

# London Borough of Camden

## Housing & Adult Social Care

### Leaseholder Services

Landlord & Tenant Act 1985 (Section 29)  
As Amended by Paragraph 10 of Schedule 2 of The Landlord & Tenant Act 1987

#### Rules and constitution Recognised Tenants' Association

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1. Name:

The name of the Association will be the Highgate New Town Leaseholders Association, referred to as the association in this document.

2. Aims: To give leaseholders on the estate a stronger voice, to represent the interests of the leaseholders, and to hold Camden to account. At least 50% of leasehold properties in the estate must join the association. The executive committee of the association will represent the views and interests of the members in any matters affecting them and in particular service charges.

3. Membership:

- membership will be open to all leaseholders
- all leaseholders can become a member but voting will be limited to one per property
- the annual subscription for each property will be due for payment on an agreed day each year
- members of the association accept the rules & constitution
- membership of the association will end when a member gives notice to that effect or ceases to be a leaseholder

4. Organisation and management:

- the committee will be elected at the annual general meeting (AGM) and will be responsible for the management of the association
- nominations for membership of the committee must be proposed and seconded by two members of The Association. They must be sent to the Hon. Secretary seven days before the AGM. If this is not possible, nominations can be made at the AGM
- the committee will include up to five members of the association with a chairperson, secretary and treasurer.
- committee members will hold office until the following AGM, when they will be eligible for re-election without nomination
- the committee will fill any vacancy that occurs for the remainder of its term of office; it can also co-opt extra members if necessary. The committee can appoint sub-committees which will include members and their recommendations will be subject to agreement by the committee. The committee will meet as and when required. Its quorum will include a simple majority of members at least two of whom must be officers
- Councillors and employees of Camden Council should not be officers of the committee unless the group is so small this is unavoidable, in which case this

should be made explicit on the group's application form. This is applicable to street properties only

- requests for copies of the constitution, suggestions and complaints on matters about the association must be made to the committee.

#### 5. Meetings:

- references to meetings in this document comprehend in-person gatherings and meetings conducted via Zoom or other digital forums
- non-members may attend the AGM with the approval of members
- to comply with Camden's registration process an independent observer must be present if possible when the committee is initially elected. The observer must be one of the following: a Council officer, a councillor or a leaseholders' forum representative.
- 25% of the membership shall represent a quorum.
- the committee may call a special meeting at any time giving reasonable notice to members (at least one week's notice is advised).
- the committee may call an ordinary or general meeting at any time giving reasonable notice to members. Two weeks' notice is advised and an agenda should be circulated where possible

#### 6. Voting:

- voting at association meetings will be by a show of hands unless a ballot is requested by the majority of members. When necessary the Chair will have the casting vote
- voting may be by use of "Yes", "No", and "Abstain" responses in the Comments section during meetings conducted via Zoom or other digital forums
- there is only one vote per property
- only leaseholders may vote. Votes about charges specifically relating to one building/estate are restricted to those members liable for the charges

#### 7. Finance:

- monies raised by or on behalf of the association will be used to further the aims of the Association and for no other purpose.
- the association will open a bank, building society or post office account in their name. The treasurer will keep accurate records of income & expenditure and produce accounts at the AGM.
- Auditors may be appointed by a resolution at an AGM. Committee members are not eligible for appointment as auditors.

#### 8. Alterations to the rules and constitution:

- the constitution may be altered with the approval of a two-thirds majority of members present at the AGM.

#### 9. Dissolution of the association:

- the association may be dissolved by a majority vote of its members. If there are surplus funds held in the associations account(s) they must be disbursed among the members or an appropriate charitable cause before formal dissolution takes place.

This constitution was adopted as the constitution of the Whittington Estate Leaseholders Association at a meeting held on \_\_\_\_\_ (date)

Signed \_\_\_\_\_ (Chair)

Signed \_\_\_\_\_ (Secretary)

1. **DECLARATION:**

I hereby submit the association's application for status as a Recognised Tenants Association.

Signed: ..... Date: .....  
Hon. Secretary