



## YACIO Trustee Meeting

6<sup>th</sup> November 2019

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Tina Funnell

### 2. Notes and Actions

**Accountant** - Trustees discussed the situation and agreed that a new accountant was needed. LT has filed the Charity Commission Report.

**Action:** LT to get quotes from several accountants.

**Lease** - LT had tried to contact DM and the legal team and had been unable to make any progress.

**Action:** LT to try to progress.

All other items were completed or on the agenda elsewhere.

### 3. Administrator Report

AP updated Trustees on the current work load. All was progressing as normal. An email had been received from JRHT regarding funding availability and Trustees agreed to consider this over emails as the deadline was short.

**Action:** AP to forward by email.

**Site Signs** - AP had brought a sample sign for Trustee approval before making the full order. Trustees were happy with this and authorised the full order to go ahead. It was further agreed that Dave would be engaged to fit the signs on site.

**Action:** AP to order signs. CS to liaise with Dave to fit them.

**Contractor** - AP had been following up on the hedge cutting and most feedback was good, where gaps had been noted AP had arranged remedial action. Trustees discussed whether they were happy with the service provided and in general it was felt that a good service was provided but some room for improvement on grass cutting the full width of paths and into corners was noted. It was agreed that YACIO were happy to renew the contract next year if White Rose were amenable.

**Action:** AP & CS to meet with the contractor in the new year.

**KPI Reports/Site Visits** - Trustees discussed the KPI reports and it was agreed that a general review should be conducted in January and AP should prepare full annual reports for this. It was further agreed that Trustees should undertake site visits to all sites and raise any issues then.

**Action:** AP to add to agenda for January meeting and prepare reports.

#### **4. Duty Trustee Report**

No current issues were reported.

#### **5. Monthly Budget Report**

LT provided basic figures for the accounts and it was agreed that in January a review should be undertaken to decide on the amount to be held in reserve.

**Action:** AP to add Budget Review to January Agenda.

#### **6. Invoicing**

AP outlined her plan for annual invoicing. This had commenced this week with letters going out to all renewable concession claimants asking them to submit their annual proof of eligibility. The deadline for these returns was 10<sup>th</sup> December. AP would then start printing invoices on the 13<sup>th</sup> December in preparation for the 18<sup>th</sup> December envelope packing. AP was liaising closely with MCPC regarding any shortcomings within Colony and was making sure that a test run was completed on dummy data prior to the live roll out. AP explained that she would prepare a back up spreadsheet of the entire database so that in the event of a catastrophic failure a mail merge could be completed from this data. Trustees agreed that they were happy with this and that in the event of any larger issues SW would be the Trustee to refer to if AP felt she needed the extra support.

#### **7. Glen**

TC outlined the current issues and brought all Trustees present up to speed.

TC, CS and AP had met with Liz Bunting - Legal and Operations Manager for the NSALG and Phil Gomersall, the President of the NSLAG.

TC, CS, AM and AP had had a further meeting with Cllr Webb and Cindy Bentham following on from his meeting with the Association and a further meeting with representatives of the Garden Club.

Trustees debated the issues and options available to progress the matters. It was agreed that YACIO would continue to support CG as site secretary as there were no grounds for removal. It was further agreed that all tenants should be expected to obey the rules and abide by YACIO's terms. It was agreed that a further meeting with Cllr Webb would be arranged.

**Action:** CS to contact Cllr Webb to arrange a further meeting.

#### **8. Association Meeting**

AM reported that this was scheduled for the 21<sup>st</sup> November.

#### **9. Shredding**

AM reported that he had contacted 3 companies regarding supplying a shredding service. One company had declined, one had gone bust and the final company had quoted a price of £500 per day with several restrictions on what could be

shredded and how this could work. Trustees agreed that this was uneconomical and logistically challenging and so the idea would be set aside for now. The option of renting a shredder and YACIO supervising its use was suggested.

**Action:** CS to speak to Dave about renting a shredder. AM to tell the company we had decided not to proceed.

#### **10. Risk Assessments**

Deferred to next meeting.

#### **11. Annual Bids**

CS presented a proposal for how to proceed with annual bids this year and how to clarify what the process should be used for. Trustees discussed this and agreed that it needed to be made more clear that maintenance should simply be reported to YACIO. It was also agreed that a set deadline for when money could be claimed should be added to the process.

**Action:** CS to progress

#### **12. AGM**

AP reported that she had booked the hall for the 28<sup>th</sup> March as this was the only date available. Trustees discussed whether there should be a speaker or to keep the previous format. No decision was reached.

#### **13. Newsletter**

AP noted that she needed to have the newsletter finalised for the 10<sup>th</sup> December to allow enough time to print it. Therefore all copy or suggestions needed to be received by the first week in December. It was agreed that ML would write a section about the NSALG membership, AM would write up the association meeting and AP would write any routine information needed for tenants. TC had already supplied the letter from the chair and a piece on rhubarb.

**Action:** AP to format newsletter. All copy to be received by first week in December. No further edits from 10<sup>th</sup> December.

#### **14. Community Plot Policy**

AP noted that the Community Plot Policy remained un-addressed. She reminded Trustees that it had been agreed that there was no consistency in the Council's approach to granting Community Plot status and that YACIO had yet to make any alterations. There had been virtually no response to the questionnaires sent out last year and AP suggested that if it were to be sent out again it should be radically altered. Trustees discussed the issue and no decisions were reached. It was agreed that SW & AM would form a policy for Trustee discussion and revise the questionnaire and present this in the new year.

**Action:** AM & SW to revise questionnaire. AM & SW to write a policy for discussion.

#### **15. Review Meeting with DM**

TC reminded trustees that a review meeting with CYC should be arranged.

**Action:** TC to email DM and set up a meeting.

#### **16. Tenancy Agreement Revisions**

AP noted that if any amendments were needed to the Tenancy agreement the annual invoicing was the time to send these out to tenants. Trustees discussed this

idea and as there was insufficient time to make any decisions deferred any action until next year.

**17. Any Other Business**

**Website** - SW had re-written the About Us section to bring it more up to date.

**Manual** - It was agreed that the Manual should be added to the agenda for the next meeting.

**18. Next Meeting Dates**

**21<sup>st</sup> November - Association Meeting**

**4<sup>th</sup> December - Trustee Meeting**

**18<sup>th</sup> December - Invoice Envelope Meeting**