

YACIO Trustee Meeting

4th January 2023

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Simon Wild, Maria Lewington
2. **Approval of Minutes**Minutes of the November meeting were approved as a true record.
3. Action: AP to recirculate the December minutes as the file was unreadable.
4. **Actions  
   Health & Safety -** HW has carried out site inspections and produced a risk assessment report for Trustees.   
   **Glen Site Secretary** - CS had asked AP to take this forward. AP in process of organising a meeting when schedules allow.   
   **Wildlife** - AM Ongoing  
   **Pruning Workshop** - TC has organised the date for the 21st January and published this in the newsletter. Trustees discussed the arrangements made.   
   **Action:** AP to email all those who expressed an interest with the details.   
   **Insurance** - LT has drafted an article for the March Newsletter.   
   **Tree Survey** - CS has received feedback from Site Secretaries and no urgent issues have been identified.

**AGM** - The 25th March has been booked at Clements Hall.

1. **Chair’s Report**TC welcomed all attendees to the new year and the sixth year for YACIO. He noted that Trustees were moving toward a more long term view with an extension of the Lease ahead and suggested that it may be time for YACIO to become more ambitious. Trustees discussed this briefly and their thoughts on the future direction of the charity.
2. **Finance Report / Budget**

LT had circulated a draft end of year report by email. Trustees discussed this and the budget for the year ahead. It was agreed that LT should not transfer deposit funds every quarter but only when a threshold of £5k change was reached to avoid confusing the accounts. Trustees discussed the increased costs ahead due to inflation and the prospect of investing in further work on the allotments. A £10k deficit budget was agreed for the year ahead to allow further expenditure on sites.  
**Action:** LT to look at accounts with higher interest rates for the Deposit Fund.   
LT & AM to prepare a budget for 2023

**Secretary Report**HB had nothing to report.

1. **Administrator Report**

AP had circulated a report by email. Tenant invoices had all been sent by post and all was proceeding as normal for the time of year.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance** CS reported on minor maintenance issues and noted that Dave the Handyman had agreed to continue at the same rate to YACIO in 2023. The new contractor had accepted the role and CS felt it would be a good idea to ask him t attend the beginning of the next Trustee meeting to talk to Trustees further. This was agreed.   
   **Action** - CS to invite new contractor (Richard) to the Feb Meeting
3. **Complaints  
   None**
4. **Site Specific Issues**

**Scarcroft Hut -** TC continued to monitor discussions regarding the replacement of the hut on Scarcroft.  
**Halifax Estate** - TC had continued discussions with the land manager for the Estate. He would continue to keep Trustees informed of any developments.

1. **Associations  
    N/A**

**e) Document Review  
N/A**

**f) Website development**HB reported that she had made a few minor updates.

**g) Newsletter**It was agreed that HB would send out suggestions two weeks prior to the Trustee Meeting. The Newsletter should go out to tenants no later than the 11th March.   
**Action** - HB to progress and organise.

CS to ask contractor to do a small piece for the newsletter.

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

HB has drafted a proposal to base feedback from the Site Secretaries and AGM upon. Trustees discussed the proposals circulated and agreed changes to the document to be taken further by email. A concession rate of 75% was agreed and a 5-10% rent increase for the proposal.   
**Action :** HB to amend the proposal and circulate by email.

1. **Site Secretary Meeting Follow Up  
   Criteria / Budget for Plot Clearance Work -**Trustees discussed what site secretaries had requested. **Action:** LT to prepare a short paragraph on her process for circulation for next meeting   
   AP to add to agenda for Meeting  
   **Bonfires** - HB & AP to monitor and report as necessary

**c. Review Meeting Follow Up**

**Legacy Work** - CS to liaise with DM  
**Wigginton Road Trees** - LT to liaise with DM  
**VAT-** LT has investigated and it is not suitable for YACIO.

**d. Carr Plot Issue**HB outlined the history of the issue. Trustees discussed the proposal and the merit of the idea. It was agreed that further refinement to the Handbook and Structure Policy would be necessary.   
**Action:** AP to inform tenants of refusal and give three weeks to remove. Issue to be highlighted at the SS Meeting

1. **Any Other Business  
   Risk Assessments -** Trustees discussed the Risk Assessments conducted by HW and agreed that a group would meet to assess and discuss these separately and assess priorities for presenting at the Site Secretary Meeting. Trustees discussed one urgent matter and it was agreed that AP should email the tenant as responsibility fell to them in the first instance.   
   **Action:** HW/CS/LT to liaise and assess priorities before SS Meeting. To present list of which issues need to be referred to DM prior to next Trustee Meeting.   
   HW/CS to inform AP of the details of the issue on Low Moor. AP to email Tenant.   
   **Agenda** - AP to Add Site shops to February Meeting  
   **AGM** - TC to prepare Report prior to February Meeting.  
   **RSPCA Issue** - HW had followed up with the RSPCA. No one had been able to attend due to staff shortages so it was agreed that AYCIO should take further steps. Next steps and deadlines were discussed and agreed.  
   **Action** - AP to write to the tenant.
2. **Next Meeting Dates**

**1st February - Trustee Meeting**

**6th February - Site Secretary Meeting**