



RESIDENTS' ASSOCIATION

GUIDELINES 2019



**Comhairle Contae Chill Dara
Kildare County Council
Community & Culture Section
www.kildarecountycouncil.ie**

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Introduction

Co. Kildare is divided into 5 Municipal Districts (MDs): Athy, Celbridge/Leixlip, Kildare/Newbridge, Maynooth and Naas. Kildare Local Authority promotes the inclusion of all residents in the management and care of their estates through the involvement of democratically elected Resident Associations.



Resident Association membership should be open to all residents irrespective of:

gender ● civil status ● family status
sexual orientation ● religion ● age ● disability
race ● membership of traveller community

These guidelines are directed towards members of a community who wish to form a group, in the form of a Residents' Association, that will come together to address issues, identify needs, source funding/grants and work together towards making their estate a better place to live.

Community and Culture Section of Kildare Co. Council assists Resident Associations in County Kildare through the Community Workers and Community Development Staff.

Further assistance/information can be sought from

Municipal District*	Contact Person	Contact Details
ATHY	Helen Dowling Patricia Berry	059 863 4535 059 863 4535 / 086 847 0232
CELBRIDGE/LEIXLIP	Carmel Cashin	045 980 297 / 087 721 2966
KILDARE/NEWBRIDGE	Doreen Daly	045 980 596 / 087 213 4290
MAYNOOTH	Mary C. Behan	045 980 693 / 087 293 0174
NAAS	Carmel Cashin	045 980 297 / 087 721 2966

* Municipal Districts Map, Appendix V

Compiled by Mary C. Behan, Community Worker – November 2019

Ashgrove, Derrinturn, Carbury
Community Development
Category Winners, 2015



What is a Residents' Association?

Resident Associations are organisations formed by groups of local people from a specific community who come together to promote and enhance their local area and act as a voice for that community. The Association addresses the issues/concerns, e.g. environmental (grass cutting, clean ups etc.); recreational, parking, traffic hazards etc. and identify solutions. It can undertake community projects, e.g. summer projects; apply for grants, organise social events, influence decision makers. It can be an opportunity to meet your neighbours and gain new skills.

A Residents' Association can represent households who are purchasing, own or rent their houses in Local Authority or private estates. Kildare Local Authorities encourage and support residents to work together and represent the views of all residents to make their estate/community a better place to live.



Kildare Local Authority encourages Resident Associations to enter an annual competition featuring Best Kept Estates, Best Kept Gardens, Youth Endeavour Awards and Community Development Projects.

Lodge Park, Straffan

Setting up and Running a Residents' Association

Getting Started - The Steering Committee:

The residents interested in setting up the Association will meet. The purpose of this meeting is to identify a date and venue that will maximise the possible attendance at an Open Meeting and should not alienate anyone and give cause for complaint.

- Appoint people to Chair, record attendance and take minutes of Open Meeting until new committee is elected.
- Agree a basic Agenda (see Appendix 1).
- Source a suitable venue which is wheelchair accessible.
- Notify all residents, through notifications/flyers/social media/word of mouth outlining time and venue for the Open Meeting, with at least 7 days notice.

Open Meeting

- Ensure venue is open on time and people are welcomed on arrival.
- Place Attendance List Form (name and house number) near entry point to facilitate signing
- Distribute Agendas throughout the room.
- Introduce the main speakers and be clear about what the group wants to achieve and how a Residents' Association would benefit the community.
- A guest speaker e.g. Residents' Association member might have relevant experience and advice.
- Request agreement to formally proceed and elect a committee (committee officers can be elected at this meeting or at the first Committee Meeting).
- Any group of three or more people can set up a Residents' Association.
- AOB (Any Other Business): At this stage items not on the Agenda can be discussed.
- Arrange date, time and venue for next meeting with newly elected committee.

Election of Residents' Association Committee:

Role of Officers


The role of Officers (see Appendix IV) should be outlined and explained. It is important to ensure that as the Officers are elected, these roles are given

to the people elected. This means that, for instance, as the Chair is elected s/he is given responsibility for the running of the meetings (including AGM up to new election).

All nominees for election must be proposed and seconded. Should more than one person be proposed and seconded for one of the Officer roles, a vote, taken either by a show of hands or secret ballot would decide the matter. The Bank/Credit Union account must have two or three signatories, nominated by the committee, one of which is the Treasurer. No signatories should be related or reside in the same house.

Where a vacancy occurs through resignation or failure to attend two/three meetings without notice, the Committee can co-opt replacement members but cannot exceed the number elected at the AGM. Sub-committees can be formed to work on specific projects for a limited length of time. The Sub-committee reports back to the main committee and does not have voting rights.

A member may be expelled or suspended from the committee but only after the member is notified of the resolution (proposal) and is given the opportunity of speaking to the meeting against the resolution and provided the majority in favour of the expulsion or suspension exceeds 2/3 of those voting.



**The Residents' Association
represents the local community
and arrangements for reporting
back to the community need to
be agreed.**

Preparation for Committee Meetings:

Important reasons for meeting are to give and get information, to support each other, to deal with conflict and difficult issues and to share and develop ideas. It is very important to plan every meeting.

- Adequate notice of meetings should be given (7 days or more)
- An Agenda (see Appendix II) should be agreed between the Chairperson and Secretary
- Ensure arrangements are in place for opening and closing of venue.
- Choose an accessible venue that is comfortable, and allows for confidentiality and a minimum of interruptions.
- Aim to start on time.
- Agree the ground rules for the group.
- What is said at the meeting stays with the meeting (confidentiality).

Meetings

Agendas can be distributed to committee members a week prior to the meeting or made available at commencement of meeting.

- At least 3 committee members (officers) should be present to enable a meeting to proceed (normally 1/3 of the members plus 1, to enable a decision made to be binding. This is known as a Quorum and will be detailed in the Constitution (see Appendix III).
- Remind members to turn off their phones.
- New items to be added to the Agenda at the beginning of the meeting are added under AOB.
- Meetings should start on time and can be completed within 1 hour in most cases.
- Respect all views
- The Chairperson manages the meeting ensuring that all topics on the agenda are dealt with and all opinions are heard. Questions are directed through the Chairperson.
- Each Agenda item should be dealt with in sequence and concluded before moving on to the next item
- If the committee cannot agree on a topic, a show of hands will determine the outcome. The Chairperson, in the case of an equal number of votes, will have a second or casting vote.
- Rules for the meeting, replacing committee members etc. will be determined by the Constitution which is drawn up, adhered to or altered by the committee and ratified at the AGM.

An Annual General Meeting (AGM) open to all members/residents will be held annually at which the committee will report on its yearly work, present a statement of accounts and facilitate new committee elections.

An Extraordinary General Meeting (EGM) open to all members/residents will be called if

- the committee deems it necessary (where a matter is too important to wait until the next AGM),
- if the Secretary or Kildare Co. Council receives a meeting request, in writing, from 1/4 of the represented Local Authority community.

The Agenda must list the Resolutions (formal proposals to be discussed) in advance of the EGM.

Supports

Kildare Local Authority supports community groups through various initiatives, e.g.

- Pride of Place Competitions, County and Nationally.
- Best Kept Garden Competitions.
- Youth Endeavour Awards.



Wheatfield, Ardclough, Cat. 2 (21-40 houses) Winners, 2015.



Bishopsland, Kildare Town. 2015

Youth are encouraged to get involved in their community. Resident Association Committees nominate a young person (10-18 yrs), who demonstrate community spirit, for the Annual Youth Endeavour Awards Competition.

Resident Associations fund their activities/projects through sourcing grants, local fundraising and sponsorship.



Organic Garden, Ashgrove, Derrinturn. National Pride of Place Entry 2016

Kildare Local Authority also assists/promotes sports activities in the estates, with the assistance of Kildare Sports Partnership and the FAI.



Youth Endeavour Awards 2015

Grants

Grant	Location	Contact Details
Arts Grants & Bursary Awards	All Kildare	www.kildarecountycouncil.ie arts@kildarecoco.ie 045 448328
Community/ Festival/ Educational Bursary	All Kildare	www.kildarecountycouncil.ie grants@kildarecoco.ie Public Counter, Level 7, Community & Culture 045 980538
Community Heritage	All Kildare	www.kildarecountycouncil.ie heritageofficer@kildarecoco.ie 045 980239
Drehid	Areas within 9 kilometres of Drehid Waste Disposal Facility	www.kildarecountycouncil.ie grants@kildarecoco.ie Public Counter, Level 7, Community & Culture 045 980538
Residents' Association Grants	Local Authority Estates, All Kildare	
Residents' Association Grants	Private Estates, All Kildare	

Other sources of funding/support include ETB (Education & Training Board), KYS (Kildare Youth Services), KSP (Kildare Sports Partnership), Tidy Towns, Co-Operation Ireland, CKLP (Co. Kildare LEADER Partnership), Business etc.



Wm Pearse Tce., Castledermot

Kildare Local Authority supports Resident Association groups not only through the Community & Culture Section but also through assistance from Environment, Parks, and Library Sections. They receive assistance from Public Representatives who also raise issues on their behalf at the Municipal District Monthly Meetings.

Constitution

A Constitution is a set of rules/procedures to assist the committee in the day-to-day running of committee matters. It will help to resolve issues and clarify the rules. It is a list of procedures concerning decision making. It outlines the aims and objectives of the group (see Appendix IV). The committee agrees/amends the Constitution and it is ratified at the AGM if supported by 3/4 of the members/residents present

Insurance

Kildare Local Authority advises Resident Associations to have adequate Public Liability insurance to indemnify them against claims.

PPN

The Public Participation Network (PPN) is a register of community, voluntary and environmental groups and a new way to interact with Kildare Local Authority. It gives the Public another mechanism to participate in their local area and the county and all its people.

To register:

www.kildareppn.ie

email: kildareppn@gmail.com



St Brigid's Tce., Sallins

Appendix I

OPEN MEETING (Sample)

Date:

Time:

Venue:

AGENDA

- Welcome & Introductions
- Guest Speaker
- Priorities/Concerns
- Motion that a Residents' Association be formed and a committee elected
- Election of Committee
- Setting Aims/Objectives of the Residents' Association
- AOB
- Setting a Date & Venue for the Next Meeting

Appendix II

COMMITTEE MEETING (Sample)

Date:

Time:

Venue:

AGENDA

- Apologies
- Minutes of last meeting
- Matters Arising
- Correspondence
- Treasurer's Report
- Item 1:
- Item 2:
- Item 3:
- AOB:

Date & Time of Next Meeting

Appendix III

CONSTITUTION (Sample)

The name of the group shall be

OUR AIMS:

- We propose to work in conjunction with Kildare County Council and other relevant agencies, to generally upkeep and maintain our estate and to apply for works to be carried out to develop our estate and community.
- We aim to utilise the amenity facilities provided by Kildare Co. Council to the best of our ability.
- We aim to provide social activities for our community members.
- We aim to enhance our community spirit.
- We will include and work with our youth.
- We will support each other.

MEMBERSHIP:

- Membership will be open to residents of
- Membership is per household.
- Each household shall have two votes, which can be exercised at our Annual General Meeting/EGM to elect a new committee to represent our members, or vote on constitutional changes etc.

FINANCE:

- The treasurer will open a bank account in the name of the committee.
- Account signatures will be that of the chairperson and treasurer of the committee and one other nominated committee member.
- All transactions and instructions to the bank shall require two of these three signatures at monthly committee meetings.
- A yearly statement of account will be produced by the treasurer at the AGM and monthly update of account to committee.

COMMITTEE:

- The committee will be elected to carry out the business of the association.
- The committee will comprise a chairperson, secretary, treasurer and other committee members. Community members are welcome to form sub-groups to encourage participation and ownership.
- The committee shall be elected at the AGM and if additional members are required they can be co-opted by the committee of the day to fill spaces on the committee.
- The committee shall meet at least once a month or more frequently if the committee deems it necessary.

ANNUAL GENERAL MEETING:

- The AGM shall be held annually (.....) or within 3 months of same, at which the committee will report on its yearly work, present a statement of accounts and facilitate new committee elections.
- The AGM shall elect a committee, vote on recommendations and changes to the constitution.
- The secretary will notify all community members before the AGM ten days prior.
- If and when the committee deems it necessary, an emergency general meeting (EGM) will be called and the secretary will publicise this meeting ten days in advance.
- Notice of motions must be received seven days in advance of the AGM

QUORUM:

- No AGM will take place if less than six community members are present.
- No committee meeting shall take place if less than three of the committee members are present.
- If a new committee cannot be elected then the present committee shall sit for one further year, if it agrees to do so.

CHANGES TO THE CONSTITUTION:

- The constitution can be altered at the AGM subject to notification.
- Any proposed changes must be handed to the secretary fourteen days before the AGM
- Changes to the constitution must be agreed by two-thirds of the members present at the meeting.

DISSOLUTION:

- The association may only be dissolved at a special general meeting or AGM called for that purpose and must be advertised.
- A proposal to dissolve the committee will take place only if two- thirds of the members present at the special general meeting/AGM agree. Funds and possessions will be disposed of according to the wishes of the meeting.

STANDING ORDERS:

- Members shall at all times conduct themselves in a reasonable manner at meetings or in premises used by the committee and be excluded if they contravene the objectives of the association. This will be done by a majority of those present, and voting at any committee or general meeting.
- Any community member may propose a motion. In order for it to be passed by the members present at the meeting, it must be proposed and seconded by any of the members present at the meeting.
- Only community members present at a meeting may vote.

Signatures of committee members:

Chairperson:

Secretary:

Treasurer:

Committee:

Date:

Appendix IV

Role of Officers at Committee Meetings

CHAIRPERSON:

- The Chairperson
- Welcomes people and opens committee meetings.
- Ensures that an Agenda is prepared for the meeting in consultation with the Secretary.
- Moves through the Agenda in the set time and encourage full participation of members in doing it.
- Signs the Minutes when agreed (or subject to amendment if required).
- Makes sure that the group is clear about what has been decided, who will do what and when.
- Arranges the next meeting.
- Is one of the Bank/Credit Union account signatories.
Opens the AGM and delivers the Chairperson's Report and remains

Chairperson until election of new Chairperson or is re-elected to the position.

SECRETARY:

The Secretary

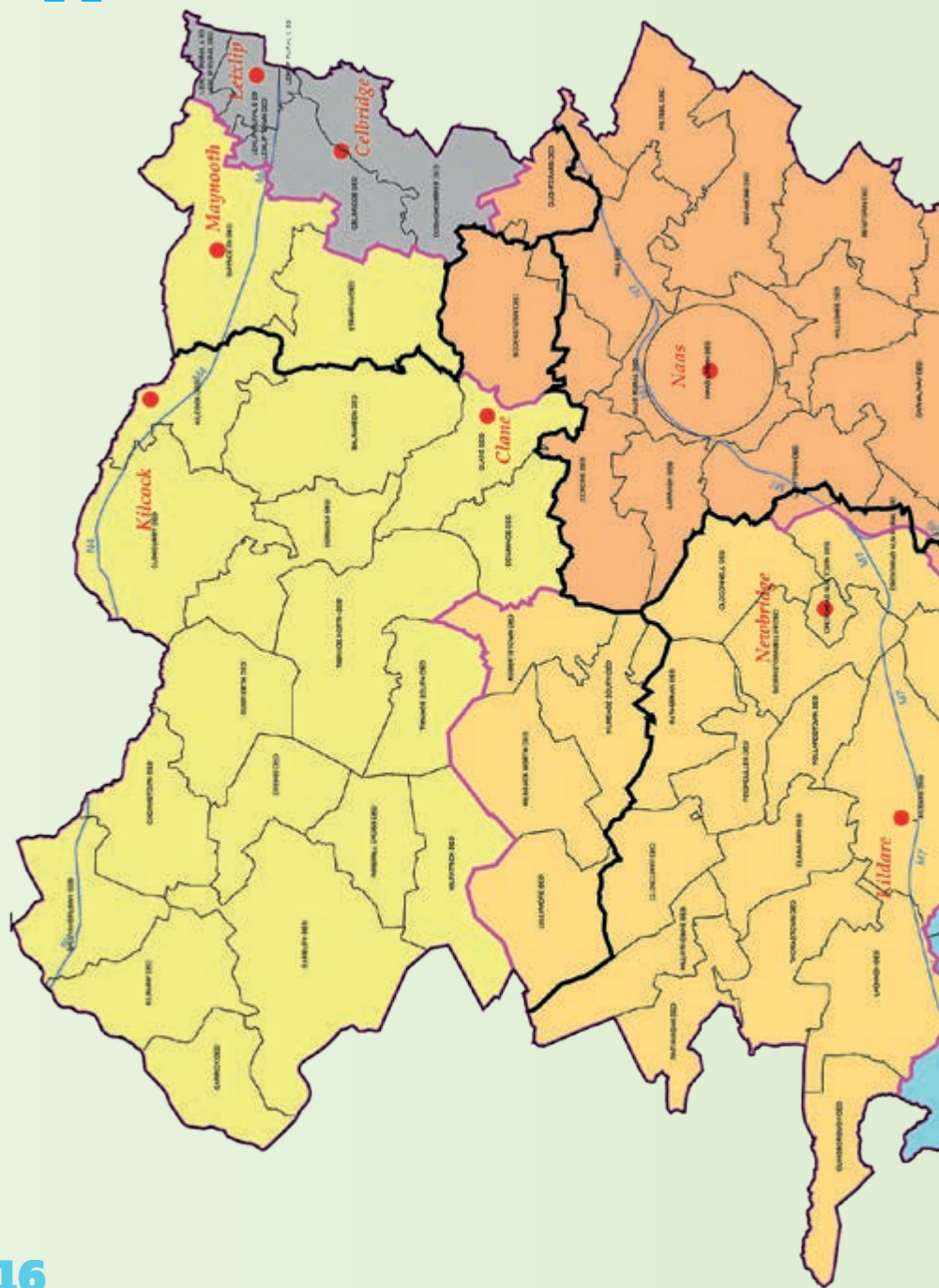
- Ensures that the Committee Meeting Agenda is prepared (and distributed if agreed).
- Records attendance.
- Reads and records the Minutes - **who** does **what** and **when**.
- Reports on all correspondence at the meeting and deals with agreed responses etc.
- Prepares and presents at the AGM the Secretary's Report and remains Secretary until election of new Secretary or is re-elected to the position.

TREASURER:

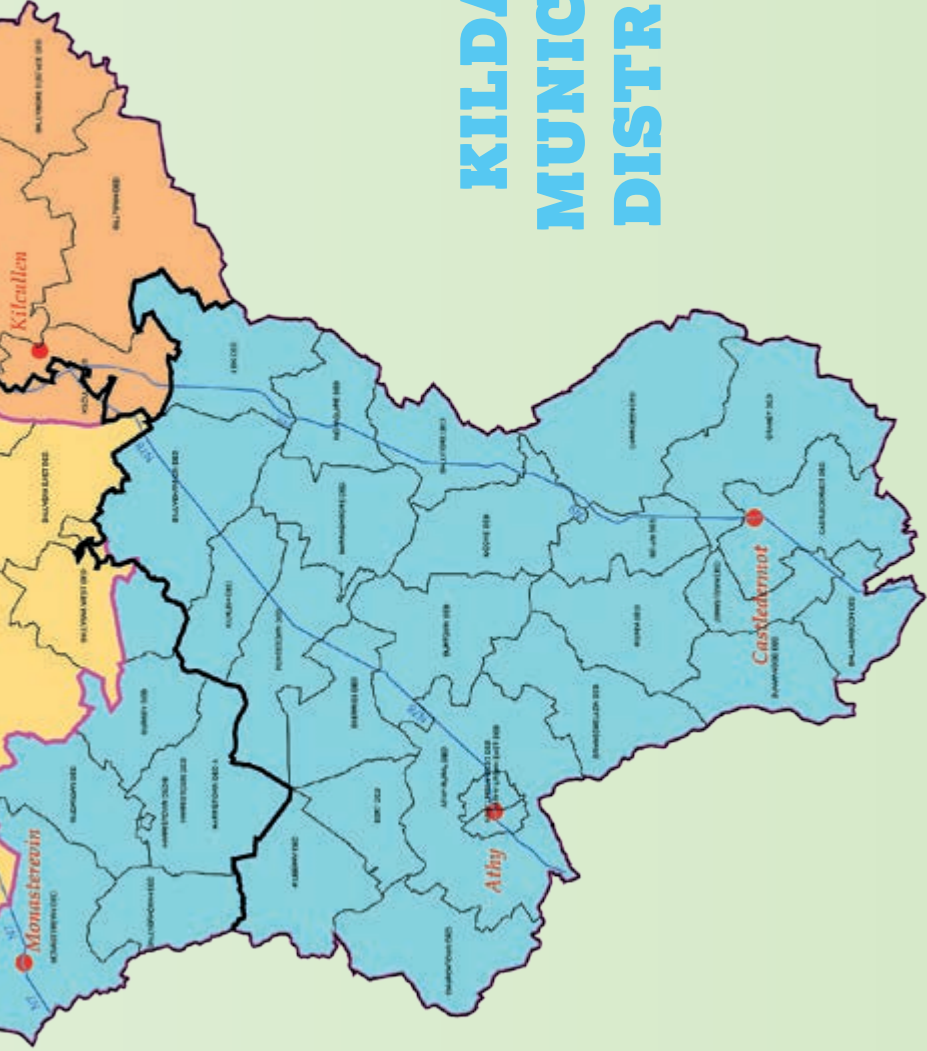
The Treasurer

- Is one of the Bank/Credit Union account signatories.
- Maintains the financial records.
- Makes payments/lodgements on behalf of the Committee.
- Presents a financial report at the Committee Meeting
- Prepares a financial report for the AGM and remains Treasurer until election of new Treasurer or is re-elected to the position.

Appendix V



KILDARE MUNICIPAL DISTRICTS



Useful Telephone Nos.

Kildare Co. Council, Áras Chill Dara	045 980 200
Emergency No. (outside office hrs)	1890 500 333
Customer Care	045 980 206
Planning Administration	045 980 845
Parking Fines	045 980 422
Public Lighting Faults	045 980 225
Municipal District Engineers' Office	
Athy	059 863 1329
Kildare/Newbridge	045 437 556
Naas	045 980 425
Northern (Maynooth/Celbridge/Leixlip) Areas	01 628 6236
Roads	
Housing Administration	045 980 705
Housing Maintenance	045 980 998
Tenant Liaison Officers (anti-social behaviour)	045 980 678
Community Workers	(listed on page 2)
Community & Culture Administration	045 980 538
Parks Administration	045 980 538
Environment Administration	045 980 588
Dog Warden	059 862 3388
Litter/Traffic Wardens	045 980 588
Litter Hotline	045 243 143
Library HQ (Riverbank)	045 431 109
Motor Tax	045 980 591
Kildare Sports Partnership	045 980 546
PPN	045 980 700
Roads Administration	045 980 421
Irish Water Customer Services (water supply/emergencies)	1850 278 278



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