

YACIO Trustee Meeting

3rd January 2024

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Heather Whittaker, Maria Lewington
2. **Approval of Minutes**Minutes of the December meeting were approved as a true record with minor amendments.
3. **Actions  
   MCPC -** No update on the proposed upgrade to Colony had been received. There was at present no timeline for this.   
   **Site Inspections** - Awaiting document from SP.  
   **Security Companies** - Trustees briefly discussed this and agreed that there was no current need due to the difficulties encountered previously.   
   **TrailCam** - **Action**: HB to purchase  
   **Holgate Plot Size** - TC has responded to tenant. It was noted that SS should be encouraged to remeasure or check plot sizes when reletting to avoid this kind of situation.   
   **Action:** AP o add to site secretary meeting agenda.  
   All other actions were reported as completed or in progress.
4. **Chair’s Report**TC welcomed everyone to the 7th year of YACIO operations.  
   Trustees discussed specific appeals to the concessions process and agreed that in specific circumstances a 25% discount for this year should be offered and no discount next year to ease the transition for those in hardship. Trustees further discussed options to enable payment in instalments in January and April. AP noted that this would be possible but difficult within colony and only for isolated cases as it would have to all be manually actioned and no automation could occur.   
   **Action:** TC to write to tenants. AP to action discounts once done.
5. **Finance Report / Budget**LP shared the year end figures and comparisons against budget. Spending had been lower than predicted as some tree invoices were yet to be received. Therefore that work would go under the 2024 accounts. Trustees discussed the accounts for 2023. LT noted the difficulty of early payments of January invoices and asked for people to wait until the new year in the future.   
   LT confirmed that the accounts had been sent to the agreed Auditor KW.   
   **MCPC Invoice** - LT presenting the renewal figure for MCPC to Trustees. Trustees agreed to pay this.   
   **Action:** LT to confirm mid February deadline with KW.   
   TC to prepare his part of the report as soon as he is able.   
   LT to double check Honorarium payments.  
   LT to look at water figures.   
   LT to confirm renewal with MCPC.   
   LT & AM to prepare Budget for 2024 and bring to February Meeting. AP to add to Agenda.
6. **Secretary Report**Nothing to report.
7. **Administrator Report**AP presented a brief report.   
   **Invoicing** - Invoices had all been sent by post. There had been a short disruption to the Paypal facility between Christmas and New Year, which had been resolved. This only affected a small number of tenants with outstanding invoices and some who tried to pay their January invoice early.   
   **Concessions** - AP noted that at present there were 97 tenants in receipt of a concession, down from 430 last year.   
   **Colony** - AP reported a small bug on Colony that had prevented her running the invoicing reports for the meeting but his was due to be resolved quickly.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**Trustees discussed the maintenance spending and plans. Grass cutting was discussed and Trustees agreed that the first cut should be March to address long grass but to see if a summer cut could be missed t compensate. If needed a maximum of 8 cuts could be budgeted for.   
   **Strensall - Action**: CS to assess shed door when visiting site.
3. **Complaints  
   Bootham -** TC noted a new complaint from a previous correspondent. LT and TC had previously dealt with this tenant and therefore could not assess the current complaint. AM and CS volunteered to look at the issue and discuss with SS at the site visit as a first step.   
   **Action:** TC to respond to tenant informing that new Trustees to deal with and forward current complaint to CS & AM. CS & AM to arrange meeting with SS.
4. **Site Specific Issues**

**Scarcroft Site Secretaries -** The Scarcroft SS had decided to step down this year but had volunteered to train any replacements. Trustees discussed this. It was agreed that the post should be advertised to all tenants as per normal procedures. It was noted that the Scarcroft Association meeting would be a good opportunity to speak to people.   
 **Action:** TC to write to SS. TC to ask for date so a Trustee can attend. Then inform AP to send email to all tenants when ready.

1. **Associations**Nothing to report

**e) Document Review**Nothing to report  
**f) Website development**Nothing to report

**g) Newsletter**Trustees discussed deadline for upcoming spring newsletter. To be sent by 8th March.

1. **Issues for Decision  
   a. Tenants in Nursing Homes  
   Action:** AP to review previous agreements. Add to Agenda for February Meeting.   
   **b. Repeat Non Cultivation**Trustees had been collating thoughts on shared document. SS input was agreed to be desirable.  **Action:** AP to add to agenda. Trustees to add comments to drive document for final collation.  **c Site Visits**Trustees had agreed who would carry out visits at the previous meeting. Some changes had been made based on current actions.   
   It was agreed that the site visits should focus on boundary responsibilities and later visits in the spring address plots on notice and unlettable plots.   
   **Actions:** Trustees to begin site visits.  
   LT to recirculate site plans fro marking up.  **d. Non Payment of Deposits**Deferred to next meeting

**e. Scarcroft Rough Sleeper** - CS had placed a notice on the shed for the occupant informing that the shed would be demolished on 15th January. Tenant has appealed termination of tenancy.  
 **Action:** TC to write to tenant upholding the termination.   
 CS to demolish the shed as planned.

1. **Any Other Business  
   Site Secretary Meeting Dates -   
   26th February / 24th June / 21st October  
   Action:** AP to email SS to save dates.
2. **Next Meeting Dates**

**7th February - Trustee Meting  
 26th February Site Secretary Meeting  
 6th March - Trustee Meeting**

**23rd March - AGM**