

Service Level Agreement between CTRF and Cannock Chase Council

Monitoring information required by CTRF for all Affiliated Residents' Associations

Form to be filled out and sent with any documentation to the CTRF

Name of Resident's Association _____

Date sent to CTRF _____

Do you wish for the paperwork to be copied by CTRF and returned to your group?
YES/NO (please circle as required)

Type of Information Required	When this information should be sent to CTRF	Sent to CTRF (please tick if enclosed)
Committee Meeting Minutes	Within 10 working days of the meeting	
General/Open Meeting Minutes	Within 10 working days of the meeting	
Annual General Meeting Minutes	Within 10 working days of the meeting	
AGM Flyers/Posters	As and when produced	
Newsletters	As and when produced	
Financial Report	After every AGM	
Fundraising Activities (e.g. submitting funding applications to outside bodies or holding raffles/lotteries)	<ul style="list-style-type: none">Funding Applications to outside bodies (copy of application required to keep on file as soon as possible after any application has been made).Raffles/Table Top Sales/Fundraising Stalls (inform CTRF of event/funds raised if not included in minutes)Lotteries/Bonus Ball Draws - if these are being drawn regularly on your estate please advise the CTRF of type of draw and how it works as soon as it is set up in your area also, notify the CTRF if you cease a lottery draw.	
Constitutions	After every AGM	
Any other publications (e.g flyers for open meeting)	As and when produced	

Note: If any of the above paperwork is carried out by the CTRF Support Worker for your Association, you do not need to send in duplicates as we will already be in possession of the original copies. Any sensitive information contained in the minutes can be censored by your group prior to sending in to the CTRF.

Office use only:

Date received _____

All paperwork ticked above has been received by CTRF - Yes/No (delete as appropriate)

Paperwork returned to group - Yes/No (delete as appropriate)