

YACIO Trustee Meeting

7th June 2023

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Maria Lewington
2. **Approval of Minutes**Minutes of the May meeting were approved as a true record.
3. **Actions  
   Site Shop Licences -   
   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 carry out site visits with DM in June.  **Secretary Report  
   Action:** LT and AP to arrange training session.   
   LT/HB to obtain bank card for HB.   
     
   All other actions were reported as completed or in progress.
4. **Chair’s Report**TC noted that Trustees should begin to consider a longer term plan fo the future of YACIO and formulate a roadmap for how best to achieve future goals.   
   **Pruning Course** - A summer pruning course at Low Moor was suggested and Trustees agreed that this was a good idea.  
   Other suggestions for courses were made such as Cuttings at Holgate.   
   AM noted that the proposed Mushroom course had to be cancelled but that this was proposed to be rescheduled for the autumn.   
   SW suggested that part of the long term strategy could be providing training courses free of charge for members.   
   **Action:** TC to arrange summer pruning course.   
   TC/HB to look at provision of cuttings course.   
   AM to keep informed of Mushroom Course
5. **Finance Report / Budget**LT gave a brief outline of the finances and current balances. At the end of the month LT would be able to do the quarterly review and inform CS what was in the budget for maintenance works.   
   Trustees discussed to high costs of locks for Bootham and it was agreed that this should be looked at on site visits.   
   **Action:** LT and CS to discuss maintenance budget
6. **Secretary Report**HB and AP had had 2 meetings this past month. One to agree the Agenda and the other to discuss the specific timetable for Concession and Rent Change communications.   
   **Website -** The contact form had been updated to cut down on the amount of spam received and to make it easier to identify real emails that were getting lost in the volume.  **Action:** AM to contact the tenant affected by the spam issue and explain the circumstances.  
   AP to manually search the spam folder more regularly and amend how long spam messages are kept for.
7. **Administrator Report**

AP outlined that the ongoing disruption from the Colony issue earlier in the year was still an issue but that other day to day activities were ongoing as business as usual. Site Inspections were taking place and notice letters going out. New lets were being processed and maintenance requests were being forwarded on to CS for actioning as well as other queries being routed to the relevant Trustee for actioning.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**CS provided an update on the new contractor’s work. He was in ongoing discussion with the contractor to get the cuts up to standard. When site visits took place the grass cutting and hedge plans should be reviewed and updated as a part of this.   
   Glen - CS had discussed with the contractor options for addressing a particular problem plot and Trustees discussed the opptions. It was agreed that CS should get a quote for the options and Trustees agreed to look at the wider issue of weed suppressant elsewhere in the future.   
   Legacy Issues - CS reported that DM was looking at the boundary issues at Low Moor. SW reported that the hedge in question was under an active grant so it would not be possible for the Council to transfer ownership and maintenance to YACIO.
3. **Complaints**ML had dealt with one complaint in May and this had been resolved.
4. **Site Specific Issues  
   Scarcroft Footpath -** TC reported that work on the footpath my able able to be carried out by a contractor working locally as part of their community contributions. GS was leading on the issue and CYC authorisation would be needed.   
   **New Lane SS** - Concerns had been noted about the new Site Secretary for New Lane. TC had met with and communicated with her on the issues raised. There were also issues with asbestos dumped on one plot.   
   **Action:** TC and CS to revisit site and progress.
5. **Associations**None

**e) Document Review**None

**f) Website development**(See Secretary Report)  
**g) Newsletter**The newsletter had gone to print.

1. **Issues for Decision**
2. **Risk Assessments**HW was midway through the next round of Risk Assessment site visits. Trustees discussed where communications should come from regarding individual tenant risks identified and it was agreed that these should all come from YACIO and not site secretaries so as to ensure that a papertrail was available to show the risk had been properly addressed.  **Action:** CS to update HW on the actions already taken to address risks.  
   **Glen Chicken Welfare** - HW updated Trustees on the situation. She had revisited the site and no changes had taken place. There were still too many chickens. Trustees discussed the next steps to be taken. It was agreed that a final deadline should be given and assistance offered.   
   **Action:** AP to send letter giving final deadline to reduce flock and attend to welfare issues or face eviction.   
   **Bees** - Three sites with apiaries had faced complaints. Trustees discussed the situation with AP offering advice on beekeeping practice.

**Action:**  Next spring an advice piece on swarming to be included in the Newsletter. (HB)

1. **Concession Policy Communications**A schedule for sending out the letters, emails and newsletter had been agreed. Trustees discussed the standard response necessary and how to deal with anticipated queries.   
   Action: AP to draft a standard response. Tenants to be directed to the follow up blog.
2. **Issues fr Discussion  
   a. Lease**DM has asked that YACIO take the lead on discussions.  **Action:** LT to make a first drat of proposals.   
   AP to add to Agenda  
   **b. Site Visits**Trustees agreed that site visits should take place over the summer. The aim would be to visit 3 sites each.   
   **Action:** TC to agree and email a schedule.   
   **C. Site Secretary Meeting**   
   Trustees discussed and agreed the agenda for the site secretary meeting.  
   **Action:** AP to circulate the agenda. **d. Best Plot Competition**Trustees discussed the date for the prize giving and who should give the prizes. CS had made a recent contact who may be suitable. It was agreed that he should make contact and ask in the first instance. The venue was agreed as Holgate Orchard. Date To be Decided.   
   **Action:** CS to make enquiry. Date to be decided.
3. **Any Other Business  
   Defta Volunteers -** CS had been approached regarding volunteer work from DEFRA staff. It was agreed to use Green Lane as a pilot for a work day and see if it would be possible to do this elsewhere also.
4. **Next Meeting Dates**

**19th June - Site Secretary Meeting**

**5th July - Trustee Meeting - Low Moor**