



YACIO Trustee Meeting

1st July 2020

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Adam Myers, Maria Lewington

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Colin Smith, Simon Wild

2. Notes and Actions

The notes from the last meeting were accepted.

To Complete:

TC to complete the shooting policy

AM to contact Yorkshire Water regarding any subsidies available.

AP to contact Site Secretaries regarding Hosepipes.

Site Secretary Meetings

TC asking if it was time to try resuming site secretary meetings.

AP noted that she would not be comfortable with an in person meeting with that many people. Trustees discussed the option of using zoom to have a virtual meeting. Trustees agreed that it was vitally important to keep open communications with site secretaries. It was agreed that some dates should be suggested, perhaps in September, and that opinions on a virtual

meeting should be sought at the same time as the hosepipe email.

3. Administrator Report

AP noted that the contactless letting process seemed to be working well and that most site secretaries had adapted easily to the process. AP requested permission to start contacting debtors once more and restart that process. She also recommended reducing the payment terms back down to 30 days. Trustees agreed that it was time to resume normal practice.

4. Duty Trustee Report

AP requested a volunteer for Duty Trustee for the month. TC volunteered. CS had provided a written report for Trustees on the few actions taken during June.

5. Trustee Reports (Specific Responsibilities)

Complaints

ML noted that she had completed reports, available in the shared drive, on all complaints received.

Trustees discussed whether the structure of YACIO was obvious enough to tenants with some question as to whether they understood the role of site secretaries and who they were. It was suggested that a poster be made for each noticeboard with the site secretary details on it.

Action: ML to prepare a poster.

Maintenance

CS had circulated the maintenance log by email.

6. Monthly Finance Report

LT had circulated the quarterly figures. There had been a small drop in income but also a drop in expenditure. Trustees discussed these figures and debated the future cash flow and how predicted economic changes might impact these.

Trustees agreed that the concession policy would need to be reviewed this year and asked AP to prepare figures to inform debate at the next meeting.

Action: AP to prepare reports on concessions.

7. Insurance

The company that provided the insurance policy had changed. CS intended to make contact and check everything was still as needed.

8. Shooting Policy

TC had circulated a revised policy on shooting and it was agreed that this should be combined with the existing policy on pest control.

Action: TC to combine the two policies

9. Community Plots Policy

CS & AM had made proposals for making a new policy on community plots to treat them more as concessions and to properly establish who is using these plots and for what purpose. Trustees discussed the various issues and the admin implications.

Action: AM to prepare a policy based on the discussions for further debate.

10. Recruiting New Trustees

Trustees discussed whether it was a good time to add new Trustees. It was agreed that it would be a good idea to look for

interest and see who might put themselves forwards. The process might take some time due to social distancing due to the need to have potential new trustees sit in on meetings. It was agreed that a small piece be put in the newsletter asking people to get in touch and see.

11. Any Other Business

Website - ML noted that there were sections of the website that needed updating.

Action: AP to make the updates.

Site Visits - AP to add site visits to future agenda.

Cultivation Policy - AP to add Cultivation Policy to future agenda.

Manual/Handbooks - LT had reviewed these and had notes. They were broadly in line with no major discrepancies but there were updates needed. It was agreed to inform all tenants of the new handbook in the email sending the newsletter.

12. Next Meeting Dates

5th August - Trustee Meeting (ML gave apologies in advance)

2nd September - Trustee Meeting