

YACIO Trustee Meeting

2nd August 2023

Attending: Tony Chalcraft, Lisa Turner, Helen Butt,   
Adam Myers, Simon Wild, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Maria Lewington, Heather Whittaker, Colin Smith
2. **Approval of Minutes**Minutes of the June meeting were approved as a true record. (There was no July Meeting)
3. **Actions  
   Site Visits -** TC to arrange schedule of visitsAll actions were reported as completed or in progress.
4. **Chair’s Report  
   Garden Volunteers From Waiting List -**TC reported that he had been contacted by a representative of CYC regarding a pilot of having volunteers from our waiting lists assist with gardening work on houses. Trustees discussed this idea and agreed that further information was needed.   
   **Action:** TC and AM to find out more.
5. **Finance Report / Budget**LT had circulated her report by email. There was no unusual issues to report and spending was on track with an anticipation of increased maintenance expenditure during the winter.
6. **Secretary Report**HB reported that she and AP had had their usual meeting and had no unusual issues to report.
7. **Administrator Report**

AP had circulated updated reports on KPI. Trustees discussed the issue of decommissioned / unlettable plots and agreed to look at these on site visits and form a plan.   
 AP noted that a new site secretary had been appointed for New Lane and she was scheduling a meeting to review practices with him.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**CS had circulated a maintenance report by emial.
3. **Complaints**ML had dealt with termination appeals and these had been resolved.
4. **Site Specific Issues  
   Scarcroft Footpath -** TC reported that the work on Scarcroft footpath had been carried out.   
   **Rats** - Complaints regarding rat activity had been received. It was agreed that a piece in the newsletter would be the best approach.
5. **Associations**AM was scheduling a meeting in September.

**e) Document Review**None

**f) Website development**None  
**g) Newsletter**Trustees discussed the articles for the Newsletter with the aim to publish in September.  **+ Trustees**Trustees discussed the need for occasional Trustee extended leave and agreed this was no issue but that filling the vacancy on the board should become a priority.

1. **Issues for Decision**
2. **Risk Assessments**HW was absent and unable to update. Trustees agreed that they needed to address the list of issues and prioritise actions.

**Action:**  AP to add to next meeting agenda.

1. **Concession Policy Communications**A further complaint had been received and Trustees discussed this.   
   AP advised Trustees of her proposed schedule for communicating regarding Concessions at year end and asked that the start date be brought forward to the 1st October to enable extra time for processing. It was agreed that this was the best course of action and that senior citizens should get a separate letter to other concessions.   
   **Action:** AP to draft specific Senior Citizen letter for approval at the next meeting.
2. **Heslington Allotments**   
   TC reviewed the situation following on from a meeting Trustees had with the Estate manager. There were some concerns, specifically regarding notice periods that Trustees felt needed addressing before further steps could be taken but Trustees agreed their broad support of the plan and discussed next steps.  
   **Action:** TC to write to Estate Manager for further clarification
3. **Lease**Trustees discussed the Lease renewal and agreed that they needed to progress this. It was agreed that a 25 year term should be requested. Trustees discussed the issues. It was agreed that site visits should be used to reviewed the site plans and address any boundary issues.   
   **Action:** TC and CS to liaise and conduct visits.
4. **Issues fr Discussion  
   a. Best Plot Competition**Trustees discussed the arrangements for the prizegiving.   
   **Action:** HB to arrange press coverage.  **b. Site Visits**Trustees discussed the aims for the site visits: - Information needed for the Lease. - Decommissioned plots  
   - Risk Assessments  
   - Boundaries **Action:** TC to take the lead on organising visits  
   **C. Site Secretary Meeting**   
   Action: AP to recirculate minutes **d. Tenants In Prison**Trustees had discussed the issue by email and continuted the debate.  
   Trustees agreed that tenants in prison have the same responsibilities as any tenant unable to maintain their plot and each case is assessed on a case by case basis. It was agreed that any updates to clarify should be made to the Site Secretary Handbook. **Action:** SW to review handbook and update accordingly.
5. **Any Other Business  
   None**
6. **Next Meeting Dates**

**6th September - Trustee Meeting**

**4th October - Trustee Meeting  
16th October - Site Secretary Meeting**