



## YACIO Trustee Meeting

2<sup>nd</sup> October 2019

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Simon Wild, Tina Funnell

### 2. Notes and Actions

**Accountant** - LT to keep looking into new accountants. LT also noted that she required details from TF to enable filing the Charity Commission Return but had heard nothing.

**Holgate Fence** - Dave to erect fence.

**Hospital Fields Cultivation** - TC continuing to support the Site Secretary.

**Lease** - LT trying to progress with DM, LT to try approaching Legal Team direct.

**Fulford Cross Site Secretary** - Appointment made. AP has met with new Site Secretary and given induction.

All other actions had been completed.

### 3. Administrator Report

AP noting that all was busy as usual, the KPIs for the month had been circulated. There would be no more rental invoices sent out this year but only deposit invoices.

**Invoicing** - AP outlined the proposed timeline for invoicing with concession renewal letters going out the beginning of November and invoices going to

print on the 13<sup>th</sup> December for Envelopes on the 18<sup>th</sup> December.

**Newsletter** - AP presented the draft newsletter and asked for any further amendments to be sent by Friday at the latest so that it could be circulated. Trustees agreed that in the future a newsletter every six months should be produced, aiming for January and July. TC asking all trustees to confirm that it was agreed that no rent increases would be applied in 2020. All agreed.

**Site Signage Report** - AP had produced a report on the need for new site signage across the city. It was agreed that the small correx signs would be sufficient for all site entrances and AP should go ahead and place the order. It was further agreed that the old CYC information on 3 old notice boards should be covered with custom signs with YACIO's information and AP should order these too.

**Action:** AP to order signs.

**Contractor** - AP reading out the update from the contractors regarding the works still to be completed. ML flagged some issues she had noticed on Howe Hill with some grass areas being ignored. It was agreed that it would be raised at the Site Secretary Meeting and a email questionnaire circulated after this.

#### 4. **Duty Trustee Report**

AP noting that there had been some confusion regarding the Duty Trustee Rota with ML not being aware that she had been on duty for the whole month. It was agreed that TF would be unable to fill the role so CS would cover until the 15<sup>th</sup> October and TC from the 15<sup>th</sup> to the 31<sup>st</sup> October. AM would cover November and LT December.

#### 5. **Monthly Budget Report**

LT presented basic figures for the accounts. It was agreed that the reserve figure would be reviewed at the end of the year when full figures would be available. AP would only be able to give accurate deposit figures at the end of the year after billing. Trustees discussed future financial obligations and which costs would be expected to rise with inflation. It was agreed that all future decisions on Concessions and Rent would need to be made with this in mind.

## 6. **Glen**

TC reviewed the current situation and brought all Trustees up to speed on the current issues on the site. Trustees and AP had met with Councillor Webb and were awaiting further feedback following Cllr Webb meeting with the other parties involved in the dispute.

There had been several reports of vandalism on plots belonging to members of the Association. There was also an issue with a gate being put up blocking access to a tap by the portakabins, the responsible tenant had been asked to remove the gate but refused claiming that there were health and safety issues to be considered. It was agreed not to pursue this issue further until after the meetings.

## 7. **Risk Assessments**

AP informed Trustees that she had become aware that YACIO should be completing risk assessments for all sites and provided a first draft. Trustees discussed the issue and it was agreed that Trustees should complete these, not site secretaries. AM had several amendments to make to the draft and it was agreed to discuss this further at the November Trustee Meeting.

**Action:** AM to amend risk assessment. AP to add to November agenda.

## 8. **Cultivation Policy/Notice Letters**

LT as site secretary was happy with the draft letters circulated. It was agreed that any further comments should be sent by email to AP before Friday so these could be added to the paperwork for the site secretary meeting on Monday.

## 9. **Site Secretary Meeting Agenda**

The topics for the upcoming site secretary meeting were discussed and it was agreed that the Concession Form would be further amended. The updates to the Site Secretary Handbook were approved.

**Action:** AM to amend Concession Form

AP to update the agenda and circulate.

## 10. **Any Other Business**

**Associations Meeting** - AM to progress

**MCPC** - TC noted that the company had been acquired by another company.

**Holgate** - It was noted that a suggestion had been made at a local ward meeting to build a footpath through Holgate allotments to access the school on the other side. Trustees noted that as this was a locked site this would be problematic. No formal approach had been made to YACIO.

**Site Maps** - ML noted that the site maps were very out of date. It was agreed to raise the issue at the site secretary meeting but not as an urgent matter.

#### 11. Next Meeting Dates

7<sup>th</sup> October - Site Secretary Meeting

6<sup>th</sup> November - Trustee Meeting

4<sup>th</sup> December - Trustee Meeting

18<sup>th</sup> December - Invoice Envelopes Meeting