



Community Development Office

Residents Association Handbook

Helping You Build Better Communities



Residents Association Handbook

Helping:	<i>Learning, talking, growing, living</i>
Build:	<i>Grow, teach, meet, talk, learn, enjoy</i>
Better:	<i>Friendlier, Wiser, Happier, Healthier</i>
Communities:	<i>Child, Parent, Sister, Brother, Neighbour</i>

The aim of this handbook is to provide guidance and assistance to communities in the setup phase, ongoing development and sustainability of their associations. The handbook has been developed by the Community Development Office to assist with its work with community groups including tenant, residents and representative organisations.

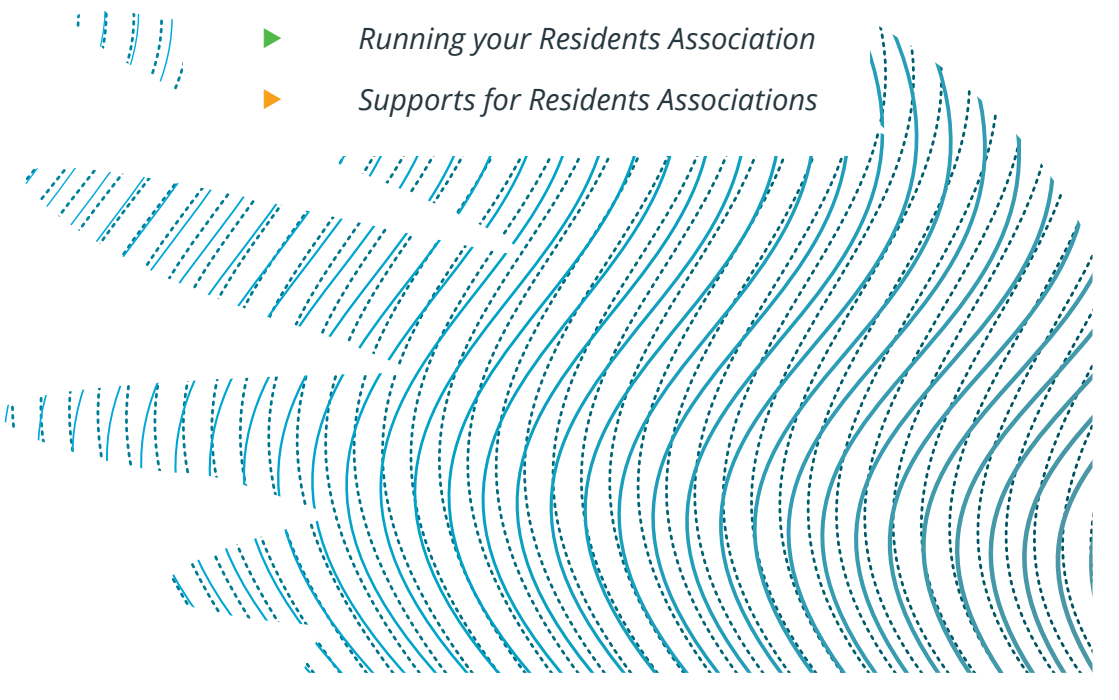
The handbook sets out a clear understanding of the roles and responsibilities of a group who take on a leadership function in representing their estate, area or community so as to improve its living environment.

The practical examples highlighted throughout, aim to provide user-friendly information and assistance to those working in a community development context.

We trust that you will find this publication beneficial to your group and look forward to supporting you on your journey of building better communities.

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What we can offer your group:

What does our local Residents Association do?

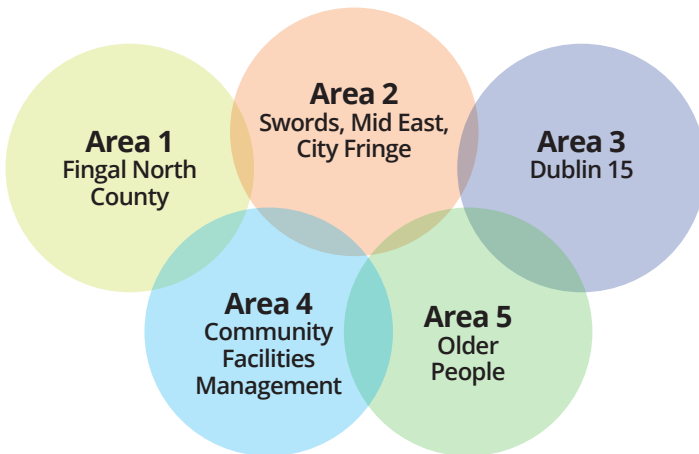
Your local Residents Association represents all members of your estate/area, addressing all the various issues/concerns e.g. environmental enhancement, community projects such as summer projects and clean ups. The Residents Association also represents all members of the estate in working closely with the local authority and other agencies in maintaining and improving the estate / area.

About Fingal County Council:

We are a Local Authority in North Dublin with offices at Swords and

Blanchardstown. We serve a geographical location of 452.sq km which spans rural, urban and suburban communities and is home to several key elements of national and regional infrastructure, including Dublin Airport. We provide a range of services to our citizens - community & leisure facilities, housing, planning, environmental services, economic development, transportation and business support, to name but a few.

The Community Development Office works in five geographical areas across the County of Fingal, in partnership with communities and groups, to effect change. Our key objective is to develop, support and enhance the efforts of local communities and voluntary organisations to effect change.



For further information on the designated Community Officer for your area you can contact our offices at **01 890 5080**. Information on all our services is available on our website **www.fingal.ie**

The role of the Community Office

The Community Office works with community groups to:

- ▶ encourage local residents to get involved with the Residents Association
- ▶ provide information and training on the role and responsibilities of a Residents Association i.e. Committee officers, Chairperson, Secretary, Minute taker, Treasurer
- ▶ assist in the planning of an Annual General Meeting
- ▶ support the development of the Residents Association's constitution to include the group's vision aims and objectives
- ▶ encourage relevant statutory agencies and other local development groups to support the association e.g. Community Development Projects, Family Resource Centres, TUSLA and HSE
- ▶ support to develop a work plan by identifying the local problems and agreeing on the action necessary to address these issues
- ▶ support applications for funding to achieve the actions of the work plan
- ▶ achieve the actions outlined in the work plan
- ▶ arrange a Fingal County Council induction such as a visit to the Council offices, provide information on Council departments such as a list of contact names for each department
- ▶ promote their work throughout the estate via newsletters, flyers, notices boards, social media websites etc.
- ▶ progress issues and problems in the estate that involve Fingal County Council
- ▶ create links to existing similar Residents Associations
- ▶ Prepare information for Deputation meetings with the Local Authority and funding opportunities
- ▶ source training and provide when required
- ▶ encourage groups to register with the Fingal Community County Register

Training opportunities to help your Residents Association:

The Community Development Office through the Pathways to Participation Program provides training to community groups to support them to develop within their local community. We offer training in the following areas:

- ▶ Establishing clear aims and objectives
- ▶ Group / officer roles and responsibilities
- ▶ Developing a work / business plan
- ▶ Running effective meetings
- ▶ Managing finance
- ▶ Community Group Development
- ▶ Developing a constitution
- ▶ Conflict resolution
- ▶ Leadership training



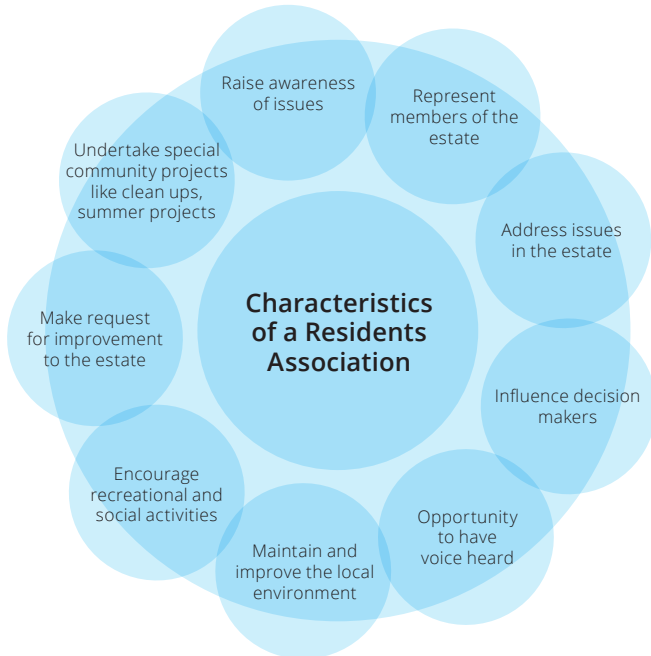
What is a Residents Association?

A Residents Association is a group of local people, living in a housing estate or apartment complex in a particular area that come together to promote and enhance the living environment of the area and to ensure that the area is well represented when dealing with local and statutory bodies.

A Residents Association can consist of households who own/are purchasing their houses, or tenants of either the local

authority or private landlords. In recent years many developments are mixed in terms of tenure so modern Residents Associations will often represent a mix of home owners, social (local authority) housing, housing co-ops and households which are privately rented.

In some of Fingal's more rural communities, householders may not live in a housing estate and in some cases will form a network of groups across a wider geographical area. These community organisations may also have members of local sports and community groups represented on its committee.



Main function of a Residents Association committee:



- ▶ Represent the views and needs of the local community
- ▶ Keep the community informed of issues and new initiatives taking place in the area
- ▶ Organise activities that respond to local issues and needs
- ▶ Represent the views and needs of the local community

Working with Fingal County Council

You may wish to invite your local Community Development Officer/ Council Officials to your meeting who will be able to give you an overview of the role of the local authority in your area and advise you of the following:

- ▶ How to register with Fingal County Council as a Residents Association
- ▶ Provide support in the development of your constitution
- ▶ Provide training on committee skills and roles and responsibilities
- ▶ Possible funding sources and local initiatives available to your group
- ▶ Offer practical advice on the next steps

To register your Residents Association

The Fingal Community County Register is an initiative of Fingal County Council and Fingal Public Participation Network (PPN). It is a database of all the active community and voluntary, social inclusion and environmental organisations in Fingal. To register your Residents Association with Fingal County Council, please scan here.

**Register your
Residents
Association**



SCAN HERE

Getting Started



Getting people involved:

The best way to get residents involved is to do something positive in your estate and invite people to help out. When people see the benefits of positive actions they are more inclined to want to get involved. Another way is to hold a coffee morning and invite people to your local community centre to have a general discussion on what improvements they would like to see in the area. At this meeting it is important to ensure that those in attendance feel that their input on the Residents Association would be very welcome.

Setting up your Residents Association:

When setting up a Residents Association there are a few points you should keep in mind:

- ▶ Have a clear and agreed purpose with realistic targets
- ▶ Try to get as many people involved in making decisions and taking on responsibilities
- ▶ Keep everyone informed about what is happening
- ▶ Develop an understanding with volunteers that they will need to commit some of their time to attend meetings regularly

The first meeting:

The first meeting is required to get local people involved::

- ▶ Get volunteers involved that will help run the Residents Association
- ▶ Organise a public meeting to get volunteers and invite all the residents from your area
- ▶ Discuss common issues facing your area and look at ways of dealing with those issues
- ▶ Agree the boundaries that will be included in the Residents Association's remit



To do list for your first meeting:

- ▶ Set a date
- ▶ Arrange a venue
- ▶ Set the agenda
- ▶ Advertise the meeting
- ▶ Invite your local community
- ▶ Invite your local FCC Community Development Officer and your local councillor

To find your local Councillor



SCAN HERE



Good communication:

It is imperative to develop a good communication strategy to keep people informed about what the Residents Association are doing in their area. There are a number of ways to ensure good communication in your area:

- ▶ Develop a newsletter
- ▶ Keep in touch with other community groups and ask them to pass on the word among their members
- ▶ Talk to the Principal and/ or the Home School Liaison Officer at your local school to get permission to send home information flyers in the children's school bags or for the school to send out a group text

Equal opportunities:

For a Residents Association, equal opportunity means making sure that everyone, no matter their background, has a fair chance to get involved, participate, and benefit from the group's activities. It's about recognising differences and ensuring that everyone feels included and supported.



Forming the committee:

Your committee should be elected in accordance with your group's constitution. The elections normally take place at the annual general meeting. The committee's role is to make sure the Residents Association operates according to the terms of the constitution and is responsive to community need.



Tips for effective meetings:

- ▶ Stick to the time that you have allocated for the meeting (**90mins max!!**)
- ▶ Switch all mobile phones off or put on silent mode
- ▶ Agree on ground rules for the group
- ▶ What happens at the meeting stays with the meeting (confidentiality)
- ▶ Always direct your questions through the Chairperson
- ▶ Respect the opinions of others

Online Best Practice:

- ▶ Hosting online Residents Association meetings can be a great way to increase participation and include everyone. Here are a few friendly tips!
- ▶ Start by sharing the meeting link and a simple agenda ahead of time so everyone knows what to expect.
- ▶ Choose a reliable platform that's easy for everyone to use, and make sure someone's ready to host or guide the conversation.
- ▶ Encourage folks to mute when not speaking to keep things smooth and reduce distractions, but let everyone know they're welcome to turn their cameras on—it's always nice to see friendly faces!

Preparing for your meeting:

The single most important thing a committee does is to meet together to make decisions. All business is carried out at meetings and effective meetings should be well planned to ensure the effectiveness of the decision making

- ▶ All members should be notified of the meeting a minimum of 1 week in advance
- ▶ Each meeting will have a list of items that you want to discuss - the agenda
- ▶ Any items to be discussed on the night should be sent to the Chairperson before the meeting
- ▶ Any new items to be added to the agenda at the beginning of the meeting are added under AOB (any other business)
- ▶ Ensure the groups quorum is in attendance at the meeting. 1/3 of the members plus 1 should be present to enable the meeting to go ahead. This is known as a quorum.
- ▶ The meeting should start within 10 minutes of the time you set
- ▶ Meeting should be private and confidential in a suitable venue or online to all for confidentiality and minimum of interruptions

Residents Associations generally meet once a month or bi-monthly.





The Agenda:

- ▶ An agenda is the list of issues that you wish to discuss at your meeting
- ▶ An agenda makes sure that meetings are effective, structured and helps to keep the meeting focused.
- ▶ The Secretary and Chairperson should prepare the agenda

The agenda should include:

- ▶ The name of the group
- ▶ The date and venue of the meeting
- ▶ List items in order of priority
- ▶ Set a time limit for each item to be discussed

Meeting of No Name Area Residents Group

Date and time of meeting

AGENDA

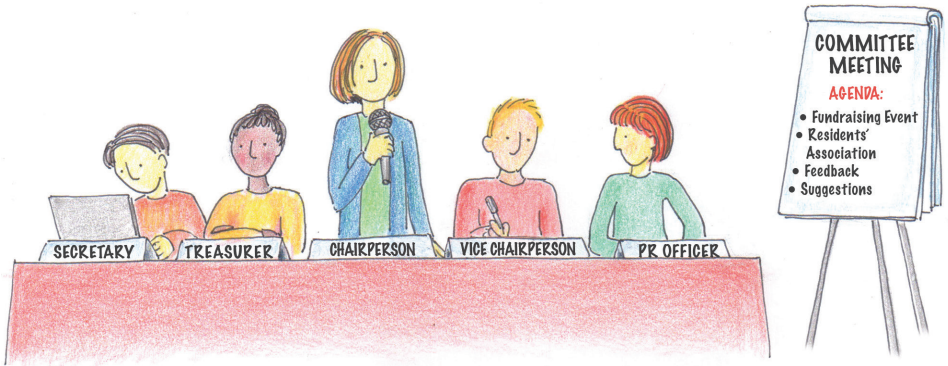
1.	Welcome and introductions
2.	Apologies
3.	Minutes from the last meeting
4.	Matters arising
5.	Correspondence
6.	Items for discussion (Item 1)
7.	Item 2
8.	Item 3
9.	AOB (Any Other Business)
10.	Date, venue and time of next meeting

Ensure you give plenty of time for discussion of each item on the agenda.

Minutes of the meeting:

The Secretary will take minutes of the meeting and send a draft copy of the minutes to the Chairperson for agreement and then to each committee member. These minutes will then be approved at the next meeting.

Committee Roles & Responsibilities



Committee member:

Being a committee member is about much more than simply attending meetings, although that is a committee member's first task, you should see your involvement in the committee as an active not passive role. Although you need to attend meetings, you also need to be aware of what decisions your committee is authorised to make, and to work with other members of the committee to reach a consensus to enable business to move through the committee structure.

The committee members are the most important part of the Residents Association

Their role is to:

- ▶ Attend meetings
 - ▶ Help organise events
 - ▶ Contribute to discussions
 - ▶ Give feedback on issues facing the estate
 - ▶ Ensure that everything discussed in the group remains confidential
 - ▶ Make decisions based on what is best for the local community
- ▶ Support the committee and accept majority votes
 - ▶ Work together as a team
 - ▶ Help distribute newsletters / flyers to the local area when required
 - ▶ Get feedback from your neighbours around issues being discussed at the Residents Association meeting.

Officer Roles:

Chairperson

The Chairperson's primary role is to lead the committee and facilitate meetings. The key responsibilities of the Chairperson include:

- ▶ Being fully aware of all the activities carried out by the group
- ▶ Ensuring that tasks that have been delegated to other members of the committee are being carried out in a timely manner
- ▶ Taking responsibility for facilitating the group to work well together towards achieving the committee's aims and giving help and support where needed, ensuring all are allowed /encouraged to speak
- ▶ Acting as spokesperson and representing the committee to outside bodies, networks, etc.
- ▶ Helping the committee to maintain its focus on achieving the agreed aims, objectives and work plans
- ▶ Making emergency decisions between meetings where necessary in accordance with procedures agreed by the committee
- ▶ Planning and running of meeting (or delegation as necessary)
- ▶ Ensuring that all necessary information is made available to committee members
- ▶ Ensuring that adequate resources of meetings are kept
- ▶ Ensuring that plans decided on during the meeting are implemented

Vice Chair

The Vice Chair stands in for the Chairperson when necessary and provides administrative support when required.

Secretary

The Secretary's main role is to ensure that everyone is kept informed. The key responsibilities of a Secretary include

- ▶ Taking minutes (taking the notes of the meeting)
- ▶ Writing letters officially on behalf of the group
- ▶ Receiving correspondence on behalf of the group and keep the group up to date on correspondence
- ▶ Keep a list of the current members on the committee

It may be possible to elect a separate minute taker to take some of the pressure off the Secretary but this is at the discretion of the group.

Minute taker

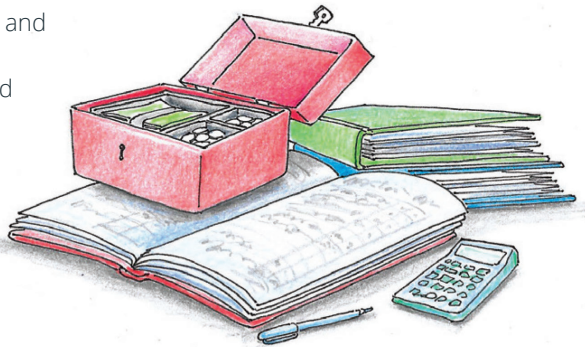
- ▶ Organisation of meetings e.g. time and place etc.
- ▶ Drafting the agenda with the Chairperson
- ▶ Taking of minutes
- ▶ Writing up and circulation of minutes and next meeting agenda

Officer Roles (Continued):

Treasurer

The Treasurer is the person that has the day to day responsibility for the Residents Association's funds. They are responsible for keeping accurate books of account. However it is important to note that the committee has the overall responsibility for deciding how the funds are used and ensuring that they are managed properly. The key responsibilities of the Treasurer include:

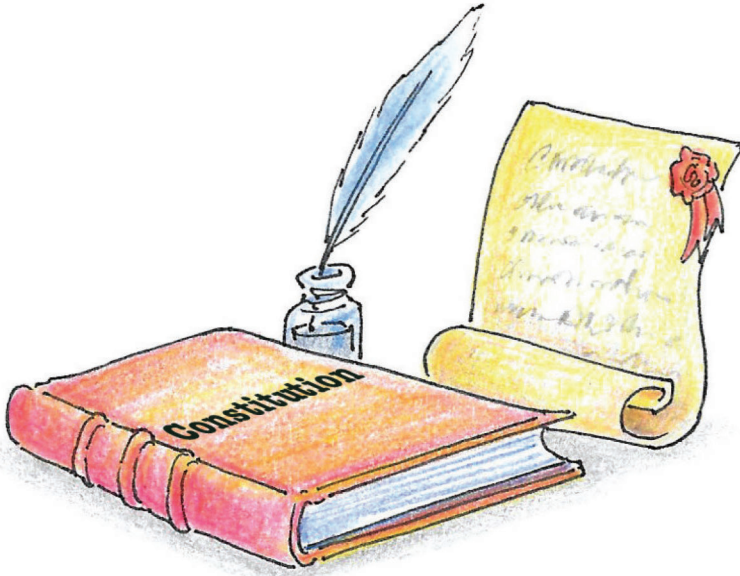
- ▶ Establishing a financial policy and procedures document with approval of the committee
- ▶ Opening the bank account
- ▶ Monitoring income and expenditure of the group
- ▶ Ensuring that all receipts are lodged in to the group's bank account
- ▶ Ensuring that there are invoices and receipts for all payments made
- ▶ Keeping the committee informed of the financial situation of the organisation
- ▶ Present a financial report at each meeting
- ▶ Keeping an eye on the budget
- ▶ Presenting the accounts for the organisation's AGM
- ▶ Representing the organisation in funding applications



Role of general Committee Members

General committee members play a vital role in supporting the overall work of a Residents Association. They contribute fresh ideas, assist in planning and hosting events, and ensure smooth communication among team members. While they may not hold specific leadership roles, their involvement in discussions and willingness to lend a hand wherever needed make them the backbone of the committee. It's all about teamwork, collaboration, and having a positive impact together!

Why have a Constitution?



The Constitution is one of the most important documents that your group will ever develop. It is the aims and objectives and rules that your group will use. It is a written understanding of what your group is going to do and how it is going to do it. A well written Constitution will give you the means to address nearly any problems that your group may encounter in the day to day running of the organisation.

It is important because:

- ▶ Without this written understanding people can easily find themselves at cross purposes and the jobs won't get done
- ▶ Outsiders, especially potential funders will want to see that your group is democratic and accountable. This involves having a clear procedure by which decisions are made
- ▶ It will serve as a reference and help to resolve problems in times of controversy

For this reason it is important to develop a Constitution that actually reflects the way in which your group wishes to operate.

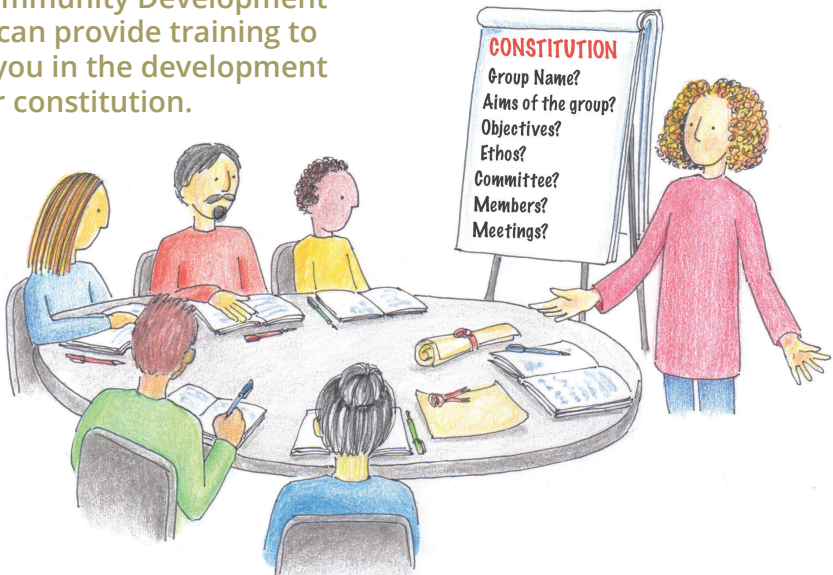
The Constitution:

A Constitution is a formal document that sets out a list of written rules governing the aims of your organisation, how it will be run and how its members will work together. In broad term the Constitution will include the following information:

1. Name of the group / association
2. Aims and objectives of your organisation (why the group exists and what it wants to achieve)
3. Powers (remit of the group)
4. Membership (who can be members of the group / organisation)
5. Management Committee (representation)
6. Officers (roles and responsibilities and voting rights)
7. Meetings (frequency, duration etc.)
8. The AGM / EGM
9. Quorum for meetings
10. Finance (process for financial management)
11. Dissolution of the group
12. Alterations or amendments to the Constitution

Before you develop your Constitution or amend or revise it you should set out clearly what your group aims to achieve. It is important to get the views of as many people you can before drafting the Constitution which must be agreed and formally adopted by the members of the Residents Association at the Annual General Meeting.

The Community Development Office can provide training to assist you in the development of your constitution.



Code of conduct:

In order to ensure that your group functions well it is advisable to develop a set of ground rules to which all members of the Residents Association must comply.

Normally a code of conduct is a separate document that is developed by the group and is displayed at each meeting or from time to time.

Sample rules for meeting can include:

- ▶ Respect each other's points of view
- ▶ Listen to the speaker
- ▶ Stick to the agenda
- ▶ No mobile phones
- ▶ No abusive language
- ▶ No racist statements
- ▶ Maintain strict confidentiality at all times



Know your local councillor



To find your
local Councillor



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Fingal County Councillors are locally elected representatives who represent the views of their communities. Councillors play an important role in the development of policies and the making of decisions about issues that impact their local community, such as housing, planning and environmental protection.

They are also responsible for the governance and oversight of the Council, which includes ensuring the proper operation of the local authority and the making of critical decisions about budgets.

Influencing your local Councillor

When liaising with your local Councillors:

- ▶ **Be clear:** Know what change you want to create, be specific. Identify one small goal.
- ▶ **Connect:** There are powerful people and groups out there, connect with them.
- ▶ **Stay open and flexible:** Find solutions to the issue.
- ▶ **Sustain the relationship:** Keep regular active engagement with your councillors. Keep them up to date and invite them to your events and openings.
- ▶ **Build a personal connection:** Ask for a face-to-face meeting.

Before you approach your Councillor consider the following:

- ▶ **Join forces:** Connect with existing groups or organisations trying to tackle similar issues or who have similar needs.
- ▶ **Find the funds:** Investigate if there are any discretionary funds or other financial opportunities available to support local initiatives.
- ▶ **Link with national organisations:** Including both local and national inputs will strengthen your case.
- ▶ **Join the PPN & local community council:** These platforms will legitimise your efforts, give you greater support, and influence opportunities.
- ▶ **Your group's story:** Use this opportunity to showcase your group and achievements.
- ▶ **Tailor the message:** Consider the issue from the councillor's perspective and how best to present it to suit their agenda, interests, and remit.
- ▶ **Share your lived experience relating to your issue:** Hearing about it from people who have experienced it will help send a strong message to your listeners.
- ▶ **Look for making small successful steps:** Change is slow. Breaking the issue down into small, successful steps can help you maintain your motivation and momentum.

Retaining your volunteers

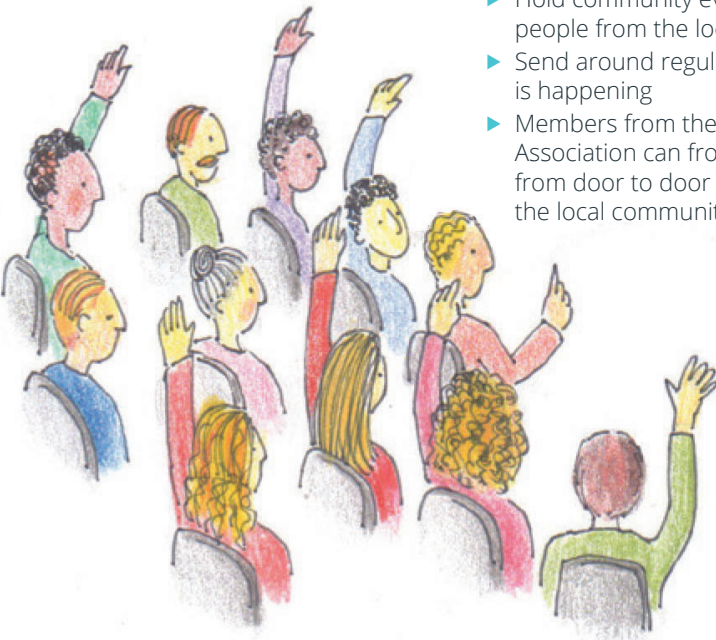
Keeping your resident association members engaged and motivated can be both enjoyable and rewarding.

Keeping the community interested:

It is really important that your neighbours feel involved and the more people that are involved the more likely your group is to achieve good attendance at your meetings.

What works well?

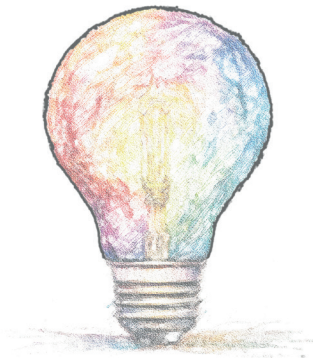
- ▶ Hold meetings at a time that suits most people
- ▶ Hold meetings in a venue that is accessible to most people and is within the locality
- ▶ Make sure that everyone that attends the meetings is kept up to date with what was discussed and agreed progress
- ▶ Hold community events that include people from the local community
- ▶ Send around regular updates on what is happening
- ▶ Members from the Residents Association can from time to time call from door to door to get the views of the local community



Tips on how to keep your members engaged and motivated

Here are some practical tips to help foster a vibrant and active community:

- ▶ **Start with a Warm Welcome:** Begin each meeting with a friendly greeting and offer light refreshments to set a positive tone.
- ▶ **Regular Updates:** Keep members informed through newsletters or WhatsApp group updates, and always invite their feedback.
- ▶ **Stay Open and Flexible:** Listen to new ideas and feedback from members to keep the committee interested and inclusive.
- ▶ **Encourage Leadership:** Give everyone an opportunity to lead. Encourage members to take ownership of projects and share committee responsibilities.
- ▶ **Focus on Community Projects:** Plan projects that interest your members and benefit the community, such as clean-ups or planting. Keep goals real to maintain enthusiasm and foster a sense of accomplishment.
- ▶ **Be Social Media Active:** Stay socially active by sharing photos, updates, and shout-outs on social media platforms.
- ▶ **Acknowledge Contributions:** Show appreciation for members' efforts during meetings or in newsletters to boost morale.
- ▶ **Celebrate Together:** Recognise and celebrate achievements as a group, and organise inclusive, fun activities whenever possible.



How to develop a Resident's Association work plan?

Within the first few meetings of a Residents Association it is advisable that the group develops a work plan. A work plan is a list of tasks that the committee have agreed to follow up on. Tasks are usually issues /concerns raised at meetings or during the neighbourhood walkabout. When developing this work plan clearly detail the necessary actions to take to ensure that each task is achieved. We always advise Residents Associations to assign each action to an individual; this will help to share the work among all members of the group. Ensure that the work plan is recorded in the committee's minutes and reviewed at all meetings.

Sample Work Plan:

NAME OF RESIDENTS ASSOCIATION:

PLAN TIME LINE: REVIEW DATE:

DEPARTMENT	TASK / ISSUE	ACTION	PERSON
Operations	Trees are overgrown along footpaths	Contact Operations section and request that trees are pruned	Mary
	There is a need for Children at Play signage in the estate	Lobby the Operations section to mount signs on the common green space	Magda
Operations	Pathway is broken	Contact the Operations section to ask to schedule pathway repairs	Liam
Operations	There are no litter bins in the estate	Write to the Operations section to explore possibility of locating bin at the bus stop	Colm
Operations / community	Arrange a community clean-up day to pick up the litter in the estate and plant flowers	Contact Operations section for free bags, gloves and collection of litter. Contact Community Office for grant assistance to purchase plants. Contact Operations section to provide top soil and to cut the grass on the day	Kunle
Housing	The group have concerns about the condition of houses in the estate	Write to Housing department and request that a Housing Inspector be assigned to review the condition of the houses	Michael
Community	Activities for younger people during the summer	Establish a group of residents to assist in the running of a summer project. Link with the Community Office and local youth services for further advice and support	Siobhan
Community	The group are concerned about community safety	Contact the local Community Gardaí and other local support agencies about setting up a neighbourhood watch scheme	Tom
Fundraising	Raise funds to purchase a community notice board	Approach local business for sponsorship	Frank

FixMyStreet is an online platform for residents to report a street related issue such as potholes to cracked footpaths and broken street lights . To report, **SCAN HERE**



Running your Residents Association

Record Keeping:

A separate account book should be maintained for your group's account. If you operate a petty cash system this should also have a separate Petty Cash book.

Example: Cheque Payments Book

Date	Particulars	Ch No	Inv No	Total	Meeting Exp	Community Days	Equipment	Meeting Expenses	Bank
				€	€	€	€	€	€
6/01/15	E. Byrne	00098	78990	100.00		100			100
8/02/15	AJ Hardware	00099	656	160.00			160.00		160

* Copies of all invoices must be kept on file for inspection

Example: Petty Cash Book

Date	Particulars	Amount	Date	Particulars	F/No	Total	Stationery	Postage	Misc.
		€				€	€	€	€
01.01/15	Balance C/F	€100	02/01/15	20 Stamps	1/1	6.00		6.00	

* Copies of all petty cash receipts and vouchers must be retained on file

It is important that there are a minimum of three people from different households willing to go forward as cheque signatories on the bank account. Two out of three people will need to sign cheques on behalf of the Residents Association

Sample Bank Reconciliation work sheet:

- ▶ Opening Balance (at the start of the month)
- ▶ Total amount of funds paid into the bank during the month
- ▶ Total amount paid out of the bank during the month
- ▶ Actual balance at the end of the month

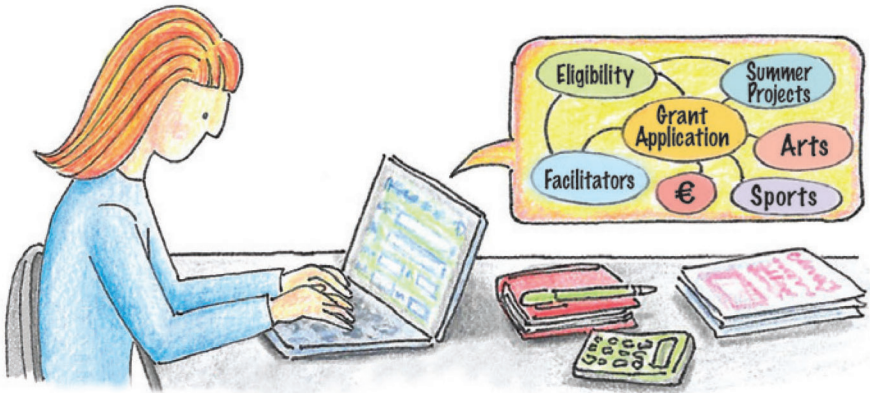
Reconciliation of book balance to statement		€
1.	Balance as per statement	
2.	Less outstanding cheques	
3.	Plus outstanding lodgements	
4.	Balance C/F	

Both balances(1) and (4) should match Month End Balance: €



Supports for Residents Associations

Funding schemes available from the Community Development Office:



The Community Development Office awards grants in respect of projects, events and/or activities that will help stimulate public interest in community development, promote appreciation and practice of community participation and assist in improving the quality of life for all residents of Fingal County. organisation.

Fingal County Council's Community Development Office provides financial support to local communities, groups and organisations through the following funding schemes:

1. Activities Funding:

This funding scheme covers initiatives that challenge social inclusion, events, conference, seminars, environmental projects, equipment, publications, research, sports equipment and group equipment.

2. Summer Project funding:

This funding scheme supports a supervised program of recreational and educational activities for young people during the summer months. Emphasis is placed on encouraging community involvement and promoting community development.

3. Safer Halloween Funding

This funding scheme helps to support community groups to provide diversionary activities for young people to deter them from participating in antisocial behaviour in addition to imparting a stay safe at Halloween message

4. Other Funding Schemes:

Fingal County Council will establish and manage special funding scheme that respond to local issues and needs in the community. Details of these scheme will be announced on throughout the year on www.fingal.ie

For information on the Community Activities Funding Scheme

<https://www.fingal.ie/council/service/community-grants-and-funding>



Community Activities Funding Scheme



SCAN HERE

Our Community Officers work with a wide variety of groups across Fingal

These include: Residents / tenants associations, estate management groups, community councils, community development initiatives. Initiatives that have been supported in the past include summer projects, family fun days, street parties, clean ups and environmental enhancements schemes which include estate name stones and community gardens.

Other means of community funding:



Community fundraising – can help raise funds for your group's activities for events such as trips for senior citizens from your area, social events, community days and events.

There are other organisations that have funds and grants available for voluntary groups. They may have conditions and criteria for what groups can apply for so before applying you should research the criteria for funding to make sure the funding is relevant to your group.

For further information on the funding and community section please contact **01 890 5080** or email community@fingal.ie

Fundingpoint provides a database of funding opportunities for Irish nonprofits, to deliver programmes and initiatives in their communities



SCAN HERE

Your Residents Association and Fingal County Council:

As a registered Residents Association you can have your voice heard on issues which matter to your members and which relate to your area / street.

Deputation meeting

A Deputation meeting is an opportunity for a Residents Association / Community Group to directly discuss specific issues of local concern with both Council Officials and Elected Members. Each area hosts a meeting once a month just before the Area Committee Meeting.

Issues discussed usually refer to road safety within the estate, anti social behaviour, community safety, upkeep of green areas, littering and dog fouling etc.

Issues that cannot be discussed include areas that have not been taken in charge by Fingal County Council or requests for areas to be taken in charge, planning matters, derelict sites, commercial industrial estates, housing maintenance issues.

To Qualify for a Deputation meeting groups must be

- (a) registered on the Fingal Community County Register or PPN and
- (b) taken in charge by the Council if they are a Residents Association.

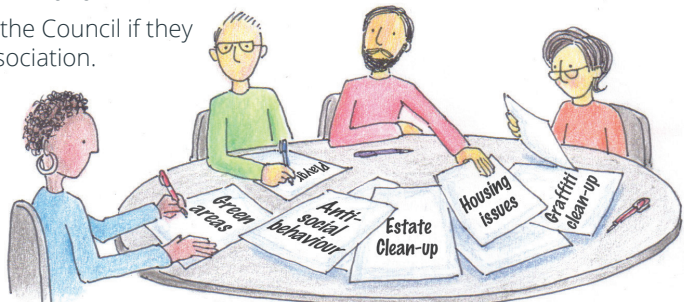
Your deputation meeting

At least one month before a Deputation meeting the Residents Association must submit a list of items to be discussed (up to 5 items) by email to the Community Office. The items specified must include background details on the issues.

An agenda is drawn up of the priority items to be discussed. This is then circulated to the relevant staff. The agenda and details are also circulated to the Councillors for the area concerned. During the meeting each item listed on the agenda is discussed in detail and where possible an agreed course of action is identified.

A maximum of five persons is permitted to attend a deputation and the meeting duration is approximately 40 minutes.

To request a Deputation Meeting for your group contact the Community Department via email on community@fingal.ie or via phone **01 890 5080**



**Comhairle Contae
Fhine Gall**
Fingal County
Council



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Fingal Community Development Office