

YACIO Trustee Meeting

13/9/17

Notes

1. Apologies

Adam, Simon and Tony

2. Securing Public Liability Insurance

Considered previous quote offered by Shield. Colin agreed to contact Shield and obtain an updated offer based on more accurate data.

It was felt important that once we obtain liability insurance that we make it clear to all tenants that they are responsible for their own individual liability, buildings and possessions insurance.

Action: Colin will contact Shield for an updated quote

3. Membership of the National Allotment Society

We have been offered membership of the National Allotment Society at Local Authority rates saving thousands of pounds. Their offer is £55 and included in the benefits is legal advice. Colin has the application form. Decision deferred to next meeting.

4. Administrator - Management Plan

• Line of accountability

Colin volunteered to be the first point of contact for Anna for the first few months of the Charity becoming operational. The rationale being that we do not know at present how much demand there will be from Anna in terms of seeking advice or support. Colin, being retired, is more likely to be accessible at short notice.

Action: Colin will discuss this with Anna.

• How do we pay

Probably by cheque to begin with following receipt of a time sheet and invoice from Anna.

• Address (PO Box?)

The cost of a PO Box including delivery to the administrator's home address is £265 per annum. This was thought to be good value for money and necessary. PO Box to be purchased once funding is transferred.

• Phone number

A contact phone number will be important and it was thought that its location (i.e. separate mobile/Anna's mobile) would best be discussed with Anna.

Action: Colin will discuss this with Anna

5. Website Build and Costs

Following some research with another website build company, MCPC are offering to build a website for us at about 1/3rd of the cost. The proposed spec suggests it will meet all of our needs in terms of providing information and will have a provision for booking sites and paying in money. The cost is £2600 which includes full design, build and start-up support. There is a tight timetable if we want it up and running by the 1st November. MCPC need to start developing from week beginning 16th October and require 50% upfront payment in order to book that time in. Dave agreed to make the initial payment on our behalf and will recoup the funding from money to be transferred to YACIO at the end of September. It was decided to go ahead with the development.

6. Colony Issues and Costs

Ongoing Colony support costs have been circulated and amount to £1988 per annum. Licences are paid up until September 2018.

The City of York Council will transfer data to MCPC servers during the first week of October once all tenants have been notified of their rights regarding data protection. MCPC will install software on three computers initially and the systems will go live sometime during the middle of October. A provisional decision was made to install the software on Lisa's computer (as treasurer), Colin's Computer (as secretary) and Anna's Computer (as administrator).

There are many other options for access to information which will be explained on the Colony training days.

7. Banking

• Administrator's Role

Previous discussion amongst the trustees proposed that Anna should become a signatory on the understanding that the same conditions apply i.e. all transactions require two signatories.

Action: Lisa agreed to look into this.

It was further proposed that Anna should hold a petty cash float of perhaps £100 and given the authority to spend this at her discretion alongside appropriate recording. Decision deferred to the next meeting.

• Post Office pay-in module

It was recognised that it will be important for us to add a 'pay in at the Post Office' module to our bank account to facilitate over-the-counter payments which will be required by many of the tenants.

Action: Lisa agreed to look into this

8pm - Dave Meigh joined the meeting

8. Matters Arising from Scrutiny Meeting

• General (e.g. Glen, Consultation, etc)

Dave informed the meeting that he has this issue in hand.

• Free plots for Schools/Community Groups

The scrutiny committee's view that there should be free plots for some sections of the public sits comfortably with the trustees' commitment made during negotiations with the Charity Commission.

There was recognition that this is going to require some careful thinking particularly in terms of public access to sites.

• 6 Monthly Liaison with CYC

Dave felt that he and the trustees already had an agreement to work alongside each other during the first year at least and therefore this issue has been addressed.

• Backlog of Clearance Work

It was agreed that identification of legacy clearance work could be identified during the site visits arranged for next week. Dave agreed that the Council have an obligation to fund reasonable legacy issues and that the outcome of the site visits could form a baseline for negotiation. Dave suggested that in some cases it may be better for YACIO to manage the agreed work in which case CYC would pass funds for such work.

9. Visits to Sites with DM

Site visits have been scheduled for next week and will include:

- Identifying which boundaries are the responsibility of the council and which are the responsibility of YACIO
- Identifying legacy maintenance and clearance work
- Identifying requirement for hedge trimming and grass cutting

10. Sites Without Secretaries How to Handle

Deferred to the next meeting

11. Meeting with Site Secs – How to Approach?

Deferred to the next meeting

12. Preliminary Thoughts on Site Maintenance Tenders

Deferred to the next meeting

13. AOB

A tenant has made an enquiry of the Constitution and wanted to point out the following:

- The Constitution needs to be dated from the date of the final draft.
- Section 9 implies that there is an option for tenants not to be a member of the charity.

It was agreed that the response would be that the points have been noted and would be collated with other observations/comments to be put before the inaugural AGM.

14. Confirmation of Meeting Dates

The Golden Ball is not available in two weeks' time and it was thought that three weeks away is too long, taking into account all that needs to be done.

The Golden Ball has been booked for next Wednesday 20th September 2017 7-9pm.