

YACIO Trustee Meeting

6th November 2017

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Adam Myers

2. Notes and actions from last meeting

Public Liability Insurance

AP confirmed that the level of insurance the Trustees have arranged is the same as the Council had in place with a few extras included.

CS confirmed that he had purchased the policy with Shield with all members covered for events and has added landlord's cover to cover any counter claims from the Council if they were to be sued as the landlords of the site. Due to our membership of the NSALG CS was able to obtain a 15% refund of the premium.

CS advised the Trustees that, due to the complex nature of the policy documentation, to avoid giving false information should anyone query the policy cover they should simply be given a copy of the policy.

SW queried whether a copy could be made available on the website. AP confirming this would be possible to arrange.

LT queried whether this policy covered all members of the public. CS advised LT to read the policy for clarification.

CS noted that we can only make amendments to the policy until the 14th November, after this date any amendments will incur an admin fee.

Action: All to read the policy document (on shared drive)

NSALG

CS confirmed that we were now members of the NSALG.

3. Administrative Report

Meeting with Dave Meigh

AP reported to the Trustees that she had had a very productive meeting with Dave Meigh on the 31st October. A lot of documents were passed over, which should assist greatly in the drawing up of the Manual. There is also some information to update on Colony.

AP advised Trustees of the few ongoing tenant issues and warnings issued. One tenant is to be evicted on Carr Lane, one has erected a shed without permission at Bootham, some issues with nuisance bonfires at Hempland and one issue with synthetic carpet being burnt at Fulford Cross. Letters have been issued by DM. Limited issues with Giant Hogweed and Japanese Knotweed at Hob Moor to be aware of as an ongoing issue but is well controlled. SW advised Trustees that he had been advised of a potential issue with a tree at Low Moor. Trustees debated the issue of who is to make the judgement in such issues. Trustees agreed that Site Secretaries are to make the first judgement and refer to Trustees for further decisions. TC volunteered to look at any tree issues as a first step before referring to an arborist if necessary.

A further meeting between AP & DM has been scheduled for 15th November.

Action: AP to bring Colony up to date asap.

AP to meet with DM & Julie on 15th November.

Keys

AP has obtained a box of Keys from DM. AP noting that they are poorly sorted but that on first inspection it appeared that there would be at least one copy of each key necessary but no stock of new keys for tenants.

Trustees discussed future provision of keys to new tenants and agreed to put this issue on the agenda for the Site Secretary Meeting and to ask Site Secretaries what keys they may hold at present.

Action: AP to organise keys.

AP to add Keys to Site Secretary Meeting Agenda.

Printer

AP advised that, following further discussion with CS and with his authority a printer had been purchased for YACIO.

Timetable

AP advised that there were at present no further dates to add to the timetable.

Website/Emails

See relevant Agenda item.

Honorarium

AP confirmed that she had a list of the amount paid to Site Secretaries in 2017 but lacked a deeper understanding of how these amounts might be calculated.

Action: AP to clarify calculation of honorarium with Julie

Postage

AP advised Trustees of the costs of arranging prepaid business response envelopes. (£95 per annum licence fee + postage costs). Trustees debated whether Site Secretaries should be reimbursed for postage costs. It was noted that the Job Description for site secretaries states that the Honorarium is to cover post and phone costs.

Trustees agreed that at present no envelopes would be provided and that tenants and Site Secretaries should be responsible for postage.

Colony Training

AP advised that additional Colony training had been arranged for SW and AP on 30th November. Two further days have been deferred until February/March next year. These days have been paid for by the Council and Trustees can decide how best to use them.

Action: AP to ask DM if Council offices can be used for training on the 30th.

Press Release

AP circulated a draft of the press release she had drawn up. Trustees discussed this and provided some amendments.

Action: AP to amend and circulate.

4. Banking

CS informed Trustees of the actions he had taken since the last meeting and circulated a record of expenditure to date.

LT confirmed that she had received a cheque book, paying in book and a PIN but no card.

AP provided standing order form to LT for the set up of the 'Virtual Office'.

Action: LT to contact bank re. missing card.

LT to set up internet banking.

LT to complete standing order form.

CS to advise LT of telephone banking procedures.

5. Website

AP advised that the website was up and running and that she had editorial control and could make amendments as necessary. AP advised that at present all Trustees had admin access to the site and advised that this should be limited to AP and SW for security and avoidance of errors.

Trustees discussed emails and their set up. AP advised that there had been a few issues and that anyone experiencing any problems should report them to her for MCPC to resolve.

Action: All to check set up of YACIO emails and inform AP of any issues.

6. Contractor Quotes

CS advised that he was still awaiting a final quote for consideration. Trustees deferred discussion to next meeting.

Action: AP to add "Appointing a Contractor" to the next meeting agenda.

7. Legacy Work Schedule

TC noted that he was still awaiting AM's notes from the final site visits. Once these have been updated TC to progress.

Action: AM to update notes on Glen and Hempland
TC to edit and condense list and pass to DM

8. Tenancy Agreements

Trustees reviewed additional comments on tenancy agreement and agreed several amendments.

Trustees debated the issue of concessions. It was agreed to add 'Universal Credit' as a concession category. It was confirmed that the qualification for a pension concession was to be "in receipt of state pension" and not automatically granted at 60.

Action: CS to amend the tenancy agreement with agreed updates.
AP to check colony settings are correct.

9. Manual

Deferred to next meeting.

10. Site Secretary Meeting

Trustees discussed the need for an additional meeting before the Site Secretary meeting to prepare for this. Trustees debated whether DM should be involved in this. It was agreed that if he could attend this would be beneficial.

Action: AP to invite DM to meeting on 16th November.
AP to start preparing an agenda.

11. Tenant Communications

AP raised the question of what information should be provided to tenants now that DM has sent the final letter from the Council. Trustees discussed what information needed to be communicated to tenants and at what times. It was agreed that an initial introductory letter should be sent by the end of November once any updates to tenant contact information have been received from the Council in response to their letter. It was further agreed that the new tenancy agreements and invoices should be sent at the same time. Trustees agreed that wherever possible communications should be sent by email to save costs.

Action: AP to confirm when invoices are to be sent out.

AP to update timetable.

12. Budget

CS circulated 7th draft of budget and confirmed that YACIO are still forecast to be in a strong position.

13. Timetable

Action: AP to update timetable with dates agreed at this meeting.

14. Any other Business

Registered Address

CS advised Trustees that he had arranged to change the registered and postal address for the charity from his home address to York Hub a 'virtual office' provider to preserve his privacy. Trustees approved this action.

Data Protection

AP raised the issue of Data Protection and advised Trustees of the need to have a written policy for data usage in place and available to all. Trustees agreed that this should form part of the discussion on the Manual.

15. Future Meeting Dates

7pm 16th November - The Wellington, Fulford

7:30pm 20th November - The Black Swan, Peaseholme Green

Action: SW to confirm venue for 16th November