

YACIO Trustee Meeting

5th April 2023

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Adam Myers,
2. **Approval of Minutes**Minutes of the March meeting were approved as a true record.
3. **Actions
Workshop Booking Fees -** AP had established the costs of charging for future events.
**Savings Account** - LT has opened the savings account and made an initial transfer of funds.
**Site Shop Licences -
Action:** To progress Bootham/Glen/Hempland LT/AM Ongoing
**Legacy Issues -** CS has begun discussion of the issues with DM. Further discussion and agreement necessary.  **Action:** CS to progress with DM
All other actions were reported as completed.
4. **Chair’s Report**Trustees agreed that following the confirmation of members at the AGM that they wished for Trustees to pursue a new Lease this should begin. It was agreed that YACIO should seek a 25 year term.
**Action:** TC to write to DM confirming this and obtain a draft for plans to be amended etc.
5. **Finance Report / Budget**

LT had produced the quarter end report. Invoicing issues had affected balances slightly. There had been a slight overspend on Maintenance for the quarter but this could be adjusted across the next quarters.

1. **Secretary Report**

HB confirmed that HW had been added to the Charity Commission Records. The Charity Accounts prepared for the AGM would need to be submitted before the end of October.

HB/AP/LT had attended the Allotment Association Meeting and had obtained a few leads on new software to follow up.
**Action:** HB/LT to submit accounts before end of October.

1. **Administrator Report**

AP updated Trustees on the current position on resolving he MCPC Colony Issue. HB suggested a bespoke solution maybe an option in addition to investigating existing providers. It was agreed that a detailed brief should be drawn up for requirements. It was agreed that AP should continue to create regular database back ups in case of access issues.

**Actions:** LT to take over correspondence with MCPC regarding their invoice.
AP to email site secretaries updating them on the position.
AP to create regular database back ups.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**CS reported that hedges had been cut and grass cuts would begin next week.
Trustees discussed replacement of the site signs and it was agreed that all new metal signs should be purchased.
3. **Complaints**The Complaints process was discussed and it was agreed that ML would resume dealing with new complaints with support from other Trustees if need arose.
4. **Site Specific Issues
Scarcroft Association Water Harvesting** - The Association wished for YACIO to make an application on their behalf to Yorkshire Water for the supply of water butts. Trustees discussed this proposal and agreed that they would apply on the basis that this was a pilot program for possible future use on other sites.
**Action:** TC to progress
**Best Plot Competition** - Trustees discussed the proposals for the Competition and agreed the expenditure on trophies.
**Action:** Further work on plans for prize giving needed.
5. **Associations**AM had conducted a meeting for Associations and sent round a report on this.

**e) Document Review
None**

**f) Website development**HB had added a new guest blog from a Scarcroft tenant twice a month.
The Best Plot Competition Entry Form had been uploaded and entries had already been received.
Trustees approved the addition of a digital concession form on the website and AP would start to trial this.

**g) Newsletter**Trustees discussed and HB assigned articles.
**Action:** HB to progress

1. **Issues for Discussion**
2. **AGM**Trustees discussed the AGM.
**B) Concession Policy**Trustees discussed the feedback on the concession policy received at the AGM and agreed that TC would draft a document outlining the proposed changes.
**Action:** TC to draft final proposal for circulation.
**C. Site Secretary Meeting Follow Up**
Deferred
3. **Risk Assessments**
 Deferred
4. **Trustee Site Visits**
 Deferred
5. **Any Other Business**

**None**

1. **Next Meeting Dates**

**3rd May Trustee Meeting**

**7th June - Trustee Meeting**

**19th June - Site Secretary Meeting**