



YACIO Trustee Meeting

15th January 2020

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Simon Wild

2. Notes and Actions

Accountants - Trustees discussed the quotes obtained by LT and agreed that given the sharp increase in costs it would be better to remain with the same accountant as last year if they were able to assist.

Action: LT to approach accountant and progress accounts inspection. AP to push MCPC for necessary Reports.

Site Signs - Action: AP to order signs, CS to liaise with Dave to fit them.

Contractor - Action: AP & CS to meet with Contractor 17th February.

Shredding - Action: CS to follow up with alternate contractor for a quote.

Community Plot Policy - Action: AM & SW to revise questionnaire. AM & SW to write a policy for discussion. AP to add to February Agenda. AP to check signatures on Community Plot Contracts.

Calendar - Action: ML to add regularly scheduled issues to the calendar.

Manual - Action: ML to make amendments to document. TC to do a final check. AP to publish on Website.

Tenant Handbook - Action: ML to cross check the Manual/Site Secretary Handbook/Tenant Handbook for consistency.

YACIO Collaboration with St Nick's - Action: TC to attend Meeting

Woodwork- Action: AM to progress.

Food Surplus Sharing - Action: AM to progress.

Growing Green Spaces -Action: TC to attend meeting

3. Administrator Report

Invoicing - AP reported that thus far £20,000 in rents had been received from tenants. One issue with Paypal not offering the option to pay by credit or debit card on a mobile device (desktops work fine) had been spotted and AP was pushing MCPC to resolve this. AP noted that she was having some issues with getting MCPC to produce non standard reports that were necessary for YACIO's accounting and also to explain how some figures in the standard reports were arrived at.

AP noted that otherwise invoicing was going as predicted, with the same spike in questions and issues raised seen in previous years. AP was dealing with all enquiries as quickly as she was able.

Water - AP reported that the water bills for 2019 had been paid out at the end of the year, the Direct Debit had not been properly registered resulting in a lump sum payment to bring the account up to date at the end of the year. AP suggesting that as water costs were of some concern the opportunity of the summer newsletter be used to advise tenants as to best practice. It was noted that there were currently some individuals abusing the access to water for such purposes as washing cars. Information about water reclamation could be provided (eg. water butts on sheds) and perhaps even a discounted water butt purchase looked into.

Action: AP to push for reports and explanations from MCPC.

AP to add Water Reclamation to February Agenda

4. Duty Trustee Report

Nothing to report.

It was agreed that the upcoming schedule would be:

January - CS

February - AM

March - TC

And that Trustees would further discuss the idea of having specialities and dealing with those issues year round in place of the Duty Trustee Rota.

Action: AP to add Specific Areas of Trustee Responsibility to February Agenda.

5. Monthly Budget Report / End of Year Accounts

Trustees discussed the year end accounts and concerns regarding long term costs of inflation with a static rental income. Awaiting final figures from MCPC before these can be finalised. Following this LT would submit them to the accountants.

6. Budget Planning

CS had presented suggested budget figures to Trustees. It was noted that all of the figures were on the cautious side to show a worst case scenario.

Trustees discussed the items and decided on which amendments to make.

Trustees discussed the financial forecast presented and the possibility that rents would have to be slightly raised in the future to avoid a deficit. The ongoing issue of the repayment of water fees to CYC was a large question mark as the continued budgeting for this was a very large ongoing liability. It was agreed that the budget should not be approved until the next meeting, after the meeting with Dave Meigh, so that an accurate figure for this liability could be sought.

AM had presented a Reserve Policy to Trustees and this was briefly discussed but deferred to the next meeting.

Actions: CS to make the alterations agreed to the budget thus far.

AP to add Budget Approval and Reserve Policy to February Agenda. AP to add quarterly reviews to agendas.

LT to produce Budget v Actual figured at each Quarterly Report.

7. Manual - Deferred

8. Tenant Handbook - Deferred

9. Site Visits

It was agreed that site visits should take place with one Trustees, AP and the site secretary for each site but that other Trustees should be welcome to join the visit if they so wished. It was agreed that Trustees should not conduct the site visit for their own site.

Action: ML to draw up a proforma for site visits to ensure consistency.

AP to add site visits to the February meeting agenda.

Site visits to take place in February/March.

AP to establish a schedule for these visits.

AP to draw up reports for each site to show activities.

10. Risk Assessments - Deferred

11. Community Plot Policy - Deferred

12. AGM

Trustees discussed options for a speaker this year and it was agreed that two approaches should be made for short presentations.

Action: ML and TC to progress.

13. DM Meeting

Trustees discussed the issues to be raised at the upcoming review meeting with Dave Meigh.

Water - LT to take the lead. Trustees agreed that this needed finalising as the ongoing uncertainty over the financial impact was troubling.

Lease - **Action:** LT to review carefully before the meeting and make sure the amendments are satisfactory.

Legacy Work - AP circulated feedback from the Site Secretaries. AP noted one item not on the list as it came later was the wall on Scarcroft that had not yet been fixed.

Boundaries - DM had circulated another set of boundary maps. **Action:** CS to check these carefully.

Action: AP to provide KPIs for 2019.

14. Any Other Business

- **Meeting Planning** - Trustees discussed being better organised for meetings. AP explained the system at present with documents posted in the Calendar throughout the month and a final reminder circulated a few days before the meeting. It was agreed that the agenda should be finalised 7 days before. TC to approve agenda beforehand.

- **Site Secretary Meeting** - It was agreed the meeting should take place in late February.

Action: AP to check availability and report back.

- **Leaving Present for Site Secretary** - Trustees discussed the idea of a gift for outgoing site secretary and it was agreed that this was not appropriate given the voluntary nature of the position but that a card or letter expressing thanks should be sent.

- **Funeral** - CS reported that YACIO have sent flowers to the funeral of the handyman's assistant after this was approved by Trustees by email.

- **Glen** - AM had prepared a report circulated by email to bring Trustees up to date with developments and spare discussion time. It was agreed that AM & CS should continue to manage the situation without discussing everything with other Trustees and only bring larger issues to meetings. Water usage by the community gardens was discussed but the issue was deferred for the future.

15. Next Meeting Dates

20th January - Association Meeting

22nd January - Dave Meigh Review Meeting

5th February - Trustee Meeting

? February - Site Secretary Meeting

4th March - Trustee Meeting

28th March - AGM