **Committee**

The Maltings Close Residents Association will be managed by a voluntary committee elected at the AGM, the following roles are allocated:

Amar Lodhia – Chairman

Veronica Reczek - Treasurer

Gary Miller – Secretary

The committee shall consist of Chair, Secretary, Treasurer and other members. The committee will not exceed [8] members.

The committee will seek to be as representative of the community as possible. The AGM will elect the Chair, Secretary, Treasurer and other members of the committee.

The committee shall meet a minimum of three times a year.

The Committee will ensure that minutes/records of salient points and actions are taken at all committee meetings. These will be made available to the members, on request, after they have been agreed as an accurate record at the subsequent meeting.

Committee members will carry out the tasks given to them.

If a committee member fails to attend successive meetings without giving adequate apologies, the Chair may ask, in writing, for their resignation. This can be by email.

The committee may co-opt people with specialist knowledge onto the committee. These people

must agree to the aims of the association. A co-opted person will not be able to hold a position or vote.

### **Committee member roles**

All committee Members are expected to:

- Go to meetings regularly or send apologies if they are not able to Contribute to meetings
- Volunteer if they can see a job that needs doing and report this back to the Chair
- Respect confidentiality of individuals
- Don't let differences of opinion disrupt the workings of the group
- Support the committee and accept majority decisions
- Make sure they represent the views of members
- Ask members for their views on important issues
- Adhere to the partnership agreement signed with London & Quadrant dated 7 August 2024 (Annexed to this constitution at **Appendix 1**)

### **Finance**

All monies raised by the association or on its behalf will be used to further the aims of the association and for no other purpose.

The Chair and Treasurer shall keep proper receipt and payment accounts of the finances of the association and shall open and maintain a bank or building society account in the name of the Association.

The Chair and Treasurer shall provide regular reports on the finances of the association to the Committee.

The account shall have three signatories, nominated by the committee, one of which must be the Treasurer. No signatories shall be related or residents in the same household.

All cheques or drafts shall be signed at least two signatories.

The committee members at the first committee meeting after the AGM will decide how much petty cash the Chair and Treasurer can keep. Any amount over this must be paid into the association's account.

The Chair and Treasurer are authorised to pay from petty cash any expenses occurred by members in carrying out the business of the association

Each payment must be supported by relevant receipts and recorded in the petty cash book or online accounting system

The Chair or Treasurer will provide a list of petty cash payments at all committee meetings.

### **Annual General Meeting (AGM)**

The Chair and/or Secretary will arrange for the AGM to take place within 15 months of the date of the previous AGM.

At the AGM the Committee will:

- Report on its work during the previous year;
- Present a report of the spending and the accounts;
- Stand down and allow members to elect a new committee (or re-elect existing members), unless the Committee is uncontested;
- Present any proposals for constitutional changes submitted by members at least 14 days before the AGM;
- Allow all members to vote on proposed constitutional changes. *Note: Any changes to the constitution require a two-thirds majority of members present and voting at the AGM;*
- Report on its work during the previous year;
- Present a report of the spending and the accounts;
- If there is a two-third majority from the core committee (Chair, Treasurer and Secretary) then they will stand down and members will elect a committee for the year ahead;
- Consider any proposals by members including any changes to the constitution
- Vote on any changes to the constitution.

The Secretary will inform all members of the time and venue of the AGM at least 21 days before the meeting. A request for nominations for the committee will be included in this information. A representative of L&Q may be invited to the AGM.

All nominations for committee members need to be with the Secretary 14 days before the AGM. If nominations exceed committee places, then elections will take place, decided by simple majority.

The Secretary will send the following information to members and L&Q at least 14 days before the AGM:

- A copy of the agenda
- Minutes of the last AGM (if appropriate)
- Names and nominees to the committee
- Notice of any proposals
- A copy of the annual accounts.

### **Other General Meetings**

The association shall hold a minimum of four open meetings a year (one will be the AGM).

These meetings will be open to all residents in The Maltings. Those attending shall have the right to make their opinions known. All decisions made at these meetings shall be by simple majority of members. Decisions voted on at these meetings will be binding on the committee.

The Secretary will notify members of the date, time and venue of meetings 14 days in advance. An extraordinary general meeting open to all members of the association can be called in the following ways:

- At the Chair's discretion
- If three or more committee members request one in writing
- If one-third of the association, or at least 20 members, request one in writing.
- Once the Secretary has received a request for a special general meeting, they will arrange for the meeting to take place within 60 days of the meeting being requested.

The Secretary will notify members of the time, date, venue and agenda for the meeting.

No business other than that stated on the agenda will be discussed. A simple majority of members will take decisions.

### **Quorum**

The quorum for all general meetings shall be two-thirds of the membership and two-thirds of the committee for committee meetings.

### **Dissolution**

A proposal to dissolve the association can be put forward in two ways:

1. If the committee decides to dissolve the association, they shall instruct the Secretary to convene a special meeting of the members for that purpose
2. If members wish to dissolve the association, at least 40 members should write to the Secretary proposing the dissolution. They should state their reasons and request a special general meeting to discuss and vote on the matter. The Secretary will convene a meeting to discuss and vote on the matter either way.

A proposal to dissolve the association shall take effect if agreed by 51% of members vote for its dissolution.

Funds and possessions (after the final accounts have been produced) will be handed to L&Q for a period of two years. If in that time another resident association is established on that estate/area these funds and possessions may be released to them.

If no association is established, a representative from L&Q will, after discussion with remaining committee members, distribute the funds and possessions to another association within L&Q. All records relevant to the association will be placed with L&Q's nominated representative for Safekeeping.

Members in notable positions within the Maltings Close Residents Association who have

ownership of data or documents will provide a two -week notice period to the secretary if they wish to resign. The member should provide a thorough handover of all documents related to the association in line with GDPR.

**Appendix 1 – Partnership Agreement with London & Quadrant Housing Trust**

## Partnership agreement


The agreement was co-created with L&Q Resident Association members and Neighbourhood Housing Lead to outline how we will agree to work together. It allows you to know what to expect from L&Q and also from each other, providing a framework for a constructive conversation if your members or L&Q are not seen to be adhering to the agreement.

We recommend that you work with your Neighbourhood Housing Lead to finalise your partnership agreement, managing expectations from the start on how you will agree to work together for the benefit of residents in your local area.

## L&Q will

- Ensure that, when invited by the Resident Association with notice, officers will make every effort to attend and prepare for the meeting
- Respect and listen to your feedback
- Be collaborative and positive about working with Resident Associations
- Provide meaningful and timely responses to Resident Association queries
- Strive to resolve any concerns fairly and reasonably, applying our complaints procedure when it's needed
- Inform Resident Associations of staffing changes in good time and who to engage with during times of staff changes
- Ensure your health, safety and welfare including, when appropriate, providing adequate insurance cover for Resident Associations to carry out their voluntary role
- Keep Resident Associations informed of wider resident involvement opportunities.

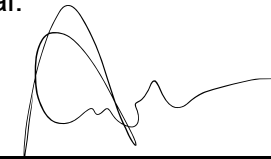
## Signed

Signed on behalf of L&Q:   
Print name: Fatima Lahai  
Date: 7 August 2024

## Resident association members will

- Work together, respectfully and collaboratively to improve things for the benefit of all residents in your local area
- Demonstrate a strong commitment to equality, diversity and inclusion, ensuring that all residents in the area have a voice and are fairly represented
- Seek to represent the various needs of the area and not discriminate on the grounds of nationality, political opinion, race, religious opinion, gender, age, sexuality or disability
- Be courteous and neighbourly even in times of conflict or disagreement
- Be non-political
- Not 'speak for' individual residents or hold caseloads and instead signpost residents to L&Q for more information
- Advocate for the interests of residents on the estate/area
- Respect the confidentiality of other residents and avoid mentioning specific cases that may identify an individual.

## Signed

Signed:   
Print name: Amar Lodhia - Chair  
Date: 7 August 2024

This agreement is in honour only. It is not intended to be a legally binding contract and either L&Q or the volunteer can end the agreement at any time.