

# YACIO Trustee Meeting

17<sup>th</sup> October 2017

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

Chair: Tony Chalcraft

Minutes: Colin Smith

## 1. Apologies

Anna Pawlow

## 2. Notes and actions from last meeting

### Site Secretary Meeting

CS has cancelled room booking at the Brigantes and reclaimed the deposit.

CS has booked a room at the Black Swan for Monday 20<sup>th</sup> November from 7.30pm at no charge.

### Schedule for October/November

AP has circulated a schedule indicating critical dates during this period.

AP has contacted DM regarding letter to tenants seeking their permission to have their data transferred to YACIO. This letter has still not been delivered but is expected to be posted this week. Data was transferred to YACIO during the week beginning 9<sup>th</sup> October.

### YACIO letter to Site Secretaries

TC presented a draft of the letter which will be updated and posted out before the end of this week.

### Banking

Slow progress but YACIO now has an account number and sort code. DM has been requested to transfer funds. DM has agreed to transfer a part payment of £10000 "ASAP".

### Public Liability Insurance

CS has secured a revised quote from 'Sheild' where the first annual premium will be £1453.96. There was agreement that YACIO cannot formally operate without insurance. The following was proposed. CS will contact the Co-op to clarify how we can pay for insurance once funding has been secured. If it is not possible to purchase the policy before the 1<sup>st</sup> November, CS will ask DM to pay on the understanding that if the policy is not in place, the start date will have to be delayed. If both of the above are not possible (and providing funding from the council has been placed in the YACIO account) the trustees will provide a short term loan in order to secure the policy.

### Colony

Colony has been installed on PC's belonging to: AP; SW; TC; LT. AM to arrange date with MCPC. CS does not have a PC operating windows.

#### Logo

MCPC have completed work on the logo which has now been supplied to YACIO in several forms to facilitate flexibility of use.

#### Website content for MCPC

AP has provided MCPC with some content but information relating to payment methods remain outstanding until we have secured sufficient data regarding banking arrangements. AP has researched Paypal options and provided trustees with costings.

#### Training dates

All dates on hold while YACIO establish level of need.

#### AP's Contract Signature

TC has signed off AP's contract on behalf of YACIO.

#### Colony Contact

The meeting agreed that SW would pick up responsibility for information management.

#### Site visits

See relevant agenda item.

#### Contractor report and feedback

See relevant agenda item.

#### Manual

See relevant agenda item.

#### Miscellaneous files held by CYC.

Meeting proposed that AP arrange to meet up with DM during the first week of November to clarify any remaining transfer of information issues.

#### Interim operational issues

See relevant agenda item.

#### Printer

AP continues to research which printer would be most appropriate. Cannot be purchased until YACIO acquires funding.

#### Digital Storage

AP provided trustees with a number of options. Decision deferred and YACIO will continue to use Google Docs for the time being.

### 3. **Administrative issues:**

AP's report was presented to the trustees.

AP reminded the trustees that her account with YACIO remains unsettled and that if this continues, YACIO will be in breach of contract. CS will be meeting with AP at the beginning of next week and this issue will be addressed.

### 4. **Banking**

An account has now been secured but the trustees still do not have access until LT receives the relevant access information from the Co-op Bank. LS on leave from 18<sup>th</sup> October until 5<sup>th</sup> November. It was agreed that in the interim CS would make enquiries through the bank

regarding possible access methods so that urgent payments can be made prior to 1<sup>st</sup> November.

**5. Site Visits**

Site visits are now complete. Updates need to be added to the site inspection report. A list of legacy actions needs to be drawn from the report and forwarded to DM.

**6. Website**

It was noted that the website is being constructed this week and that it is due to go live on Monday 23<sup>rd</sup> October 2017. Trustees are aware that YACIO can make two adjustments to the website build under the contract agreement with MCPC. It was decided, therefore, that the website would not be publicly announced until 1<sup>st</sup> November to allow any necessary changes to be made.

It was noted that individual trustee/administration emails would also be going live on Monday 23<sup>rd</sup> October 2017. There was an assumption (which needs to be checked) that the current Gmail address would no longer be required once other addresses are published.

**7. Contractor Quotes**

Specifications have been sent out to three further contractors. Quotes are still outstanding.

**8. Manual**

Further discussion on the manual deferred to the next meeting.

**9. Site Secretary Meeting**

Re-scheduled to 20<sup>th</sup> November, 7.30pm. at the Black Swan. Site secretaries will be notified of this date this weekend.

Content/agenda to be discussed at the trustee meeting on 6<sup>th</sup> November.

**10. Budget**

Nothing further to report on the budget.

**11. Timetable**

Anna has prepared and circulated a timetable of critical dates.

**12. Any other Business**

VAT

AM contacted Gareth Morgan of Kubernesis to see what the costs of advice on VAT would be. The cheapest option is one year's subscription to his advice line. This would provide access to advice on a wide range of financial issues for a cost of £180 per year. This issue will be revisited when the trustees are sure of funds in the YACIO account.

Tenancy Agreement

SW will finalise any necessary updating to the tenancy agreement and CS will add the logo. Electronic and hard copies will be made available to site secretaries before 1<sup>st</sup> November.

Keys

CS will make enquiries at CYC re their stock of keys and locks. If there is a stock CS will request that they be transferred to YACIO.

Interim arrangements regarding the issuing of new tenancies

Site secretaries will be advised to forward all tenancy paper work to CYC until 31<sup>st</sup> October. From 1<sup>st</sup> November all tenancy paperwork will be forwarded to CS's home address until YACIO has obtained a PO Box.

As there is no charge for tenancies offered during this final quarter of the year, there will be no monetary transactions relating to rent. Deposits and key money will be invoiced separately by AP during the months of November and December.

### **13. Future Meeting Dates**

Future meetings scheduled for:

7pm Wednesday 23rd October at The Wellington

7.30pm Monday 6<sup>th</sup> November at The Black Swan

7.30pm Monday 20<sup>th</sup> November at the Black Swan (Site Secretary meeting)