



## YACIO Trustee Meeting

3<sup>rd</sup> January 2018

Attending: Tony Chalcraft, Colin Smith, Simon Wild, Adam Myers, Lisa Turner, Anna Pawlow,

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

None

### 2. Notes and actions from last meeting:

#### Site Secretary Queries: Wigginton Road

**Action:** TC following up

**Emails** – All Trustees reported that they had signed up for the google mail account.

**Action:** AP to ensure that all had access to the shared calendar

#### Concessions

**Action:** AP to prepare briefing note to Site Secretaries including information regarding concessions and a notification that invoices are imminent.

**Field View** – AP reported that Field View had been included in the transfer from CYC and that Colony only showed one current tenant. All agreed that further investigation was needed.

**Action:** CS to establish the location and make contact with the tenant.

### 3. Administrative Report

AP reported that all emails were now up and running. The website has experienced several outages but that she had had a productive conference call with MCPC to address these issues and it was back up and running. AP also reported that she had been pushing for Colony Communities to get up and running soon so that CS can access Colony as other Trustees. TC suggesting that Trustees other than SW and AP should access Colony through Communities so as to limit the risks of accidentally amending data. Trustees discussed when to start involving Site Secretaries in using Colony and decided to see which Site Secretaries might be interested.

**Action:** AP to add note regarding online access to Colony to briefing note to Site Secretaries.

#### 4. Invoicing

Trustees discussed the upcoming work of invoicing all tenants. AP updated Trustees as to what had been done thus far to prepare. Trustees discussed the content of the covering letter to be sent to tenants and agreed an outline for the content and also discussed the content of the new contracts. Trustees discussed when to send the letters and it was decided that letters would be sent out the week beginning 15<sup>th</sup> January. TC volunteering to host for preparing envelopes on 15<sup>th</sup> January.

**Action:** AP to prepare a draft letter to tenants for review by TC.

#### 5. Carr Allotments

Trustees discussed recent developments and agreed that CS had taken all appropriate action having issued warning letters to two tenants. No further complaints or information had been forthcoming so no further action needed to be taken at this point. TC stressed that YACIO need to be involved in observing the appeal to the appeal and AM volunteered to continue in the role of observer. Dave Meigh needs to contact the current tenants at Carr and update them on the situation.

**Action:** AM to follow up with DM

#### 6. Bloom

Trustees discussed the Bloom festival and agreed to find out more about the opportunities involved.

**Action:** TC to attend the meeting on behalf of YACIO.

#### 7. Deposits

AP notified Trustees that the Council will be transferring the deposits to our account soon. LT queried whether these should be held in a separate deposit account. All agreed that this would be preferable.

**Action:** LT to look at different options for opening another account with Cooperative Bank.

#### 8. Manual

AP introduced the idea of using Trello to develop the Manual further. Trustees agreed to try this system.

**Action:** AP to add all Trustees to Trello.

#### 9. Appointing a Contractor

CS advised that he had contacted White Rose Gardening Services and that he was to meet with Pete to progress this.

**Action:** CS to arrange meeting with Pete.

#### 10. Banking

CS noted that DM was still to forward funds owing to YACIO and had discussed this with him.

**11. Budget**

Nothing to update.

**12. Timetable**

**Action:** AP to update timetable to include new dates decided in the meeting.

**13. Any other Business**

**York CVS** – AM suggested that YACIO should join York CVS. All agreed.

**Action:** AP to join.

**Water Pipes** – AM queried arrangements for turning off water pipes in winter. Trustees discussed the best course of action.

**Action:** AP to add note regarding turning off water to SS briefing note.

**Legacy Works** -TC confirmed that DM had submitted a list of legacy issues but no timetable as of yet. DM to contact Site Secretaries to discuss specifics. Trustees discussed the best way to deal with progressing this.

**Action:** AP to send work program file to Site Secretaries with briefing note.

**Next Meeting Agenda** – TC raising issues to be discussed next meeting: New Tenancies, Role of Site Secretaries, Return of Deposits

**Action:** AP to prepare agenda.

**14. Future Meeting Dates**

**15<sup>th</sup> January – Invoice Preparation**

**17<sup>th</sup> January – Trustee Meeting, TBC**

All agreed on 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month for future Trustee meetings. It was suggested that Trustees propose locations across York for the meetings to be held rather than utilizing one location exclusively in order to make ease of access fairer to all.

**Action:** Suggestions for new locations to be proposed to AP.