



YACIO Trustee Meeting

1st May 2019

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

All present.

2. Actions from Last Meeting

Actions from the last meeting were reviewed and all were marked as completed or in progress.

3. Administrator Report

Skips - AP reported that there had been a serious issue with skip supply as our supplier had decided they were unable to continue working with YACIO. This meant that skips delivered that day were removed from site and they would not honour the orders. However, AP had found an alternative supplier who understood YACIO's needs and was happy to work with them going forwards. All future deliveries would be be rescheduled with the new supplier.

Signage - AP noted that a lot of the signs on allotments were either out of date, showing CYC contact information, or missing entirely. She proposed purchasing corex signs displaying the site name and YACIO contact information. The necessity and cost were discussed and it was decided to defer any action to a later date.

Debtors - AP reported that following up on unpaid invoices was ongoing and this was slow work but was progressing. All first reminders had been sent and she was now progressing to final reminders.

4. Duty Trustee Report

LT reported that she had nothing further to report. CS was now Duty Trustee for May.

5. CYC Lease

CS had obtained further feedback from the legal advice team at NSALG and this would necessitate further discussion of amendments to the Lease before a meeting with DM could take place.

6. MCPC Complaint

TC noted that YACIO needed to respond to MCPC's offer. Trustees debated whether this was the right thing to do and discussed the outstanding issues with Colony. It was agreed that YACIO would accept the terms of the offer but make sure that it was noted that this did not resolve the issue completely and there were still ongoing problems.

Action: TC to write to MCPC. LT to pay the invoice.

7. YACIO Decision Making

AM had proposed the formation of sub-groups within the Trustees to address specific issues. All were in favour of this in principle and a discussion took place as to how to track actions. Previous attempts at group documents had been unsuccessful so careful consideration would be needed. AP noted that she already kept a log of issues on Trello but as Trustees had previously tried Trello unsuccessfully this was not a solution. Colony's inbuilt notes and Customer Enquiry sections could also be utilised but Trustees were not happy to use Colony. A third option of using a shared google doc was proposed but again, previous issues with shared documents meant that this was not a perfect solution either.

Action: SW & AP to look into further options for an action log.

8. Glen

AP reported that she was progressing with following up on all unpaid invoices as normal. It was agreed that CS & AM would continue to follow up on all issues as they were raised.

Action: TC to update DM as to the general situation.

9. Any Other Business

PLI - CS raised the issue of PLI for events and also, upon the review of current

figures, it was noted that the number of members that YACIO was covered for would need to be raised. It was agreed that CS should proceed and increase cover for more members as well as adding events cover.

Action: CS to ass more members and add events cover to PLI policy.

Hempland Water - TC noted he had been contacted regarding outstanding plumbing issues. CS noted that this was in progress and he would contact Hempland to discuss further.

Action: CS to progress

10. Manual Review

Trustees reviewed the draft manual and made amendments as necessary.

11. Next Meetings

15th May - Trustee Meeting - Manual Review

5th June - Trustee Meeting

19th June - Trustee Meeting