

YACIO Trustee Meeting

5th October 2022

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Colin Smith,   
Heather Whittaker, Adam Myers

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies** Simon Wild, Helen Butt
2. **Approval of Minutes**Minutes of the last meeting were approved as a true record.
3. **Actions**

**Bootham Complaint** - **Action:** TC& LT to progress

**Review Meeting** - **Action:** TC to try to find a date that is suitable for all. May need to be December Trustee Meeting.

**Water Butts** - AP had sent an email to all Site Secretaries asking them to inspect for any immediate hazards and has forwarded all emails to CS for actioning.   
 CS noted that if a water butt need replacing and cannot be raised up then they would need to remove it.

**Action:** CS to progress

**Maintenance  
 Tree Inspection Low Moor** - TC & CS were progressing this as the situation had become more complex. They were waiting for input from the Association to be able to move forwards with this.

**Action:** TC & CS to discuss and progress

**Complaints**  
 **Holgate Termination** - AP had informed the tenant and no further communications had been received so the matter was now settled.   
 **Newsletter** - AP had sent the September Newsletter to all tenants.

1. **Chair’s Report**DM Review Meeting - TC had struggled to find a date that would work for all. Trustees discussed several options and it was agreed that TC would try to arrange for the meeting to take place on the 7th December as the scheduled Trustee Meeting.

**Action:** TC to liaise with DM to arrange a date.

**Grow Wild -** TC had been contacted by a group regarding YACIO tenant donations and looking for volunteers too. Other groups had also been in touch with similar requests. Trustees discussed the matter and it was agreed that they felt it was not the place of YACIO to arrange logistics but would promote any such opportunities to tenants.   
 **Action:** AM to inform Associations and HB to add to newsletter if space allows.

**York Groundsel** - TC had been contacted by a botanist keen to reintroduce York Groundsel to York and asking for assistance from the Allotments. Trustees discussed the matter and agreed that this should be left to individual Associations and raised at the Site Secretary Meeting.   
 **Action:** AM to inform Associations and TC to raise the issue at the SS Meeting.

**Finance Report / Budget**LT has circulated a finance report by email. The forecasted overspend was still on track. Trustees discussed which areas savings might be made in and how this could affect next year’s budget. The matter of inflation was also discussed with predicted rises in all areas next year. It was anticipated that spending would be up 10% based on current predictions and that this should be worked into the budget. Spending on areas such as Plot Clearance work was discussed in detail. It was agreed that this should be raised at the site secretary meeting so that Site Secretaries input on when it was actually necessary for clearance work to take place could be gauged.   
Signed accounts need filing with the Charity Commission if not already done so.

**Action:** LT to conduct a spending review of all regular outgoings. To discuss at Site Secretary Meeting.   
CS or LT to file the accounts by 31st October.

1. **Secretary Report**HB circulated an email and raised queries regarding the insurance renewal. Trustees discussed these and agreed that some things needed more detailed checking. Of particualr concern was the cover for trees. It was agreed that income level was nearer to £60k and this would need amending.

**Action:** LT to ask DM regarding Tree insurance as CYC own the land not YACIO.   
 LT to check necessary level of cover specified in the Lease.  
 HB to amend insurance and renew once this information is known.

1. **Administrator Report**AP noted that everything was proceeding as normal for the time of year. With no more rental income expected the focus had shifted to tying up all outstanding invoices and making sure that the database was up to date for the invoice run. AP would send the normal Concession Renewal Letters on 1st November. AP noted a few small issues with site secretaries not following processes so it was agreed to remind them of the Handbook at the site secretary meeting a briefly cover the standard processes.
2. **Trustee Reports (Specific Responsibilities)**
3. **Maintenance  
   Metal Signs -** Following on from a number of issued with vandalism CS and AP had looked at procuring metal signs for sites to replace the plastic ones. A sample had been obtained and a test fitting would be needed to make sure that they could be safely fitted to gates by Dave. Following this any new sign replacements could be metal signs not plastic.   
   **Glen Hawthorne Tree -** CS reported that he could ot get any company to treat the stump as requested by the other party. Trustees discussed this and it was agreed that YACIO had done as much as was possible.   
   **Contractor** - CS has asked SS for feedback on the work carried out and was keeping a close eye on the situation. If the hedge work is not completed then it may be necessary to bring in another contractor and CS was looking at options for when the decision would need to be made.  **b) Complaints**None

**c)Site Specific Issues  
Glen Site Secretary -** ET has decided to step down so a new SS would need recruiting following the agreed process.  **Action:** AP to email advert to all tenants.   
**Scarcroft Hut** - TC noted that Scarcroft Association were looking at replacing their hut.

**d) Associations**AM was trying to set up a meeting for all in the spring.

**e) Document Review  
N/A**

**f) Website development**None

**g) Newsletter**

HB had circulated ideas for contributions. AP reminded everyone that there was a set deadline for printing on the 1st December so all would need finalising before this date.

1. **Issues Requiring a Decision:  
      a) Site Secretary AGenda**

Trustees discussed and agreed the agenda for the site secretary meeting.

**Action:** AP to circulate

1. **Issues for Discussion:  
   a) Allotment Show**

JT had suggested reviving an allotment show for YACIO. Trustees briefly discussed this and agreed that a Best Plot Competition would be proposed to Site Secretaries at the meeting to gauge interest.

1. **Concession Policy**   
   AP had presented some figures based on various options for Trustees to consider before the discussion in November.
2. **Any Other Business  
   Wildlife Survey -** Responses had been received and it was agreed that SC/AM/HB and TC would take this forward by email.  
   **Action:** SC/AM/HB/TC to discuss and progress by email. AM to take the lead.   
   **Pruning Workshop -** 15 responses received so far.   
   **Action:** TC to progress and make arrangements.
3. **Next Meeting Dates**

**10th October - Site Secretary Meeting**

**2nd November - Trustee Meeting**