



Residents Association Handbook

Meath County Council

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1. INTRODUCTION

This handbook was developed for 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 relevant support agencies.





2. WHAT IS A RESIDENTS ASSOCIATION?

A Residents Association is a group of local people living in a community who come together to promote and to enhance their local area and act as a voice for that community.

A Residents Association can represent households who are purchasing, own or rent their homes in Local Authority or Private Estates. Meath 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.

The Association will help address the issues / concerns of the area, such as local environmental and maintenance issues (grass cutting, clean-ups etc), car parking, traffic hazards; and assist in identifying solutions. It can undertake community projects, for example, 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.





3. SETTING UP A RESIDENTS ASSOCIATION

Getting people involved

Setting up and becoming involved in a Residents Association is a positive action for the betterment of where you live. However, there are many reasons why people may not want to get involved in their local community. They may not see the need for a Residents Association or may feel they do not have the time to get involved and contribute to activities with the estate.

The best way to get residents involved and overcome these challenges 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.

- 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 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 every effort should be made not to 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.

Opening 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.



4. RUNNING AN EFFECTIVE RESIDENTS ASSOCIATION

4.1 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.
- Respect confidentiality of individuals.
- 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 committee.
- 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 monies 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.

4.2 Constitution

Every Residents association should have a constitution. The Constitution is one of the most important documents that your group develops. 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 and ratifies the constitution only at the Annual General Meeting if supported by three quarters of the members/residents present. While a Residents Association should be informal, it is important to have agreed rules and procedures in place to give clarity and ensure the effective running of your committee. A sample constitution is included in Appendix 3.

4.3 Insurance

Meath County Council advises Residents Associations to have adequate Public Liability insurance to indemnify and protect against potential claims. Residents Association should contact insurance providers or brokers to get the insurance cover appropriate to their activities.

4.4. 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 Association's Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) should follow the guidelines contained with the Residents Association's Constitution.

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.



4.5 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.
- Newsletters.
- Public notices (if agreed, within the estate or area).
- Maintaining an email address set up by the Residents Association.

Public Participation Network

Meath Public Participation Network (PPN) is the way for community groups to engage with Meath County Council.

Meath PPN currently has over 700 member groups from the Community & Voluntary, Social Inclusion and Environment sectors across the county.

The PPN is designed to give communities a say in how Local Government works and gives your group the opportunity to play a part in decision making by the Council. It offers an opportunity for your group to be better informed about the activities and services of the Council and to network with other groups in your local area and sector. For further information about the PPN and how to register go to [Meath Public Participation Network](#).

REMEMBER – To access Meath County Council grants, your Residents Association must be a member of the PPN.

4.6 Opening a bank account

It is recommended your Residents Association opens and maintains a bank account, with a Financial Institution 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. Two signatories are required.

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





5. SUPPORT AVAILABLE FOR RESIDENTS ASSOCIATIONS

5.1 Meath County Council Community Department

Meath County Council provides a range of Grants to community groups to assist with actions and projects being undertaken in their local area. These grants are intended to sustain community activity, active citizenship and promote community enhancement and environmental initiatives. All grants are advertised through the Meath County Council website.

Remember in order to be eligible to apply for Meath County Council grants your residents association needs to be registered with the PPN.

For Residents Associations from Local Authority owned estates the Tenant Liaison Team may have supports available to the Residents Association. For contact details see Appendix 8.

5.2 Climate Action

Our climate is changing, and result of higher temperatures, we are experiencing more intense weather events. Meath aims to be a climate resilient, biodiverse rich, sustainable and climate neutral economy that supports healthy lifestyles and jobs growth.

The Climate Action Section works with departments, businesses, communities, and residents to make this vision a reality, enacting change inside and outside the Council.

Tackling climate change will require collective action from all of us. To find out more on how you can get involved and make a change, check out the below QR codes.

5.3 Tenant Liaison Team

Tenant Liaison Officers are available for council tenants to consult with about any difficulties that may arise and to answer questions regarding their tenancy agreements. The Tenant Liaison Team is also available to assist in setting up new Residents Associations in council-built estates as well as being able to give advice to existing ones.

If you are a tenant of Meath County Council and you wish to contact the Tenant Liaison Team for advice or information details of supports available and contact information is available here.

MEATH PPN



CLIMATE ACTION



COMMUNITY GRANTS
AND INITIATIVES



TENANT LIASON TEAM

5.4 Supporting Nature and Biodiversity

Small, but impactful actions can have real benefit for local nature. Such benefits aren't restricted to nature either, as it is well established and understood that the more people can expose themselves to outdoor green space and more natural surroundings, the better people feel, both mentally and physically.

Residents Associations can play an important role in helping make our communities more nature friendly.

Here are some tips to consider if your Residents Association would like to help nature and biodiversity in your local area:

1. Is there a local Community Biodiversity Action Plan in place for your town or village? Contact some local community groups to find out. It might give your group ideas and projects to get behind and support.
2. Consider devising a Biodiversity Action Plan for your estate with the help of a suitable professional. This can help groups to understand, protect and support nature and biodiversity specific to your locality.
3. Support the All-Ireland Pollinator Plan. Visit pollinators.ie for information on how Residents Associations can create a network of habitats to support pollinators, from 'Don't mow, let it grow' areas to pollinator friendly tree planting and tips for reducing or eliminating pesticide use.
4. Be careful with wildflower seed mixes. They can contain non-native species like poppies. Reduce mowing to encourage native wildflowers.
5. Spread the word. Tell your fellow residents and local community about the good work you are doing, by putting up signage and running workshops and nature walks.

For further guidance on biodiversity actions your Residents Association can take, consider visiting the following sources of information:

- <https://pollinators.ie/>
- <https://actionforbiodiversity.ie/>
- <https://www.treecouncil.ie/>
- <https://www.communityfoundation.ie/>

Your local authority Biodiversity Officer or Heritage Officer may be able to offer further advice and support.





APPENDIX 1: TEMPLATE FOR AGENDA FOR OPENING 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 and Ordinary Members

Item 6: Setting Aims/Objectives of the Residents Association

Item 7: AOB



APPENDIX 2: TEMPLATE AGENDA FOR A COMMITTEE MEETING

Date: _____

Time: _____

Venue: _____

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 3: TEMPLATE FOR RESIDENTS ASSOCIATION CONSTITUTION

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. 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 have all transactions suspended 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 an Extraordinary General Meeting called for that purpose. An audited financial report shall be presented at such meeting. The dissolution will not be affected 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 4: 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 5: RESIDENTS ASSOCIATION CODE OF EXCELLENCE

Community committees and resident groups providing an excellent service will:

1.1 Be courteous at all times in their dealings with staff, contractors, agencies, other residents and members of the public and never use sexist, racist, abusive or other inappropriate language.

1.2 Represent the best interests of residents in their area/estate and try to reflect and understand the views of the community.

1.3 Give residents at least two weeks' notice of all meetings. A resident group demonstrating best practice will, if possible, develop an annual meeting schedule.

1.4 Provide feedback to members about discussions at forums.

1.5 Produce minutes of all meetings, making them available to all in attendance. All residents can receive copies upon request.

1.6 Produce annually, at least one newsletter to update members and residents with regard to activities.

1.7 Hold an open and accessible AGM at least once for residents during the committee year. Adequate notice should be provided and every effort should be made to encourage and promote attendance. This may include for example, use of notice boards, letters, social media and or flyers.

1.8 Run meetings in a professional and welcoming manner with committee members seated at the front of Open Meetings and Annual General Meetings with members and guests introduced to delegates.

1.9 Hold and observe written financial procedures and have three bank signatories who should be unrelated and from different households. Two signatures will be required on each cheque. Written updates of income and expenditure should be presented at each meeting and a comprehensive list of the income and expenditure of the year should be given to all members attending the AGM for scrutiny.

1.10 Have a clear and effective policy for dealing with breaches and disputes.

1.11 Demonstrate how the group has developed committee skills and encouraged new members.

1.12 Hold meetings in accessible and appropriate venues for all residents and staff.

1.13 Consult members appropriately and adequately and feedback outcomes of consultation small sheltered housing scheme, one street or the whole of an estate.

2.0 Conflicts of Interest

Individual members should disclose any interest whether personal or on behalf of any group they represent, that may affect or influence their approach to the matter under discussion.

3.0 Confidentiality

Members should respect the confidentiality of all individual residents, whether present or not and not mention specific individual cases which may cause embarrassment or identification of an individual.

4.0 Breach of the Code of Excellence

- If a member of the Residents Association committee or member of the public does not abide by the code of excellence the chair will warn that if they break the code again they will be asked to leave the meeting. This will be dealt with independently by the Residents Association.
- The chair may give the member of the Residents Association, committee or member of the public two further warnings (a maximum of three warnings in any new meeting and/or three consecutive meetings).
- If the member of the Residents Association, committee or member of the public continues to ignore the code then the chair will ask the meeting to vote on whether the member should be asked to leave.



APPENDIX 6: RESIDENT ASSOCIATIONS FINANCIAL GUIDELINES SAMPLE RESIDENT ASSOCIATION FINANCIAL GUIDELINES

- 1.** A bank account is to be opened with a financial Institution.
- 2.** Two signatories are required to withdraw any money. These should be Chair, Secretary and Treasurer of the association. Signatories should not be from the same family.
- 3.** Under no circumstances will the association use an open or pre-signed cheque.
- 4.** The procurement of equipment or any other expenditure in excess of €xx must be subject to committee resolution.
- 5.** An inventory of all items purchased, including purchase price, together with full details of all other expenses and expenditure must be maintained by the Treasurer. The inventory must be made available for inspection upon request at any time.
- 6.** No monies are to be paid to committee members other than out of pocket expenses (e.g. travel, telephone, stationary etc.).

- 7.** Where monies are claimed for travel expenses (e.g. attending Regional Forums, training, conferences etc.) the following details are required; reason for attendance, date of attendance, destination to and from, total mileage claimed.
- 8.** Where monies are claimed for telephone calls an itemised bill is required which identifies all calls to which the claim refers.
- 9.** Petty cash up to a maximum of €xx may be kept by the Treasurer for incidental expenses, such as stationary, stamps, out of pocket expenses etc. No money is to be issued without a receipt.
- 10.** A proper record is to be kept of all income and expenditure which will run for each financial year. Books are to be examined by a reputable independent person outside the organisation. Copies of the examined accounts must be presented to the Annual General Meeting.
- 11.** The Treasurer must report details of expenditure and income at each meeting of the association for the period since the previous meeting.
- 12.** These rules are to be brought to the second meeting after an AGM for review and amendment if necessary.

Adopted on date: _____

Signed:

Treasurer: _____

Chair: _____



APPENDIX 7: CHECK LIST FOR SETTING UP A RESIDENTS ASSOCIATION

- Organise an Opening meeting
- Elect Committee Members
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Treasurer
 - Committee Members
- Draw up Constitution for the Residents Association
- Open a Bank Account
- Register with the Public Participation Network
- Schedule meetings



APPENDIX 8: USEFUL CONTACTS

Meath County Council

- Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath
C15Y291 046 9097000 customerservice@meathcoco.ie
- Meath County Council Community Department community@meathcoco.ie
- Meath County Council Climate Action climateactionMCC@meathcoco.ie
- Community Grants - communitygrants@meathcoco.ie
- Pride of Place - prideofplace@meathcoco.ie
- Meath Public Participation Network meathppn@meathcoco.ie
- Community Safety Partnership meathcsp@meathcoco.ie
- Healthy Meath healthymeath@meathcoco.ie
- Tenant Liaison Team (Estate management team for local authority properties)
tenantliaison@meathcoco.ie
- Biodiversity biodiversity@meathcoco.ie
- Meath Fire Services Community Fire Safety
CommunityFireSafety@meathcoco.ie

Emergency Services

- 112/ 999
- Meath Fire Services Community Fire Safety Initiatives



Station	Address	Contact Number	Opening Hours
Ashbourne	Fredrick Street, Ashbourne	01 8010600	24/7
Athboy	Lower Bridge Street, Athboy	046 9432201	Varies
Ballivor	Mullingar Road, Ballivor	046 9546002	Varies
Duleek	Main Street, Duleek	041 9823222	Varies
Dunboyne	Dunboyne	01 8252211	Varies
Dunshaughlin	Main Street, Dunshaughlin	01 8258600	Varies
Enfield	Main Street, Enfield	046 9541460	Varies
Kells	Fair Green, Kells	046 9280820	24/7
Laytown		041 9827074	
Longwood	Longwood	046 9554570	Varies
Navan	Abbey Road, Navan	046 9079930	24/7

Station	Address	Contact Number	Opening Hours
Nobber	Main Street, Nobber	046 9052182	Varies
Oldcastle	Church Street, Oldcastle	049 8541102	Varies
Slane	Main Street, Slane	041 9824202	Varies
Summerhill	Summerhill	046 9557002	Varies
Trim	Castle Street, Trim	046 9481540	24/7

Meath Partnership - Units J & K, Kells Business Park, Cavan Road, Kells, Co. Meath, A82 N6P8 046 9280790 info@meathpartnership.ie.



Meath Volunteer Centre - Units J & K, Kells Business Park, Cavan Road, Kells, Co. Meath, A82 N6P8 046 9280790 info@volunteermeath.ie



www.meath.ie

