

YACIO Meeting

2nd October 2017

Attending: Tony Chalcraft, Colin Smith, Lisa Turner, Simon Wild, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1/ Apologies

Adam Myers

2/ Notes and Actions from Meeting 20/9/17

AP updating Trustees on the YACIO mobile number.

All other notes and actions noted to be on agenda for this meeting already to be discussed at the relevant points.

3/ Anna's Contract

Trustees approved contract and LT signing on behalf of YACIO.

+ Site Secretary Meeting

Date of 8th November booked at last meeting. TC unable to attend on this date. Trustees debated whether it would be possible to change the date. Trustees questioned whether Dave Meigh's presence would be necessary. Agreed that he should perhaps attend for the beginning then hand over to YACIO.

Action: CS to contact Brigantes regarding changing the booking and DM regarding availability.

4/ Review of Dates/Schedule for Next 4-6 Weeks

Process of preparing the Lease has been started by DM but the process will be a long one. No firm dates as of yet.

DM is to send letter to all tenants regarding transfer of their data to YACIO. If this goes off schedule then this could impact on the timetable for Colony installation.

Action: AP to prepare schedule of critical dates and circulate to all.

AP to email DM regarding the date transfer to see how this may impact the onward timetable.

+ Darren Lovatt

Trustees agreed not to respond directly to Darren's email but agreed that there needed to be communication with the site secretaries in advance of the scheduled meeting at the beginning of November. Need to inform them of the meeting, introduce ourselves and give contact details. Trustees agreed this was best to come from TC as Chair. Trustees agreed that this cannot go out until the dates are confirmed.

Action: TC to draft an email to all Site Secretaries to send out by the end of this week.

5/ Progress Reports

i/ Banking

LT informed Trustees that the bank had requested further confirmation that York Council had transferred management of the Allotments to YACIO. LT has provided them with documentation. Expected time frame is 7-10 days. As soon as the bank confirm that the account is set up LT to contact DM to arrange for transfer of funds.

Action: LT to contact DM once account set up

ii/ Insurance

CS reporting no further progress.

Action: CS deferred to next meeting

iii/ Water

Trustees debated how to get water meter readings on 1st November. Agreed to involve Site Secretaries where possible. This was noted as a topic of discussion for the Site Secretary meeting in November.

6/ Colony – Follow-up on Training and Actions

i/ PC installation 11th Oct

CS noted as he only has a mac that he will be unable to have colony installed on his computer. Trustees querying how long each installation would take and how much memory this might take up.

Action: AP to prepare a schedule of availability for MCPC and clarify issues.

ii Logo

Charlotte at MCPC had raised the issue of licencing for elements of the proposed deign. Trustees agreed that while all liked Robins as birds the Robin was thought to be too Christmassy for our logo. All agreed that the logo without the Robin was good. SW noted he preferred it with the Robin.

CS raising issue of font licence. Abricos7 needs a licence purchasing for commercial use at a cost of approx. £27 Trustees agreed that they would be happy with this.

Action: CS to tell Charlotte to remove the Robin.

iii/ Website content for MPPC

Trustees discussed the appearance and structure of the pages and where to source photographs to use. Social media set up discussed and AP agreed to set up various profiles to reserve names where possible. Trustees debated the issue of a Paypal account. There are fees for this but it will be essential to the web build for payment processing.

Action: AP to set up social media profiles. AP to contact MCPC for further information regarding the web build. AP to research Paypal fees further.

iv/ Training Dates

Trustees discussed availability for extra training dates. All agreed it would be sensible to defer further training until next year if possible.

Action: AP to discuss with Kirstin

v/ Contract Signature

LT has received a pdf of the contract from MCPC. Trustees agreed to sign on the condition that DM has agreed the sections he will take responsibility for.

Action: LT to contact DM to agree split of responsibility.

vi/ Colony Contact

Now that AP is contracted CS agreeing to hand over contact with MCPC to her.

Action: AP to provide contact details to MCPC

vii/ Any Other Colony Matters

None

7/ Follow-up on Site Visits with DM

Glen and Hempland site visits still to complete. Trustees reiterated the need to make thorough notes of all that DM has promised. DM has promised a lot but some doubt was expressed regarding his ability to deliver it. If thorough records of all agreements are kept, for both long and short term objectives, then we can communicate this to the sites. Trustees agreed to send a list of all jobs agreed to DM for clarity. These agreements need to be down on paper by the Site Secretary meeting in November. Glen and Hempland visits need completing as a matter of urgency. LT still to add her comments and plans to the master document. Aim to have this completed by the end of next week.

Action: AP to contact DM for his availability for site visits. LT to add comments to shared document.

8/ Contractor Visits – Report and Feedback

CS reporting on the day touring the sites with Peter Clark from White Rose Gardening Services. A productive day in general but two site secretaries were upset when they were missed due to the schedule going off the predicted timetable. There isn't as much mowing to be done as originally thought but there are more hedges that will need cutting. Peter supplying quote based on 6 grass cuts and 2 hedge cuts this came in at £17,800 with plot clearances as extra and a one off 'tidy up' at £4800 should the Council not do the work agreed to bring the sites up to a reasonable standard.

CS has prepared a specification based on these discussions to send to other companies.

Action: CS to send specification to other contractors to gain more quotes.

9/ Manual – How to Take Forward

LT presented copies of the Manual as it stands to Trustees.

Action: All to review for next meeting. LT to add file to google docs.

10/ Actions for DM

Trustees discussed obtaining copies of documents stored on the Council computers. Specifically any documents for colony stored on Darren's C: drive and a copy of Judith's manual as mentioned by DM at the Colony Training.

Action: AP to contact DM regarding this.

+ How to continue Normal Operations for Site Secretaries

SW raised the question of how the Site Secretaries are to continue normal operations during this time. Trustees queried if we have a new tenancy agreement prepared. SW has prepared this with no changes but to the name from York Council to YACIO. Site Secretaries will need new copies of the tenancy for use from November 1st but until that point will have to use York Council's as YACIO cannot enter into any agreements until the 1st November when the transfer takes place. This needs to go in the letter TC will send to Site Secretaries. All agreed that existing arrangements were to stand until 1st November.

Action: TC to write to Site Secretaries. AP to inform DM of the Trustee's decision to run as normal to November 1st.

+ Budget

The quote from White Rose Gardening Services was higher than expected. If this is indicative of the cost then this reduces the predicted surplus to £5000. Trustees will await further quotes from other contractors for more information.

11/ AOB

i. Laptops

CS queried whether there was a need for a YACIO owned laptop, especially in light of the fact that Colony cannot be installed on his mac. The decision was deferred until later as it was not known whether this would be a necessary expense until the charity is up and running.

ii. Printer

Trustees discussed the need for a printer to be purchased to handle large print volumes.

Action: AP to research specs and running costs and report next meeting.

iii. Digital document storage

Trustees discussed the potential need for extra online document storage.

Action: AP to research some options and any costs.

12/ Date of Next Meeting

AP to circulate doodle poll to establish Trustee's availability before the 20th October.