

# Longford Residents Association (LRA)

## Terms of Reference

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### 1. Purpose

The Longford Residents Association (LRA) is a voluntary, non-profit group formed to represent the interests of residents of Longford Village and to help maintain and improve the quality of life and residential character of the area.

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### 2. Aims and Objectives

LRA aims to:

- Protect and enhance the character and harmony of Longford Village
  - Monitor and respond to planning and development matters
  - Promote community spirit, cooperation, and neighbourhood pride
  - Act as a liaison between residents and relevant organisations, including local authorities and community groups
  - Provide a clear and collective voice for residents on local issues
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### 3. Principles

- LRA is non-political and non-sectarian
  - LRA operates in the interests of the community as a whole
  - Decisions are made transparently and in good faith
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### 4. Membership

#### 4.1 Full Membership

Open to any resident of Longford aged 18 or over.

## 4.2 Associate Membership

Open to:

- People who work or operate a business in Longford
- People living outside Longford with a genuine interest in the Association

Associate members may attend meetings but do not have voting rights.

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## 5. Governance and Structure

### 5.1 Executive Committee

LRA will be overseen by an Executive Committee consisting of at least four members.

Committee members:

- Must be residents of Longford
- Must not hold elected political office or central government posts

### 5.2 Officer Roles

The Executive Committee will normally include:

- Chair, Vice Chair, Secretary, Treasurer

Additional roles (e.g. Planning Lead, Communications Lead, Website Coordinator) may be created as required.

### 5.3 Election and Appointment

- Officers and committee members are normally appointed annually
  - An Annual General Meeting (AGM) **may be held where required**, but is not mandatory if the committee and membership agree that it is unnecessary in a given year
  - In exceptional circumstances, interim appointments may be made to ensure continuity
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## 6. Roles and Responsibilities (Summary)

### Chair – Christian Hughes

- Chairs meetings when held
- Acts as a key contact and representative
- Provides an annual summary of activities when appropriate

## Vice Chair – Hylton Garriock

- Supports the Chair and acts in their absence

## Secretary – Trevor Gordon

- Manages correspondence
- Ensures records, agendas, and notes are maintained
- Oversees meeting documentation

## Treasurer – Leon Jennion

- Manages finances and records
  - Provides financial updates when requested
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## 7. Meetings

### 7.1 Frequency

- Committee meetings will be held **only as required**, based on current issues and workload
- Meetings may be in-person, online, or hybrid

### 7.2 Annual General Meetings (AGMs)

- AGMs are **optional** and may be convened when decisions, elections, or reporting requirements make them necessary

### 7.3 Quorum and Decisions

- Decisions may be made by consensus or majority agreement of those present
  - Informal decision-making (e.g. via email, group messaging or online meeting ) is acceptable where appropriate
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## 8. Use of Technology and AI

- LRA Meetings may be recorded (audio and/or video) to support accurate record-keeping
- AI tools may be used to:
  - Capture meeting notes
  - Generate draft minutes and summaries
  - Identify actions and decisions
- AI-generated outputs will be reviewed by a committee member before being finalised
- Recordings and summaries will be stored securely and used only for Association purposes

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## 9. Transparency and Access to Information

- Key documents and summaries will be made available to members on request
- Personal data will be handled responsibly and in line with data protection requirements

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## 10. Amendments

These Terms of Reference may be amended by agreement of the Executive Committee and, where appropriate, the wider membership.

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*Adopted – 23 September 2025*