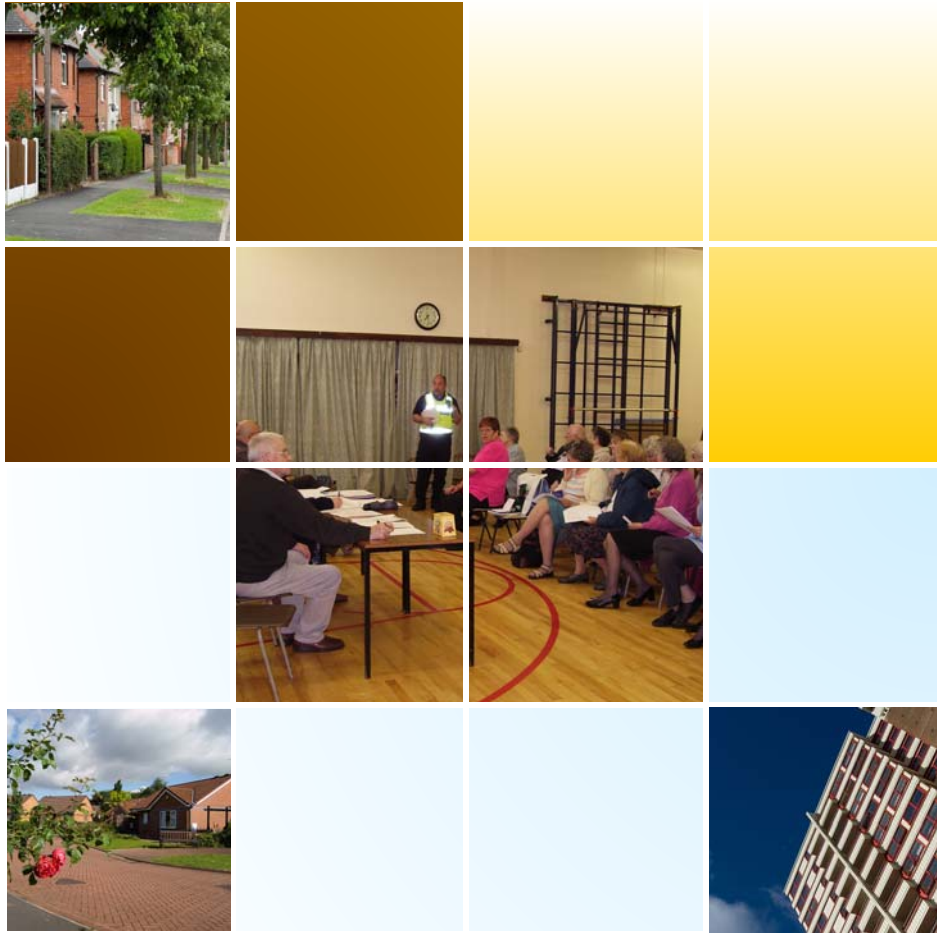




Setting up a Tenants & Residents Association



Translation Available

Доступен (Есть) перевод

Çeviri mümkün

ترجمہ موجود است

الترجمة متوفرة

可提供翻译

نیہ نامادین کہ نوسراوہ گانی نیوہ وہ ریگیرین

अनुवाद उपलब्ध है

Përkthimi në dispozicion

可提供翻譯

Tradução Disponível

অনুবাদের ব্যবস্থা রয়েছে।

Traduction Disponible

ترجمہ دستیاب ہے

Large Print, Braille and Audio Tape also available.



Introduction

St. Leger Homes of Doncaster has given a commitment within the Compact 2006 that we will consult with tenants and residents about the services they require, and to give tenants and residents the opportunity to influence the plans and decisions we make about our services. Your suggestions and views are important to us and will enable us to improve the service given to you. That is why we have a dedicated Community Liaison Team to support Tenants and Residents Groups. One way of making a difference is through a Tenants and Residents Association.

What is a Tenants and Residents Association (TARA)?

A Tenants and Residents Association is a non-political group of people living in an area, block of flats or street who have come together to take up issues of common concern in relation to their

housing, community and general environment. The people involved in an Association can be made up of Council tenants, Housing Association tenants, private tenants, owner-occupiers and leaseholders. The Association is a voluntary group and is there to represent the views of its membership and local residents and pass them to their landlord, the local authority and any other relevant agency. Getting together as an Association you have a stronger voice and you can really make a difference. The Community Liaison Team will help you to get started and give a start-up grant of £100 and support you with an annual grant of £100. A TARA when constituted will come under the umbrella body of the Doncaster Federation of Tenants and Residents Associations, which is made up of members from other associations.

Alternatively, you could form, on a more informal basis, a Tenants Club. The Clubs usually gather together on a social level for bingo, trips and coffee mornings etc. A Tenants Club is supported in a



similar way to an Association but will receive a start-up grant of £50. Both Associations and Clubs play an important part within a community. A Tenants Club will also be affiliated to the Doncaster Federation of Tenants and Residents Associations. However Tenants Clubs do not have to meet regularly or hold annual general meetings.

Why start a Tenants and Residents Association?

There are many reasons why people living in an area may get together to form an Association. For example:

- To work towards something (a better repairs service, play facilities, security lighting etc);
- To work against something (anti-social behaviour on

an estate, the closure of local facilities, problems with traffic etc);

- To gain a stronger voice than you would have as an individual when talking to the council or St. Leger Homes about things you would like to see changed;
- To arrange outings and social events (a coach trip, a street party, bingo or keep fit etc);
- To gain a sense of 'community' by meeting and helping other people;
- To keep people in the area informed of all the issues that affect them;
- To get involved with what other groups may be doing.

The main thing is to decide what your aims and objectives are.

If you would like more information please contact the

Community Liaison Team or the Doncaster Federation of Tenants and Residents Associations. Our details are at the end of this booklet.



The Community Liaison Team

How is a Tenants and Residents Association set up?

The setting up of a TARA or Tenants Club is very simple. The first step is to find out if there is sufficient interest amongst the tenants and residents in your area to form an Association. If you feel there is, then contact one of the Community Liaison Team who will explain the next

steps to you. This would be an informal meeting, say in one of your homes or another convenient place, when you can discuss what your aims are, the boundaries of your proposed Association, suggested meeting venue and what support you can expect from the Community Liaison Team.

The Community Liaison Team will support you with:

- Booking a venue (which we will pay for)
- Publicising meetings
- A start-up grant of £100 for an association and £50 for a club
- Attending three of your meetings per year and assisting at the Annual General Meeting
- Linking in with other service providers and agencies



- Linking with local Ward Councillors
- Linking with the Doncaster Federation of Tenants and Residents Associations
- Help in applying for external funding
- Training issues
- Help in running your Committee
- Provide public liability insurance
- Provide a stationery pack and relevant information leaflets
- Printing of newsletters.

The First Public Meeting

Following the informal meeting an initial meeting is held to find out what local interest there is. A Community Liaison

Officer will arrange and publicise your meeting by producing a leaflet, which will be delivered in the suggested boundary of your proposed Association. Volunteers from people interested in forming an Association will be asked to help with this.

The meeting could be held in a local school, community centre, communal hall or church hall. A Community Liaison Officer and a member of the Doncaster Federation of Tenants and Residents Associations will talk to everyone at the meeting, explaining the purpose of the association and identify local issues and assess the level of local interest for setting up a group. If appropriate, a constitution (working guidelines) will be agreed by the people at that meeting and a Committee elected.

The constitution sets out the name of your group, when and where you will meet, your geographical boundary, your

committee members, the aims and objectives of the association.

A Committee will consist of:

Chair

Vice-Chair

Secretary

Treasurer

Committee members

Someone to do a six-monthly check on the accounts

Inaugural Meeting

The first official meeting, the Inaugural Meeting, takes place approximately two weeks after the initial meeting. The Community Liaison Officer will arrange this meeting and will prepare leaflets to publicise it. ALL associations are non-political groups. Invitations will be given to all the Ward Councillors, the Police, a

representative from St. Leger Homes and a member of the Standing Joint Committee of the Doncaster Federation of Tenants and Residents Association's (SJC). All these people will be there to offer the new TARA their support and explain how they will work with the Association in the future to progress their aims.

Following Meetings

After the Inaugural meeting, regular meetings of the association will take place at the time and place agreed. The Community Liaison Officer will, if required, produce leaflets or posters advertising these meetings and include any guest speakers or presentations that have been arranged.

Once a year an Annual General Meeting will be held where a new Committee will be elected. If the TARA has held regular meetings,



advertised meetings, kept up to date accounts, produced notes of the meetings, which are open for anyone to see, kept its members regularly informed and acted on what its members have to say and attended training sessions, then the Community Liaison Officer will accredit the association and arrange the £100 annual grant to be paid into the association's account.

Doncaster Federation of Tenants and Residents Associations

When a new TARA is formed and constituted it will be affiliated to the Doncaster Federation of Tenants and Residents Associations. All Associations and Tenants Clubs will come under the umbrella body of the Federation which will support the Association and Club in putting their views and

suggestions forward.

The Federation's Committee, the Standing Joint Committee (SJC) meet regularly to discuss local and national housing issues. The SJC is based in the Haywood Room at the Council House, which is fully equipped with modern ICT equipment. It has full disability access and has a fully equipped kitchen. It is open from 9.00 am to 12 noon, Monday to Friday and manned by volunteers from the SJC. Members of Associations and Clubs are welcome during these hours.

The SJC is a Committee elected from nominated members of TARAs at their Annual General Meeting held in March.

Contact Details

Community Liaison Team

Telephone 01302 862736 South East (Karl Chapman)
01302 862734 North West (Lynne Harrison)
01302 862735 North East (Tom Cunningham)
01302 862733 South West (Lynn Chamberlain)

Email community.liaison@stlegerhomes.co.uk

Doncaster Federation of Tenants and Residents Association

Telephone 01302 737490

Email admin@doncaster-fed.org.uk

Website www.doncaster-fed.org.uk



www.stlegerhomes.co.uk