



YACIO Trustee Meeting

5th August 2020

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Maria Lewington

2. Notes & Actions

Ongoing: AM to contact Yorkshire Water regarding subsidies

ML to prepare ID poster for Site Secretaries

All other actions were completed and the notes of the last meeting accepted.

3. Administrator Report

AP reported that contactless letting was mostly going well with one or two forgetting not to use paper but generally the new system was working smoothly and efficiently. Debt chasing was an ongoing effort that was taking up a lot of time. There had been another spike in the waiting lists with about a hundred extra people each week adding their names. There were one or two issues with MCPC but these were all being resolved swiftly and not causing too much delay to routine admin. Post forwarding from the PO Box was due to resume from the 7th August but AP understood that there

were still delays in the post so this was still not going to be working fluidly. AP anticipated another surge in workload in the coming weeks due to site inspections resuming from the 1st August.

4. Duty Trustee Report

TC reported that there was nothing major to report, a few ongoing issues continued to need attention but nothing out of the ordinary. LT volunteered to be Duty Trustee for August and AM for September.

5. Trustee Reports (Specific Responsibilities)

Nothing to report.

6. Monthly Finance Report

LT gave a brief overview of the financial position. Trustees discussed the long term implications of the ongoing covid-19 pandemic and agreed that a close eye should be kept on all expenditure and income.

7. Concessions Policy

AP had produced a report detailing the concessions currently being granted and the financial impact of these. Trustees discussed these and it was agreed that AP should prepare a report on the implications of any possible changes for analysis. LT would draft a proposal for possible alterations to the policy.

Action: AP to prepare figures. LT to prepare a proposal.

8. Updating the Tenancy Agreement

LT & TC had looked at the tenancy agreement and made several proposals for changes following on from previous discussions in order to bring the tenancy agreement up to date. Trustees discussed each clause and agreed proposed

amendments.

Action: LT to draft a new agreement and circulate for discussion at the next meeting. AP to add to Agenda.

9. Amendments to Policy Documents

LT had gone through the Handbooks and Manual to ensure they were all in line. There were only minor amendments to be made.

Action: LT to make the updates to the documents. AP to update the formatting and indexing prior to publication.

10. Covid-19 Updates

Trustees discussed whether any further updates to tenants were necessary at this time. It was agreed that the last communication having sent out the July Newsletter was sufficient.

11. Bonfires

Trustees discussed the current ban on bonfires and agreed that it should stay in place until the autumn.

12. Any Other Business

Newsletter - It was agreed that an October newsletter should be sent round to cover various issues that would need communicating to tenants before January.

13. Next Meeting Dates

2nd September - Trustee Meeting - Green Lane Allotments