

YACIO Trustee Meeting

1st February 2023

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

**Contractor Introduction**

The new contractor, Richard from Aspects Horticultural Services attended the meeting to introduce himself and give an outline of his work. Trustees discussed maintenance concerns with him.

1. **Apologies**None
2. **Approval of Minutes**Minutes of the January meeting were approved as a true record.
3. **Actions**

**Risk Assessments -** CS requested the item be added to the March Agenda. Trustees discussed the reports briefly and agreed for Dave to be given the go ahead to start his work. CS would organise and liaise.  **Action:** AP to add to the March Agenda and the Site Secretary Agenda

**Glen Site Secretary** - AP has met with NG and gone through her induction. There were still some issues to be resolved but this was in hand.

**Pruning Workshop** - TC reported that due to inclement weather only 2 people had attended. Another course was set for the 21st Fabruary and was fully ticketed. Trustees discussed the options for future courses and perhaps charging for tickets to prevent no-shows.   
**Action:** AP to investigate what fees may be payable for paid events.

1. **Chair’s Report**

TC invited HW to join the board as a full Trustee ahead of election at the AGM. HW accepted. It was agreed that AM and ML would be the next to step down for re-election.

1. **Finance Report / Budget**

LT reported that she had found a suitable savings account to gain some interest on the restricted deposit funds. Trustees discussed and agreed with her choices.

Trustees discussed the predicted budget for the year and agreed that bids should be revisited in June or July depending on the financial situation.   
**Action:** LT to progress account opening

1. **Secretary Report**

HB had circulated a report by email.

**Colony** - There was a significant issue with the Colony database and Trustees discussed the options. It was decided that the invoice would remain unpaid until the issue was resolved. Any additional costs incurred in fixing the issue should be charged to MCPC.   
**Action:** AP to progress and update Trustees.   
**Security Alert** - An insecure link on the website was not redirecting properly on some devices. AP noted that this had now been resolved.   
**Mailing List** - HB raised the possibility of a separate mailing list set up for tenants, applicants and any other interested parties that would allow for marketing. It was agreed that the current use f the website was sufficient and that the issue could be revisited later if it was felt the need.

**Webform** - HB and AP had worked on the suggestion of providing forms on the website for the completion of Concession and Structure applications to streamline the admin process. It was agreed that this was a good idea and to proceed.

**Action:** HB to develop webforms.

**Admin Telephone:** HB noted that the current admin phone was no longer suitable as it was obsolete and recommended that an new phone be purchased for admin purposes. This was agreed.

**Action:** AP to investigate suitable options.

1. **Administrator Report**

AP had circulated a report by email. She noted the significant concern regarding the cColony isue and outlined her steps thus far. AP noted that this would necessarily impact on rent reminders and delay this process, perhaps considerably. This would then impact on reletting and revenue. AP provided a recap of current income levels.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**None
3. **Complaints**It was agreed that ML would resume complaints after the AGM.

CS noted that a hazel tree had been cut by accident without informing the tenants of the work and he had apologised for this error. The tenants had not accepted his apology.

1. **Site Specific Issues**

TC noted that discussions regarding the replacement of the Scarcroft Site Hut were ongoing.

1. **Associations  
   None**

**e) Document Review  
None**

**f) Website development**See Secretary Report

**g) Newsletter**HB reminded everyone of the agreed articles and deadlines for publication.

1. **Issues for Discussion**
2. **Concession policy**

Trustees discussed the options presented n HB’s report.

1. **AGM**

TC had completed his Report. It was agreed to maintain the previous format of a formal AGM followed by an open floor discussion.

1. **Site Shops**Trustees discussed the situation with regard to the site shops located on the land that YACIO Leases. It was agreed that Licences were the best option and that LT should draft suitable paperwork.

**Action:** LT to draft Licences. AM to investigate the situation on Bootham, Glen and Hempland.

1. **Best Plot Competition**Trustees discussed the proposal submitted by the working group and agreed to present this to Site Secretaries for further discussion.   
   **Action:** AP to circulate to SS
2. **Site Secretary Meeting**Trustees finalised the Agenda and allocated responsibility for discussions.
3. **Any Other Business**

**None**

1. **Next Meeting Dates**

**6th February - Site Secretary Meeting**

**1st March - Trustee Meeting**