



YACIO Trustee Meeting

7th April 2021

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**

SW

2. **Notes and Actions**

Notes from the last meeting were accepted.

Lease - The Lease had been signed by TC & CS & returned to CYC, YACIO awaiting CYC's signed copy by return.

Taps - ongoing

Termination of Tenancy - Ongoing (ML & AP to discuss)

Cycle Track - AM to make further enquires about the gate and cattle accessing the allotments.

Autumn Meeting - Trustees discussing dates available. AP to book for majority.

Mediation - Trustees discussed the possible need for mediation between tenants. AM had reached out to some providers and received no response. Trustees discussed the potential costs involved and debated whether resolving such disputes was within the charity's remit. Trustees discussed whether such mediation services might be available from volunteers within YACIO's membership. It was decided that as there was no immediate need for the service to leave to topic for now and revisit in the future.

Security Patrols - CS had not heard further from the security company. It was agreed that he should outline a brief report on the basis of what he knew.

Action: CS to prepare report

All other actions were marked as completed.

3. Administrator Report

AP reported that everything continued as normal for the time of year with no issues to report.

4. Monthly Finance Report

LT had circulated the monthly figures to Trustees.

LT reporting on an issue where an envelope depositing cheques through the post office (the only method of deposits since the bank branch closed) had gone missing after having been deposited with the Post Office. LT was pursuing what avenues there were with the bank. Trustees discussed other options for cheque deposits but it was agreed that the fees for other accounts were too high and the branches just as likely to close in the future. AP noted that following this experience she would be splitting the deposits into smaller groups of cheques and depositing multiple envelopes.

Action: LT & AP to follow up with bank and take any necessary actions.

5. Trustee Reports (Specific Responsibilities)

Complaints - ML will circulate her report soon.

Howe Hill Site Secretary - ML had interviewed a candidate and proposed a trial for 3 months initially supported by ML. Trustees recorded their thanks to ML for her work in the position for so long and her progress on the site. It was noted that the approach had worked well in a difficult situation and would be the model for dealing with any such future issues on sites.

Maintenance - CS had circulated his report. There had been an increase in expenditure over the first quarter.

Trustees discussed the budget for maintenance works and how it was split over categories. Trustees discussed the priorities for maintenance and repair work and agreed that it was all necessary expenditure.

Glen Site Secretary - A volunteer had come forwards but had not yet been appointed to the position. CS & AM were addressing issues on site before any handover.

Maintenance Contract - As had been previously agreed the maintenance contract should be put out to tender this year.

Action: AP & CS to liaise over this process.

Community Plots - AM & AP had discussed community plot concessions and introduced a form for completion on application. The next step would be to ask Site Secretaries for further information on what groups they knew of on site.

Associations - AM would like to hold another Association meeting. It was agreed that he should go ahead with organising this, probably after the 17th May when restrictions eased and probably outdoors.

Site Specific Issues - TC reported that there had been a spate of vandalism on multiple sites. It was felt that a clear policy was needed on when the security company should be brought in. AP flagged that often the stumbling block was YACIO being notified of issues. It was agreed that this should be stressed at the next site secretary meeting and an item put in the next newsletter.

Action: ML to draft a decision tree for actions on site security.

Rubbish on Scarcroft - Neighbours on Scarcroft had complained about rubbish being piled against the wall, TC was responding.

Scarcroft Locks - AP outlining the situation on Scarcroft where the Association controlled access and keys for the car park and was subletting it to outside groups. This was flagged as a serious issue due to insurance and also because it contravened the tenancy agreements/lease. It also exposed a wider issue of the lack of formal agreements

between YACIO and any Associations with buildings on YACIO land. It was agreed that advice should be sought from the NSALG and the insurance company. Trustees stressed the need to handle this sensitively, while the legal issues needed acting upon it was not desirable to upset people by changing the status quo. It was envisaged that formal agreements should be put in place to remedy the issue.

Action: CS to seek advice.

AP to email outline of facts to TC who would draft an email to the Association. LT to check for legal issues.

6. AGM

Trustees discussed the formal business of the AGM. It was agreed that SW & TC should stand down and that both would then stand for re-election. It was agreed that AP should circulate the documents as soon as possible. It was agreed that no recording should take place due to data protection regulations and that it was not feasible to purchase a large group licence in case more than 100 people attended due to the cost. It was not envisaged that more than 100 people would attend but it was noted that more than 20 members were needed otherwise the meeting could not go ahead. It was agreed that AM & ML should co-host and deal with administering the participants as AP would be occupied taking minutes. It was agreed that Trustees should meet briefly beforehand to discuss matters and that other participants should be placed in a waiting room until the meeting began.

Action: TC to inform SW

AP to circulate documents.

ALL OTHER ITEMS DEFERRED.

7. Next Meeting Dates

27th April - AGM - Zoom

5th May - Trustee Meeting - Zoom