



YACIO Trustee Meeting

3rd July 2019

Attending: Tony Chalcraft, Adam Myers, Anna Pawlow, Simon Wild, Tina Funnell, Colin Smith, Simon Wild, Maria Lewington

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Lisa Turner

2. Notes and Actions

Glen - AM has inspected the plots and approved letters.

Concessions - AP to produce up to date figures when the matter is debated.

Action: Schedule discussion for September meeting.

3. Administrator Report

Admin - AP noted that there had been a slight slow down on new plots being let but that site inspections were underway so still a good volume of admin work to get through as well as following up with debtors.

Water - AP has been in contact with Yorkshire Water and YACIO should now be responsible for all water bills. AP noted that she was awaiting final confirmation.

Lease - Action: AP to add CYC update to August Meeting

4. Duty Trustee Report

SW reported that it had been relatively quiet but reported on a few minor issues he had addressed.

TC noted that he had had a special request to be able to use a hosepipe for direct watering from a disabled tenant which had been granted.

5. **Howe Hill Issues**

TC summarised the issues arising from the Howe Hill meeting for other Trustees. Trustees discussed the matter and it was decided that the best way forwards was for ML to temporarily take over the position of site secretary until perhaps the new year to smooth over issues while tensions were still high. It was agreed that a second site meeting should take place on 6th August to introduce ML to tenants.

Action: 6th August Meeting, TC to draft email to tenants

6. **Glen Issues**

Trustees discussed the most recent issues arising on Glen. Trustees discussed existing policies and procedures and their applications in these circumstances. Trustees also noted their support for all site secretaries and the important work that they do in sometimes difficult situations.

Actions: TC to draft email for CS to send.

Include section on antisocial behaviour and abuse on next newsletter.

7. **Follow Up from Site Secretary Meeting**

Trustees noted that the meeting had been positive and that it had gone well. Site specific issues would be followed up individually.

8. **Any Other Business**

Waste Disposal - CS noted that there was now the option of the 'man with a van' for waste disposal and this was approved by Trustees.

Action: CS to authorise removal of shed at Glen.

Site Maps - It was noted that the CYC site maps were out of date and would need updating in the future.

Water Butts - Trustees agreed that communal water butts should be replaced where necessary but that new water butts would not be supplied where they did not already exist.

Legacy Work - AP to update the spreadsheet with SS feedback.

9. **Next Meeting Dates**

6th August - Howe Hill Site Meeting

7th August - Trustee Meeting

4th September - Trustee Meeting