

**LTF TARA Panel:** Andrea Purdy (LTF Chair & Queenswood TARA), Pearl McCardle – Saxton Gardens TARA, Madeline Hunter – Button Hill TARA, Wendi Carson – Queenswood TARA, Kim Frangos – New Wortley TARA, Maureen Ingham – New Wortley Community Association, Susan Kerrigan – St Augustine’s Court TARA, Dawn Coles – John O Gaunts TARA, Patricia Jackson – Hunslet TARA, Sue Clifford – Lakeland Court, Margaret Foster – Thorpe TARA, Yvonne Crowther – White Rose TARA, Rose Hodgkinson – Rosedale Patch (BITMO), Sarah Webster – Rothwell TARA, Jeff Gantschuk – Westfield TARA, Ann Maughan – Sandringham TARA, Neruka White – Gipton Area Representative Co-optee: Mick Dodds, Chair VOLT & St Augustine’s Court TARA

## LEEDS TENANTS FEDERATION TARA PANEL

Friday 14<sup>th</sup> October 2016

Unit O, Westminster Buildings between 4.30-6pm

Name	Initials	Position
Andrea Purdy	AP	Chair LTF and Queenswood TARA
Patricia Jackson	PJ	Hunslet TARA
Maddie Hunter	MH	Button Hill TARA
Margaret Foster	MF	Thorpe TARA
Jan Cleverly	JC	Housing Officer - Tenant Involvement
Tracey McGarry	TM	Housing Assistant – Tenant Involvement (Minutes)
Jackie Worthington	JW	Secretary
Neruka White	NW	Gipton Area Rep
Sue Clifford	SC	Lakeland Court TARA
Jeff Gantschuk	JG	Westfield TARA
Ann Maughan	AM	Sandringham TARA
Sue Kerrigan	SK	St Augustine’s Court
Mick Dodds	MK	St Augustine’s Court
Wendi Carson	WC	Treasurer
Helen Seddon	HS	Information and Communication Officer
Dawn Appleyard	DA	Information and Communication Officer
<b>Apologies</b>		
John McPherson	JM	Communication Team
Sarah Lockwood	SL	Housing Manager – Tenant Involvement
Pearl McArdle	PMc	Saxton Gardens
Sarah Webster	SW	Rothwell TARA

Item No		Owner
<b>1.0</b>	<b>Introductions and Apologies</b>	<b>AP</b>
1.1	AP opened the meeting and apologies were given.	
<b>2.0</b>	<b>Conflicts of Interest</b>	<b>AP</b>
2.1	No conflicts of interest were raised.	
<b>3.0</b>	<b>Matters Arising</b>	<b>AP</b>
3.1	WC said that her name had been missed on the apologies. TM to amend.	<b>TM</b>
3.2	MH queried about a copy of the TARA Guide that she is yet to receive. JC apologised and explained she thought MH wanted a guide for a new TARA which would be supplied by the Tenant and Involvement Officer for that area. This is because the allocation of the guides is being monitored to make sure every TARA has a copy and no one gets missed out. MH requested an additional copy. JC has a spare printed off paper copy available. TM will send a PDF version to MH on Monday.	<b>TM</b>
3.3	Spelling amendment noted on page 3: 3.2. TM to change.	

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3.4	JC explained that the 2 page factsheet produced from Carers Leeds has been shared to TARAs citywide via email.	
3.5	JC confirmed that an email attached with the relevant updated contact details for Tenant and Community Involvement Officers has been sent to panel members. Paper copies sent also to those without email.  The panel approved the minutes as a true record.	
<b>4.0</b>	<b>Social Media – How it can help you communicate with your group.</b>	<b>HS/DA</b>
4.1	Helen Seddon (HS) and Dawn Appleyard (DA) gave a demonstration on accessing and using Facebook. The panel shared examples of how they felt social media could work for their groups.	
4.2	DA explained the difference between Facebook and Twitter. Housing Leeds use Facebook to inform and communicate with tenants in a more practical way. Twitter is used more to connect with partner agencies and link in with other organisations.	
4.3	Experiences of using social media differed between members. DM and HS circulated a hand-out and went through the process of accessing Facebook step by step to demonstrate how to set up a group Facebook page. They answered questions and concerns raised by the panel.	
4.4	JC committed to assisting NW with setting up an account for her Soup Kitchen project. JC will arrange a separate training session with the volunteers.	<b>JC</b>
4.5	DA explained the various ways that social media can benefit a group’s activity with the wider communities. Some examples were : <ul style="list-style-type: none"> <li>▪ To share local events (opening days/meeting dates/coffee mornings etc.)</li> <li>▪ Facebook is free of charge providing the device is linked to an internet signal</li> <li>▪ Posts can be uploaded at any time so it works easily around schedules.</li> <li>▪ Facebook is a fast way to advertise and promote activity.</li> </ul>	
4.6	DA explained the ways that interaction / communication can be improved via the use of the group’s Facebook page. HS stressed that to keep people interested in the activity of the group, regular posts and current updates are essential.	
4.7	Administration of the group’s Facebook page and log in details are important and HS mentioned that it would be beneficial for groups to decide who would be responsible for status updates. The organisation of a rota is a good example of sharing out the admin of the page between a few people to make these tasks manageable.	
4.8	HS spoke of the wider engagement for communities and capturing the views of people who want to be more involved in an informal way. As Facebook has an option to like and comment, people can pass their views on projects or post opinions on a specific topic.	
4.9	HS went through the demonstration step by step and showed the group how to : <ol style="list-style-type: none"> <li>1. Set up a Facebook account using a generic email address and password.</li> <li>2. Log in and out of the application.</li> </ol>	

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	<ol style="list-style-type: none"> <li>3. Insert a profile picture and brief description of the group.</li> <li>4. Post and reply to a status on the page.</li> <li>5. Use the Optional addition of ‘pinning’ a post to the top of the group page.</li> <li>6. Edit and remove posts from the newsfeed using the drop down options</li> <li>7. Check notifications and private message requests.</li> </ol>	
4.10	HS suggested that there could be the option to setting up further sessions within the groups to help people get more one to one support with setting up the page. Any of the members who would like to have a session with their local group to inform JC.	
4:11	The Facebook demonstration was very useful, giving everyone helpful information and advice. It was very much appreciated and DA and HS were thanked for their input.	
<b>5.0</b>	<b>Communication with other groups and forward plan</b>	<b>AP/JC</b>
5.0	AP confirmed the forward plan and the topics of the meeting agendas are as follows: <ul style="list-style-type: none"> <li>• November – White Rose Energy / Green Doctors</li> <li>• December – Scams / Fraud</li> <li>• January – Debt Forum</li> <li>• February – Anti-Social Behaviour</li> <li>• March – Parking Issues</li> </ul>	
5.1	AP will arrange someone from Highways and JC will organise someone from the Police to attend to attend the March meeting.	
5.2	The production of a double - sided factsheet linked to the training covered at the meeting to share with the panel and TARAs citywide was discussed.	
5.3	It was agreed that TARAs will continue to share information arising from the panel meetings with their groups - and wider when opportunities present themselves. It was agreed that – whenever possible - JC is informed when information is shared and to whom so these details can be captured.	
<b>6.0</b>	<b>Any Other Business</b>	<b>ALL</b>
6.1	JG informed the panel that he had attended a 6hr debt forum meeting. He discussed that the session was based more around aspects of Health and Wellbeing but found the day informative and useful. He encouraged panel members to attend future debt forum meetings if they were available	
6.2	TM clarified LTF’s attendance at VITAL for the sub sessions and November’s meeting. AP gave apologies for the 21 <sup>st</sup> October special tenant involvement session and explained that she and MF will be attending VITAL in November.	
<b>7.0</b>	<b>Date of Next Meeting</b>	
7.1	The next meeting will be held on Friday 11 <sup>th</sup> November 2016 at Westminster Buildings. Time: 4.30– 6.00pm.	

Item No.	Summary of Actions	Owner
3.1/3.3	Amendments to be made to previous minutes.	TM
3.2	Copy of TARA Guide pdf is to be sent to Maddie Hunter.	TM
4.4	JC to set up a session to assist with setting up Facebook page for NW project.	JC