

## **Eddington Resident's Association and Portal Meeting Terms of Reference**

### **1 NAME**

- 1.1 The joint meeting between Eddington Resident's Association (ERA) and Portal Estate Management (Portal) shall be known as 'Eddington Resident's Association and Portal meeting'.

### **2 SCOPE**

- 2.1 The meeting is an opportunity to meet and have an open dialogue between ERA and Portal regarding Eddington specific topics including, but not limited to, community development, social activities, estate management, resident experiences and housing.

### **3 MEMBERSHIP**

- 3.1 All members of the ERA committee and the Portal Estate Management Team can attend the meetings.

### **4 MEETING ARRANGEMENTS**

- 4.1 Meetings are organised quarterly on the second Tuesday of the 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> month of the year at 4:30pm, unless otherwise agreed amongst all members.
- 4.2 Special meetings can be called if required. All members shall be given at least 7 days warning of the need to call a special meeting.
- 4.3 The meetings will take place at the Portal Estate Management Offices at Eddington Avenue, unless circumstances prevent in person meetings at which point the meetings will move online.
- 4.4 An agenda for the meeting will be circulated to all members by the chair no later than 7 days prior to the meeting. Standing items on the agenda will include: Actions from Previous Meetings, Report of Activities, Matters Arising.
- 4.5 The ERA chair will chair the meetings and a member of Portal will act as Secretary.

### **5 MINUTES**

- 5.1 Minutes will be written up by the Secretary and published online on the ERA website after approval by all parties.
- 5.2 ERA and Portal aim to publish the minutes no later than 4 weeks after the meeting.

### **6 REVIEW**

- 6.1 The Terms of Reference will be reviewed annually during the September meeting.