



YACIO Trustee Meeting

6th February 2019

Attending: Colin Smith, Lisa Turner, Anna Pawlow, Maria Lewington, Tina Funnell

Minutes: Anna Pawlow

1. Apologies

Adam Myers, Simon Wild, Tony Chalcraft

2. Notes and Actions

Actions from the last meeting were reviewed and all were being progressed or had been completed.

3. Administrator Report

AP reported that invoicing was going well with 68.75% of all invoices paid. She further reported that the Colony upgrade had not gone as planned and although she could now view the database none of the other functions, such as invoicing, new tenancies and letters were working. She was working closely with MCPC to resolve these issues as quickly as possible.

AP queried what to respond to requests to advertise sheds, greenhouses or compost, etc. and it was agreed by Trustees that these should be declined.

4. Duty Trustee Report

Deferred to next meeting.

5. Monthly Budget Report

LT reported that there was currently £69,000 in the bank with the additional £30,000 held for deposits. She had delivered the financial information to Outsource for inspection and would follow up on this. AM had proposed using a different accounting system this year and LT would look into this.

Action: LT to prepare a budget for 2019 and present this to the Trustees.

6. Site Secretary Meeting

Trustees reviewed the Agenda for the Site Secretaries Meeting and agreed who would be speaking for each part and the talking points.

Action: AP to circulate the agreed notes.

7. Annual Report /AGM

Trustees reviewed matters and were happy with the progress of the Financial Report. LT would follow up on the Financial Report to deliver it before the deadline on the 13th so that AP could format it for publishing. All agreed that the Agenda was fine to publish.

8. Any Other Business

Project Bids - Bids had been reviewed by ML and CS and several categories had emerged. Bids for equipment or assets were to be declined as the insurance and storage issues presented too great a risk. Bids for plot clearances of overgrown plots could go ahead, CS noted that he and AP had negotiated good rates from the Contractors to do plot clearance work. Tree work would need to be reviewed as Trustees had several different opinions on what should be actioned and what should be left.

Trustees debated how best to make payments to Associations, whether to require receipts or to pay up front and then request receipts/invoices and the return of any unspent funds.

Action: AP to add Trees to the agenda of the next meeting.

CS to draft a policy for review on payments to Associations.

Glen - TF advised Trustees of recent developments on Glen to keep them appraised of the situation.

Trustees debated other issues such as appointment of Site Secretaries and Trustees. AP noted that all of these policies should be in the manual in due course for easier review.

9. Next Meeting Dates

11th February - Site Secretary Meeting

20th February - Trustee Meeting

2nd March AGM