

YACIO Trustee Meeting

25th October 2017

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Lisa Turner & Adam Myers

2. Notes and actions from last meeting

YACIO letter to Site Secretaries

TC noted that he has had few responses.

Banking

See relevant agenda item.

Public Liability Insurance

CS confirmed that the premium could be paid by BACS so could be put in place before 1st November as planned.

SW queried whether the policy would cover events on sites. CS confirmed that at the current level it would not but that to add events cover would only add £200-300 to the quote. Trustees debated whether they should add events cover to the policy to ensure that appropriate cover is in place to cover all eventualities. At present individual associations have to purchase their own cover. Trustees debated whether YACIO purchasing events cover could offer a substantial saving to associations and also what the effect would be on sites without associations. All agreed that if cover were to be added then associations must notify trustees of any event and provide a risk assessment to them in advance of any event. It was agreed that CS would purchase the policy and, so long as the extra cost does not exceed £400 then he is to add events cover.

Actions: AP to confirm with DM the current level of insurance for sites.

CS to purchase the policy. Manual to be updated to include notification and risk assessment requirements for sites.

Printer

AP had continued to research the available options. AP queried the budget available for the purchase. Research had indicated that at least £250 would be needed to purchase a machine suitable for requirements. Trustees authorised up to £500 budget for this. AP to circulate 3 options to Trustees and a decision to be made by correspondence. CS to transfer the amount to AP's account to enable her to make the purchase using her own card. Trustees authorising this procedure as an emergency measure.

Actions: AP to circulate 3 options to Trustees.

CS to transfer the amount to AP's account.

Website

See relevant agenda item

Timetable

Action: AP to update timetable and circulate once further dates available.

Tenancy Agreement

See relevant agenda item.

Site Keys

CS has spoken to DM about the situation with the keys. Darren has left a box of 'materials' and DM has yet to sort through the locks and keys.

Actions: AP to obtain the keys and locks from DM, whether or not he has sorted them.

Meeting Venues

CS has arranged locations and confirmed to all.

3. **Administrative issues**

AP provided an update to the Trustees on her work. AP will be meeting with DM on 31st October to discuss transition and handover of physical items. See relevant agenda items for further details.

4. **Banking**

CS reported to the Trustees that we now have the account number and sort code along with access to funds deposited by DM through Telephone Banking. This has been set up by CS so that only he has access to the account. Other Trustees could also set up access with the pin code CS has created but it was agreed that as this was an emergency measure it would remain that only CS had access.

When the online banking is set up Trustees will need to request a paper copy of the transactions made up until that point for our records as they will not show on the system. TC noted that they will need to carefully look at what procedures need to be put in place moving forwards for authorising transactions.

5. **Website**

AP reporting to Trustees that MCPC had failed to deliver the website and emails to the deadline as they were awaiting the Paypal information and an authorisation code for domain transfer. Trustees agreed that MCPC need to be informed that a basic must be available from 1st November at the latest.

TC stated that YACIO needs to approach the Council to provide a redirect to the new website when it is launched to enable people looking for allotments to find the new site. TC queried whether the helpdesk had been informed how to direct people to the new service.

Actions: AP to continue to chase MCPC for a definitive deadline for completion.

AP to speak to DM about timeline for amending the Council website and whether the helpdesk had been informed.

6. Contractor Quotes

CS reported that one further quote had been obtained. One contractor approached had declined to quote as the scale of the project was too great. One has yet to reply. Trustees discussed the new quote. This came to £13,000 for grass and hedge maintenance (lower than White Rose's quote) but was higher for plot clearances. Trustees decided that there was no urgency as the Council will retain responsibility for maintenance until the new year. CS to obtain some more quotes to give Trustees a better idea of pricing. Trustees debated looking at a different approach and rather than having one large contractor for the whole city to have several smaller contractors. Trustees decided to raise this as a discussion at the Site Secretary Meeting and obtain views.

Actions: AP to clarify with DM what work the Council will be doing prior to the year end. CS to obtain further quotes from contractors.

7. Legacy Work Schedule

Trustees discussed what had been done in formulating the list of works.

Actions: CT to edit and condense the list of works due to pass to DM. AM to add the information from the Glen and Hempland site visits.

8. Transition Arrangements

Keys

Trustees debated the situation regarding keys. Keys will be obtained from DM. Trustees discussed how to distribute keys moving forward. It was decided to approach Site Secretaries for their input on how this is currently managed.

Actions: AP to obtain keys from DM. AP to query current arrangements with Site Secretaries

Honorarium

Trustees discussed the Honorarium payments to site secretaries. It was agreed that they will need to clarify current arrangements.

Actions: AP to clarify Honorarium payments with DM

Postage

It was established that Site Secretaries currently use freepost envelopes to send documents to the Council.

Actions: AP to research freepost envelopes and costs.

Council Issues

Trustees noted that there had been no correspondence from the Council to tenants regarding the transfer. This had been scheduled for completion by the 9th October. Trustees discussed the need to know what letters had been set out from Darren before his departure. Whether any warnings had been issued or eviction notices given. Trustees queried how up to date the data on Colony is. Trustees discussed the need to have a copy of all template letters used and the timescales for their implementation to ensure the continuity of service.

Actions: AP to meet with DM and obtain templates and records.

9. Site Secretary Meeting

Content/agenda to be discussed at the trustee meeting on 6th November.

10. Tenancy Agreements

SW confirmed that the tenancy agreements are ready to be circulate to site secretaries for use from the 1st November.

Actions: AP to circulate the new tenancy agreement to Site Secretaries and obtain postal addresses to send hard copies.

11. Manual

Further discussion on the manual deferred to the next meeting.

12. Budget

Nothing further to report on the budget.

13. Colony Training Dates

Trustees discussed the two training days available and how best to utilise these. AP had been informed by Kirstin at MCPC that DM was prepared to fund an extra day of training for AP to enable her to look at more in depth system use. Trustees agreed that SW should also obtain extra training as information officer. Trustees agreed to seek to defer the two days of Colony Training until later next year and use the dates for Community training for site secretaries.

Actions: AP to ask MCPC to defer training dates next year.

AP to confirm that DM will fund extra training day.

SW to confirm his availability for extra training.

14. Timetable

No further information at present.

15. Any other Business

VAT

Trustees debated whether there was a need to pay for VAT advice on an ongoing basis. Trustees agreed that they would not rule out the possibility of signing up for a service in the future but to look at other options and obtain advice from an accountant utilising an offer of a free half hour consultation to clarify matters in the interim.

Actions: AP to approach local accountants

NSALG

Trustees agreed that now that funds were available YACIO should join the National Society for Allotment and Leisure Gardeners (NSALG)

Actions: CS to contact NSALG and arrange membership.

Press Release

Trustees debated publicising the transfer and launch of YACIO. It was agreed that AP should approach her contacts and draft a press release for review by Trustees with a view to making the release as soon as possible.

Actions: AP to draft press release for review.

Poster

Trustees discussed how best to immediately inform tenants of contact arrangements before first correspondence goes out. It was agreed that AP would prepare a simple poster for circulation to Site Secretaries to display on notice boards on sites.

Actions: AP to prepare poster and circulate to Site Secretaries with Trustee approval.

Bank Payments

Trustees discussed the situation regarding payments and acknowledged that the current arrangements were for emergency use only in these first few weeks and that clear policies would need to be implemented once full access to the accounts was enabled.

Actions: CS to continue administering payments in Lisa's absence and a clear audit trail to be maintained.

AP to submit her next invoice to CS for payment.

Administrative Meeting

CS and AP stated that they had had a brief meeting prior to the Trustee meeting to review administrative progress and keep CS updated.

16. Future Meeting Dates

Trustees decided that a further meeting would be necessary before the Site Secretary Meeting during week commencing 13th November.

Action: AP to circulate doodle poll for date.

Future meetings scheduled for:

7.30pm Monday 6th November at The Black Swan

7.30pm Monday 20th November at the Black Swan (Site Secretary meeting)