



YACIO Trustee Meeting

6th March 2019

Attending: Colin Smith, Anna Pawlow, Maria Lewington, Tina Funnell,
Adam Myers, Tony Chalcraft, Simon Wild

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Lisa Turner

2. Notes and Actions

Finances/Budget - LT was not present to report directly but Trustees commended her excellent presentation at the AGM.

Bank Card - AP reported that it was not possible for a non-signatory to be issued a bank card. It was agreed that AP should not be added as a signatory but a separate bank card obtained in another Trustee's name for admin purposes to clarify expenditures.

Action: CS to use online banking to procure another bank card.

LT to cancel and reissue her card once this has been done.

Notes from Last Meeting - AM asking that further clarification be added to the notes on Strensall Car Park Spraying to explain the decision.

Action: AP to amend the notes.

Glen Fence - Action - AP to follow up with the Contractor.

Hospital Fields - Deferred Actions: LT to email TC with all of the information
TC to email the site secretary and arrange a visit.

Concession Policy - TC confirmed that he had contacted JS.

Action: AP to produce concession information when Colony allows.

3. Administrator Report

Colony - AP reported that Colony issues were slowly being fixed but that there were still major issues. SW confirmed that his experience had been similarly

problematic. Trustees discussed the issue extensively and it was agreed that at this point reverting to the old software was not a feasible solution. It was agreed that a formal complain to MCPC was necessary as this continued lack of functionality was costing time and money, not to mention the reputational damage that YACIO was suffering as a result.

Actions: TC to draft complain letter with supporting information provided by AP. ML to research alternative softwares to Colony. AP to update the site secretaries on the situation. CS to contact the NSALG and ask if they know who else is using Colony and get feedback on other available systems.

Debtors - AP reported that she was finally able to extract some financial information on debtors so would start issuing invoice reminders shortly. There was currently a total of £10k outstanding from January's invoices.

4. Duty Trustee Report

Hospital Fields Gate - It was agreed that TC should take this issue forwards. Further information had been forthcoming from the home owner and CS had spoken to the plothead at the AGM. It was accepted that a right of access had been created before YACIO took over. It was agreed that it should be requested that the hazel tree be removed to aid access.

Action: TC to organise meeting with all parties on site.

Sycamore on Scarcroft - TC reported that last year it had been agreed that the homeowner who had complained about the tree could fund the works if they wanted to have the tree reduced. The homeowner had now received a quote for £660. Trustees discussed the logistics and insurance issues. It was agreed that the works should be supervised by YACIO's representative (GS) and that sight of the company's insurance policy should be obtained first.

Action: TC to follow up.

Stockton Hall Psychiatric Unit - TC noted that YACIO had been approached regarding this organisation obtaining an allotment. Trustees discussed the options, either a specific plot or a work party type arrangement and the various risk assessments that would need to be met. Trustees were generally supportive and noted that while care should be taken it was important not to be in any way discriminatory.

Action: TC to have a preliminary discussion on their needs. If all parties happy then CS to take forwards to make further arrangements.

Bonfires on Holgate - The issue had been raised again. TC noted there was no further action that could be taken at this time.

Hempland Water Query - TC passed this to CS and ML to investigate as they had prior experience on Green Lane.

Action: CS to follow up and ask for 3 quotes in line with policy.

Rob Vasey Complaint - Rob Vasey of Glen allotments had submitted a "Freedom of Information" request. It was noted that at YACIO was not a government funded body no FOI request could be submitted and further noted that most of the information requested was already publicly available on the website. The further issues raised were that RV was continuing to represent himself as a site secretary, despite repeatedly being informed that he was no longer appointed to that role following his inability to work with YACIO. Trustees were concerned that this was causing confusion and potentially compromising the proper running of the site.

Action: TC to email a response to RV with a brief section drafted by AM regarding misrepresentation.

Duty Trustee Rota - It was agreed that the duty trustee rota should stay the same at present with the new trustees taking their turns at the end of the cycle. Therefore the rota would be:

April - LT

May - CS

June - SW

July - TC

August - AM

September - ML

October - TF

If any Trustee would not be available for their appointed month then arrangements should be made to swap or find cover and AP informed.

5. Monthly Budget Report & Annual Budget

Trustees discussed the state of the accounts presented and the changes that would be necessary prior to submitting these to the Charity Commission. Several headings would need relabelling and some expenditures reclassifying.

Action: AM to detail the changes needed to LT for KW to amend.

AM to amend the document to include the relevant sections of the Trustees Report.

6. Follow Up From AGM

Trustees agreed that it was a positive meeting with approximately 60

attendees and AM proposed thanks to TC for a well chaired meeting. It was agreed that the format and venue worked well and to retain these next year.

7. Any Other Business

Boundary Fences - CS sought clarification on which boundaries were YACIO responsibility, specifically regarding rights of way. It was agreed that plot boundaries were the Tenant's responsibility as per the tenancy agreement and that external boundaries were generally the responsibility of YACIO, with exceptions noted on the boundary plans drawn up when responsibility was handed over from the Council. Where a right of way went across a site YACIO were required to ensure that these were not blocked and so any fences that were, for example, to block a right of way would be repaired by YACIO.

Manual - AP suggesting that the Manual needed to become a priority to finalise the document. It was agreed that SW would incorporate his comments into one readable document for review then TC would take that document and edit and index it.

Action: SW to make a clean next draft of the manual for review.

TC to edit 'final' draft.

Trustee Emails - TF and ML had been given YACIO emails for official business now, there were some teething troubles regarding access that should be smoothed over soon.

Mediators - AM suggesting that the use of a Mediator should be considered to resolve plot issues. Trustees discussed this idea.

Action: AM to investigate options and report back.

Glen - Compost Bins - It was noted by AM that on the site visit there were some large compost bins that had been erected on what had formerly been a path. These were outside of the plot boundary and the land involved was such that it could usefully become a quarter plot for letting. It was agreed that AM should take this forwards and ask for the compost bins to be removed in order to add a new plot to Glen.

Action: AM to progress.

8. Next Meeting Dates

20th March - Trustee Meeting

3rd April - Trustee Meeting (TC & CS apologising in advance)