



YACIO Trustee Meeting

15th May 2019

Attending: Tony Chalcraft, Colin Smith, Adam Myers, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Simon Wild, Tina Funnell, Maria Lewington, Lisa Turner

2. Actions from Last Meeting

MCPC Complaint - AP Updated Trustees on the situation with improvements to the software being made every day. She presented the bug tracker log to the Trustees who agreed that she should confirm in writing that YACIO was happy to use the bug tracker and weekly reports to track progress on resolving the issues.

Action: AP to confirm by email to MCPC

YACIO Decision Making - Action: SW& AP to meet and progress

Dave Meigh Meeting - DM would hopefully be attending the 5th June meeting to review all issues.

Water- AM has contacted him separately regarding the outstanding water bill. Trustees discussed the issue and decided that AP should contact Yorkshire Water direct with a view to taking over the water accounts for all known meters from July 1st and arrange for map locations, maintenance and readings to take place if possible.

Action: AP to contact Yorkshire Water and make arrangements

Lease - Trustees agreed that this will need careful review following on from the legal feedback that CS had circulated previously by email. It was felt that LT

would be the best person to take the lead on this.

Action: LT to review Lease further to take account of the new feedback.

3. **Administrator Report**

AP noted that it was once again a busy time with lots of requests for notice letters, continued debtor chasing and new tenancies to add to the system and invoice. Nothing out of the ordinary had come in and she reported that she was averaging around 20 hours a week to deal with the workload. She had been forced to terminate a number of tenancies due to non payment but was making every possible effort to contact tenants before taking this step. All legally required steps were being adhered to.

4. **Duty Trustee Report**

Bootham Co-Tenant Dispute - CS reported that a potentially difficult issue had come up on Bootham with two co-tenants falling out and escalating issues between them. Trustees discussed their role in such issues and it was agreed to keep a close eye on the situation, and to gain legal advice if necessary.

Glen - CS continued to deal with any ongoing issues on Glen both as Duty Trustee and in tandem with AM.

5. **Any Other Business**

Shredding Service - AM had tentatively approached 3 companies and it was agreed that he would continue discussions to see whether they could help us provide a shredding service for woody waste. It was agreed that he would need to establish a costs estimate, insurance cover and any special access requirements.

Action: AM to progress enquiries.

Contractors - CS has formed links with both a plumber and a general handyman who can take on odd jobs on sites as needed. Trustees were pleased to hear this and authorised AP to assign work up to the value of £250 without obtaining Trustee approval.

NSALG Meetings - Trustees had noted that now that they were more established it would be a good idea to be represented at the Yorkshire Federation meetings. Trustees were unable to commit to attending every meeting but the Association at Hempland usually sent a representative and TC had approached to ask if she would be able to represent and report back to

YACIO. A Trustee would try to attend meetings when they could.

Action: TC to confirm

6. Manual Review

Trustees reviewed the draft manual and made amendments as necessary.

Action: TC & AP to make all amendments and formulate the document into the first published draft.

7. Next Meetings

5th June - Trustee Meeting

19th June - Trustee Meeting

24th June - Site Secretary Meeting