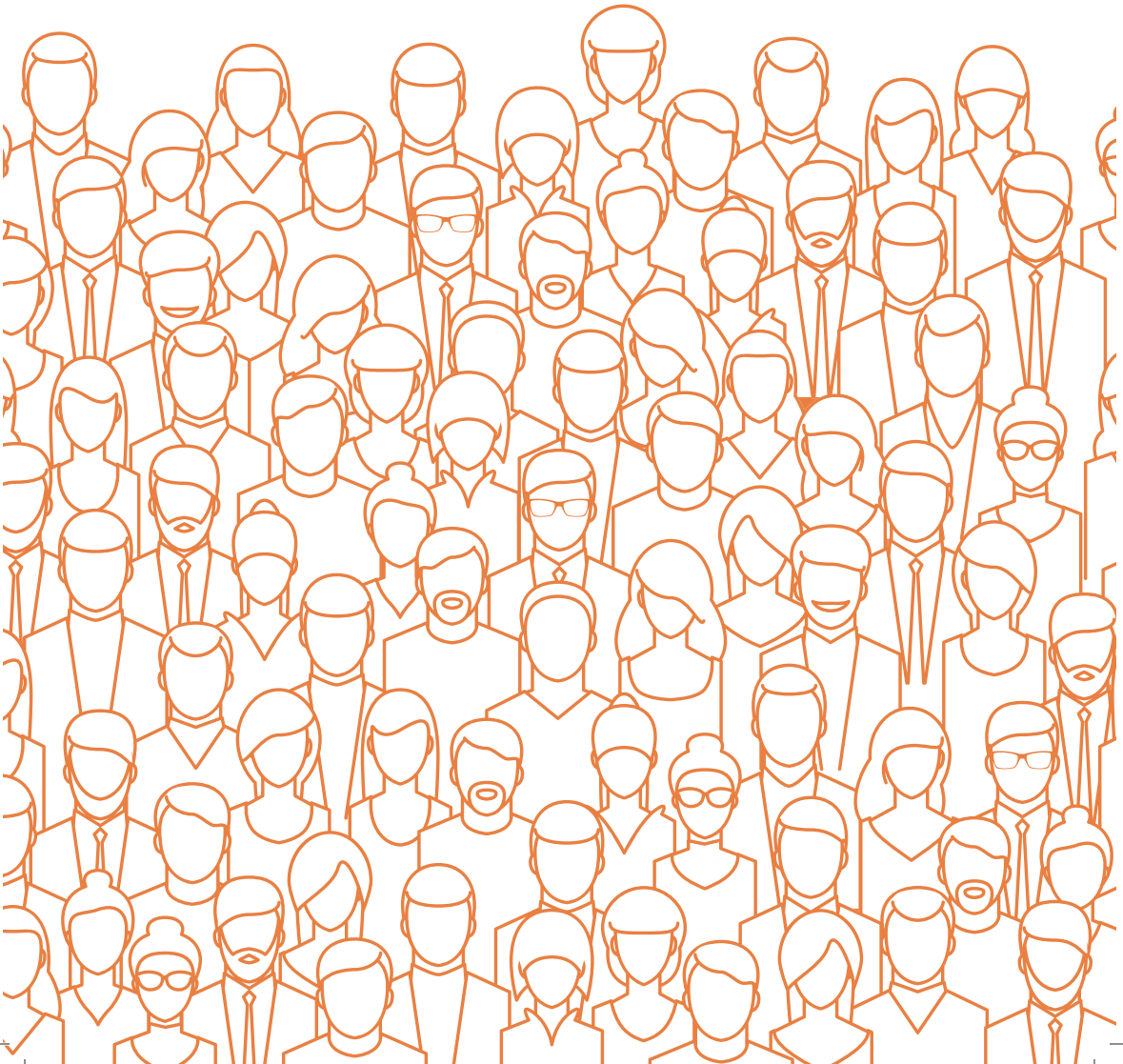




Comhairle Contae  
Átha Cliath Theas  
**South Dublin County Council**

# Residents' Association Handbook and Guidelines





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# 1. Introduction

These guidelines are directed towards members of a community who wish to form a group, in the form of a Residents' Association, that will come together to address local issues, respond to local community needs, source funding / grants and work together to enhance their estate or local areas.

This handbook will support new and existing Residents' Associations to organise and manage their activities. It will explain the key roles in a Residents' Association; provide templates for managing meetings and give details of local development agencies operating across the County.



## 2. What is a Residents' Association?

Resident Associations are organisations formed by groups of local people from a specific community who come together to promote and enhance their local area and act as a voice for that community.

The Association will help address the issues / concerns of the area, such as local environmental and maintenance issues (grass cutting, clean-ups etc), access to recreation facilities, car parking, traffic hazards; and assist in identifying solutions. It can undertake community projects, for example, summer projects; apply for grants, organise social events, represent interest in the local area and influence decision makers. It can also be an opportunity to meet your neighbours and gain new skills.

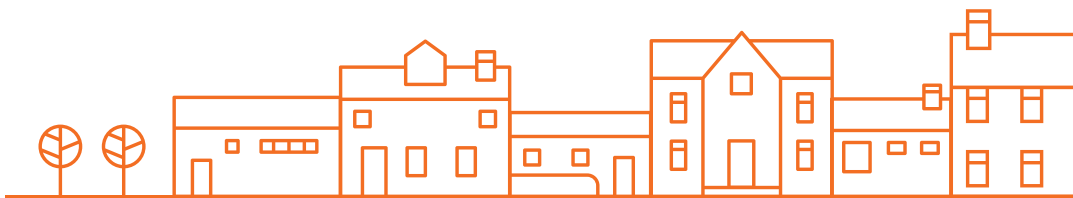
A Residents' Association can represent households who are purchasing, own or rent their homes in Local Authority or Private Estates. South Dublin County Council encourages and supports residents to work together and represent the views of all residents to make their estate/ community a better place to live.



### 3. The Role of South Dublin County Council Community Development Team

South Dublin County Council Community Development Team support new and existing Residents' Associations through:

- Encouraging local residents to get involved with the Residents' Association.
- Providing information and training on the role and responsibilities of a Residents' Association.
- Assisting in the planning of an Annual General Meeting (AGM).
- Supporting the development of the Residents' Association's constitution.
- Liaising with relevant Statutory Agencies and other local development groups to support the association.
- Advising on developing a work plan by identifying the local problems and agreeing on the action necessary to address these issues.
- Advising on funding opportunities to achieve the actions of the work plan.
- Providing information on Council Departments and plans
- Advising on how to promote the work of the Residents' Association.
- Encourage and create links to existing similar Residents' Associations.



- Assist in providing and/or source training.
- Encourage groups to register with the South Dublin Public Participation Network (PPN) and South Dublin County Volunteer Centre.

The Community Development Team can also arrange training for Residents' Association on topics such as:

- How to establish clear Aims and Objectives.
- Group / Officer Roles and Responsibilities.
- Developing a Work / Business plan.
- Running Effective Meetings.
- Managing Finance.
- Conflict Resolution.
- Leadership Training.





In addition, the Department of Community Sport and Recreation in South Dublin County Council supports local communities through initiatives such as:

- Community Grants Programme.
- Pride of Place.
- Summer Projects.
- Community Endeavour Awards.
- Age Friendly Programme.
- Health and Wellbeing including Sports and Recreational opportunities.
- Social Inclusion and Migrant Integration Initiatives.
- Tidy Towns.
- Provision of Community Facilities including Community Centres and Leisure Centres.

We also work closely with our colleagues in Housing, Parks, Public Realm, Libraries and Arts and ensure the appropriate supports can be identified and directed to Residents' Association from these and other Council Departments.

## 4. Setting up a Residents' Association

### Getting people involved

There are many reasons why people do not want to get involved in their local community. One big factor can be that residents do not feel they are being listened to and that giving of their time and energy can in their opinion be a waste of time. On the other hand, in an estate that has no apparent problems people may not feel that there is a need to have a Residents Association.

The best way to get residents involved is to do something positive in your estate and invite people to help. When people see the benefits of positive actions, they are more inclined to want to get involved.

When setting up a Residents' Association there are a few points you should keep in mind:

- Set realistic targets.
- Try to get as many people involved in making decisions and taking on responsibilities.
- Keep everyone informed about what is happening.
- Develop an understanding with volunteers that they will need to commit some of their time to to attend regular meetings.

As a first step, those residents interested in setting up the association will meet. The purpose of this meeting is to

identify a date and venue that will maximise the possible attendance at an Open Meeting (see below) and should not alienate anyone or give cause for complaint. The key tasks at this first step are to:

- 1 Appoint people to Chair, Record Attendance and take Minutes of the Open Meeting until a Committee is elected.
- 2 Agree a Basic Agenda for the Open Meeting.
- 3 Source a suitable venue which is wheelchair accessible.
- 4 Notify all residents, through notifications/flyers/social media/word of mouth.

The Community Development Team will assist you in planning for your Open Meeting.

## Open Meeting

It is important that the Open Meeting is planned and structured to achieve the desired outcome - the establishment of a Residents' Association.

- Ensure venue is open on time and people are welcomed on arrival.
- Place attendance list sheet (name and house number) near entry point to facilitate signing.
- Distribute Agendas throughout the room.
- Introduce the Main Speaker / Speakers and be clear about what the group wants to achieve and how a Residents' Association would benefit the community.

- Request agreement to formally proceed and elect a Committee (Committee Officers can be elected at this meeting or at the first Committee Meeting). Any group of three or more people can set up a Residents' Association.
- AOB (Any Other Business): At this stage items not on the agenda can be discussed.
- Arrange date, time, and venue for next meeting with newly elected Committee Members.

It is important that after the Open Meeting the decision to establish a Residents' Association is communicated to the estate or local area. Effective communication will be vital to the successful running of your association and engagement with your neighbours. It is also strongly recommended your committee be representative of the estate or wider area and achieves a gender balance.



## 5. Running an effective Residents' Association

### 5.1 Roles and Responsibilities

In this section the Roles and Responsibilities for members of a Residents' Association will be explained.

#### Committee Member

Being a committee member is about much more than simply attending meetings, although that is a committee member's first task. You should see your involvement in the committee as an active not passive role. Although you need to attend meetings, you also need to be aware of what decisions your committee is authorised to make, and to work with other members of the committee to reach a consensus to enable business to move through the committee structure. Committee members are central to the running of a Residents' Association. The role of a committee member is to:

- Attend meetings.
- Help organise events.
- Contribute to discussions.
- Give feedback on issues facing the estate.
- Ensure that everything discussed in the group remains confidential.
- Make decisions based on what is best for the local community.

- Support the committee and accept majority votes.
- Work together as a team.
- Help distribute newsletters / flyers to the local area when required.
- Get feedback from your neighbours around issues being discussed at the Residents' Association meeting.

### Chairperson

The role of the Chairperson is to chair meetings and lead and represent the committee.

#### **Key responsibilities of the Chairperson include:**

- Being fully aware of all the activities carried out by the group.
- Ensuring that tasks that have been delegated to other members of the committee are being carried out in a timely manner.
- Taking responsibility for facilitating the group to work well together towards achieving the committee's aims and giving help and support where needed, ensuring all are allowed / encouraged to speak.
- Acting as spokesperson and representing the committee to outside bodies, networks, and so on.
- Helping the committee to maintain its focus on achieving the agreed aims, objectives and work plans.
- Making emergency decisions between meetings where necessary in accordance with procedures agreed by the committee.

- Planning and running of meeting (or delegation as necessary).
- Ensuring that all necessary information is made available to committee members.
- Ensuring that adequate records of meetings are kept.
- Ensuring that plans / actions agreed upon during the meeting are implemented.

### **The Vice Chairperson**

The Vice Chairperson stands in for the Chairperson when necessary and provides administrative support when required.

### **Secretary**

The Secretary's main role is to ensure that everyone is kept informed.

#### **The key responsibilities of a Secretary include:**

- Taking minutes of meetings.
- Writing letters officially on behalf of the group.
- Receiving correspondence on behalf of the group and keep the group up to date on correspondence.
- Keep a list of the current members on the committee.
- It may be possible to elect a separate minute taker to take some of the pressure off the Secretary, but this is at the discretion of the group.

### **The key responsibilities of the minute taker include:**

- Organisation of meetings for example, time and place and so on.
- Drafting the agenda with the Chairperson.
- Taking of minutes.
- Writing up and circulation of minutes and next meeting agenda.

### **Treasurer**

The Treasurer is the person that has the day to day responsibility for the Residents' Association's funds. They are responsible for keeping accurate books of account. However, it is important to note that the committee has the overall responsibility for deciding how the funds are used and ensuring that they are managed properly.

### **The key responsibilities of the Treasurer include:**

- Establishing a financial policy and procedures document with approval of the committee.
- Opening the bank account.
- Monitoring income and expenditure of the group.
- Ensuring that all receipts are lodged into the group's bank account.
- Ensuring that there are invoices and receipts for all payments made.
- Keeping the committee informed of the financial situation of the organisation.
- Present a financial report at each meeting.



- Presenting the accounts for the organisation's AGM.
- Representing the organisation in funding applications.

## 5.2 Constitution

The Constitution is one of the most important documents that your group will ever develop. A constitution is a set of rules / procedures to assist the committee in the day-to-day running of committee matters. It will help to resolve issues and clarify the rules. It is a list of procedures concerning decision making. It outlines the aims and objectives of the group. The committee agrees / amends the constitution and it is ratified at the AGM if supported by three-quarters of the members / residents' present. A sample constitution is in Appendix C of this Handbook.

## 5.3 Insurance

South Dublin County Council strongly advises Residents' Associations to have adequate Public Liability insurance to indemnify and protect against potential claims.

## 5.4 Meetings

There are three types of meeting your Residents' Association can hold:

### Ordinary Meetings:

This will be the most frequent meeting type to deal with ongoing matters of interest to the Residents' Association. Typical agenda items may include for example a report on the Annual Work Plan, Financial Report and signing off on Funding Applications.

### Annual General Meeting (AGM):

An Annual General Meeting (AGM) is open to all members/residents and is organised by the committee on a yearly basis. At the AGM the committee will report on its yearly work, present a statement of accounts and facilitate the election of a new committee for the year ahead.

### Extraordinary General Meeting (EGM):

An Extraordinary General Meeting (EGM) is open to all members/residents and will be called if the committee deems it necessary to discuss a matter too important to wait until the next AGM. The Agenda for an EGM must list the resolutions (formal proposals to be discussed) in advance of the EGM.

### Organising a Meeting:

The procedures outlined below are a guide to how a committee meeting could be organised.

Please note the organisation of the Residents'

Association's Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) should follow the guidelines contained with the Residents' Association's Constitution (a sample Constitution is included on Appendix c).

### **Committee Meeting Procedures:**

The agenda should be distributed to committee members a week prior to the meeting and made available at commencement of the meeting. New items may be added to the agenda at the beginning of the meeting under AOB. Each agenda item should be dealt with in sequence and concluded before moving on to the next item.

Where an agenda item requires a decision to be taken and if the committee cannot agree on a decision, a show of hands will determine the outcome. The Chairperson, in the case of an equal number of votes, will have a second or casting vote.

The Constitution will set out the numbers of committee members, known as a quorum to be present for a meeting to take place and decisions to be made. It is important to follow good meeting etiquette by ensuring meetings start and end on time and the views of those in attendance are respected.

The Chairperson manages the meeting and is responsible for ensuring that all topics on the agenda are dealt with and all opinions are heard. Questions are directed through the Chairperson.

## 5.5 Communications

To have an effective and inclusive Residents' Association communication between the Residents' Association and the wider estate or area is critically important. It is recommended the committee identify one person to oversee communications. This may take the form of:

- Residents' Association social media accounts to distribute information and receive feedback from residents.
- Regular leaflet drops.
- Public notices (if agreed, within the estate or area).
- Maintaining an email address set up by the Residents' Association.

The Community Development Team can assist in deciding the most effective means of communication for your Residents' Association.

## 5.6 Public Participation Network

South Dublin County Council strongly advises Resident Associations to become members of the South Dublin Public Participation Network (PPN). For further information on the PPN and how to register go to **[www.SDCPPN.ie](http://www.SDCPPN.ie)**. The Community Development Team can also assist you with this process.

**Remember** – to access South Dublin County Council grants, your Residents' Association must be a member of the PPN.

## 5.7 Opening a Bank Account

It is strongly recommended your Residents' Association opens and maintains a bank account, with a bank of your choice, which will advise you of what documentation you need. This will assist with managing your finances and is a transparent way to track income and expenditure.

For South Dublin County Council grants schemes, applicants are required to have a bank account as grants awarded are paid by Electronic Funds Transfer (EFT) only.

## Appendix (a): Template Agenda for First Open Meeting

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

### Agenda

- Item 1: Welcome and Introductions
- Item 2: Guest Speaker (if any)
- Item 3: Priorities / Concerns
- Item 4: Motion that a Residents' Association be formed, and Committee elected
- Item 5: Election of Committee
  - Chairperson
  - Vice Chairperson
  - Treasurer
  - Secretary
  - Ordinary Members
- Item 6: Setting Aims/Objectives of the Residents' Association
- Item 7: AOB
  - Setting a date and venue for the next meeting

## Appendix (b): Template Agenda for a Committee Meeting

**Date:**

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**Time:**

---

**Venue:**

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### Agenda

- Item 1: Apologies
- Item 2: Minutes of last meeting
- Item 3: Matters arising
- Item 4: Correspondence
- Item 5: Treasurer's report
- Item 6: Secretary report
- Item 7: Any other items to be included on the agenda for that meeting.
- Item 8: AOB  
Setting a date and venue for the next meeting

## Appendix (c): Residents' Association Constitution Template

### Title:

The name of the Association shall be XXXXX Residents' Association.

### Objectives:

The objectives of the Association are to protect and improve conditions and amenities in the area for the benefit of members and their families.

### Membership:

Membership is open to all householders in the area of (define geographical limits). Any such householder, having paid their annual subscription, shall be deemed to be a member.

### Subscription:

The annual subscription shall be € XXXXX per household, or such sum as shall be fixed from time to time at a General Meeting, and shall be due on the first day of XXXXX in each year and must be paid within 30 days.

### Committee:

The Committee shall be composed of a Chairperson, Secretary, Treasurer and XXXXX members, and shall be elected each year at the Annual General Meeting. In the event of a person leaving the area or resigning from the Committee, the remaining committee shall co-opt another member to fill the position.



An Officer shall not hold the same office for longer than XXXXX years.

An Officer or Committee Member who absents him or herself from XXXXX consecutive meetings or committee without valid excuse shall be deemed to have resigned from the Committee.

A person who holds any elective position in local or central government shall not be eligible for election to the committee, and any committee member wishing to contest such elections must first resign from the committee.

Two ordinary members of the Association, not being related to any committee member, shall be elected at the AGM as Auditors of the Association.

### **Management:**

The general management of the affairs of the Association shall be vested in the committee, who shall perform all such acts, as may be deemed necessary or expedient to further the objects of the Association.

### **Banking Procedure:**

The Association shall have a banking account(s) into which all monies received shall be lodged. All cheques shall be signed by the Treasurer, as well as by the Chairperson or Secretary.

The account of the Association shall be closed for audit purposes on the last day of XXXXX in each year.

### **Committee Meetings:**

All meetings shall be convened by the Secretary, who shall give due notice of dates and times of such meetings to each committee member.

Any XXXXX committee members, by giving written notice to the Secretary, may call a meeting.

A quorum for committee meetings shall be XXXXX members, including at least one officer. The Secretary shall keep minutes of meetings and records of attendance.

### **Annual General Meeting:**

The Annual General Meeting of the Association shall be held during the month of XXXXX each year. Notice, in writing, must be given to every paid member at least 21 days prior to the meeting.

All members of the Association may submit motions for discussions at the AGM. Such motions must be received by the Secretary not later than XXXXX days/weeks prior to the meeting.

### **Extraordinary General Meeting:**

An Extraordinary General Meeting may be called by the committee or by requisition signed by not less than XXXXX ordinary members of the Association, delivered to the Secretary, who in turn must call such a meeting within XXXXX weeks from the date or receipt of such requisition. Only the business stated in the requisition may be debated at the Extraordinary General Meeting, and details of the said business should be included in the notice of meeting sent to all members.

### **Voting Rights and Quorum:**

A quorum for an Annual or Extraordinary General Meeting shall be XXXXX members. If a quorum is not reached, the meeting shall be re-convened and all members informed of the new date and venue. Those present at a re-convened meeting shall constitute a quorum.

At all General Meetings, each member household will have one vote only.

Voting at all General Meetings shall be by show of hands, except when a ballot is demanded, and a simple majority supports such demand.

### **Dissolution:**

The Association may be dissolved only by the vote of not less than - XXXXX % present at a Extraordinary General Meeting called for that purpose. An audited financial report shall be presented at such meeting. The dissolution will not be effected until assets are disposed of and liabilities discharged. In the event of insufficient funds to clear liabilities, the existing members shall contribute the deficiency, in equal shares.

### **Indemnity:**

All Officers of the Association shall be indemnified by the Association for any expenses incurred in executing their duties on behalf of, and on the direction of, the Committee of the Association.

### **Acceptance Of Rules:**

Membership of the Association shall imply the acceptance of each and all of these rules, and any additions and/or alterations, which may be agreed to at General Meetings.

### **Interpretation:**

The Committee for the time being shall have full power to decide any question for which no provision is made for in these rules and shall be responsible for proposing the appropriate amendment at the earliest possible time.

### **Amendment of Rules:**

These rules shall not be amended, added to, or otherwise altered in any way, save with the consent of at least XXXXX % of the members present and qualified to vote at the Annual General Meeting or Extraordinary General Meeting called for that purpose in accordance with these rules.

## Appendix (d): Role of Officers at Committee Meetings

### The Chairperson

- Welcomes people and opens committee meetings.
- Ensures that an agenda is prepared for the meeting in consultation with the Secretary.
- Moves through the agenda in the set time and encourages full participation of members in doing so.
- Signs the minutes when agreed (or subject to amendment if required).
- Makes sure that the group is clear about what has been decided, who will do what and when.
- Arranges the next meeting.
- Is one of the Bank account signatories.
- Opens the AGM and delivers the Chairperson's report and remains Chairperson until election of new Chairperson or is re-elected to the position.

### The Secretary

- Ensures that the committee meeting agenda is prepared (and distributed if agreed).
- Records attendance.
- Reads and records the minutes - who does what and when.
- Reports on all correspondence at the meeting and deals with agreed responses etc.

- Prepares and presents at the AGM the Secretary's report and remains Secretary until election of new Secretary or is re-elected to the position.

### **The Treasurer**

- Is one of the Bank account signatories.
- Maintains the financial records.
- Makes payments/lodgements on behalf of the committee.
- Presents a financial report at the committee meeting
- Prepares a financial report for the AGM and remains Treasurer until election of new Treasurer or is re-elected to the position.

## Appendix (e): Community Facility Contact Details

Adamstown Community Centre	
Station Road, Adamstown, Lucan, County Dublin	<b>T.</b> 01 503 1644 <b>E.</b> <a href="mailto:manager@aycc.microsoft.com">manager@aycc.microsoft.com</a>
Ballyowen Community Centre	
Ballyowen Castle Shopping Centre, Castle Road, Lucan, County Dublin	<b>T.</b> 087 709 1167 <b>E.</b> <a href="mailto:ballyowencastleaycc@gmail.com">ballyowencastleaycc@gmail.com</a>
Ballyroan Youth and Community Centre	
Marian Road, Rathfarnham, Dublin 14	<b>T.</b> 01 495 8576 <b>E.</b> <a href="mailto:manager@bcyc.ie">manager@bcyc.ie</a>
Bawnogue Youth and Community Centre	
Bawnogue Road, Clondalkin, Dublin 22	<b>T.</b> 01 457 6734 <b>E.</b> <a href="mailto:bawnoguecommunitycentre@outlook.com">bawnoguecommunitycentre@outlook.com</a>
Belgard Heights Youth and Community Centre	
Old Belgard Road, Tallaght, Dublin 24	<b>T.</b> 086 837 1139 <b>E.</b> <a href="mailto:bhcratld@gmail.com">bhcratld@gmail.com</a>
Brittas Community Centre	
Blessington Road, Glenaraneen, Brittas, Dublin 24	<b>T.</b> 087 235 4060 <b>E.</b> <a href="mailto:info@brittascommunity.com">info@brittascommunity.com</a>

### Brookfield Community Centre

Brookview Avenue,  
Tallaght, Dublin 24

**T.** 01 462 1713  
**E.** westside\_bc@hotmail.com

### Brookfield Youth and Community Centre c/o South Dublin Community Facilities CLG

Brookfield Road,  
Tallaght, Dublin 24

**T.** 01 452 0300  
**E.** slambert@brookfieldyc.ie

### Dominics' Community Centre

60 - 60A Avonbeg  
Gardens, Tallaght,  
Dublin 24

**T.** 01 459 0770  
**E.** manager@dominicscscc.com

### Fettercairn Youth and Community Centre

Fettercairn Road,  
Tallaght, Dublin 24

**T.** 01 452 7011  
**E.** fcycmanager@gmail.com

### Fettercairn Youth Horse Project

Fettercairn Road,  
Tallaght, Dublin 24

**T.** 01 462 7214  
**E.** fyhpmanger@gmail.com

### Firhouse Community and Leisure Centre

Ballycullen Drive,  
Firhouse, Dublin 24

**T.** 01 451 4455  
**E.** fclccentre@gmail.com

### Glenasmole Community Centre

Castle Kelly,  
Glenasmole,  
County Dublin

**T.** 087 216 0952  
**E.** glenasmolecommunitycentre@gmail.com



**Greenhills Community Centre**

Rear of St. Josephs  
Road, Limekiln Lane,  
Greenhills, Dublin 12

**T.** 01 450 0165  
**E.** johnny.1mcgovern@gmail.com

**Jobstown Community Centre**

Bawnlea Road,  
Tallaght, Dublin 24

**T.** 01 452 1871  
**E.** mjobstown@eircom.com

**Killinarden Community Centre**

Killinarden Heights,  
Killinarden, Dublin 24

**T.** 01 452 6617  
**E.** hildakill@gmail.com

**Kilnamanagh Family Recreation Centre**

Treepark Road,  
Kilnamanagh,  
Tallaght, Dublin 24

**T.** 01 452 1199  
**E.** tacondren@gmail.com

**Kingswood Community Centre**

Sylvan Drive,  
Kingswood Heights,  
Tallaght

**T.** 01 452 0590  
**E.** kingswood13@eircom.net

**Knocklyon Community Centre**

Idrone Avenue,  
Knocklyon, Dublin 16

**T.** 01 494 3991  
**E.** cormacnaglegolf@gmail.com

### Knockmitten Community Centre

Monksfield Lawns,  
Knockmitten,  
Dublin 22

**T.** 01 411 511  
**E.** knockmittencommunity  
@hotmail.com

### Neilstown Community Centre

Neilstown Road,  
Clondalkin, Dublin 22

**T.** 01 457 5943

### Palmerstown Community and Youth Centre

Kennelsfort Green,  
Wood Farm,  
Dublin 20.

**T.** 01 616 6981  
**E.** info@pcyc.ie

### Perrystown Manor Est Community Centre

Limekiln Lane,  
Perrystown, Dublin 12

**T.** 01 451 5527  
**E.** perrystownmanor@eircom.net

### Quarryvale Community and Leisure Centre

Greenfort Gardens,  
Clondalkin, Dublin 22

**T.** 01 623 3417  
**E.** manager@quarryvaleclc.ie

### Rathcoole Community Centre

Main Street,  
Rathcoole,  
County Dublin

**T.** 01 458 6134  
**E.** info@rathcoole.info

### Rowlagh Community Centre

Neilstown Road,  
Clondalkin, Dublin 22

**T.** 01 621 5119  
**E.** rowlaghcommunitycentre  
@eircom.net

### St Aengus Community Centre

Castletymon Court,  
Tymon North, Tallaght,  
Dublin 24

**T.** 01 4527247 | 087 286 5570  
**E.** taenguscomcen@hotmail.com

### St Finian's Community Hall

Newcastle,  
County Dublin

**T.** 086 833 9016  
**E.** michaelmaher46b@gmail.com

### St Mark's Youth and Community Centre

Cookstown Lane,  
Tallaght, Dublin 24

**T.** 01 452 7913 | 01 404 5150  
**E.** manager@stmarksyouthclub.ie

### St Ronan's Community Centre

Deansrath,  
Clondalkin, Dublin 22

**T.** 01 457 8211  
**E.** stronans@iol.ie

### The Bush Scout and Community Centre

Foxdene Avenue,  
Balgaddy, Lucan

**T.** 01 457 4579  
**E.** bushcentre@180thlucan.com

### The Park Community Centre

Parkland Road,  
Ballycullen, Dublin 24

**T.** 01 462 0042  
**E.** manager@  
theparkcommunitycentre.com

### Tymon Bawn Community Centre

Firhouse Road West,  
Tallaght, Dublin 24

**T.** 01 452 1028  
**E.** tymonbawn@gmail.com

### Whitechurch Community and Youth Centre

Whitechurch Heights,  
Ballyboden,  
Dublin 16

**T.** 01 445 7035  
**E.** whitechurchcyc@yahoo.ie

### Whitechurch Library (c/o The Web Project)

The Web Project  
Tailor's Lane,  
Ballyboden, Dublin 19

**T.** 01 445 7035  
**E.** jend@live.ie

## Family Resource Centres

### Balgaddy Child and Family Centre

Méile An Rí Road,  
Balgaddy, Lucan,  
County Dublin

**T.** 01 457 7104  
**E.** balgaddy2@sdcpartnership.ie

### Ballyboden Family Resource Centre

29 Whitechurch Way,  
Ballyboden,  
Dublin 16

**T.** 01 493 5953  
**E.** info@ballybodenfrc.com

### Deansrath Family Centre

Deansrath Health  
Centre, Deansrath  
Shopping Centre,  
St Cuthberts Road,  
Deansrath, Dublin 22

**T.** 01 457 4069  
**E.** sile@deansrathfamily.ie

**Killinarden Family Resource Centre**

Killinarden Way,  
Tallaght, Dublin 24

**T.** 01 452 7143  
**E.** crfk@eircom.net

**St Kevin's Family Resource Centre**

St. Kevin's Girls'  
School, Treepark  
Drive, Kilnamanagh,  
Tallaght, Dublin 24

**T.** 01 462 7149  
**E.** info@stkevinsfrc.ie

**Quarryvale Family Resource Centre**

Shancastle Avenue,  
Clondalkin, Dublin 22

**T.** 01 626 9151  
**E.** reception@quarryvalefrc.ie

**Neighbourhood Centres****Ard Mor Neighbourhood Centre**

Foróige, ETB, Resident's Association

Ard Mor Court,  
Tallaght, Dublin 24

**T.** 01 414 9270  
**E.** amolloy@sdblincoco.ie

**Bohernabreena Community Enterprise Centre**

Playschool, Afterschool, Counselling, Play Therapy,  
Reiki, Hypnotherapy

14 Allenton Drive,  
Ballycragh, Dublin 24

**T.** 01 452 0685  
**E.** paulaholmesbce@gmail.com

### Brookfield Court Neighbourhood Centre (Tallaght Travellers CDP)

#### Community Development

Brookfield Court,  
Tallaght, Dublin 24

**T.** 01 461 0562  
**E.** [info@bawnlea.barnardos.ie](mailto:info@bawnlea.barnardos.ie)

### Brookview Avenue Neighbourhood Centre

#### Community Development

Brookview Avenue,  
Tallaght, Dublin 24

**T.** 01 414 9270  
**E.** [jmorrissey@sdblincoco.ie](mailto:jmorrissey@sdblincoco.ie)

### Deerpark Neighbourhood Centre

#### Foróige Youth Service

2-4 Deerpark Road,  
Kiltipper, Dublin 24

**T.** 01 451 6322  
**E.** [info@foroige.ie](mailto:info@foroige.ie)

#### Circle Voluntary Housing Association

2-4 Deerpark Road,  
Kiltipper, Dublin 24

**T.** 01 407 2110  
**E.** [info@circlevha.ie](mailto:info@circlevha.ie)

### Earlsfort Residents Centre

#### Childcare and Community Development

47B Earlsfort Road,  
Balgaddy, Lucan,  
County Dublin

**T.** 01 521 0688 | 087 219 5177  
**E.** [residents\\_association@earlsfort.org](mailto:residents_association@earlsfort.org)

### Griffeen Youth Centre

#### Youth Services

Unit 8, Griffeen Road,  
Lucan, County Dublin

**T.** 01 621 7640  
**E.** [jgregg@crosscare.ie](mailto:jgregg@crosscare.ie)

### Kiltalown Neighbourhood Centre

#### Foróige Youth Café, Tallaght Community Church

18 Kiltalown Way,  
Tallaght, Dublin 24

**T.** 01 414 9270

**E.** [amolloy@sdublincoco.ie](mailto:amolloy@sdublincoco.ie)  
[jmorrissey@sdublincoco.ie](mailto:jmorrissey@sdublincoco.ie)

### Liscarne Court Day Care Centre (c/o SDCC Housing Department)

#### Meals and Day Centre for Older People

38 Liscarne Court,  
Clondalkin, Dublin 22

**T.** 01 626 2679

**E.** [joasis1@gmail.com](mailto:joasis1@gmail.com)

### MacUilliam Neighbourhood Centre (c/o Barnardos)

#### The Lorien Project Child and Family Service

30 MacUilliam  
Crescent,  
Fortunestown,  
Tallaght, Dublin 24

**T.** 01 420 3019

**E.** [lorien@barnardos.ie](mailto:lorien@barnardos.ie)

### Manor Road Neighbourhood Centre

#### Order of Malta

24 Manor Road,  
Palmerstown,  
Dublin 20

**T.** 083 091 8895

**E.** [garciasiobhan@yahoo.ie](mailto:garciasiobhan@yahoo.ie)

### Mayfield Neighbourhood Centre (c/o Clondalkin Men's Shed)

#### Clondalkin Men's Shed

22 Mayfield Court,  
Dublin 22

**T.** 087 616 8546  
**E.** clondalkin@menssheds.ie

### Saggart Heritage Centre

#### Resident's Association Meetings, Playschool

Saggart Village,  
Dublin 24

**E.** saggartheritagecentrebookings@gmail.com

### Tor an Rí Neighbourhood Centre

#### Youth Services

1-2 Tor an Rí Lane  
Lucan, County Dublin

**T.** 01 836 0011  
**E.** info@crosscare.ie

### Tymon North Neighbourhood Centre (c/o The Alzheimer Society of Ireland)

#### Day Centre for Clients of Alzheimer Society of Ireland

Tymon North Place,  
Castletymon,  
Tallaght, Dublin 24

**T.** 01 207 3800  
**E.** info@alzheimer.ie

### Weaver's Court Neighbourhood Centre

#### Community Development

12 Weaver's Court,  
Clondalkin, Dublin 22

**T.** 01 414 9270  
**E.** bkaluzny@sdblincoco.ie  
lcollins@sdblincoco.ie



## Sports and Leisure Centres

### Tallaght Leisure Centre (SDCC)

Fortunestown Way,  
Tallaght, Dublin 24

**T.** 01 452 3300  
**E.** [info@tallaghtleisure.com](mailto:info@tallaghtleisure.com)  
**W.** [www.tallaghtleisure.com](http://www.tallaghtleisure.com)

### Clondalkin Leisure Centre (SDCC)

Nangor Road,  
Clondalkin, Dublin 22

**T.** 01 457 4858  
**E.** [info@clondalkinleisure.com](mailto:info@clondalkinleisure.com)  
**W.** [www.clondalkinleisure.com](http://www.clondalkinleisure.com)

### Lucan Leisure Centre (SDCC)

Griffeen Valley Park,  
Lucan, County Dublin

**T.** 01 624 1930  
**E.** [info@lucanleisure.com](mailto:info@lucanleisure.com)  
**W.** [www.lucanleisure.com](http://www.lucanleisure.com)

### Collinstown Park Sports Complex (DDLETB)

Collinstown Park  
Community College,  
Neilstown Road,  
Clondalkin, Dublin 22

**T.** 01 467 5755  
**E.** [lorcanshelley@ddletb.ie](mailto:lorcanshelley@ddletb.ie)  
**W.** [www.ddletb.ie/youth/youth-and-sport-development-service/facilities/](http://www.ddletb.ie/youth/youth-and-sport-development-service/facilities/)

### Firhouse Sports Complex (DDLETB)

Firhouse Community  
School,  
Firhouse Road,  
Dublin 24

**T.** 01 451 8150  
**E.** [stephenbates@ddletb.ie](mailto:stephenbates@ddletb.ie)  
**W.** [www.ddletb.ie/youth/youth-and-sport-development-service/facilities/](http://www.ddletb.ie/youth/youth-and-sport-development-service/facilities/)

### Killinarden Sports Complex (DDLETB)

Killinarden  
Community School,  
Killinarden Heights,  
Tallaght, Dublin 24

**T.** 01 462 8448  
**E.** [jvacas@ddletb.ie](mailto:jvacas@ddletb.ie)  
**W.** [www.ddletb.ie/youth/youth-and-sport-development-service/facilities/](http://www.ddletb.ie/youth/youth-and-sport-development-service/facilities/)

### Palmerstown Sports Complex (DDLETB)

Palmerstown  
Community School,  
Palmerstown,  
Dublin 20

**T.** 01 623 0688  
**E.** [stephenbates@ddletb.ie](mailto:stephenbates@ddletb.ie)  
**W.** [www.ddletb.ie/youth/youth-and-sport-development-service/facilities/](http://www.ddletb.ie/youth/youth-and-sport-development-service/facilities/)

## Appendix (f): Local Community Development Contact Information

### Local Community Development Agencies and Organisations

#### Active Retirement Ireland

Active Retirement Ireland (ARI) is a voluntary organisation for older people with a national membership of over 24,500 people and over 550 local associations. Members range in age from 50 -100+ years and cover a range of socio-economic backgrounds. As an organisation, ARI believes that all older people are equal and are entitled to be treated with respect.

**E** [info@activeirl.ie](mailto:info@activeirl.ie) | **T** 01 873 3836 | **W** [www.activeirl.ie](http://www.activeirl.ie)

#### Age Friendly County

South Dublin is participating in the National Age Friendly County Programme, an initiative of the Ageing Well Network. The objectives of the South Dublin Age Friendly County Programme are to: improve the health and well-being of older people in the County, increase participation in the social, economic and cultural life of the community, and encourage effective partnerships between local statutory, private and voluntary organisations.

**E** [comdevof@sdublincoco.ie](mailto:comdevof@sdublincoco.ie) | **T** 01 414 9270  
**W** [www.sdcc.ie/en/services/community/initiatives/age-friendly-county-programme.html](http://www.sdcc.ie/en/services/community/initiatives/age-friendly-county-programme.html)

## **An Cosán**

An Cosán is an organisation based in Jobstown, Tallaght, which offers adult education and other services to women from disadvantaged areas, and is Ireland's largest community education organisation.

**E** [info@ancosan.ie](mailto:info@ancosan.ie) | **T** 01 462 8488 | **W** [www.ancosan.ie](http://www.ancosan.ie)

## **Care and Repair**

Care and Repair is a service that helps to keep people living in their own homes in increased safety and comfort. The service uses trustworthy volunteers to carry out small DIY jobs free of charge for older people.

**E** [careandrepairdublin@ageaction.ie](mailto:careandrepairdublin@ageaction.ie) | **T** 01 475 6989  
**W** [www.ageaction.ie/how-we-can-help/care-and-repair](http://www.ageaction.ie/how-we-can-help/care-and-repair)

## **Childhood Development Initiative (CDI)**

CDI's mission is to improve outcomes for children, families and communities in Tallaght West and beyond by responding to need and driving change by supporting, promoting and enhancing high quality, evidence-informed services for children and families.

**E** [info@cdi.ie](mailto:info@cdi.ie) | **T** 01 494 0030 | **W** [www.cdi.ie](http://www.cdi.ie)

## **Citizen's Information Centres**

The Citizens Information Board is the statutory body which supports the provision of information, advice and advocacy on a broad range of public and social services. It provides the Citizens Information website, [citizensinformation.ie](http://citizensinformation.ie), and supports the voluntary network of Citizens Information Centres and the Citizens Information Phone Service.

**T** 0761 07 4000

**Clondalkin CIC: T** 0761 07 5100

**Dublin 12 and 6W CIC: T** 0761 077 020

**Lucan CIC: T 0761 07 5090**

**Tallaght CIC: T 0761 07 8340**

**W** [www.citizensinformation.ie](http://www.citizensinformation.ie)

### **Comhairle na nÓg**

Comhairle na nÓg are local youth councils based in each local authority in Ireland. They are designed to give young people aged 12-17 who are not yet able to vote a voice in the services, policies and issues that affect them in their local area, through youth led participation.

**E** [comdevof@sdublincoco.ie](mailto:comdevof@sdublincoco.ie) | **T** 01 414 9270

**W** [www.comhairlenanog.ie](http://www.comhairlenanog.ie)

### **Community Guards**

The role of a Community Garda is not a specialist role in An Garda Síochána; rather it is the case that all Gardaí have a role to play in community policing in carrying out their duties. The official categorisation of Community Garda simply refers to those who are exclusively assigned to building relationships with local communities and civil society including giving talks to schools, community groups and others.

**Crumlin Garda Station: T 01 666 6200**

**Clondalkin Garda Station: T 01 6667600**

**Lucan Garda Station: T 01 6667300**

**Tallaght Garda Station: T 01 6666020**

**Rathcoole Garda Station: T 01 666 7900**

**W** [www.garda.ie/en/crime-prevention/community-engagement](http://www.garda.ie/en/crime-prevention/community-engagement)

## Drugs Task Force

The role of the Drugs Task Force is to commission and co-ordinate high quality drug, alcohol and related support services across the South Dublin area. It achieves this by working in partnership with all those concerned to reduce the harm caused by substance misuse and the impacts of same on the individual user, their families and communities.

**Clondalkin Drugs Task Force** | **E** [coordinator@cdatf.ie](mailto:coordinator@cdatf.ie)

**T** 01 457 9445 | **W** [www.clondalkindrugtaskforce.ie](http://www.clondalkindrugtaskforce.ie)

**Tallaght Drugs Task Force** | **E** [grace.hill@sdcpartnership.ie](mailto:grace.hill@sdcpartnership.ie)

**T** 01-464 9303 | **W** [www.tallaghtdatf.ie](http://www.tallaghtdatf.ie)

## Education and Training Board (ETB)

Dublin and Dún Laoghaire ETB is an education provider, its vision is to actively lead the provision of high quality education and training. Its mission is to provide a wide range of education and training programmes, services and supports to children, young people and adults across the South Dublin region.

**E** [info@ddletb.ie](mailto:info@ddletb.ie) | **T** 01 452 9600 | **W** [www.ddletb.ie](http://www.ddletb.ie)

## Irish Men's Sheds

The Irish Men's Shed's Association exists to support the development of Ireland's network of over 450 men's sheds. Established in 2011, the IMSA has overseen the rapid growth of men's sheds in Ireland, which now enjoys the highest per-capita concentration of men's sheds anywhere in the world.

**E** [info@menssheds.ie](mailto:info@menssheds.ie) | **T** 01 891 6156

**W** [www.menssheds.ie](http://www.menssheds.ie)

**Joint Policing Committee (JPC)**

The Garda Síochána Act 2005 (Section 36) provides for the establishment of a joint policing committee in each local authority. The purpose of these committees is to provide a forum where a local authority and the senior Garda Officers responsible for policing that area can consult, discuss and make recommendations on matters of policing that area.

**E** [alane@sdblincoco.ie](mailto:alane@sdblincoco.ie) | **T** 01-4149270

**Local Community Development Committee (LCDC)**

The South Dublin County Local Community Development Committee (LCDC) was established in 2013 for the purposes of developing, coordinating and implementing a coherent and integrated approach to local and community development in the County. The LCDC brings together local authority members and officials, representatives from State agencies, the Local Development Company, and the Public Participation Network.

**E** [alane@sdblincoco.ie](mailto:alane@sdblincoco.ie) | **T** 01-4149270

**NCCWN (National Collective of Community Based Women's Networks)**

National charitable women's organisation that support women and their families within disadvantaged communities throughout Ireland.

**T** 085 131 2983 | **W** [www.nccwn.org](http://www.nccwn.org)

**Clondalkin Women's Network**

**E** [receptionlucan@gmail.com](mailto:receptionlucan@gmail.com) | **T** 01 557 6173

**Ronanstown Women's CDP**

**E** [rwcdp1@eircom.net](mailto:rwcdp1@eircom.net) | **T** 01 457 0687

### **Rowlagh Women's Group**

**E** [grouprowlagh@yahoo.com](mailto:grouprowlagh@yahoo.com) | **T** 01 623 0574 / 0852622826

### **Women Together Tallaght Network**

**E** [tallaghtwomen@gmail.com](mailto:tallaghtwomen@gmail.com)

**T** 01 462 7741 / 085 8148601

### **Public Participation Network (PPN)**

South Dublin County Public Participation Network (PPN) is the representative, collective voice of community and voluntary, environmental and social inclusion organisations in South Dublin County. South Dublin County PPN engages as an equal and independent partner and asserts the rights of the sector to organise and structure its own participation in relevant arenas.

**E** [tracy@sdcpnn.ie](mailto:tracy@sdcpnn.ie) | **T** 01 462 5222 | **W** [www.sdcpnn.ie](http://www.sdcpnn.ie)

### **Serve the City**

Serve the City seeks to mobilise volunteers to serve the practical needs of vulnerable and marginalised groups.

**E** [volunteer@servethecity.ie](mailto:volunteer@servethecity.ie) | **W** [www.servethecity.ie](http://www.servethecity.ie)

### **South Dublin County Childcare Committee (SDCCC)**

South Dublin County Childcare Committee is one of thirty-three City and County Childcare Committees (CCCs) around the country that are funded by the Department of Children, Equality, Disability, Integration and Youth. SDCCC offers information and support to early years providers, parents, childminders and employers to improve accessibility, affordability and quality of early years services in South Dublin County.

**E** [info@southdublinchildcare.ie](mailto:info@southdublinchildcare.ie) | **T** 01 457 0122

**W** [www.southdublinchildcare.ie](http://www.southdublinchildcare.ie)



## **South Dublin Children and Young People's Service Committee (CYPSC)**

Children and Young People's Services Committees follow local authority (city and county council) boundaries and plan and co-ordinate services for children and young people aged between 0 – 24 years in their geographic area. They are the strategic interagency structure that brings together the main statutory, community and voluntary providers of services for children, young people and families in the county / local authority area.

**E** joe.rynn@tusla.ie | **T** 087 396 3153 | **W** www.cypsc.ie

## **South Dublin County Council Social Inclusion Office**

Social Inclusion is the process which ensures that those at risk of poverty and social exclusion gain the opportunities and resources necessary to participate fully in economic, social and cultural life and to enjoy a standard of living and well-being that is considered normal in the society in which they live. South Dublin County Council plays a key role in the direct delivery of social inclusion actions, programmes and supports to the communities.

Adrienne Moloney

**E** adriennemoloney@sdublincoco.ie | **T** 01 414 9270

Donna O'Reilly

**E** donnaoreilly@sdublincoco.ie | **T** 01 414 9270

**W** www.sdcc.ie/en/services/community/social-inclusion/

### **South Dublin County Partnership**

South Dublin County Partnership is a local development company in South Dublin County. It develops and deliver projects to tackle poverty and social exclusion in the area through working together with people, local groups and partner organisations to address the issues that matter most.

**Tallaght:** T 01 464 9300 | **Clondalkin:** T 01 450 8748  
**E** info@sdcpartnership.ie | **W** www.sdcpartnership.ie

### **South Dublin County Council Sports Office**

The South Dublin County Council Sports Office deliver programmes to target groups within specific communities and the general public across the county.

Ciarán Farrelly | **E** cfarrelly@sdublincoco.ie | **T** 01 4149270  
 Paula Swayne | **E** pswayne@sdublincoco.ie | **T** 01 4149270  
**W** www.sdcc.ie/en/services/sport-and-recreation/sports/sports.html

### **South Dublin County Sports Partnership (SDCSP)**

The aim of the South Dublin County Sports Partnership is to develop and support opportunities for increased participation in sports and physical activity by the community or South Dublin County, regardless of their background, age or ability.

Thomas McDermot  
**E** thomasmcdermott@sdublincoco.ie | **T** 01 414 9157  
**W** www.sdcsp.ie

## **South Dublin County Volunteer Centre**

South Dublin County Volunteer Centre is an independent organisation working with volunteers and volunteer involving organisations.

**E** [tricia@volunteersouthdublin.ie](mailto:tricia@volunteersouthdublin.ie) | **T** 01 662 8558

**W** [www.volunteersouthdublin.ie](http://www.volunteersouthdublin.ie)

## **Youth Services**

Youth Services in South Dublin are provided by Foróige and Crosscare, with the aim of helping young people in their own development and the development of the communities in which they live.

### **Foróige Tallaght Youth Service:**

**E** [info@foroige.ie](mailto:info@foroige.ie) | **T** 01 451 6322 | **W** [www.foroige.ie](http://www.foroige.ie)

### **Crosscare Clondalkin Youth Service:**

**E** [cysinfo@crosscare.ie](mailto:cysinfo@crosscare.ie) | **E** 01 459 4666

### **Crosscare Lucan Youth Service:**

**E** [jgregg@crosscare.ie](mailto:jgregg@crosscare.ie) | **T** 01 621 7640

## Appendix (g): Funding and Insurance

South Dublin County Council has been operating a Community Grants Scheme since its inception and many hundreds of community projects / groups / Residents' Association have been assisted to date through the various forms of grant aid available, for example, assisting with Insurances costs, start-up costs, environmental improvement grants and so on.

All Residents' Associations must have public liability insurance to be in receipt of grant aid.

Up to date information on current grant schemes can be found:

**W** [www.sdcc.ie/en/services/community/funding-and-support/](http://www.sdcc.ie/en/services/community/funding-and-support/)

## Appendix (h): Community Department Contact Details

### **Community Development Team**

Senior Community Officer: Paul Mc Alerney

E [pmcalerney@sdublincoco.ie](mailto:pmcalerney@sdublincoco.ie) | T 01 414 9156

### **Tallaght Central, Rathfarnham and Templeogue / Terenure DED Team**

Area Community Officer: Geraldine Neill

E [gneill@sdublincoco.ie](mailto:gneill@sdublincoco.ie) | T 01 414 9156

Community Officer: Su Clarke:

E [sclarke@sdublincoco.ie](mailto:sclarke@sdublincoco.ie) | T 01 414 9156

### **Tallaght South DED Area Team:**

Area Community Officer: Jimmy Morrissey

E [jmorrissey@sdublincoco.ie](mailto:jmorrissey@sdublincoco.ie) | T 01 414 9156

Community Officer: Andrea Molloy

E [amolloy@sdublincoco.ie](mailto:amolloy@sdublincoco.ie) | T 01 414 9156

### **Clondalkin and Lucan DED Area Team:**

Area Community Officer: Bernadette Kaluzny

E [bkaluzny@sdublincoco.ie](mailto:bkaluzny@sdublincoco.ie) | T 01 414 9156

Community Officer: Luke Collins

E [lcollins@sdublincoco.ie](mailto:lcollins@sdublincoco.ie) | T 01 414 9156

Community Officer: Claire Morrissey

E [cmorrissey@sdublincoco.ie](mailto:cmorrissey@sdublincoco.ie) | T 01 414 9156

### **Community Development Administration**

Administrative Officer: Cathy Purdy

E [cpurdy@sdublincoco.ie](mailto:cpurdy@sdublincoco.ie) | T 01 414 9270

## **Sports Office**

Sports Recreational Officer: Ciarán Farrelly

**E** cfarrelly@sdblincoco.ie | **T** 01 414 9270

Sports Recreational Officer: Paula Swayne

**E** pswayne@sdblincoco.ie | **T** 01 414 9270

## **Local Sports Partnership**

Local Sports Co-Ordinator: Thos McDermott

**E** thomasmcdermott@SDUBLINCOCO.ie | **T** 01 414 9157

Sports Disability Officer: Lucy Cush

**E** lcush@sdblincoco.ie | **T** 01 414 9157

Community Sports Officer: Ian Farrell

**E** IFarrell@sdblincoco.ie | **T** 01 414 9157

Local Sports Administrator: Tracey Kelly

**E** traceykelly@sdblincoco.ie | **T** 01 414 9157

## **Social Inclusion Office**

Senior Staff Officer: Adrienne Moloney

**E** adriennemoloney@sdblincoco.ie | **T** 01 414 9270

Staff Officer: Donna O'Reilly

**E** donnaoreilly@sdblincoco.ie | **T** 01 414 9270

## **Age Friendly County and Health and Wellbeing**

Administrative Officer: Jonathan Hayden

**E** jhayden@sdblincoco.ie | **T** 01 414 9270

## **Local Community Development Committee and Joint Policing Committee**

Administrative Officer: Andy Lane

**E** alane@sdblincoco.ie | **T** 01 414 9270



Comhairle Contae  
Átha Cliath Theas  
**South Dublin County Council**

**[www.sdcc.ie](http://www.sdcc.ie)**