

YACIO Trustee Meeting

1st May 2024

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies** - SW/CS/ML
2. **Approval of Minutes from Last Meetin**g  
   Approved
3. **Actions   
   Bootham Complaint -** Tenant has withdrawn complaint and issued a new one. ML dealing with the new issue. **Newton On Ouse -**TC to revert.  
   **Hob Moor -** HW updating Trustees on progress and next steps. Some plots can be let, some need clearance and others are getting notice letters. Email has gone to tenants warning them of letters. Letters to go next. Potential volunteer for SS role to take over once the issues have been resolved. Plot letting scheduled for 17th/18th HW & SW.   
   Trustees reflecting on lessons to be learned.   
   **Turnover -** HW & AM raising issue of Lettings Summary showing some sites with low turnover. Trustees discussing issues.  
   **Actions:** AP to add to June Agenda  
   AP to send plan and lists for WR to LT to review.  
   **Plot Held In Perpetuity -** AP to send emails once approved.   
   CS volunteering to attend inspection with HB.  
   **Association Skip Orders**   
   **Action:** LT and AM to make a form.All other actions were noted as completed.
4. **Chair’s Report**  
   TC noted the general need for a long term strategy plan when the new Lease is introduced. Trustees to consider.

**PhD Applications** - This has been approved and the role is being advertised. When there is a shortlisting YACIO will need to be involved at that point. HB expressed interest in applying and Trustees considered potential conflicts.

1. **Finance Report / Budget**  
   LT had nothing exceptional to report. There had been no larger spending in the month.

1. **Secretary Report**   
   Nothing to report.
2. **Administrator Report**  
   AP had circulated a written report. AP had managed to resolve all outstanding issues with MCPC and Colony functionality.
3. **Trustee Reports (Specific Responsibilities)**
4. **Maintenance**  
   CS had circulated a written report with no major issues.
5. **Complaints**  
   1 new complaint - ML to action.
6. **Site Specific Issues**  
   **Cockerels -** A complaint had been received about allowing a cockerel on Bootham. Trustees discussed the issue and whether or not the unique character of Bootham was a factor or whether the terms of the tenancy should be enforced. Trustees decided that no cockerels should be allowed as per the tenancy agreement on any site.   
   **Action:** TC to revert  
   **Scarcroft Site Secretary Vacancy -** Two potential candidates had been found.   
   **Action:** TC and AP to arrange meeting. TC to obtain dates.   
   **Hospital Field Site Secretary -** SP had expressed a wish to step down from the role.   
   **Action:** TC to draft text and AP to email all tenants.   
   **YUMI Plot -** YUMI wish to wind up and give up their plot on Fulford Cross. St Nicks have been using the plot to raise trees for their work and wished to take on the tenancy to continue this. Trustees discussed this and it was agreed that if the plot were in use for the growing of crops in the majority then some could be used for a tree nursery but that the plot could not be used as a tree nursery exclusively.  
   **Action:** AM to revert and explain to St Nicks.   
   **Holgate Willow Tree -** A dangerous tree had been reported by HB.. AP has written to the management company of Chancery Rise to ascertain responsibility.  
   **Holgate Vandalism** - HB updated Trustees on the recent issues. It was agreed that urgent work was needed to strengthen the boundary.   
   **Action:** HB to email CS. CS to progress urgently.   
   **Allotment Review** - ERS ltd. Had contacted YACIO regarding a survey of allotment providers. TC asked if Trustees were happy to engage with this. Trustees discussed who was gathering the information and for what purpose.   
   **Action:** TC to take forward and engage if he feels appropriate
7. **Associations**  
   Nothing to report.
8. **Document Review**  
   Nothing to report
9. **Website development**  
   HB has access to the development site now and will commence the new web-build.
10. **Newsletter**   
    HB outlining articles to publish. Trustees discussed whether to advertise the Administrator role and it was agreed this should be included. Deadline for submissions is 3rd week of May.

**Action:** HB to progress.

1. **Lease**The meeting with DM had taken place. Trustees noted a need to keep momentum in order to progress swiftly.   
   **Action:** LT to send documents to DM asap. CS and DM to visit sites together.
2. **Issues for Discussion:**
3. **Accountancy Software  
   Quickbooks -** Trustees discussed whether to adopt Quickbooks for budgeting to have a more efficient and professional approach to the accounts and budgeting. It was agreed that this should be trialled as soon as possible.  
   **Action:** LT to progress.
4. **Issues for Decision:  
   a. Shortlisting/Interview Panel**Trustees discussed the process and time frames for the advertising and recruitment of the new administrators. AP confirmed that her intention was to hand over to the new administrators as soon as possible and not to work to the end of her contract as handover at this date would impact on annual invoicing. Her strong recommendation was that the new post holders should be in post for several months prior to this to familiarise themselves with the system before commencing annual invoicing issues.   
   Trustees discussed the application process and who should be present. HW & LT are available. HB also happy to join. AM and TC to assist if and when necessary. It was agreed that a group should be formed to shortlist candidates. It was agreed that AP would come up with some practical tasks for applicants to complete to aide in assessment.   
   It was agreed that the advert should be posted with a deadline of 12th July. Interviews should take place at the beginning of august with the view to successful applicants beginning in September. AP would provide necessary training and handover as soon as was practical.   
   **Action:** Advert to be posted.   
   **b. Publishing Notice Letter Templates**SW had suggested adapting the notice letters published for site secretaries text and publishing on the website for all tenants.  
     
   **Action:** SW to proceed. HB to publish.
5. **Any Other Business  
   DEFRA Poultry Reporting -** HW outlining the new policy to register all poultry by 1st October. Trustees agreed to publicise this in the newsletter and update the form in line with the beekeepers form that already requires tenants to register.   
   Actions: Publicise in the newsletter.   
   AP to update the form. HW to send DEFRA email to AP for sending to tenants. AP to write to all registered poultry keepers.
6. **Next Meeting Dates  
   5th June - Trustee Meeting - Holgate Allotments**

**24th June - Site Secretary Meeting**