



## YACIO Trustee Meeting

6<sup>th</sup> October 2021

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Adam Myers, Colin Smith,  
Maria Lewington-Gower, Helen Butt, Simon Wild

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

None

+ **Approval of New Trustee** - AS HB had now attended several meetings as an observer Trustees invited her to formally join the Board of Trustees and she accepted. This appointment would need to be confirmed at the next AGM.

### 2. Approval of Minutes

Minutes of the last meeting were approved as a true record.

### 3. Actions

**Site Secretary Minutes** - Minutes were circulated to site secretaries prior to the meeting.

**Hempland Keys** - TC had contacted the Association and confirmed that they were in control of the keys for Hempland. It was agreed that he should ask further questions to clarify but that if Trustees were happy with the answers then no further action should be taken.

**Action:** TC to Ask Hempland Association if only Allotment Tenants are given keys and how this is managed.

**Low Moor Complaints** - TC & CS had met with CR and had a positive discussion. No further issues had arisen since then.

**Fulford Cross Trees** - AM had kept Trustees informed of developments by email and was progressing the issue.

**Holgate Fence - Action:** CS & ML to follow up.

#### **4. Administrator's Report**

**IT** - AP noted that at present there appeared to be some serious issues with Google not sharing the documents with trustees despite the permissions being set up correctly. This would need further investigation.

AP further noted that there were still a number of small bugs affecting Colony Reports and this was affecting reporting to Trustees on KPIs. AP had reported these issues to MCPC repeatedly. Trustees agreed that alternative options for the database should be investigated. AP noted that Colony was also used for accounting in a non standard way so it may be necessary for a separate accounting package to be purchased as well.

**Action:** SW to look into other available database options.

**Trees** - AP asked for clarity on which Trustee should be handling tree queries. It was agreed that clear maintenance issues should go to CS, other issues should go to TC and anything that was unclear should go to both.

**Debtors** - AP noted that she had resumed credit control and was following up with a number of tenants with unpaid invoices. One common issue was that tenants paid one invoice but not the other. AM queried whether this could be produced as one invoice, AP said that Colony was unable to do this. It was agreed that perhaps a new accounting software should be looked at for ease of invoicing.

#### **5. Finance Report**

LT had circulated the quarterly report. CS queried how to read the spreadsheet and AM outlined how to look for the desired figures. Trustees discussed the budget and expected fourth quarter spending. It was noted that more money was available for maintenance jobs.

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

**a. Maintenance** - CS had circulated the log. He had informed White Rose of the end to their contract. And noted the need to hold them to account to the end of this. Site Secretaries had already reported issues with the hedge cutting.

**Action:** CS to contact all site secretaries and ask them to give feedback.

**b. Complaints** - Nothing to report.

**c. Site Specific Issues** - TC noted that there were one or two issues but nothing significant. Maintenance issues were passed on to CS.

**d. Association Liaison** - AM suggesting that he could encourage Associations to get together and purchase or hire a shredder for non compostable waste to save on burning. AP noted that all associations had now ceased the lending of any machinery as they could not get insurance cover.

**e. Document Review** - Nothing to report.

## **7. Items Requiring a Decision**

**a. End of Tenancy Process** - AP had produced a document setting out the guidelines for the end of tenancy process. Trustees agreed that this was correct and approved the document.

**b. Notice Letters** - Trustees discussed the variety of feedback received from Site Secretaries and it was agreed that if no significant issues were reported by the 10<sup>th</sup> October then the letters should be introduced from the 1<sup>st</sup> January in line with the new tenancy year.

**c. Administrative Review** - Deferred. Trustees to discuss separately.

**d. Secretary Role** - CS had prepared a document outlining the role of the Secretary as the Manual was vague. All agreed this was correct and comprehensive. It was agreed that a Secretary Report should be a part of future Agendas.

**e. Tenancy Agreement Update** - Lots of comments had been received from Site Secretaries and Tenants. It was

noted that the vast majority of comments came from one site. Trustees discussed the feedback received so far and the reasons for their feeling it necessary to make the changes proposed. Trustees discussed the Zoom Consultations and how these should be a listening exercised to hear Tenants' feedback and not a debate or lengthy discussion of minutiae. SW noted that he did not support the changes himself. It was agreed that the zoom details should be circulated to those requesting them with an outline summary of the goals for the consultations. Trustees discussed further details of how to organise the meetings and it was agreed that AM should attend all meetings for continuity and report back to Trustees.

**Action:** ML to prepare covering letter and circulate for comments by end of the week. AP to send to tenants with joining instructions.

**f. Site Secretary Meeting Follow Up** - CS wished to clarify about meeting pre and post non-Trustee meetings. Previously Trustees had agreed to meet up 15 minutes before meetings for discussion and CS suggested that meeting for 15 minutes after also was a constructive use of time. This was agreed and should be implemented for all future non-Trustee Meetings.

**Co Tenant Application Refinement** - From the July Meeting it had been agreed that further refinement of the co-tenant process was necessary to involve site secretaries further.

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

**Up/Downsizing Plots** - Deferred.

## **8. Any Other Business**

**Wild York** - It was agreed that TC and AM should add the allotment sites to the Wild York Map.

**Kilburn Road Parking** - AM had been keeping the Trustees informed. He noted that Andy D'Agorne had done a good job representing AM's views to the meeting when AM had been

unable to do so and this was appreciated. Following discussions with CR & AJ it has been agreed to monitor the situation and be prepared to look at appropriate measures to ensure that the car park use doesn't inconvenience tenants.

**New Trustees Needed** - TC noted that there were still two vacancies to fill.

## **9. Next Meeting Dates**

12<sup>th</sup> October - Trustee Consultation - Zoom

20<sup>th</sup> October - Trustee Consultation - Zoom

28<sup>th</sup> October - Trustee Consultation - Zoom

3<sup>rd</sup> November - Trustee Meeting - Zoom