

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: MickDodds, Chair VOLT & St Augustine’s Court TARA

1.3	SL gave a reminder to fire alarm procedure and direction to the nearest fire exits and toilets.	
2.0	Conflicts of Interest	AP
2.1	No conflicts of interest were raised.	
3.0	Minutes of the previous meeting	AP
3.1	<u>4.1.3 - SL to request budgeting material from income team.</u> SL informed that budget materials are sourced from Leeds City Credit Union. SL to check that the link have been added to the LTF webpage.	
3.1.1	PMc advised the group that there is a template that can be forwarded on as requested.	
3.2	<u>5.8 - WC to discuss outside meeting issues with ASB to LR to investigate further.</u> AP updated the panel that as a result of LASBT visiting the previous meeting the issues raised regarding ASB from WC have been to a task and finish group	
3.3	<u>6.2 – PMcA to pass details to TMc in relation to Sports Activity networking.</u> PMcA advised that the relevant contact person who supported the project on Saxton Gardens is Ian Kenning.	
3.4	<u>6.3 - SL to circulate details of the Soccer Kicks programme to the panel.</u> Completed	
3.5	<u>6.6 - To organise someone from Safeguarding team to attend a future panel meeting.</u> AP advised that June has been scheduled for the topic of safeguarding.	
3.6	<u>8.4 - SL to share the SAGE newsletter with LR.</u> Completed.	
3.7	<u>8.5 – AP updated that the date for the Spring meeting has changed from the 22nd April to now going ahead on 13th May.</u>	
4.0	Feedback from February’s meeting- Community Initiatives and ASB.	
4.1	AMc updated the panel that the Homework Club set up in Broadleas has regular attendance, though few numbers, this has been making a difference to the local children and adults.	
4.2	PMc informed that a grant has been applied for to help fund equipment to undertake the garden makeover scheme in the area.	
4.3	AMc / PMc informed the panel that the coffee mornings have been successful with guest speakers attending from departments to offer advice from Fire and Police services and the Green Doctor.	
4.4	PMc told how the group have been awarded £9480 funding from the Sports Foundation and are now beginning the consultation process.	
4.5	AP mentioned that Crime Prevention have attended local groups in the past and brought along equipment for residents to buy at low cost. AP to circulate the	

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: MickDodds, Chair VOLT & St Augustine’s Court TARA

	information and contact details to the panel.	
4.6	MD informed that he has been attending training to become a Money Buddy. MD spoke about how through the training / shadowing within the local communities he has been able to recognise the need of the service. MD encouraged the panel to signpost those who need advice with money worries to the Money Buddies.TM to share the schedule of sessions at the next meeting.	TM
4.7	NW talked about the volunteer work she does at the soup kitchen to provide the homeless with food parcels. NW reassured that she will inform the panel of the new venue once re-location is complete.	
5.0	WYCAS – 2016 /17 summary	
5.1	Claire Welling, Leeds Community Accounts Manager at WYCAS gave an overview of the work the charity do to support community groups with their financial management.	
5.2	Many of the panel thanked CW for the support their groups have received and voiced their appreciation for the assistance in getting the accounts up to date while offering support to allow them to continue managing independently.	
5.3	CW mentioned that there are various systems that WYCAS use to encourage groups to manage their accounts; these vary from hardcopies to online spreadsheets.	
5.4	CW advised that 1-1 support can be given to groups such as local coffee mornings, bingo sessions, luncheon clubs etc.	
5.5	CW informed that a handbook / factsheet can be available to offer basic guidelines.	
5.5.1	CW committed to locating details on setting up a bank account and circulating to the group.	CW
5.6	CW gave an insight into the top 3 common queries / struggles faced with accounts : <ul style="list-style-type: none"> 1. Setting up a system – education about the basics of managing accounts. 2. Ways to keep on track with management of restricted funds. 3. Obtaining updated bank statements for group accounts and keeping them safe. 	
5.7	The panel had a discussion regarding unspent funds. PJ advised that if funds are unspent that have been awarded it is best practice to contact the funder directly and many will approve of the funds being spent on further suggestions that benefit the local community.	
5.8	SL reassured AM that the Annual Support Grant that is awarded to the groups can be used for running costs including leaflet marketing.	
5.9	MD shared 1 minute guides that were circulated at the last VITAL meeting, included is contact information for advice on matters that affect residents in private rented properties. TM to attach these to the papers for Mays meeting.	TM

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: MickDodds, Chair VOLT & St Augustine’s Court TARA

6.0	Communication with other groups and forward plan	
6.1	The panel gave the following suggestions of ways to continue communicating with groups the information that has been shared at the TARA panel:- <ul style="list-style-type: none"> ▪ Promoting WYCAS on social media – like and share the Facebook page. ▪ Communicating with local groups and sharing leaflets and presentations. ▪ Skype a TARA panel meeting using free Wi-Fi to promote digital engagement. 	
7.0	2017/18 Forward Plan	
7.1	The panel revised the current forward plan: <ul style="list-style-type: none"> ▪ May – West Yorkshire Police / 101 contact centre ▪ June – Safeguarding – policies with vulnerable adults / children ▪ July – Conservation Volunteers – green gyms etc. ▪ August – no meeting scheduled ▪ September – Private Rented Sector 	
7.2	Other suggestions to be added to the year ahead were : <ul style="list-style-type: none"> ▪ Food Banks and food provisions ▪ Mental Health services surrounding social isolation ▪ Community amenities through environmental services ▪ Disability benefit claims / PIP (Personal Independence Payment) 	
7.3	AP advised on previous experiences with Highways and will supply the panel with information on disabled parking guidelines.	AP
8.0	Any Other Business	
8.1	Mick Dodds, Pearl McArdle and Andrea Purdy gave apologies for the next TARA panel meeting.	
8.2	SL to share in the papers to Mays meeting a flyer for Leeds Housing Concern and Clean Start.	SL
8.3	SL informed of the Great Get-Together to celebrate the life of the late MP Jo Cox. On the weekend of 17/18 th June there will be high promotion of community events across Leeds.	
8.4	AP gave reference to the Warmth for Wellbeing flyer that has been circulated on tables. Members were advised to get in touch directly using the information supplied on the flyer if interested in finding out more.	
9.0	Date of Next Meeting	
9.1	The next meeting will be held on Thursday 11 th May, 2017. Venue: John Lewis Community Hub, 4 th Floor, Victoria Gate. Time: 4.30– 6.00pm.	

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: MickDodds, Chair VOLT & St Augustine’s Court TARA

Item No.	Summary of Actions	Owner
4.6	Money Buddy schedule to be circulated with the panel.	TM
5.5.1	Factsheet to be supplied from CW to provide basic setting up account guidelines.	AP
5.9	TM to attach the Private Rented Sector guides to the next meeting papers.	TM
7.3	AP to supply information guidelines for disabled parking for Blue badge holders.	AP
8.2	Circulate the flyers SL shared in AOB for Leeds Housing Concern and Clean Start.	SL