

Becoming a Member



Becoming a Member

- Penwith Housing Association, a member of the Devon & Cornwall Housing Group, is an Industrial & Provident Society that has two categories of shareholding membership. Tenants and Community Members. The Association encourages its tenants to apply to become shareholding members of the Association.
- From time to time the Association will also invite non tenants to become Community Shareholding Members of the Association to help with its work.
- This leaflet explains what it means to be a member of the Association and how you can apply for membership.

Becoming a Member

Penwith Housing Association

Head Office

**67 Morrab Road
Penzance
Cornwall
TR18 2QT**

**Tel: (01736) 331799
Fax: (01736) 331647**

Liskeard Office

5 Heathlands Business Park
Heathlands Road
Liskeard
PL14 4DH

Tel: (01579) 340404
Fax: (01579) 340789

Hayle Office

30 Fore Street
Copperhouse
Hayle
Cornwall
TR27 4DY

Truro Office

Kenwyn Street
Truro
Cornwall
TR1 3BA

Tel: (01872) 267300
Fax: (01872) 260397

Becoming a Member

Penwith Housing Association

Penwith Housing Association Limited is a non-profit making organisation which aims to provide quality housing services to tenants and lessees.

The Association is registered as an Industrial & Provident Society, and with the Tenant Services Authority (TSA) a statutory body that monitors and supervises housing associations in England and are affiliated to the National Housing Federation.

The Association is also a member of the Independent Housing Ombudsman Service.

[This controls and regulates the way we conduct our business.]

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Shareholding Members

The Association has two categories of shareholding members, these are:

a) **Tenant Shareholding**

Members. Individuals can apply to become shareholders if they hold the tenancy of a property, owned or managed by the Association.

b) **Community Shareholding**

Members. Individuals who are not tenants of the Association who have applied and been accepted as members of the Association by the Management Board of the Association.

Shareholding members each buy a £1 share in the Association. No financial benefit is gained from being a shareholder.

Members delegate the running of the Association to a Management Board. Members of the Management Board are elected by shareholders at the Annual General Meeting, in accordance with the rules of the Association.

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What Does Membership Offer?

As a member, you will:

- Have the right to attend and vote at the Association's Annual General Meeting and other General Meetings.
- Receive the Association's Annual Report and audited Accounts.
- Receive both a Shareholder's newsletter and our regular Tenant's newsletter.
- Have the chance to vote on any proposed changes to the Association's Rules.
- Receive a Share Certificate.

It is an obligation of all shareholders to act in the best interests of the organisation.

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Who can Become a Member?

All tenants of the Association are encouraged to apply for membership. From time to time the PHA Board may invite people to become members usually by public advertisement. This may be to serve on one of the Association's Committees, or because they represent a local voluntary or community group with a special interest in housing.

The PHA Board reserves the right to reject applications which do not fall within its Membership Policy. There is also a legal restriction on the number of members with local council connections. You are asked to declare these interests when completing your application form.

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Statement of Intent Membership Policy

1. Penwith Housing Association particularly wishes to encourage its tenants to apply for a £1 share to become a member of the Association.

2. The PHA Board will consider applications for membership from the following categories of persons:

(a) Tenants of the Association who:

- Have returned a signed Tenancy Agreement.

- Are observing the Conditions of the Tenancy.

(b) People invited by the Board to become members because they:

- Have been nominated under the Association's rules to serve on the Board or one of its Committees as a Local Authority member.

- Represent a local voluntary or community group with an interest in housing provision.

- Are prominent in the housing movement or profession and have demonstrated support for the Association.

- Have a particular skill, experience, or qualification which would assist the Association in its work.

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3. The PHA Board may also invite applications for membership (normally by public advisement) from individuals who have a particular skill, experience, or qualification which would assist the Association in its work.
4. The PHA Board reserves the right to reject an application for membership.
5. The following will normally be excluded from membership:
 - (a) Employees of the Association or those who have been employed by the Association within the last 12 months.
 - (b) Close relatives of persons excluded by 5(a) above.
 - (c) Persons under 18 years of age.
 - (d) Persons who are or have been in breach of their agreement with the Association.
6. There are limitations on certain categories of members, as follows:
 - a) Applications for membership will not be accepted from local authority persons as defined in the Association's Rules as detailed on the following page, where the total number of such persons who are members of the Association will exceed 20% of the total shareholding membership.
 - b) The PHA Board of the Association has decided to limit the number of new Community Shareholding members of the Association to no more than 5 per year.

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“Local authority person” shall mean any person:

(i) Who is or has been an elected representative of Cornwall Council or the former Penwith District Council in the preceding four years; or

(ii) Who is or has been an officer of Cornwall Council or the former Penwith District Council in the preceding twelve months; or

(iii) Having a contract with Cornwall Council for the provision of professional or managerial services; or

(iv) Being the employee of an employer who has such a contract with Cornwall Council as mentioned in sub-paragraph (iii); or

(v) Being a spouse or a close relative of a person described in sub-paragraphs (i) or (ii); or

(vi) Holding office within a local political association to which a current member of the controlling group on Cornwall Council has affiliated himself in his nomination papers.

(vii) Not falling within any of the above-mentioned categories but nevertheless being “a person associated with a local authority” within the meaning of Section 69 Local Government & Housing Act 1989 (as in force at the relevant time).

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“What happens to your application now?”

- Once your application is received, you will receive a letter of acknowledgement to tell you if your application is accepted and if so, when it will be put to the PHA Board.
- If the PHA Board refuse your application or it does not meet the terms of the Association’s membership policy your £1 will be refunded.
- Once the PHA Board has met and agreed your application it will be ratified by DCHT and then you will receive your share certificate.

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How to Become a Member

To become a member, you need to apply to buy a £1 share. Each member can buy only one share and shares cannot be jointly owned. Complete this form and return it to: **Head Office, 67 Morrab Road, Penzance, Cornwall.**

(Mr / Mrs / Miss / Ms)

Name:

Address:

.....Postcode:

Are you a tenant of a property owned or managed by Penwith Housing Association? Yes / No	Are you over 18 years old? Yes / No
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If you are not a tenant of the Association, please give your reason for wanting to become a member:

.....

.....

Please specify any connection you may have with Cornwall Council (for instance as a Councillor, employee or close relative of the aforementioned)

.....

I enclose £1 membership fee (refundable if membership not granted). I understand that my name, address and date of membership will be added to the register of members and that this register is available for inspection by other members.

Signed Date

FOR OFFICE USE ONLY	
Date £1 received	Share.1 Letter sent
Receipt No	Reference allocated in Board Agenda
Tenant of PHA: Yes / No	Date Approved by PHA Board
Rent Account clear: Yes / No	Date Approved by DCHT
If no, give details:	Date Share Certificate sealed
	Date Share.2 Letter sent



Becoming a Member

Penwith Housing Association Limited is a non-profit making Housing Association and is a member of the Devon & Cornwall Housing Group.

Registered with the Tenant Services Authority: LH4040

Registered as an exempt charity with the Financial Services Authority: No.27834R

**Registered Office:
67 Morrab Road
Penzance
Cornwall
TR18 2QJ**

VAT No.591 4986 90

Member of the National Housing Federation

