



YACIO Trustee Meeting

21st February 2018

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Simon Wild, Adam Myers

2. Notes and actions from last meeting

Field View – LT reported that she had obtained a map but not yet identified the owners of the land.

Action: LT to obtain office copy entries for the plots.

Banking – LT reported that this was in progress but she had not yet had the opportunity to open the account.

Action: LT to open deposit account with Cooperative bank.

Site Secretaries - Glen - LT reported that she had spoken to most of the candidates and explained the role to them. One had withdrawn their interest, one she had not been able to contact. It was agreed that CS should arrange meetings on site with the candidates individually next week with a view to making an appointment of one or two candidates as a job share. TC volunteered to attend the meetings also.

Action: LT to email last candidate and give deadline for response of end of this week.

LT to pass contact details on to CS

CS to arrange and conduct meetings with the candidates at Glen.

Site Secretaries – New Lane – CS agreed to progress the appointment of a site secretary at New Lane.

Action: AP to pass the contact details of the candidates on to CS.

CS to contact candidates and arrange meetings and appoint a site secretary.

Site Security – CS reported that he had discussed the issue of security at Green Lane with the Site Secretaries but had not made any further arrangements.

Welder – AP reported that she had not been able to find the kind of welder needed online and asked for recommendations. It was agreed to ask Site Secretaries if they had any appropriate contacts.

Skips – AP noted that in order to arrange any skips in the future she would need to know specific locations and access issues for each site before any arrangements could proceed. It was agreed to ask Site Secretaries to provide this information at the meeting.

Community Payback – AP reported that she had contacted Chris at the community payback scheme and would progress the discussion.

3. **Administrative Report**

Phone – AP reported that the old telephone handset had broken last week and the replacement obtained had now broken too. This meant that telephone calls were unable to be answered. She reported that she was arranging a repair or replacement as soon as she was able but anticipated that there would be a backlog of telephone messages to answer when the telephone was back up.

Action: AP to repair or replace telephone asap

4. **Invoicing/Banking**

AP provided a report on the progress of the invoicing process. Over all sites an average of 58% of the invoices had been paid thus far. AP noted that there were some issues with being able to progress matters only slowly by post for some tenants, especially those claiming concessions. AP estimated that she would be in a position to have the database updated in order to send reminder letters on the 1st March. It was discussed how much invoicing data should be shared with the Site Secretaries given data protection concerns and what would be most appropriate. It was agreed that AP should prepare a summary document that could be shared with Site Secretaries.

Action: AP to draft reminder letter and send to TC for approval.

AP to prepare summary document for Site Secretaries.

5. **Role of Site Secretaries**

It was agreed that AP should produce an up to date Job Description for consideration by the Site Secretaries at the meeting.

Action: AP to update job description document.

6. **Site Secretary Meeting Agenda**

Trustees discussed the draft Agenda for the Site Secretary Meeting and what preparatory documentation should be sent to Site Secretaries in advance. It was agreed that Site Secretaries should be provided with some prepaid envelopes at this meeting. LT raised the issue of Council works and noted that there didn't want to be any overlap between the new contractor and the Council works. It was agreed that AP would ask for updates from the Site Secretaries as to the progress on the Council Works list. An agenda was agreed to be sent to site secretaries.

Action: AP to send email to Site Secretaries with agenda and documents. AP to send separate email regarding the contractor starting works next week and ask for an update on the Council Works.

7. **Manual**

Trustees noted that progress was slowly being made on each section of the manual.

Action: All to try to progress their sections of the manual further.

8. Budget

CS noted that without access to the up to date internet banking it was very difficult to manage the budget and keep it updated. It was queried whether CS could be given access to the internet banking by setting him up as a user. It was agreed that LT would send quarterly figures from her accounts spreadsheets for CS to include in the budget.

Action: LT to add CS to the internet banking. LT to send quarterly figures to CS.

9. Any Other Business

Carr Lock Change – It was noted that the 26th was the day the locks were scheduled to be changed at Carr. The logistics of this were discussed. It was agreed that AP should post keys to all tenants as soon as possible informing them of the date for the change. AP would further contact DM to make arrangements for the changing of the locks and the provision of a skip as promised.

Action: AP to post keys to all tenants. AP to contact DM to make further arrangements.

Appointing New Trustees – TC raised the issue of adding new Trustees as he had been approached by an interested party. It was agreed that the current Trustees wanted to progress adding more Trustees in the very near future. It was agreed that just one interested party could not be added but that there should be a proper advertisement of the role by email and posters on notice boards so that candidates from all across the City could be involved. AP noting that with the current workload resulting from invoices and the upcoming Site Secretary meeting she did not think it would be realistic to progress this much before April. This raised the discussion of notice boards on sites and it was noted that the information on them was out of date and that updating them should be discussed at the Site Secretary meeting.

Action: AP to add Notice Boards to the agenda for the Site Secretary meeting.

10. Future Meeting Dates

5th March – Site Secretary Meeting

7th March – Trustee Meeting

21st March – Trustee Meeting