



YACIO Trustee Meeting

1st September 2021

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Adam Myers, Colin Smith,
Maria Lewington-Gower, Helen Butt

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

SW

2. Approval of Minutes

Minutes of the last meeting were approved as a true record.

3. Actions

External Trustee Application - AM & TC had met with the applicant but had not had any further reply.

Site Secretary Minutes -

Action: TC & AM to review Site Secretary Meeting Minutes and approve.

Other items on Agenda.

4. Administrator's Report

AP reported that things continued to be busy but with no out of the ordinary issues. New tenancies and inspections continued as usual but due to large volumes of inspections no credit control had taken place this month and she would like to focus on that in the next few weeks.

Co-Tenants - AP querying the transition to the new co-tenant policy and when the switch from 12 months to 24 months should be made. Trustees agreed that any co-tenants

added after June would need to wait 24 months, those added before would only need 12 months.

Hempland Keys - AP flagged to Trustees another unusual situation with control of the keys to access Hempland Lane Allotments in the hands of the Association and not the Site Secretary.

Action: TC to look into the situation further and report back.

Colony Reports - AP noted that the Colony reports still had a few bugs and that there were 1588 individual applicants on the waiting list with a total of 2749 applications between them. There were 131 tenants On Notice.

5. Finance Report

LT reported that while funds were low this was all still within budget and in line with expected income and expenditure. CS requested that the quarter end accounts be made available to all. Trustees discussed use of the shared drive.

6. Trustee Reports - Specific Responsibilities

a. Complaints - ML had updated the shared folder with the most recent complaint.

Trustees discussed the ongoing complaints and concerns regarding these.

Low Moor Site Secretary - Trustees discussed the new arrangements.

Action: TC & CS to meet with Christine and discuss issues.

b. Maintenance - CS apologised for not circulating the maintenance log as usual due to ill health. He noted that things had been quite busy with lots of work undertaken by Dave.

Hedge Cuts - CS flagging a request from one tenant that the hedge on their boundary not be cut by contractors. CS noted that it was impossible to arrange this kind of exception and that all maintenance work must be carried out as arranged by YACIO. Trustees agreed.

c. Association Liaison - Nothing to report

d. Site Specific Issues -

Fulford Cross Trees - AM had been in contact with CYC and the school regarding various trees of concern on Fulford Cross. It was agreed that he should continue to work on this and noted that some aspects were urgent due to the health and safety issues.

Action: AM to progress.

Bribery of Site Secretaries - TC noted that a tenant on the waiting list had been attempting to coerce and bribe site secretaries for a plot and was harassing them. It was agreed that this kind of behaviour was unacceptable and any further issues would result in them being removed from the waiting list.

e. Document Review - SW absent

7. Items Requiring a Decision

a. Maintenance Contract

CS and AP had progressed with putting the maintenance contract out to tender. Approximately a dozen firms had been approached and three quotes were supplied.

CS & AP recommended that the current contract ends and that a new firm be engaged. Discussions with the new contractors had been positive and it was felt that they would be able to deliver the standards that YACIO sought whereas the existing contractors had consistently failed to reach the agreed standards. Trustees agreed to go ahead on this basis. Concerns were raised that work might not be finished to the necessary standards and CS should seek to address this.

Action: CS to contact both firms and make the necessary arrangements.

b. Template Letters

HB had produced simplified notice letters with only 2 letters a first “yellow card” and a second “red card”. Trustees discussed the proposals and agreed that they should be presented to Site Secretaries for their input with the

recommendation that Trustees thought the new letters were the best way forwards. It was agreed that final comments should be sent to HB by the 10th September and final drafts circulated after this. Feedback from Site Secretaries should be received by the 22nd September in preparation for a meeting on the 27th September.

Action: Comments to HB by 10th September. HB to circulate to site secretaries for comment by 22nd September.

c. Administrator Review

CS and AP had met following on from meetings between CS, ML and TC to review the Administrator job description. CS had composed recommendations based on these discussions. Certain changes and clarifications to processes had been suggested, beginning with agenda management. 8 days prior to a Trustee Meeting, CS and AP would meet to finalise the agenda. All items for discussion should be submitted before 3pm on this day. Any items submitted after this would be included as AOB and there may not be time for discussion. AP queried whether everyone was happy with using the IT tools and some discussion of this occurred. Suggested response timescales had been put forwards and AP was happy that these could be met but that this would most likely have cost implications.

It had been suggested that official YACIO emails be used for all site secretaries. Trustees discussed this and the benefits and it was agreed that further consultation with site secretaries would be necessary.

Action: CS & AP to formulate further cost analysis of the new proposals for consideration.

d. Tenancy Agreement

TC had reviewed the document and instead of making large changes had mostly reordered the clauses and rephrased to try to make more sense to readers. LT was then to review the handbook to ensure that this stayed in line with the new agreement and SW should then review the Manual to make

sure all changes were accurately reflected across all documents.

Action: TC to do second draft Tenancy, LT to cross check with Handbook, SW to cross check with Manual.

e. Site Secretary Meeting Follow Up

Action: AM, HB, TC and AP to meet and discuss issues for follow up.

f. Newsletter

Content for the September newsletter was discussed. It was agreed that the proposed tenancy changes should form the bulk with other articles of interest. Any items that there was not space for could always be used in future newsletters so AP encouraged all to submit any articles they felt might be of interest. It was agreed that copy should be sent to AP for a draft no later than the 10th September.

Action: Copy to be sent to AP by 10th September.

g. October Members' Meeting

Trustees discussed the issues with the planned October meeting with attendees limited to 30-40 in person. Other options were discussed. It was agreed that it was not possible to hold an in person meeting at this time and that instead Zoom 'Surgeries' should be scheduled over the course of a few weeks so that tenants could have the option to discuss issues with Trustees and that these should be publicised in the Newsletter.

Actions: AP to schedule dates for surgeries and publicise in Newsletter.

Trustees to volunteer to staff each surgery.

8. Inspection Checklist - Deferred

9. Any Other Business

Holgate Bid - Trustees discussed the bid from Holgate and HB offered clarifications.

Actions: HB to supply further costings from Holgate

Association.

ML and CS to take forwards as part of Bids process.

10. Next Meeting Dates

1st September - Trustee Meeting - Zoom

27th September - Site Secretary Meeting - Zoom

6th October - Trustee Meeting - Zoom

9th October - Members' Day - CANCELLED

12th October - Trustee Surgery - Zoom

20th October - Trustee Surgery - Zoom

28th October - Trustee Surgery - Zoom