Before you continue, please read the following as one or both may affect your decision to apply for membership:

No smoking or vaping anywhere on the property - house, grounds, and woodland. Outside the bottom gate is fine.

To help protect vulnerable members at Tan y fron Housing Co-operative, and also those in the wider community, we accept and follow Welsh Government guidance on childhood and adult vaccinations. Please see https://phw.nhs.wales/topics/immunisation-and-vaccines/ for further information and bear this in mind when applying for membership.

Tan y fron Housing Co-operative asks that any visitors who are feeling unwell, or have been in contact with someone unwell, please postpone your visit to protect our more vulnerable members.

Any potential long-term visitors may be asked about their vaccination status depending on circumstances.

Please scroll down to continue reading our supplementary information, (once you have a cuppa and a biccy…there's a lot of it but it's very interesting!)

Tan y fron Housing Co-operative Limited

Secondary Rules

(***Our Policy Document***)

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Appendix 1

Why Two Sets of Rules?

1. Primary/Model Rules

a. Tan y fron Housing Co-operative Limited is a Friendly Mutual Society registered under the Industrial and Provident Societies Act 1965 and as such it must firstly comply to a set of Fully Mutual Rules agreed by the Financial Conduct Authority (formerly the FSA). These mutual rules include a statement on co-operative identity - the seven principles at the core of the co-operative movement - and they put forth rules for membership, democratic member control (voting), economic participation etc. A copy of these primary rules are kept by the Tan y fron Housing Co-operative secretary and can be viewed at any time upon request.

2. Secondary Rules

a. This document sets out Tan y fron Housing Co-operative's secondary rules, the rules by which the community presents its ethos both on a day to day basis and into the wider future. In the pages ahead, you will find details of how our community organises itself within its permacultural ideology. Any questions, please ask!

b. These secondary rules are subject to change by agreement of the membership during regular general meetings and/or workshops.

Vision

3. Aims and Objectives

a. Tan y fron, the property, comprises a grade two listed building with grounds and woodland set in a rural location in mid wales. It lies at the heart of the Tan y fron Housing Co-operative which was founded in 2010 and based upon permaculture principles. As a community we work together to create systems within the co-op that are sustainable. Our Aims and Objectives are:

i. to supply affordable, secure, **self managed** housing with or without financial investment by tenant-members;
ii. to create an ethical investment opportunity for those searching for such, whether or not they are a tenant-member;
iii. to keep environmental sustainability at the co-op's core; permaculture and self-reliance at its heart;
iv. to work in a non-hierarchical way along with general principles of respect and co-operation;
v. to offer an inclusive and welcoming community regardless of age, sex, race, faith or absence of faith, ability, gender orientation, cultural background etc., and to not tolerate discrimination, harassment or the incitement of hatred based on difference;
vi. to reduce our waste where possible to lower our environmental impact
vii. to have food growing systems that meet the needs of those living here as much as possible. This includes the rearing of animals for meat and eggs and to think about integrated animal foraging systems so that minimal animal food is brought on site;
viii. The upkeep of our greywater management system, the development of rainwater harvesting for household usage, upkeep and development of our self watering food production systems, the upkeep and development of our humanure composting systems and to develop an off-grid energy generation system.

Equality Within Our Co-op

4. Accessibility

a. We are committed to providing equal accessibility in our co-op:

   i. wherever possible, we will make adaptations to meet the different needs of members. This may include making access possible for wheelchair users where practical, raising electrical sockets, etc;
   ii. we will ensure communication is issued in accessible formats where necessary.

5. Discrimination

a. It is against the law to discriminate on the basis of certain characteristics. Tan y fron Housing Co-operative embraces this legal list, but goes further. We will not discriminate, or tolerate discrimination, harassment or the incitement of hatred on the basis of:

   i. age;
   ii. sex;
   iii. race including colour, nationality, ethnic or national origin;
   iv. religion, belief or lack of;
   v. ability;
   vi. gender orientation or lack of;
   vii. cultural background;
   viii. appearance;
   ix. being pregnant or having a child;
   x. sexual orientation, etc.

Becoming a Member

At Tan y fron, our land, buildings, and the business at its heart are tenant-member managed. While we are committed to achieving diversity in our community and strive to maintain equal opportunities for all members, the co-op also needs to survive. Due to the large number of physical tasks required to maintain, sustain, and move the co-op forward, we are currently recruiting members who are able to be fully involved in most physical tasks here. Ability to contribute to administration tasks is also desirable.

6. Beginning the Process

a. We have to be realistic about the amount of people Tan y fron can support at any one time given the location and the natural resources available to the property such as drinking water from the well so cannot accommodate any more members than the number of residential spaces available, currently, this number stands at around nine members plus young folk. Anyone joining us will have to be committed to our low-impact way of life and value our finite resources. So in the first instance, anyone interested in living at Tan y fron will be given introductory documents to include:

   i. a list of permaculture principles;
   ii. this list of secondary rules (to clarify our vision and the way we live)
   iii. we may also ask a few questions either over email, by letter, on the phone or by video chat.

7. Initial Visits

a. Prospective members who are still interested after initial contact will be invited to visit Tan y fron so we can meet and chat. They may be asked to attend a general meeting, a volunteer workday and any other event that the co-operative lays on. This is so new folk can see how things work here.

8. Longer Stays

a. After the initial visits, prospective members will be invited to stay at Tan y fron for a one or two week period. This is so they can really get into the swing of how things work here.

9. Probationary Period

a. New membership will be allowed only by consensus agreement. If, after a special general meeting, all members and their families (adults who are responsible for children in the co-op are also responsible for representing them during any new member selection process and protecting their interests) are in agreement, the prospective member will be invited to stay for a probationary period, the length of which will be decided at that meeting. The prospective new member must then:

   i. agree to a term of probationary occupancy and agree an amount of time to end probationary occupancy if appropriate;
   ii. be able to pay a share of the bills (electricity, heating etc.) during this time;
   iii. read fully the members' pack and agree to all the terms and procedures including secondary rules;
   iv. attend general meetings where they will be encouraged to participate.
   v. attend at least one Radical Routes Gathering (held quarterly, both in-person and online) and attend the new member workshops at that/those Gathering/s so as to understand how Tan y fron Housing Co-operative interacts within this network of co-operatives.

10. If it Doesn't Work Out

a. To accept new people into the co-op, the permanent community must all be agreed. This means that we will strive to reach consensus as a group at every stage of the process, and it may also mean that the process takes a little longer than usual. But all opinions must be heard,

all views acknowledged and respected. And any new members will want to be as sure of Tan y fron as Tan y fron is of them. The permaculture principle, *Observe and Interact* comes in handy here - sometimes we could all do with standing still a while just to see what happens. And sometimes, we're surprised - we may not want exactly the thing we thought we wanted.

b. So if you find Tan y fron is not for you, please tell us immediately. We promise we'll do the same. We can all then begin again with someone or somewhere new.

11. Full Membership - First Six Months

a. Once full membership has been agreed, the new member shall:

   i. purchase a share in the co-op to the value of no more or no less than £1;
   ii. have their name entered into the register of members;
   iii. be granted an occupancy agreement;
   iv. be given a rent book;
   v. be liable to pay rent and contribute towards bills;
   vi. be given a full and fair share of rights and responsibilities in the co-op;
   vii. be able to fully participate in the co-op decision making process by having a vote with only one restriction: where it is necessary to call for a vote on a membership issue, then the new member will be asked to abstain from voting during this initial six month period. They will, however, be encouraged to express opinions and have them taken into account. The co-op shall not treat newer members with any less regard than established members.

12. Occupancy Agreement

a. Please see an example in Appendix 1. This is under revision as the Welsh Government wishes landlords to give out a newer type of agreement that gives tenants more protection. Unfortunately, the agreements they wish landlords to give out are not wholly suitable for housing co-operatives where the tenant is also the landlord!

13. Moving Out

a. Minimum period of notice is one month in writing but as much time as possible is preferred given how long it takes to find new, suitable tenants.
b. Please ensure all bills and rent monies are paid up before the end of your tenancy.
c. Please ensure all belongings leave with you unless by agreement of the community.
d. Please ensure your room or rooms are left in good decorative order and in good repair.

14. When Tan y fron Housing Ends a Membership

a. The co-op can end (terminate) a person's membership in any of the following cases:

    i. if the person does not pay rent, occupancy charges, or other monies they owe for the use of the premises;
    ii. if the co-op members believe that the person violated an important condition in the occupancy agreement;
    iii. for conduct detrimental to the co-op. *(Our Antisocial Behaviour Policy is in Progress)*
    iv. When the enactment of the conflict/grievance procedure has produced no positive results and the continuation of one or more tenancies would therefore be detrimental to the community.

15. Flagging the Problem

a. A motion to end a membership for any of these reasons needs approval by all other members in a general meeting called specifically for the purpose. At this time the group will decide what time scale is appropriate for resolution of the disagreement/s. However, the co-op will detail the problem in writing and also give one week's notice of this meeting inviting the member to appear and speak. All effort should be made to enable the member to correct the problem. Should the member not appear, the meeting shall proceed in their absence.

16. Notice to Quit

a. If the member does not correct the problem, the membership can pass a resolution by a simple majority to end the occupancy agreement. In this case, the membership does not have to invite the person to attend the meeting where the decision is made, but the person can take legal advice. A notice to quit will then be raised and given to the member.

17. Appealing

a. If a person disagrees with the members' decision to end their membership, the person can appeal to the members at the next general meeting and continue as a member until the appeal is heard. But first, they have to notify the secretary in writing that they plan to appeal within 7 days of when they are notified of the decision to end their membership.

b. The co-operative respects the right of each individual to seek legal advice at any time during this process.

c. A person whose membership has ended following a dispute is entitled to a refund of what they paid for their share and or loan stock invested (should they wish to withdraw it). This would be minus any money they owe to the co-op and subject to the agreed amount of notice needed to withdraw loan stock. The co-op agrees to act as soon as possible with regard to refund of monies. When a co-op ends a person's

membership, the person’s occupancy agreement also ends, so they can no longer live in the co-op.

Costs of Living at Tan y fron

18. Rent

a. Rents are based upon Local Housing Allowance Rates and are raised or lowered each year by general vote. For North Powys LHA rates, please see Appendix A.
b. Rent must be paid at the rate stated in the occupancy agreement and from the date of occupancy as stated in the occupancy agreement. Similarly, rent increases must be paid from the date stated on any subsequently issued occupancy agreements.
c. Tenants will be notified of rent increases in writing by the Secretary after the annual rent meeting.
d. Please pay rent in prompt monthly payments. By:

    i. cash, or
    ii. standing order, or
    iii. direct debit.

e. Failure to pay escalates to non-payment of rent procedure.

19. Bills

a. Rental income covers certain costs such as council tax, insurance, maintenance, heating, etc., but other costs are covered separately by the tenant-members of the co-operative.
b. Monthly, the current rate is £75 per adult to cover bills such as broadband, bottled gas for cooking, heating fuel and electricity. This is subject to change as the cost of living rises. *(We are currently reviewing ways to share these costs more equitably than at present.)*
c. Please pay bill monies in prompt monthly payments. By:

    i. cash, or
    ii. standing order, or
    iii. direct debit.

20. Food

a. While rents and bills' monies are paid into the co-operative's business bank account, the tenant-members of Tan y fron Housing Co-operative have an agreement between themselves in which the costs of the majority of food items, all pond-friendly laundry and household products, all pond-friendly personal hygiene products, toilet paper, etc., are paid into an online bank account (currently Revolut) from which everyone can withdraw money when ordering new supplies or doing a weekly shop. This breaks down as follows:

    i. £25 per person per week for food monies. Younger children eat for free.
    ii. £5 per person per month for household and hygiene products.
    iii. £1 per washing machine wash.

b. The business's petty cash account is also run from Revolut, making it easier for tenant-members to purchase things for the Co-operative such as garden supplies or maintenance materials.This is the only cross-over between the membership's personal agreement over shared living costs, and the Co-operative's business account as, for now, Revolut makes both strategies easy to implement. Note: if Revolut is inaccessible for anyone, members agree to discuss alternative ways of paying in monies.

21. Hardship

a. It is crucial that tenant-members speak to the community if they are suffering financial hardship so that the community can find a solution to the problem. Please, speak to the community if rent, bills, household or food contributions cannot be paid on time or if you feel you cannot or indeed should not be paying something. By consensus, the community can agree if it can manage financially with a delay in payments or if it agrees that an individual does not need to pay a particular contribution

Participation & Co-op Responsibilities

At Tan y fron we are our own landlords. **All** members have a responsibility to contribute to the day to day and seasonal running of the tangible place and also the intangible - the business - both as a permaculture smallholding and as an affordable housing provider. While there is plenty of physical work, if everyone who lives here only wants to renovate buildings or dig trenches, there would be no one to look after the animals, cook, clean etc, or do the vital administration work. The business would fail and we'd all end up homeless. Likewise, if everyone wanted to only do paperwork, the building would likely fall down around us, no veg would grow, etc.

22. The Work

a. There are a variety of jobs for all ages and abilities available. You don't have to do it all, but we just want folk to know what they are coming into as it can be hard and dirty work both physically and mentally:

   i. keeping the wood burners and chimneys cleaned and maintained;
   ii. cooking;
   iii. building and equipment maintenance;
   iv. woodland management and processing firewood;
   v. garden work;
   vi. building work;
   vii. organising volunteers;
   viii. general maintenance, and this includes unsexy work such as:
      1. cleaning out the kitchen grease trap;
      2. unblocking drains and gutters;
      3. setting and checking traps for vermin (we have issues);
      4. maintaining pathways and hedges so that we can move around the land without tripping up, getting soaking wet or stung. Yes, health and safety!
      5. weeding - always weeding.
   ix. paperwork of all kinds, this includes the running of the business, treasurer, secretary, etc.;
   x. work commitments for Radical Routes (see below);

xi. external communications;
xii. social media creating and updating, website work;
xiii. local community connections (please see Local Community section in this document).
xiv. a million other things.

23. Rotas

a. The essential day to day jobs are done on a rota basis and these jobs are reviewed every so often as needed at general meetings or workshops. The details of these rota jobs are agreed by the community to ensure that animals and gardens are properly cared for and that basic tidiness and hygiene standards are upheld in communal areas. The rota jobs currently are:

i. feeding, care and cleaning out of poultry;
ii. cleaning of loos/shower rooms on a daily basis
iii. moving of full compost buckets to humanure hacienda and replenishing empty bucket supply in loos;
iv. emptying of buckets when needed (can be weekly);
v. meal cooking (voluntary) and kitchen upkeep;
vi. seasonal work such as bringing in firewood; replenishing kindling, etc. or watering seedlings/plants, weeding and opening and closing polytunnels,
vii. housekeeping in communal areas:
    1. Hall;
    2. Stairs;
    3. Living Room;
    4. Office;
    5. Kitchen.

24. Radical Routes

a. Our housing co-operative is a member of a very helpful network of housing and worker's co-operatives called Radical Routes - www.radicalroutes.org.uk - which is a co-operative *of* co-ops. This

organisation is striving for radical change in society, enabling folk to take control of their work and housing. Like our housing co-operative, the network is run by volunteers throughout the membership, so please be aware that participation may include attending events and volunteering some time toward keeping Tan y fron Housing Co-operative in this network. Please see the website for more information. It's not all business, there are many opportunities to socialise at these events. There's also usually entertainment and cake!

b. Please see more about Tan y fron's relationship with the Radical Routes network in the Finance section.
c. We are currently discussing how voluntary work for Radical Routes fits in with our commitment hours agreement.

25. Commitment Hours

a. In **addition** to the rota jobs, the community has agreed four hours a week per tenant-member work for the community. We endeavour to spend a couple of these hours each Saturday so we can work communally plus one full Saturday a month on large, agreed tasks.

Personal Responsibilities

26. The Little Things

a. It really is the Little Things that can make or break a co-op. Please be considerate of others and:

   i. clean up after yourself - this is especially important in the kitchen when preparing food. Clear away or sweep up anything that is spilled, dropped or scattered: we have vermin issues.
   ii. switch electrical appliances and lights off. Every little bit of wasted energy puts the collective bills up;
   iii. if you see a need, fill it - please don't leave it for someone else;
   iv. keep the noise down when passing people's rooms;
   v. make sure everyone gets their fair share. For example,if a cake is baked, please take the time to ask folk if everyone's had some before you eat that final piece for seconds;
   vi. try not to leave your personal belongings in communal areas. With people sharing, the amount of clutter can easily become oppressive; take your cups, dishes, wrappings away when you leave a communal room - leave it ready to use for the next person;
   vii. please respect other people's property, do not take anything without asking and own up if you break anything;
   viii. avoid storage of personal items (furniture, storage boxes, etc.) in communal spaces. If there is an absolute need to do so, storage of personal items in communal spaces should be for very short periods only (a few days), unless otherwise agreed with the community;
   ix. where personal items contribute to the aesthetics or functionality of a communal space, agreement with the community can be made to keep these items in the communal space.
   x. report issues seen around the communal spaces and your own rooms to the community so a plan can be made to repair, replace, decorate, etc.,

xi. attend agreed meetings and workshops. If you can't attend, please try to give notice in good time so that if the meeting/workshop needs to be cancelled, folk can adjust their plans to suit. Obviously, emergencies do not count here.

27. Children

a. Children are the responsibility of the parent or legal guardian of that child and as such should ensure that the young person is supervised appropriately around the property.

b. There are buildings and some areas of woodland at Tan y fron that are off-limits for safety purposes. Parents/guardians are asked to heed signs and warnings and to ensure children are kept away from these areas.

c. Parents and guardians are asked to encourage participation of their children in day to day and special community activities where able. This can range from fruit and veg picking, gardening, bringing in firewood, to any other tasks suited to age and ability such as collecting eggs to planning and preparing a meal for everyone.

28. Pets

a. The number and type of pets that Tan y fron is able to support is agreed by discussion and vote at general meetings. Should a new member wish to bring a pet, this should be taken into consideration during the new member selection procedure. Pet owners are responsible for looking after their own animals and must:

i. ensure they clean up after their animal/s;
ii. prevent their animals from causing a nuisance;
iii. ensure their animal is properly and humanely cared for.

29. Guests

a. Details of proposed guests (duration, number of people, children, pets etc) are discussed at weekly meetings.
b. Tan y fron is first and foremost our home, so we ask that all guests are looked after by their host. This role includes:

    i. ensuring that the guest/s **do not smoke or vape** anywhere on the property. This is literally for the good health of our members and visitors, one of whom has a heart condition;
    ii. ensure the visitor knows to be considerate when using aerosols, air-borne sprays, air fresheners, polishes, perfumes, incense sticks or the like in the house as not everyone can tolerate such things;
    iii. showing the visitor around;
    iv. explaining domestic etiquette at Tan y fron. Informing the visitor about the property's resources - for example, water usage and the well's limitations;
    v. introducing them to the food share system and explaining that they are welcome to stay but we are a non-profit organisation so donations toward food and energy use are gratefully accepted if they can afford it (into the tin kept by the kitchen door or directly into Revolut). Being able to contribute will encourage visitors to make themselves at home and make tea/coffee etc;
    vi. encouraging them to help with duties such as washing up, etc;
    vii. ensuring the visitor knows to check with co-op members before making use of any facilities or resources (within the bounds of common sense, but please remember that there may be plans or intentions to use things which may not be obvious). Visitors should also check with co-op members before arranging activities which may impact upon others;
    viii. ensuring that the guest either brings biodegradable personal and sanitary products to use in the shower and compost toilets, or has access to biodegradable products to use during their stay with us;
    ix. ensuring that the guest cleans up after their dog/s, and that they also **keep their dog on a lead at all times** (even when walking in the woodland) because our livestock has before suffered dog

attacks by the nicest of dogs belonging to the nicest of people. Unfortunate, but true.

c. In the event of there being a problem between visitors and co-op members which they are unable to resolve themselves, then either party should discuss the issue with the visitors' host in the first instance. If this fails to find a solution to the conflict then the issue may be mediated in a co-op meeting, in this case the visitor would have a right to be accompanied by an advocate of their choice.

30. Food Share and Ordering

a. At the moment, breakfast and lunch is 'help yourself', but one person, by voluntary rota, can cook a dinner for everyone each day in the house kitchen. If you can't cook, or do not want to, you are not obliged to do this. We contribute £25 per week per person but excluding very young children toward food. The option to pay per meal is also available.
b. Occasionally we put in a wholefood order and buy items in bulk. We have two large food pantries (needing work, but serviceable) so have the room to store large quantities of food.
c. If something runs out, please alert the shoppers by writing it up on the board in the kitchen.
d. As a community we aim to have regular discussions about ethical community shopping and reducing packaging waste.

31. Volunteer Work Parties & WWOOFers

a. Organised by agreement at general meetings.

32. Energy Hours

a. The amount and type of member input into the co-op is entirely dependent on the availability and ability to expend this energy. Some members input more than the required four hours per week and the

daily/weekly rota work. No one is obliged to do this. If we want to, we do what we can when we can if we are able to go above and beyond.

b. Workdays etc., are planned in advance. Everyone is encouraged to participate if they can.

Document Note

From this section onwards, our policies are under review and may be subject to change. Links may be broken and you might also read something you've already read in the first section. As the first section is agreed by us, the text in that section will be the correct version.

We will update this document as we agree a policy should either: stay the same, be removed or changes/additions made.

Any worries or questions about the following sections should be directed to our email address at info@tanyfronhousingco-op.org

Thank you.

Local Community

33. Our Neighbourhood

a. It is our intention to create opportunities for the local community to come and learn about co-operatives, permaculture and sustainability. This will hopefully help locally in many ways:

   i. by educating locally, we may encourage more local interest in our co-operative;
   ii. we can recruit locally where there is a need for affordable housing;
   iii. we can better understand the needs of the local community and look toward fulfilling some of them;
   iv. we may be able to garner more local investment in the co-operative and therefore begin the process in which we enable more housing co-ops in the area.

b. We intend to increase our local connections, using the local environmental, housing co-operative, and worker co-operative networks to engage and inform in the community by:

   i. volunteering in the community. For example, working with the BRACE in Llanfyllin;
   ii. offering permaculture related products for sale or barter at our local worker's co-op shop;
   iii. sharing information and offering co-operative related skills training to folk interested in setting up new co-ops in the area.

c. We intend to look at ways of forging new links locally, perhaps come out of our network 'safe zone' and talking to folk we may not normally engage with. This creates a better understanding of why we are here and what we want to do on a local level. A couple of examples of how we might do this are by:

i. volunteering for a place on the local council;
ii. engaging local farmers and growers so that we may learn from them and begin conversations about permaculture and food security.

Finance

34. Budgets, Spending & Accounts

a. Everyone has a responsibility to keep costs down to a minimum in order to keep our housing affordable and sustainable, so we have restricted unagreed spending to £20 or less. Anything more expensive is to be discussed at the weekly meet or any ad-hoc meet in which there are enough members to form a voting quorum. If you would like to be reimbursed for the purchase of an item you must have a receipt. For items costing more than £20 please check with the treasurer first. (If it is an unusual item the treasurer may recommend that the purchase is put to a co-op meeting.)

b.

c. Budget reviews are every six months or less if needed. Limits are to be set for each project and decided in advance of that project starting.

35. Treasurer

a. Responsibilities include:

   i. keeping an up-to-date account of the co-op's income and expenditure;
   ii. given 24 hours notice, ensuring expenditure figures and accounts are available at each weekly meet as required;
   iii. ensuring the insurance policy both for the house and for public liability is kept up to date;
   iv. paying bills as needed with cheques or setting up direct debits;
   v. producing year-end accounts at the AGM for consideration by the members;
   vi. keeping track of any investments (loan stock) in Tan y fron Housing Co-operative, the interest amounts, terms and savings needed to cover repayments;

36. Donations and Investment in Tan y fron

a. Donations to Tan y fron of any kind, financial or otherwise, are always gratefully accepted, with benefactors welcome to visit to see how their generosity has been used to further the aims of the co-operative.

b. From time to time Tan y fron Housing Co-operative will make loan stock available for people interested in ethical investment.

37. Investment in Other Co-operatives by Tan y fron

a. None as yet.

38. Bill Pool

a. Every adult co-operative member contributes to the bill pool which pays for electricity, gas for cooking, firewood, broadband, phone and other household essentials along with the repair and replacement of domestic appliances.
b. At present all bills are paid at £75 per adult, per month and due on the 1st of each month. This is reviewed periodically.

Priorities, General, Special, & Annual General Meetings

39. Weekly Priorities Meetings

a. Priorities for the week are discussed on a Monday morning subject to availability. They include matters that cannot wait for a general meeting, the priorities for that coming week, cooking and cleaning days and the rota work.

40. General Meetings

a. Every effort should be made to attend and participate in all meetings.

b. Meetings are generally held once a month on the first Saturday of that month. Members in attendance will rotate the responsibility for chairing the meeting and keeping it to time. There is a fixed meeting agenda with an agreed time limit where subjects are discussed if need be. This list includes:

   i. Minutes from last meet,
   ii. Finance (inc bills and rent, expenditure of anything in excess of agreed petty cash amount),
   iii. Maintenance,
   iv. Renovation,
   v. Events,
   vi. Visitors and Tenant Applications,
   vii. Priorities for the coming month,
   viii. Any Other Business.

c. Ideally, larger proposals are discussed in the General meet and agreed at the following General meet. If more time is needed for discussion then it should be asked for.

d. Agenda points can be added to the whiteboard in the kitchen and members are encouraged to add items for discussion to this prior to meeting.

e. Minimum attendance for meeting to go ahead at present is quorum of three adults. This is subject to review from time to time at a general meeting.

41. Special General Meetings

a. Please refer to the copy of the primary rules for how these meetings are run including notice periods, etc.

42. AGMs

a. The Tan y fron Housing Co-operative's Annual General Meeting is held yearly in November, and has a fixed agenda including presentation of the previous year's accounts and election of company posts such as secretary and treasurer etc. Please refer to the primary rules for details.

Finance meetings?

Decision Making

43. Process

a. Proposals are put forward either in person at a meeting or via the secretary who will raise the issue at the next meeting on the absent member's behalf.

b. The voting procedure for all aspects of decision making is dependent on the proposal. Most decisions are made by a quorum of members (majority voting) but in some cases consensus is needed or indeed preferred. Generally, if members are not certain of how an absent member might feel about an issue, they will make every effort to inform the person of what is going on so that they can be included. If they cannot contact the member and they have to come to a decision right away, they will do so keeping that member and their interests in mind.

c. In the event a decision can't be reached, any decision will be delayed until the next meeting and more information gathered for that meeting.

d. We would urge that all contentious decisions are delayed until consensus or an agreed majority can be arrived at, wherever possible.

e. In the event of a dispute, we all share the responsibility of doing what we can to mediate and resolve the conflict, both during and between meetings. We offer each other support and respect each other's commitments.

Add section about allowing 'composting time' on decisions to allow all members to digest suggestion/s and arguments put forward.

Children and Young Adults

44. Co-operative Support

a. Although overall responsibility of any child will always remain with the carer/parent, other members of the co-op are encouraged to support the carer/parent in their childcare responsibilities, and support the children in the same way they would any other co-op member.

b. Children and young adults are encouraged to meet on a regular basis as needed and raise any issues of concern through their parents if they wish these to be discussed at a general meeting.

c. We ask adults in the co-op to support our younger generation if they wish to bring something up in the weekly meet or if they wish to make a dispute.

Vehicles and Parking

45. This is currently under review. However, residents are asked to car-pool and share as much as possible.

Communal Areas

46. Smoking

a. **NO SMOKING or VAPING** is allowed anywhere on the property. This includes the house, the entrances and the porches outside, the grounds and woodland. Also, please do not smoke near any members who may have asthma/breathing issues. Generally, smokers will go outside the gate to smoke.

b. Please respect that communal areas are for the use of all residents, and leave the areas in a usable state for the next person. As we've already said, it's the Little Things.

47. Use of Office

a. The office is primarily for use by those needing to conduct business for the co-operative but can be used by all residents.

b. Priority will be given to those needing to work there and we ask others to respect this.

48. Use of Phone

a. All national and international landline numbers are free. However, any mobile or 0845 numbers and the like must be paid for separately.

b. Please make sure you save other people's messages. If you take a message for someone else please leave it by the phone.

Ecological Footprint

49. Unwanted Material

a. Reduce waste in the first instance. Reuse/repurpose in the second, then recycle or compost in the third. All tetrapacs, tin foil, cans, bottles, paper, plastic wraps and containers etc., can be put out for the council recycling scheme every Tuesday morning (early).

b. Other items we recycle are food wrappings (please try to keep these to a minimum when buying food and take them to the Tesco plastics drop-off just inside the shop lobby) textiles, metal, electricals, batteries, broken sheet glass, and these can all go to the local recycling site (time slot system in place - you can book online). Medicine tablet strips are accepted for recycling at Boots in town.

c. Some types of paper, and cardboard can be kept for lighting fires and composting.

d. Any leftover fruit and veg peelings are composted in the garden. There is a bin in the kitchen for this purpose.

e. Left-over cooked food, egg shells, waste meat, bones and fish, spoiled food and mouldy food is to be hot-composted. There is a bin in the kitchen for this purpose. This goes to the council hot-composting facility.

f. Non-recyclable rubbish to go out once every three weeks early Tuesday mornings. (Please keep this to a minimum and keep anything that will be useful.)

50. Chemicals

a. While we are aware that we cannot live without them, we strive to keep our chemical usage low here at Tan y fron. We are particularly keen to

keep the air free of VOCs and our soil and water clear of pesticides, plastics and damaging compounds. Please check before using any:

i. personal care products;
ii. cleaning products;
iii. household paints and paint cleaning liquids;
iv. air fresheners;
v. varnishes;
vi. aerosols of ANY type.

b. Foul or contaminated liquids, eg: hair colourants, water-soluble paint-wash, can be disposed of at the bottom of the orchard. This ensures these types of chemicals do not interact with any of Tan y fron's soil and growing areas, or the water table.

c. Please ask if you are uncertain your products *can* be used here. Pond-friendly products are freely available on the shelves in the shower rooms.

Water

51. Drinking Water

a. Our water supply comes from a level well up the hill in the woodland and is fed through a particle filter and UV light to purify it and make it potable. We aim to have the water tested regularly. Please take care to limit usage when:

   i. washing up;
   ii. showering;
   iii. running the washing machines etc;

52. Rain and Greywater

a. We aim to catch and store rain water as much as possible and are currently workshopping water resilience as a protection against extreme weather events. Work on this rainwater catchment is ongoing and some underground infrastructure is already installed.
b. Grey water from sinks, showers and the washing machine runs into a filtration pond at the side of the house. Please ensure only pond-friendly products go into the system from these points..

53. Shower, Laundry, Handwash

a. Laundry: there are two washing machines in the long pantry. They are cold water feed only and heat the water to the correct chosen programme temperature. The co-operative supplies washing powder/liquid for use in this machine that is skin and planet friendly. Please ensure anything you use is the same. Cost per wash is £1 each to the household pot in Revolut. Help us to conserve water by only washing clothes that need washing. Please keep hot washes to the very minimum. Usually, a 30 degree wash is hot enough. The machine runs cycles down to 20 degrees if need be.

b. Washing and showering facilities are available in each toilet with hot and cold running water indoors. Insulated jugs are available for hot water in the outside loo if required.

54. Stream

a. We have a stream running down through the woodland and at the back of the property. We are fortunate in that it is fed by springs in the land above Tan y fron so has barely any contamination that we know of entering it. Future plans include:

    i. stabilising the steep banks either side whilst properly burying our freshwater supply pipes to one side;
    ii. clearing all debris and dangerous trees from within and above the stream and replanting for stability;
    iii. creating space near the waterfall for relaxation;
    iv. fitting a hydro power generation unit of some kind.

Compost Toilets

55. Inside Loo

a. The inside loo is located just off the dining room through the door next to the woodburner. We use a bucket (into which both urine and solids go into) and a hot compost system to process the contents. These buckets are changed when full and emptied into the *Humanure Hacienda* in the orchard to be hot-composted down and re-used in two years time as a soil conditioner. If you see a bucket is full or nearing full, please ask and we will show you how to change for an empty one. We use sawdust or small wood chippings to cover what we leave in the bucket. Remember not to use too much sawdust as it can mess with the speed of composting in the hacienda, but:

   i. if it smells, use a little more sawdust;
   ii. if you can see it, use a little more sawdust;
   iii. if you can see flies, use a little more sawdust;
   iv. replace empty loo rolls please!

56. Outside Loo & Shower Room

a. There is a humanure collection bucket type system in the shower room just outside the kitchen.

57. Tree Bog

a. There is also a tree bog, a long drop type toilet, at the far end of the barn range. Urine and faeces are not separated here or collected, but stay in-situ to feed the comfrey and trees around it. The comfrey is harvested periodically to use in other areas.

b. Written cleaning instructions for loos are in progress.

Consumption/ Ethical Policy

58. Shopping

a. Local / Fair trade / Organic / Biodegradable and Non-GMO products to be sought when shopping when possible. Food price rises and the rocketing cost of living, of course, does not always allow us the privilege of shopping this way. We do what we can, when we can.

59. Food Production

a. The growing, harvesting, processing and preserving of produce is actively encouraged here at Tan y fron. We strive toward organic growing at every level and hope to bring our meat production up to the same standards by integrating forage systems in with our forest garden systems in the future.
b. We absolutely do not allow any chemical pesticides for growing purposes. We endeavour to only bring in organic, peat-free compost when required.

60. Animals and Slaughter

a. We are committed to cruelty-free production of meat and eggs here at Tan y fron in the form of poultry raising from the egg to the killing of the bird here, at its home, by the most humane method we have found possible. No one, however, is asked to involve themselves if they do not want to be a part. If meat-eaters, however, we ask that they examine their reasons for their disconnect to this part of the process.

61. Energy Consumption

a. We continually strive to lower our carbon production, and are especially interested in bringing our 200 year old property up to date by lowering our current energy usage levels as much as possible and more as technology brings new innovation over time. Some of the things we are seeking to do are:

i. fitting hemp insulation into all of the roof spaces (planning permission obtained);
ii. glaze our front porch entrance so creating a heat/cold buffer from the outside to the rest of the house (planning permission obtained);
iii. glaze our rear porch entrance so creating a heat/cold buffer from the outside to the rest of the house and an inside utility area (planning permission obtained);
iv. fitting photovoltaic and solar thermal panels to selected parts of the property.
v. heating the property using electricity generated by our quite forceful winter stream - we hope to heat the water for the radiators using this method.

b. Prospective members are invited to share any ideas they may have to make Tan y fron more sustainable and low impact.

Wood & Woodland

62. Fires (firepit unavailable at the moment)

a. There is a fire pit to the side of the main house which can be lit after discussion with other members. We do not light fires for the sake of it here - our aim is to lock up as much carbon as possible. We also have one or two fire saucers for use. Please ask.

b. Please only use only designated wood for burning and leave the fallen dead wood to the creatures and fungi in the woodland.

63. Woodland Management

a. We have an active woodland management plan and ask that all interested members contribute to this in whatever way they can, ie, surveys, coppicing, planting, etc.

b. Removal of trees in the woodland is done only with agreement reached by the co-operative members.

Tools and Equipment

64. Usage

a. Any tools or equipment used should be returned to the tool store clean and in sound condition. Any breakages should be reported to the co-op. If you would like to borrow someone’s personal tools please ensure that you ask first and return the tools when finished.

First Aid, Fire, and Health and Safety

65. First Aid

a. There is a first aid box in the kitchen and another in the toolshed part of the barn. Do not remove these kits from their homes except in an emergency and please ensure that you replace any items that you use. When work is going on in the woodland, a chainsaw operative's kit is also carried out and back again when the work is done.

66. Fire

a. There is a fire drill procedure by every entrance and exit. Please familiarise yourself with it. The meeting point is by the steps to the granary. Food for animals is kept in the barn for such occasions to lure the pets out of the house, but please do not go into the house if there is a fire. There are also certain calls the animals respond to, you will be taught these, but please do not use them without rewarding the animals when there is not an emergency.

b. Smoke alarms are tested every week during the general meeting.

c. Fire drills are practiced randomly.

d. In the kitchen there is a fire blanket and extinguisher. Do not pour water over an oil fire! Use a fire blanket. There is also an extinguisher next to the woodburner in the sitting room.

67. Health and Safety

a. We have many dangerous tools here, especially in the barn. Please be aware that children may be hurt if they play with these. If you are using tools, ensure that you know how to use them properly and always use appropriate safety equipment. Store safely when not in use.

b. Please note that no volunteers can use power tools here unless they have the correct training and their own third party insurance cover.

Grievance Procedure and Conflict Resolution

All members should understand that communal living can lead to frustrations, we are only human! As such, it is important to be supportive and prioritise listening. All parties should be prepared to acknowledge others' feelings and thought processes, and avoid reactive or emotive responses. This is regardless of which side of a grievance we may be on. (This excludes criminal and antisocial behaviour, please see section 67.)

68. Step One

In the first instance, grievances should be discussed and resolved individually where possible. This encourages self-growth and strengthens interpersonal dynamics. The process can be initiated as follows:

a. Ask for some time to speak with the individual. This can be either in person or via a direct message, but must not include any details of the grievance.
b. The involved parties can then agree on a suitable time and place (either in person or via a messaging platform) to discuss the grievance with a view to a simple resolution.

    i. Where initial talks are unproductive, either party may request informally facilitated sessions:
    ii. The facilitator must be a co-op member and both parties must agree on the chosen member. The facilitator’s role is to act as non-biased regardless of their own opinions and support the involved parties to arrive at a resolution independently.
    iii. For their own safety, the facilitator may request that another co-op member be present at the sessions as an observer only. The observer must be agreed by all parties, including the facilitator. The observer will remain silent and may take notes if they deem it necessary to protect the safety of any and all parties.
    iv. Any facilitator or observer approached has the right to refuse the appointment, and the involved parties must agree to another

member. If this is not possible, the grievance will be escalated to step 2

v. If informally facilitated sessions cannot reach a satisfactory resolution after 6 hours total session time, lasting no longer than a 2 week period, whichever is shortest. The facilitator or observer must then escalate the grievance to step 2.

vi. At any time during discussions, either party, the facilitator or the observer may advance immediately to step 2 if they feel unsafe or that further interactions will not be productive.

vii. Where the aggrieved reasonably and justifiably feels uncomfortable raising the grievance directly, step 2 should be followed instead.

69. Step Two

Where the grievance cannot be resolved as above, the current Secretary should be informed by one or both parties as applicable, OR the facilitator in all cases where one was employed. The following process should then be followed:

a. Where the Secretary is directly involved on either side of a grievance, a co-op member from an unconnected family unit may be selected as a Nominated Person (NP) to carry out the following process. In cases where a facilitator was employed, the facilitator will automatically become the NP.

b. Where step 2 is invoked via 1.b.vi. the Secretary/NP should approach the individual and inform them of the grievance using steps 1.a. + b.

   The Secretary/NP will request a written statement from both parties (max 1 side A4 with a focus on desired outcomes) and call for a Special General Meeting. The meeting must be held as soon as reasonably possible for all members to attend and not more than 10 days from the date called.

c. At the meeting, the secretary/NP will read both statements, starting with the aggrieved. Both parties will then be given equal opportunity to

air their thoughts, feelings, concerns and frustrations to the co-operative in a non-judgemental space. The remaining members will then be given their chance to offer constructive input.

d. The aim of this meeting should be resolution and members should set an appropriate meeting length and be prepared to run long if a satisfactory conclusion seems in sight.
e. If a satisfactory resolution cannot be reached, the co-op may choose to hold further meetings if a consensus agreement deems this will be beneficial. A consensus must be reached following each subsequent meeting or the co-op must move to step 3.
f. If a resolution has not been reached after a maximum 8 hours total meeting time, lasting no longer that a 4 week period, the co-op must move to step 3.

70. Step Three

If the issue has not been resolved following step 2, each party will be assigned a randomly selected co-op member from an unconnected family unit to be their Settlement Sidekick. The role of the SS will be to represent their party in a non-biased, solution focused manner and liaise between the co-op and the other SSs on possible resolutions. All conflict related matters MUST be communicated via the SSs. Both parties, with the aid of their SS, will agree to one of the following resolution routes:

a. One to one facilitated Resolution Period:

    i. Both parties, with the aid of their SS, will arrange a series of one-to-one meetings with the specific aim of resolving the conflict. The meetings will be attended by both parties and their SSs and will be facilitated by a member agreed by the co-op. The first meeting should happen as soon as is reasonably possible for participants and not more than 10 days following the conclusion of step 2. All reasonable efforts must be made to attend these sessions and involved parties are expected to be agreeable to reasonable requests, compromises or terms.

ii. During this time, all conflict related matters must be communicated via the SSs
iii. The Resolution Period may last up to a maximum of 12 hours total session time lasting no longer than a 4 week period, which ever is shortest.
iv. If a satisfactory resolution cannot be reached, the SSs, facilitator and the remaining, uninvolved members will meet to discuss the outcome. The co-op may choose to extend the total session hours, External mediation or move directly to step 4. Involved parties wishes will be considered.

b. Full co-op Resolution Meeting:

A fully attended Resolution Meeting will be arranged by the SSs to be held as soon as is reasonably possible for participants and not more than 10 days following the conclusion of step 2. The objective of this meeting will be for the co-operative to settle the conflict in a fair and impartial manner. Both parties, with the aid of their SS, will present their perceived core conflict along with their needs for resolution. After hearing each party, the uninvolved co-op members will discuss a course of action by which the issue may be resolved.

i. If deemed appropriate the conflicting parties may present individually at the meeting. This should be arranged ahead of time through the SSs
ii. The conflicting parties may remain and inform the discussion process; however, the final decision will rest on a consensus agreement of only the uninvolved co-operative members. If their presence would hinder the decision making process they will be asked to leave the discussions.
iii. The course of action must be reasonable and proportional to the current nature of the conflict and be agreed unanimously (excluding the involved members or their household). Potential actions could include items such as; time away from TYF,

relationship counselling, involvement of external support agencies.

iv. The action plan will be presented to the conflicting parties and their input will be given consideration. Changes may be made given unanimous consent of the initial decision makers, after which the action plan must be undertaken. Any refusal will be viewed as an unwillingness to resolve the conflict and step 4 will be followed.

v. If the conflict remains following the completion of the action plan, step 4 must be followed.

c. Externally Mediated Resolution Meeting

The co-operative will meet in the first instance to agree upon and appoint an external mediator. The meeting must happen as soon as reasonably possible for all members to attend and not more than 10 days from the conclusion of step 2. All members must agree to the appointment or another mediator must be selected. The mediator must be a member of a housing co-op or radical routes, have no personal connection to TYF and agree to mediating the conflict.

i. If distance is an issue, this process may be conducted via video conferencing platforms.

ii. The mediator should be approached by the secretary/NP and given a factual summary of the conflict. After this the mediator may speak with each conflicting party (with Secretary/NP present as observer if deemed appropriate) before speaking to other members of the co-op to gain a full picture of the situation. This may be done individually or in one or more groups at the mediator's preference.

iii. The mediator will present their findings and any potential suggestions at a Resolution Meeting held not more than 2 weeks from initiation of information gathering. Discussions will

be held to agree a reasonable and proportional action plan (see 3.b.) with final decision-making power remaining with the Mediator.

iv. Refusal of any action plan deemed reasonable by consensus will be viewed as unwillingness to resolve the conflict and step 4 must be followed.

v. If the conflict remains following the completion of the action plan, step 4 must be followed.

71. Step Four

If step 4 is reached, then the conflict necessarily constitutes a serious problem for the co-operative and its future. A Final Meeting will be held by all members not directly or peripherally (family units) involved in the conflict as soon as reasonably possible and not more than 10 days following the conclusion of step 3 (if there is no clear date for the conclusion, then this meeting should be called as soon it becomes apparent that the conflict was not resolved). The purpose of this meeting is to explore the impact of the conflict and whether continued effort towards eventual resolution is in the best interest of the co-operative as a whole and attendees should be ready to take enough time to reach a definitive solution.

Tough decisions will need to be made. No one wants to impose on others, but sadly this is what must now happen. Members must be reminded this is not punishment, rather it is one last chance for resolution. As such it is important to remain objective and always keep in mind what is best for the future of TYF.

Decisions made at this meeting will be binding and conclusive.

a. The co-op may choose to revisit resolution strategies from previous steps if it is agreed by consensus to be beneficial to the future of the organisation. If this is the case the co-op will decide which steps and/or

substeps should be used. Any instructions to progress to further steps are to be disregarded.

   i. If the conflict remains unresolved thereafter, the attendees must reconvene and return immediately to step 4.c.

b. The co-op may choose to impose any reasonable and justifiable conditions on any conflicting party/s' continued tenancy that are agreed by consensus to be beneficial for sustained, functional and peaceful operation of the organisation. These conditions will be reviewed periodically and assessment of the conflict made by a reconvening of the step 4 meet.

   i. Conditions may be temporary or indefinite, but both must include periodic review dates.
   ii. If conditions are seen to be unmet, ignored, or otherwise ineffective then the step 4 attendees must reconvene and move to step 4.c.
   iii. Any rejection of the conditions will result in termination of membership.

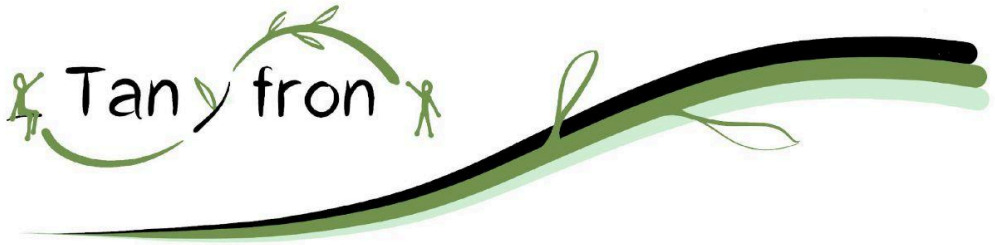
c. The co-op may reasonably and justifiably conclude that continued effort towards resolution is not in the best interest of the co-operative and its future. In this case one or more offending member tenancies will be terminated.

   i. Which conflicting memberships will be ended is a decision that rests solely with attendees and must be fair, unbiased and in the best interest of the organisation.
   ii. Members are reminded that personal feelings, friendships and physical/financial input must be disregarded and any decision making be based solely on the conflict and the involved parties' behaviour prior to, and throughout, the resolution process (agreeability, resistance, contribution to unsafe environment, willingness to move forward, etc).

Anti-social Behaviour Policy

72. In Progress

Appendix 1



Occupancy Agreement

Between

Tan-y-fron Housing Co-operative Ltd. [Register No. _____] (hereinafter known as 'the Co-op') and _____ (hereinafter known as the 'occupant') for the provision to the occupant of accommodation at_____ at a rent of £_____ per calendar month.

WHEREBY IT IS AGREED AS FOLLOWS

1]a] the Co-op agrees to provide

i] _____ bedroom[s] for the use of the occupant

ii] kitchen, living room, bathroom and other Communal facilities shared use with other occupants.

b] the co-op agrees to improve and maintain the accommodation provided, to the standards agreed by General Meetings of the Co-op.

2] the occupant agrees with the Co-op as follows:

a] to pay the rent, being his or her fair share, as determined by General Meetings of the co-op, of the amount needed for the securing, improvement, maintenance and management of the accommodation provided.

b] not to assign charge or transfer the occupancy to any person or body other than the Co-op and not sub-let the accommodation or any part of to any other person/body

c] to ensure that the property and fixtures are not damaged in any way, that the property is kept clean and tidy, and that a co-op member may inspect the property at reasonable times and with prior consultation

d] not to do or suffer to be done on the property anything which shall become a nuisance or an annoyance to the Co-op or owner/occupiers of neighbouring lands

e] that all gas and electricity consumed is paid for by the occupants

f] that the occupants report any major defect arising at the property

g] to co-operate with other occupants to maintain a mutually acceptable living environment with regard to the general upkeep of the premises, disturbance caused by noise and the use of shared facilities

h] to give one months notice in writing to the Secretary of the Co-op of the intention to terminate this agreement

3] If any term of this agreement is not upheld then the matter shall be referred to the general meeting of the Co-op to consider appropriate action.

4] This Agreement can be terminated if a Mortgagee in Possession requires vacant possession sale.

5] The parties to this Agreement acknowledge that the common principles of fairness and co-operation will be upheld in the interpretation and operation of this Agreement.

This Occupancy Agreement shall commence on _____

Signed [the occupant] Date

Signed [for the Co-op] Date