

YACIO Trustee Meeting

3rd May 2023

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Simon Wild, Maria Lewington
2. **Approval of Minutes**Minutes of the April meeting were approved as a true record.
3. **Actions  
   Site Shop Licences -**Scarcroft in Progress **Action:** To progress Bootham/Glen/Hempland LT/AM Ongoing  
   AM and LT to work out who to contact and progress  
   **Legacy Issues -   
   Action:** CS to progress with DM  
   **Lease -**   
   TC had contacted DM and was awaiting his response. **Best Plot Competition** -   
   **Action:** Poster to be sent to Site Secretaries.   
   **Concession Policy -**   
   **Action:** TC to draft final proposal for circulation. - In Progress
4. **Chair’s Report**TC had nothing specific to report not covered elsewhere.
5. **Finance Report / Budget**LT gave a brief outline of the finances and balances. Trustees discussed how best to utilise the two savings accounts opened. It was agreed to put £10k into the charity bank account too.   
   **Action:** LT to transfer funds.
6. **Secretary Report**

HB had circulated a written report. Colony remained the main issue. Trustees discussed training on Colony and LT repeated she was happy to volunteer as she was liaising most with MCPC.   
HB did not at present have a card for purchases like stamps and it was agreed that this should be obtained for her.   
**Action:** LT and AP to arrange training session.   
LT/HB to obtain bank card for HB.

1. **Administrator Report**

AP reviewed the issues with Colony fro Trustees and LT and AP discussed the matter for LT to go to MCPC with facts. Trustees discussed how best to communicate the issues with tenants to try to mitigate the reputational damage suffered as a result of the ongoing problems. Trustees discussed how LT should approach MCPC regarding compensation.   
**Actions:** LT to go back to MCPC and negotiate. TC to assist if necessary.  
AP & HB to assemble the spec for what a system needs in the future.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**CS provided an update on the new contractor. Feedback from Site Secretaries would be implemented in the May cut and CS was hopeful this would improve things.
3. **Complaints**HB noted that there was an issue on Holgate that the tenant did not wish to escalate but there may be a need for others to get involved.   
   **Action:** TC and HB to discuss separately.
4. **Site Specific Issues  
   Scarcroft Site Hut** - TC has progressed this.   
   **Glen Chickens -** An update on the situation had been requested. **Action:** HW to visit site again and review.
5. **Associations**AM would follow up on a few issues from the last Meeting.

**e) Document Review  
None**

**f) Website development**HB had circulated a report. The new online Concession application form was now live.   
**g) Newsletter**HB had circulated a report. Trustees discussed and agreed deadlines.   
**Action:** HB to progress

1. **Issues for Decision**
2. **Concession Policy**Trustees had discussed the details of the policy by email exchange and had agreed a position. Trustees discussed logistical issues. AP noted that it was impossible for the system to process partial payments or partial refunds. So a mid year application would not result in a refund but a discount applying to the next year only. Trustees discussed how to announce the changes to tenants and the tone and timetable for these communications.   
   **Action:** CS to draft both emails with assistance from TC and HB.   
   HB and AP to meet and agree a suitable schedule for sending.
3. **Issues for Discussion:  
   a. Tenants In Prison**SD had raised an issue with LT and Trustees discussed the repercussions and whether any changes to policy needed to be made to deal with such issues in the future.   
   **Action:** LT to revert to SD and at a later date review the Site Secretary Handbook and make sure that it covered the issues raised.

**b. Community Plots**  
 AM had circulated some ideas. Trustees agreed that they were happy with this.   
**Action:** TC and AM to progress

**c. Trustee Site Visits**

Deferred  
**d. Risk Assessments**HW to do next site visits and conducting RAs in next month.   
**Action:** AP to add to June agenda at the top 1st item after reports.

1. **Any Other Business**

**Glen and Scrope Access -**CS raised an issue about an historic access path being blocked. Trustees discussed this.   
**Action:** LT and CS to look at plans and discuss

**Glen SS** - The newly appointed site secretary was struggling with IT issues. CS had suggested giving her one of the YACIO laptops to assist. Trustees agreed that this was ok.

1. **Next Meeting Dates**

**7th June - Trustee Meeting**

**19th June - Site Secretary Meeting**