



## YACIO Trustee Meeting

4<sup>th</sup> August 2021

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

ML, HB

### 2. External Trustee Application - Ongoing AM & TC to meet Scarcroft Locks - DM had been approached. Revisit in the new year.

**Notes** - AP asking for confirmation that the notes for previous meetings were approved for circulation.

**Action:** TC & AM to review Site Secretary Meeting Minutes and approve.

AP to alter Future Meeting Agendas for clarity.

### 3. Administrator's Report

AP reported that things continued to be busy but with no out of the ordinary issues. New tenancies, inspections and credit control continued as usual. AP noted that there would be a downturn in rental income from this point in the year as rental discounts were now being applied to all new tenancies.

**Colony** - AP flagged that MCPC had released a large update to Colony which had resulted in a number of small bugs and lay out changes which would cause a small delay to some issues while bug fixes were awaited and familiarisation

with the lay out occurred. TC noted that these were ongoing problems with the Colony software that were frequently causing issues for the charity.

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

LT reported that income was on a par with last year and nothing unusual had taken place. As expected income would now be at a low level until the end of the year with discounted rental rates. Trustees discussed the budget allocation for Maintenance as expenditure had been higher than expected. It was agreed that the allocation for water butt subsidies should be moved to Maintenance and the subsidy revisited at a later date. Trustees agreed that site maintenance should be prioritised. Trustees agreed that no rent rises should be necessary for next year with income remaining the same.

#### **5. Trustee Reports - Specific Responsibilities**

**Secretary** - CS requested that Admin Review be added to the Agenda for September and Secretary Review be added to the Agenda for October.

**Action:** AP to add to Agendas.

**Maintenance** - CS reported that four expressions of interest for the maintenance contract tender had been received.

**Action:** CS & AP to progress

**Glen Site Secretary** - CS continued to support the new Site Secretary for Glen in her role.

Low Moor Site Secretary - CS & CR had met with the interested applicants for the Assistant position. It had been decided that there would be one volunteer for Inspections and one volunteer for Lettings reporting directly to the Administrator and copying in CR on correspondence. The new volunteers would be offered a free plot but the honorarium would be reviewed to see if they incurred any costs.

Trustees discussed the issues surrounding the Site Secretary

role at Low Moor further. It was agreed that all necessary support should be given to CR and a further meeting with Trustees to discuss the situation should take place.

**Action:** CS & CR to choose two best candidates and take forwards. CS & TC to meet with CR to discuss her concerns.

**Site Specific Issues** - TC reported that there had been issues with racegoers around Hospital Fields. TC was supporting SP to tackle the behaviours with local councillors and police.

## **6. Moving AGM Meeting**

AM had proposed that the AGM should be moved to the Autumn. Trustees discussed the proposal extensively and formats that such a meeting could take. It was agreed that moving the AGM was infeasible at present due to the constitutional requirements. The October meeting should be a Member's Meeting to consult tenants on proposed tenancy agreement changes and offer discussion on Allotment issues. Speakers should be sought. All proposed changes to the tenancy agreement should be made available to tenants by mid September in advance of the meeting. The meeting and its contents should be publicised in the September newsletter.

## **7. Concession Review**

Trustees agreed that no changes to the concession policy were necessary at this time.

## **8. Tenancy Agreement Review**

Trustees discussed at length whether changes to the tenancy agreement were necessary. It was agreed that TC & LT would review and amend the tenancy agreement within the next two weeks to provide greater clarity between what were firm rules and what tenants should be required to give their "best endeavours". Careful consideration should be given to what was included in the tenancy agreement with reference made to the Tenant Handbook and anything not covered in the Tenancy should be clarified in the Handbook. It was

agreed that TC should alter the Tenancy, then LT should alter the Handbook and then SW should cross reference and amend the Manual as necessary.

**Action:** TC to review Tenancy Agreement. LT to review Tenant Handbook. SW to cross reference changes against the Manual.

## **9. Site Bids**

It was agreed that ML and CS should continue to work together to review and approve bids as submitted. It was agreed that the large bid made by Holgate Association should be reviewed and processed independently of the other bids but in line with the £500 cap for this year. It was agreed that this was a project that YACIO were keen to support but that it would take some time and be progressed in stages over several years.

## **10. Association Meeting**

AM reported that the meeting with Associations had taken place and was productive with Associations getting back in touch with each other and sharing information. It had been suggested that an exercise be undertaken to clean up the waiting lists and AP noted that there had been good success recently on an individual site basis and that she would like to start gradually working on all sites. Insurance had been discussed with some sites double insuring all members.

**Action:** TC to check minutes and follow up at the next meeting.

## **11. Dave Meigh Review Meeting Follow Up**

**Fulford Cross Trees** - Overhanging trees from the school's property were causing health and safety issues. An Addendum to the Lease had been discussed with a map of tree responsibilities. It was agreed that AM & CS should urgently take this forwards with the school.

**Action:** AM & CS to contact School.

**12. Site Secretary Meeting Follow Up**

Deferred

**Action:** CS to review minutes and draft summaries for each item.

**13. Inspection Check List**

Deferred

**14. Template Letter Review**

Deferred - Email discussion ongoing.

**15. Any Other Business**

None

**16. Next Meeting Dates**

1<sup>st</sup> September - Trustee Meeting - Zoom

? Site Secretary Meeting ?

9<sup>th</sup> October - Member's Meeting - Clements Hall