

YACIO Trustee Meeting

20th September 2017

Attending: Colin Smith, Lisa Turner, Adam Myers, Simon Wild, Anna Pawlow

Chair: Lisa Turner

Minutes: Anna Pawlow

1. Apologies

Tony Chalcraft

2. Appointment of a Chair in Tony's absence

Lisa Turner agreed to chair this meeting.

3. Welcome Anna

Trustees welcomed Anna Pawlow, the newly appointed administrator, to the meeting.

4. Notes and actions from last meeting

Securing Public Liability Insurance:

Colin Smith had not yet contacted Shield regarding the insurance.

Action: CS deferred to next meeting.

Administrator:

CS and AP had met on 14th September to bring AP up to date. AP will report direct to CS to begin with. Invoices will be submitted with a timesheet at the end of the month. Payment by BACS is preferred. AP will start working for YACIO from the 1st October.

Banking:

LT had not yet heard from the bank.

Action: LT deferred to next meeting.

5. Administrative issues:

Phone number:

CS has provided a mobile phone with a PAYG Giff Gaff SIM for allotment use.

Action: AP to circulate mobile number to all Trustees.

E-mail addresses:

MCPC quote provides for the set up of up to 25 email addresses.

Suggested format of forename.surname@yorkallotments.org

All agreed this was a good idea with a generic contact@yorkallotments.org email for administrative correspondence.

PO Box:

Agreed that a PO Box for post to be delivered to AP's home address will be set up.

Action: AP to set up once in post.

Printer:

Trustees agreed that a printer would be necessary in the long run. Laser printer with colour and double sided printing. Running costs and prices to be researched further

Action: AP to research once in post.

Contract and Terms of Reference:

AP provided a copy of her standard contract and terms and conditions of business to Trustees.

Action: All to review contract produced by AP before signature.

Petty Cash:

Discussed necessary amount of float and how purchases should be processed.

Agreeing a cash float of £100 will be set up to start and this will be reviewed in due course.

6. Banking

Double signature necessary for all purchases. Need more information from bank as to how to administer this for card purchases.

Trustees agreed that two cards for the account will be necessary, one for LT, one for AP.

Trustees discussed whether a separate account for holding deposits will be necessary.

Need for accounting software discussed, need further clarification from Kirstin at MCPC as to which programs can be integrated with Colony.

VAT registration may be financially advantageous if no VAT chargeable on rents as will allow the charity to reclaim VAT on contractor payments. Further information needed.

Action: AM to contact Gareth Morgan, a VAT consultant, for more information.

7. Site Visits

Site visits were going well and reports are being uploaded to the Google Drive. Notes on legacy issues and tree work to be added.

Some site visits are still to be completed with LT and AM to liaise and decide which sites each can cover.

Action: LT /AM to liaise together with Dave Meigh to schedule site visits next week.

8. Colony Training

Colony training will take place for all Trustees and AP at Hazel Court on the 25th September from 9:30am-3pm and 26th September from 9am to 12pm.

9. Website

CS had been in contact with MCPC regarding a quotation for the set up of the website.

Dave Meigh to arrange payment of the 50% deposit needed to secure the development days necessary.

All content will be produced and edited by YACIO.

Need to specify that the website will be compatible across all devices.

Trustees discussed the possible inclusion of adverts as a revenue stream in the future.

Logo discussed, further feedback will be given to Charlotte to develop this further according to preferences.

Payments will be processed though the website and linked to Colony. Card payments and Paypal will be possible.

Action: CS to provide feedback to MCPC

10. Contractor Quotes

Four companies are interested in providing quotes. CS and AP will meet with one potential contractor on Friday 29th September to tour all allotment sites and map areas for maintenance.

Action: CS & AP to tour sites.

11. Water

CS had circulated Yorkshire Water figures by email.

The total bill for the last 12 months was £4,500, therefore higher than previously estimated by the Council.

The rate quoted by Yorkshire Water was the same as the Council currently pay. AM suggested researching using Utility Broker to obtain a better rate. This decision was deferred until next year.

12. Site Secretary Meeting

Scheduled for the 8th November. Trustees discussed the need to be very careful about how the invitation and agenda are framed to Site Secretaries. Need to decide what the session is for and how to deliver it. Site Secretaries cannot be invited before the 25th September before the Council have made a decision.

Location debated and whether food should be provided.

Action: CS to book Brigantes for 8th November.

13. Budget

CS noted that the 6th draft of the budget had been circulated by email and was on Google Drive. The costs from contractors were still to be added.

14. Timetable

Timetable discussed. The critical dates are the official decision from the Council on the 25th September and the website content needs to be decided and provided to MCPC by the 16th October.

15. Any other Business

Data Transfer:

Data Protection discussed regarding the transfer of data from the Council to YACIO.

Dave Meigh will be writing to all tenants to obtain permission for the data to be shared.

If anyone opts out then their data cannot be transferred. Need to ask Dave Meigh what happens in these circumstances.

Colin Smith/Trustee Expenses:

AM raising that CS has done a lot of work for the charity already and incurred expenses. Once funds have been transferred then Trustees will be able to claim for expenses. All thanking CS for his hard work.

16. Future Meeting Dates

Next meeting scheduled for 7pm **Monday 2nd October** at The Wellington, Fishergate.