

YACIO Trustee Meeting

2nd November 2022

Attending: Lisa Turner, Colin Smith,
Heather Whittaker, Adam Myers, Simon Wild, Helen Butt, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Tony Chalcraft
2. **Approval of Minutes**Minutes of the last meeting were approved as a true record.
3. **Actions**

 **DM Review Meeting** - TC had invited DM to join the December Trustee Meeting.

**Grow Wild -** AM had drafted a letter to go tot Associations.

**Finance Report / Budget -** CS had filed the accounts with the Charity Commission.

**Secretary Report -** LT done further research on the insurance. A key issue was identified of Risk Assessments being needed to be carried out regularly.

**Action:** HW to do a full inspection before next meeting.

**Glen Site Secretary -** AP reported that one applicant had come forward.
 **Action:** CS to manage the transition.

**Wildlife Survey - Action:** AM taking lead - Ongoing
 **Pruning Workshop -**
 **Action:** TC to progress and make arrangements.

1. **Chair’s Report**

None

1. **Finance Report / Budget**

LT gave a brief outline of finances. The overspend was in line with the budgeted costs. LT noted that any emergency issues could negatively impact this.

**Insurance** - Trustees discussed details of the insurance cover needed. It was agreed to investigate the cost implications of removing member public liability cover.

**Action:** LT to ask the insurers and find out the difference between prices. Details for tenants to go in the next newsletter(HB).

**Secretary Report**HB had circulated a report. AP and HB had discussed expenditure and some items could immediately be cancelled. Others would be cancelled after invoicing and some were still necessary. AP had investigated other options for the answering service but it was felt that Answerforce still provided the best value and the service was necessary for the smooth functioning of the charity.

Trustees discussed the newsletter and allocation of pieces.

1. **Administrator Report**

AP noted that following on from emails she had prepared a draft email regarding bird flu measures that had since been overtaken by updates DEFRA decisions. A housing order was to come into place as of the 7th November. It was agreed that AP should email all tenants using the content from DEFRA as a basis.

There was an error on the website currently prveneting any payments being processed. AP would follow this up with MCPC to resolve as soon as possible.
AP asked for advice on the sending of an email to all tenants regarding hedge heights on Low Moor. Trustees discussed the issue and agreed it could be sent.
AP reminded all Trustees of best practice when sending bulk emails. Always check that the current contact list was in use and question whether to BCC or whether you had consent to share all emails with the group.

**Action: AP to send email**

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance
Tree Survey -** CS noted that scheduling issues were delaying progress on Low Moor. Trustees discussed different approaches. It was agreed to consult site secretaries to ensure no trees that were a risk on other sites were overlooked.
**Action:** CS to contact SS and ask them to check for issues.
**Contractors -** CS noted his concerns around the contractors and the amount of work that was needing completing. He was looking into quotes from other companies but anticipated a price increase would be inevitable.

**Trees on Wigginton Road** - LT raised an issue with a dead tree branch overhanging Wigginton Road. Trustees discussed this and it was agreed that The discussion would continue by email with pictures sent by LT to illustrate.

**Action:** LT to send picture for more information to Trustees to make a decision. LT to talk to SD.

1. **Complaints
Carr Complaint** - This had been referred on to CS for attention. HB outlined the issue for Trustees.
**Action:** CS to take forward.
2. **Site Specific Issues**

**Low Moor Arson -** CR has reported an act of Arson to YACIO and Police. TC has communicated with SS.  **d) Associations** AM had circulated a report on current issues.

**Scarcroft Hut -**
 TC had suggested an alternative use for two plots close to the new hut on Scarcroft that may be of potential use to the community in the future. The SS do not feel the Association has the energy for it. Trustees discussed the matter and it was agreed that it would only be viable with local management.
 **Action:** AM to investigate further.
 AM raised the issue of the shops and site huts again. It was agreed that this needed to be raised with Dave Meigh.

**Action:** AP to add to Agenda for January.

**e) Document Review
N/A**

**f) Website development**None

**g) Newsletter**

Articles for the Newsletter were agreed.
 Action: HB to progress

1. **Issues Requiring a Decision:
   a) Concession Policy**

Trustees discussed the thought put forward over email further. It was agreed that any changed to the Concessions or rents for 2024 needed to be agreed before the 2023 AGM and that this would need specific budgets and predictions preparing.
 **Action:** AP to add to agenda for December.

1. **Any Other Business
AGM Date -** AP noted that a date needed to be chosen for publication in the January Newsletter.
**Action:** AP to contact Clements Hall for available dates.
2. **Next Meeting Dates**

 **7th December - Review Meeting / Trustee Meeting**

 **? December - Envelopes**

 **4th January - Trustee Meeting**