



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

Updated 24 July 2025

### **1. Name and Area**

The name of the association is the **Maltings Close Residents Association (MCRA)**.

The Association relates to **Blocks B, C and D only** of The Maltings, Maltings Close, London E3.

### **2. Aims**

- To provide a collective voice for and promote the interests of all residents living in Blocks B, C and D of The Maltings.
- To liaise with L&Q and other stakeholders on matters regarding management, maintenance and improvements to homes, amenities, and the local environment.
- To keep members informed and consult them on matters of shared interest.
- To build community cohesion, encourage neighbourliness, and celebrate diversity.

- To raise funds in pursuit of the Association's aims.
- To support neighbours facing concerns relating to their homes or the estate.
- To engage local stakeholders to promote and further the Association's objectives.

## 3. Membership

### 3.1 Eligibility

Membership is open to any **qualifying resident** in Blocks B, C or D. A “qualifying resident” includes:

- A leaseholder;
- A shared owner;
- A tenant of London & Quadrant;
- A leaseholder who rents out their property (i.e. a landlord);
- A tenant of a leaseholder (i.e. sub-tenants), provided they reside at the property and are not excluded under section 29(4) of the Landlord and Tenant Act 1985.

### 3.2 Application for Membership

Qualifying residents can become members by completing the online form available at [[www.maltingsresidents.org.uk](http://www.maltingsresidents.org.uk)] or by contacting the Secretary by email or post to request a membership form. The Secretary can be contacted by emailing [info@maltingsclose.org](mailto:info@maltingsclose.org) or by post at 47 Maltings Close, London E3 3TB.

### 3.3 Voting Rights

- Each qualifying resident is entitled to a vote on all matters, including at general meetings.
- Where there is a **joint tenancy or joint leaseholders**, both residents may register as members, and each person will have a vote.
- Sub-tenants (tenants of leaseholders, or those renting rooms within a flat) may be admitted as members but may only vote on **non-service charge matters**, unless they directly contribute to the service charge under their tenancy, as confirmed by written evidence provided to the Secretary.

### 3.4 Membership Fee

There is **no fee** to become or remain a member.

### 3.5 Membership Records and Inspection

- The Secretary shall maintain an up-to-date register of all members, including names, flat numbers, and membership status. This register will be reviewed and updated at least quarterly, and prior to each Annual General Meeting, to ensure accuracy.
- Members may inspect the register on written request, giving at least **7 days' notice**. To comply with data protection laws, any inspection will be supervised and members' contact information (e.g. phone numbers, emails) will be redacted.
- Where applicable, former members will be removed from the register following sale, sublet, or vacation of the premises, based on information from residents, L&Q, or the Committee.

## 4. Committee

- The Association shall be managed by a voluntary committee not exceeding **eight (8) members**, elected at the AGM.
- Committee positions include: **Chair, Treasurer, Secretary**, and general committee members.
- The committee shall aim to reflect the community's diversity and meet **at least twice per year**.
- Minutes or records of all key discussions and actions shall be recorded at every Committee meeting. These minutes will be made available to members on request, once approved as accurate at the subsequent meeting.
- Committee members are expected to carry out the roles and responsibilities delegated to them.
- The following Committee positions are allocated at the time of this constitution being written/updated:

- Amar Lodhia – Chairman
- Veronica Reczek - Treasurer
- Gary Miller – Secretary

## 4.1 Roles and Responsibilities

Committee members must:

- Attend meetings regularly or provide apologies.
- Support decisions made by majority vote.
- Respect confidentiality and community harmony.
- Represent member views faithfully.
- Adhere to the Partnership Agreement with L&Q dated 7 August 2024 (see Appendix 1).

## 4.2 Attendance

If a member misses successive meetings without reasonable apology, the Chair may request their resignation in writing.

## 4.3 Co-opted Members

The Committee may co-opt individuals with specialist knowledge. Co-opted members **may not** vote or hold officer roles.

## 5. Finance

- Funds raised must further the aims of the Association only.
- A bank account will be maintained in MCRA's name with **three signatories**, including the Treasurer.
- No signatories may reside in the same household.
- All payments over the petty cash limit must be made via the Association's bank account.
- Petty cash must be accounted for and reported at each Committee meeting with receipts.

## 6. Annual General Meeting (AGM)

### 6.1 Frequency and Notice

- The AGM shall be held at least once every 15 months.
- Members will receive at least **21 days' notice**, including:
  - The agenda;
  - Last AGM minutes;
  - Nominations for committee;
  - Any proposed constitutional changes;
  - Annual accounts.

### 6.2 AGM Business

At the AGM, the Committee will:

- Report on the year's activities;
- Present the financial accounts;
- Stand down and facilitate elections (unless uncontested);
- Allow members to vote on constitutional amendments;
- Invite proposals from members (submitted at least 14 days in advance).

**Constitutional changes require a two-thirds majority of those present and voting.**

### 6.3 Voting

All members may vote. Voting is limited to **one vote per qualifying resident**.

## 7. Other General Meetings

- A minimum of **two open meetings** will be held annually (including the AGM).
- All residents may attend and express opinions.
- Decisions are made by a **simple majority of members** present.

## 7.1 Extraordinary General Meetings (EGMs)

An EGM may be called:

- By the Chair;
- On written request of three committee members;
- On written request by one-third of the membership or at least 20 members.

EGMs must be held within **60 days** of request and members given **14 days' notice**.

## 8. Quorum

- General Meetings: Two-thirds of members.
- Committee Meetings: Two-thirds of committee members.

## 9. Dissolution

- The Association may be dissolved by a **51% vote of all members**.
- If dissolved, funds will be held by L&Q for two years. If no new Association is formed in that period, remaining funds will be distributed to another L&Q-recognised Association.
- Officers in possession of MCRA records or data must provide a two-week notice and hand over all relevant materials 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: \_\_\_\_\_  
Date: \_\_\_\_\_

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.