



YACIO Trustee Meeting

4th February 2020

Attending: Anna Pawlow, Adam Myers, Colin Smith, Maria Lewington, Lisa Turner,
Tina Funnell

Chair: Colin Smith

Minutes: Anna Pawlow

1. Apologies

Simon Wild, Tony Chalcraft

2. Notes and Actions

The minutes from the last meeting were approved.

Accounts - LT had contacted Outsource and arranged to have them prepare the accounts again. AP had produced and circulated the end of year deposit figures to Trustees by email.

Signs - AP had placed the order.

Contractor- AP & CS to meet with contractor on 17th February.

Calendar - ML had added relevant issues to the calendar throughout the year.

YACIO Collaboration with St Nick's - **Action:** TC to attend Meeting

Woodwork- **Action:** AM to progress.

Growing Green Spaces -**Action:** TC to attend meeting

DM Review Meeting - LT to keep following up on Lease until completed.

3. Administrator Report

AP reported that things were still very busy with invoicing but that

everything was progressing as expected. Roughly two thirds of rents had been received at this point. AP raised some specific queries as to how to respond to unusual issues and Trustees gave guidance on how to act.

Action: CS to contact JH and discuss queries

4. Duty Trustee Report

CS reported that there were very few issues raised, mostly concerning bonfires and that he had dealt with these as appropriate.

5. Specific Areas of Trustee Responsibility

Trustees briefly discussed the idea of adopting specific areas of responsibility but it was decided that further discussion would need an idea of what areas would be needed. It was agreed to discuss the matter again at the next meeting.

Action: AP to make a list of specific areas for discussion. AP to add Specific Areas of Trustee Responsibility to the next Agenda.

6. Financial Report

LT reported that she had contacted Outsource and would continue to take this forwards with a view to having accounts for the next Trustee Meeting. The Trustee Report would need a few minor alterations to make it current.

Action: LT to progress. TC to amend and update the Trustee Report. LT & AM to look at producing a spreadsheet for Actual/Budget financial comparisons.

7. Budget Approval and Reserve Policy

Trustees were awaiting a final figure for what was owed to CYC for water and confirmation of the new Contractor's contract before being able to finalise the Budget. This was therefore deferred

until the next Meeting.

Trustees discussed the Reserve Policy proposed by AM. It was agreed that AM should resend the email to refresh memories and that a decision would be made at the next meeting.

Action: AM to resend policy by email. AP to add to agenda for next meeting.

8. Community Plot Policy - Deferred

9. Manual - Deferred

10. Tenant Handbook - Deferred

11. Site Visits

ML had begun to produce a form for site visits so that Trustees were addressing the same issues on all sites.

Action: CS to collaborate with ML to progress. AP to start organising meetings by email.

12. Risk Assessments

Trustees discussed the need for risk assessments on sites.

Action: AP to resend draft to AM. AM to amend prior to site visits.

13. Site Secretary Meeting Agenda

Trustees discussed issues to be raised at the site secretary meeting.

Action: AP to circulate by email.

14. AGM

ML had approached her contact regarding speaking at the AGM but he was no longer available. ML reminded Trustees that it may be possible to recoup the cost of room hire through the NSALG.

Action: CS would contact TC to see if PG had been invited.

15. Water Reclamation

Ideas for encouraging water reclamation on sites were briefly discussed. It was agreed that the situation should be assessed on site visits to see the general level of existing reclamation and that an article should be put in the next newsletter to encourage water reclamation.

16. Any Other Business

Whistle Blowing Policy - Trustees agreed to accept and add AM's policy to the Manual.

Action: ML to add to the Manual during her edits.

Glen Soil Testing - AM had arranged for soil to be tested on possible new plots on Glen but the results showed that these sites were not suitable for cultivation due to the clinker laid down on the path.

Action: ML to investigate the accreditation of the tests.

Howe Hill - ML noted that she was happy to continue as Site Secretary for Howe Hill as she felt she was getting to grips with things.

Action: AP to add Review of Howe Hill Situation to June Agenda.

17. Next Meeting Dates

17th February - Site Secretary Meeting

4th March - Trustee Meeting

28th March - AGM

1st April - Trustee Meeting