



## YACIO Trustee Meeting

2<sup>nd</sup> December 2020

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. **Apologies**

Simon Wild

### 2. **Notes and Actions**

Notes from the last meeting were accepted.

**Lease** - LT continued to follow up with CYC legal department who were “waiting for instructions”. It was agreed that if no progress had been made by January then Trustees ought to consider publicising the issue and reaching out to Councillors to assist.

**Action:** LT to follow up with Legal Department

### 3. **Administrator Report**

**Credit Control** - AP reported that she was busy with year end credit control. It was flagged that the figures produced by Colony looked wrong. AP noted that she did not use the report for actual credit control so this should not cause any practical issues, but was concerned about the discrepancy.

**Non Cultivation** - Some site secretaries were still dealing with non cultivation issues and AP was following these up with them but most were now leaving issues until next year.

**Colony Reports** - ML queried the different figured for

Decommissioned/Unlettable plots. AP explaining that there were a number of historic mislabelling issues inherited from CYC. Trustees discussed this and agreed that an effort should be made to fix the issues this year. TC queried how many individuals were on the waiting list rather than how many applications. AP agreed to find out.

**Actions:** AP to look into debtor figures and double check.  
AP to find the figure for individuals on the waiting list.

#### **4. Monthly Finance Report**

LT presented a brief outline of the current finances. There were no concerns. Full year end accounts would be prepared at the beginning of the year.

#### **5. Budget 2021 - Final Approval**

Trustees discussed the prepared Budget. Trustees agreed that with the projected surplus it should be a focus of the next year to invest that surplus into site improvements. The previous system of site bids should be reinstated but with more guidance for the kind of projects that would be accepted. CS, LT and AM agreed to form a working group to decide these and to liaise in the new year.

It was agreed that TC should mention this proposed investment in the January Newsletter and ask for input from Tenants.

Trustees formally accepted the budget for 2021.

**Action:** AP to add to January Agenda.

CS/LT/AM to work together to focus priorities

LT to circulate the figures from the spreadsheet quarterly to all Trustees.

TC to include mention of investment in newsletter.

#### **6. Trustee Reports (Specific Responsibilities)**

**Complaints** - ML has a few appeal to terminations ongoing and would keep these under review with the relevant site

secretaries.

**Maintenance** - CS noted that the maintenance log could be viewed on the shared drive. He also noted that currently maintenance was under budget for the year. There had been a number of issues resolved, such as modifying the entrance at Glen for safer access, and other ongoing issues with water leaks were being investigated.

## **7. Wigginton Road Car Park Development**

LT outlined the planning application for the car park adjacent to Wigginton Road Allotments. Trustees discussed the issue and agreed that LT should submit YACIO's comments to the planning application.

**Action:** LT to submit comments to the planning application.  
LT to ask DM about formal access arrangements.

## **8. Cultivation Standards / Ground Cover Use**

Trustees discussed issues surrounding the lower cultivation standards observed this year. It was agreed that this should be a focus later in the year after invoicing and a March newsletter was proposed to allow more communications with tenants at the beginning of the growing season. The use of Ground cover was discussed and it was agreed that existing polices were sufficient but more effort to communicate these to tenants was needed.

**Action:** Newsletter to go out in March

## **9. Low Moor Security**

Following recent security concerns on Low Moor Christine, SW, the Association and the local PCSO had been liaising on the issues and the PCSO had submitted some suggestions. Trustees discussed this advice and the advice previously given by the NSALG, particularly on the legal issues surrounding CCTV. It was agreed that YACIO needed to support the Association but that there were limits to what

was possible. Some issues would be for CYC to decide, such as lighting on the cycle path.

**Action:** TC to reply to Association and Simon outlining YACIO's position.

CS to enquire with the NSLAG if their advice had changed.

## **10. Termination of Tenancy**

### **Deferred**

**Action:** Please read ML's email and reply with thoughts.

AP to add to January Agenda.

LT to check the tenancy document and authorise any further amendments.

## **11. January Newsletter**

ML volunteered to conduct the cash drop in sessions with possible support from other Trustees.

Amendments to the wording were agreed.

**Action:** AP to amend and print newsletters.

## **12. Invoicing**

AP outlined the logistics of distributing the papers. AP asked Trustees to confirm when they would be available for her to deliver.

**Action:** AP to arrange logistics and deliver/collect papers.

## **13. Any Other Business**

**Printer** - AP requested authorisation to purchase a new printer as, despite best efforts and excellent customer support, the existing printer was no longer capable of printing documents without significant loss in quality and this would need replacing before the invoice printing. This was agreed.

**Action:** AP to purchase new printer.

**14. Next Meeting Dates**

**6<sup>th</sup> January - Trustee Meeting - Online**