

YACIO Trustee Meeting

3rd July 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** - ML
2. **Approval of Minutes from Last Meetin**g  
   Approved
3. **Actions   
   - Low Moor Tree Fall** -  
   TC noted that the tree has been removed but bricks are still down.   
   **Action:** TC to follow up.   
   - **Hempland Lane Residency** -   
   **Action:** TC to confirm with DM that this has been resolved.  
   - **Scarcroft Hut** -   
   **Action:** LT & AM to progress agreement for this.   
   All other actions were noted as completed.
4. **Chair’s Report**  
   **Phd Candidate -** TC updating Trustees on the current position and trustees discussing this and whether there was a need to inform the Charity Commission if a Trustee took on the post.  
   **Actions:** TC to revert to Kath and confirm happy.   
   TC to write letter to Charity Commission.

1. **Finance Report / Budget**  
   LT giving Trustees a brief update. The first six months of the year had been slightly over budget with Maintenance still the main outlay. Tree and Hedge work as where the overspend had occurred. Everything else was in budget. It was noted that an overspend had been less the previous year and some of the invoices were to cover work budget for then. LT noted that so long as the overspend was a one off to do essential works there was no problem but this could not be sustained year on year. Trustees agreed that this maintenance expenditure was necessary.

1. **Secretary Report**   
   Nothing to report.
2. **Administrator Report**  
   AP had circulated a written report. AP giving verbal report and updating on progress with Colony. There would be new features building upon previous requests to enable better co-tenant information to be easily sent to site secretaries but she did not have an exact timeline for this yet.
3. **Trustee Reports (Specific Responsibilities)**
4. **Maintenance**  
   **Security** - CS toured the sites targeted by vandals with police and a security expert who gave advice. Trustees discussed the report and costings CS had circulated. Expenditure was approved.   
   **Grass Cut** - CS noted concerns about the quality of the grass cuttings but that hedge cuts were good. It was agreed that ongoing feedback should be sought ad given to improve the situation.   
   **Cherry Tree** - Trustees discussed a request for assistance in reducing or felling a cherry tree on a plot. It was agreed that CS should seek more information regarding the specifics but that the general policy that only dangerous trees would be removed held.
5. **Complaints**Trustees discussing two complaints. One was in early stages and not yet formal. Part of the other included the report of a data breach. AP had completed the data breach form and judged the breach to be low risk and not necessary to make a report to the ICO.   
   **Action:** TC to write to the tenant to apologise. TC to speak to GF regarding the error and obtain date and time for report.   
   ML to address ongoing complaints.
6. **Site Specific Issues**  
   - **Bootham Site Visit** - LT and HB had visited Bootham and made an inspection. They had discussed their findings with the SS. LT has set out letter to SS and set out priorities for clearance. SS to start with community area. LT and HB gave their overall impressions and it was agreed that regular follow up would be the key to making progress.   
   **Action:** LT and HB to progress  
   Dave to clear plots when notified by LT to do

- **Hob Moor** - HW gave an update on progress on the site. There were two candidates for the SS role. One was felt to be unsuitable due to the condition of their own plot.

- **Fallen Tree Holgate -** HB reported a fallen tree to the management company fo the flats responsible. A tree surgeon had made an assessment of this and other trees and recommendations had been made to the management company.   
**Green Lane Back Lane** - A complaint had been received and it was agreed that this was CYC responsibility.

**Action:** TC to send on to CS to respond.   
**Green Lane Druids Hedge** - A complaint had been received about the height of hedges on the Druids community plot.   
**Action:** CS to assess.   
**Knapton Land** - A site visit had been made and it was agreed that there was potential there. Trustees discussed several different approaches available including working with other parties as part of an umbrella group, which was favoured.  
**Action:** TC to progress to see if this is viable.   
LT to find out what the cost implications would be for increasing the land area for insurance purposes.

1. **Associations**Nothing to report.
2. **Document Review**  
   Nothing to report
3. **Website development**  
   Nothing to report.
4. **Newsletter**   
   Next due September.
5. **Lease**  
   Trustees discussed the current position and agreed that LT should take forwards to try to get to Legal Department. It was agreed that a 99 year lease should be requested.   
   **Action:** CS and LT to arrange site visits with DM.   
   LT to go to DM with 99 year lease and ask to progress to legal department.
6. **Issues for Discussion:   
   a. Carr Allotment Association -** The Carr Association had decided to disband. This had been discussed via email and the course of action agreed. The remaining funds from the Association would be held by YACIO in a restricted fund for use on specific Carr projects or improvements.   
   b. Low Moor Tenant Issue - A further incident had been reported. Trustees agreed to follow up and progress the matter .   
   **Action:** TC to send Breach letter.   
   HB to follow up on cultivation and inspection letter and agree a deadline.   
   c. **Issues arising from Site Secretary meeting**

**- Residency**

**- Co-tenancy**

**- Plot splitting**

**Action:** TC to look at residency and plot splitting for next meeting. AP to add to agenda.

1. **Any Other Business  
   Charity Commission Policies**

**Action:** AP to add to Agenda.

**Next Meeting Dates  
 7th August - Trustee Meeting**