

APPLICATION TO BECOME A REGISTERED TENANTS ORGANISATION

Please read our guidance notes called “Criteria for Registration and Grant Funding”, before completing this form. If you need help to complete this form, please do not hesitate to contact us on telephone number, 0141 274 6673 (Isabella Gallacher). Alternatively you can send an e-mail to isabella.gallacher@wheatley-group.com

The completed form with the relevant information attached should be returned to:

Isabella Gallacher
Wheatley Group
Community Governance & Compliance Team
Wheatley House, 25 Cochrane Street, (2nd floor)
GLASGOW
G1 1HL

Please complete in capital letters

What is the name of your Organisation?

Please tell us the name, address and telephone number of your Secretary.

<p>Name:</p> <p>Address:</p> <p>Post Code:</p> <p>Telephone Number:</p> <p>Email address:</p>
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Please try to answer all of the following questions. Don't worry if you answer “No” to any question. This lets us know if we can help your organisation in any way to become registered.

PART A – Your Constitution

1. Does your Organisation have a constitution?

Yes

No

2. Does your constitution include a list of streets, or a map representing the area that you represent?

Yes

No

3. Are you able to meet all the conditions set out in your constitution?

Yes

No

If the answer is "No" – please explain why.

4. Are you the only Tenants Organisation covering this area?

Yes

No

If the answer is "No" – please tell us the name of any other group(s) represented in the area.

5. How many COMMITTEE Members are there in your Organisation?

Total

Of your Committee Members, please give a breakdown of those who are tenants and those who are owners.

Number of Tenants

Number of Owners

6. How many MEMBERS do you have in your Organisation?

Total

Please give a breakdown of those members who are tenants and those who are owners (if possible)

Number of Tenants

Number of Owners

PART B – Annual Elections

1. What was the date of your last Annual General Meeting (AGM) or when do you plan to have an AGM?

Date

2. How many members attended?

3. Was the meeting quorate in accordance with your constitution?

Yes

No

4. How did you advertise and inform members of your AGM?

5. Did you elect your Office Bearers and Committee Members at the AGM?

Yes No

How many Office Bearers?

How many Committee members?

PART C- Keeping Records

1. Do you keep minutes of meetings?

Committee meetings

Yes

No

Public Meetings

Yes

No

Annual General Meetings

Yes

No

2. Do you keep records of your income and expenditure?

Yes

No

2. (a) Please tell us what method you use to record income & expenditure. (i.e. cashbook, spreadsheet)

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3. Can any member of your Organisation examine a copy of the income & expenditure - if they want to?

Yes

No

4. Do you produce an annual audited financial statement?

Yes

No

If "no" – please tell us why not.

4. (a) Do you provide a copy of the audited financial statement at the AGM?

Yes

No

5. (a) Please tell us the name(s) of your auditor(s)

5. (b) Please confirm that your auditor(s) are not members of the Committee or personally connected to any committee member.

6. (a) How many people are signatories to your bank account?
(i.e. for signing cheques or other payment instructions)

Number

6. (b) Please tell us the names of the signatories to your accounts and what position they hold on the Committee.

Name	Position Held (e.g. Treasurer)

PART D – About your activities

1. What priorities have you identified for your association?

Our main priorities are:-

How did you find out this information from your members?.

We found out the information by: -

2. Please tell us about any other activities or campaigns that you have been involved with during the past year.

3. What have been your main objectives over the past year?

4. Have you achieved these objectives?

Part E – Declaration

I confirm that, to my knowledge, the information I have given on this application is correct.

Signed

Date

Position held in the Organisation

Please Note: The Housing (Scotland) Act requires us to produce a public Register of Tenants Organisations, including the name and address of the contact person. This Register is published on our website and is available on request. If your organisation decides that it does not want this detailed information to be passed on, please tick the “**No Publicity**” box.

No Publicity

Wheatley Group will be the contact address for organisations requesting no publicity.

Please see the attached checklist of information, which should be supplied & returned to us with this form.

Please attach copies of the following to this application: -

- 1. Minutes of your last two Committee Meetings
- 2. Minutes of your last two Public Meetings
- 3. Minutes of your last Annual General Meeting (AGM)
- 4. A copy of the leaflet advertising your latest Public meeting
- 5. A copy of the leaflet advertising your AGM
- 6. A copy of your constitution.
- 7. Your last audited financial statement.
- 8. Complete the attached form telling us about your committee members.

For new groups - you may not have all of the above details, but please provide as much information as possible.

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Glasgow G1 1HL**

