

GET INVOLVED

Appendices List

This section list all other document relevant to TRAs that are included in this info pack.

Registering with the Housing & Regeneration Department

- Appendix 1 Registration Form
- Appendix 2 Model Constitution

Running association meetings

- Appendix 3 Meeting Flyer & Poster template
- Appendix 4 Agenda template
- Appendix 5 Minutes template

Communicating with residents

- Appendix 6 Newsletter template
- Appendix 7 Chair's/Treasurer's/Secretary's report

Handling money & record keeping

- Appendix 8 Income & Expenditure Logs
- Appendix 9 Petty Cash Log & Payment Receipt templates
- Appendix 10 Bank Reconciliation template
- Appendix 11 TRA Business Plan
- Appendix 12 Hall Bookings Log
- Appendix 13 Hall Hire Agreement

Funding

- Appendix 14 Advice on Applying for External Funding
- Appendix 15 Grant Application Procedure & Form

Other

- Appendix 16 TRA Contact List
- Appendix 17 Map of the Borough and Registered TRA Table
- Appendix 18 Committee Member Handover Checklist
- Appendix 19 Resident Involvement Structure

