



YACIO Trustee Meeting

16th November 2017

Attending: Tony Chalcraft, Colin Smith, Simon Wild, Adam Myers, Anna Pawlow,

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Lisa Turner

2. Notes and actions from last meeting

See relevant agenda items

3. Administrative Report

Meeting with DM

AP reported that she had had another productive meeting with Dave Meigh with more information had been passed over. AP updated the Trustees that the final balance to be transferred to YACIO was in the process of being reconciled and that DM had started preparing to address legacy issues. DM confirmed to AP that CYC would pay the water bills for sites until the end of the year. DM also confirmed to AP that he would be writing to the Trustees regarding the Transfer to ensure this had the appropriate written records.

Keys

AP obtained further keys to sites with plenty of spares.

Timetable

AP confirmed an updated timetable had been circulated by email.

Emails

AP outlined the current issues with the emails to Trustees. It was agreed that this was a serious issue and needed rectifying swiftly even if it was necessary to switch to a paid service.

Action: AP to contact MCPC and discuss what options were available and resolve as soon as possible.

Press Release

AP confirmed that this had been circulated and BBC Radio York was suggested to be added to the list.

Action: AP to send Press Release to BBC Radio York

Site Secretary Queries:

AP reported that there were some queries from Site Secretaries.

Sarah Daniel – Wigginton Road – issues with a tenant

Dave Gash – Bootham Stray – issues with gate lock

Fulford Parish Council Allotments – approached to arrange a meeting.

Actions: Trustees to discuss tenant issue further with Sarah Daniel

AP to arrange a replacement lock for Bootham.

AP to ask to defer meeting with Fulford to the new year.

4. Carr Lane Tenant Issues

AP had circulated an email to all Trustees from DM regarding a tenant who had appealed their eviction from Carr Lane.

AP and TC disclosed that they were both tenants at Carr Lane and as such there was a conflict of interest.

TC queried whether this was a legacy issue for the Council to deal with. CS suggested that YACIO should adopt a collaborative approach and that a Trustee should hear the appeal along with a Council representative.

AM and SW both agreed that they would be prepared to represent YACIO at an appeal week commencing 27th November along with DM's line manager.

Actions: SW & AM to confirm availability and liaise with DM

5. Appointing a Contractor

CS reported that he had now received in three quotes from Contractors and that White Rose Gardening had reduced their quote to £14,000 following feedback. Trustees discussed next steps and the pros and cons of each contractor.

TC asked CS whether he was in a position to make a recommendation to the Trustees. CS indicated that he felt that White Rose were best placed to offer the service, at least for the first year and he was most confident in their ability to deliver. Trustees agreed that subject to satisfactory references the maintenance contract would be offered to White Rose.

Action: CS to take up references from White Rose.

6. Manual

Deferred to next meeting.

7. Site Secretary Meeting

Trustees discussed the objectives for the site secretary meeting and agreed which Trustee would talk about which issues. An agenda was agreed.

Actions: AP to prepare and circulate the Agenda to site secretaries.

8. Banking

Deferred to next meeting.

CS informed Trustees that the Post Office payment processing was not available through the bank account.

Action: CS to research further options for Post Office Payments.

9. Budget

CS updated Trustees on the budget. It is still predicted that there will be a small surplus each year for at least the next two years at the current figures. The figures support the policy to avoid a rent increase for 2018/2019.

10. Timetable

Action: AP to update Timetable and circulate.

11. Any other Business

Provision of skips to sites was discussed.

Action: AP to research skips

TC queried how often Colony data was backed up on the MCPC servers.

Action: AP to query this with MCPC

12. Future Meeting Dates

To be decided.