

YACIO Trustee Meeting

5th June 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

**Actions
Scarcroft Site Secretary Vacancy -**
TC has met the two new candidates and he feels they are suitable for to role. Transition to last to the end of the year.
**Hospital Field Site Secretary -**
The email had been sent to al tenants but no volunteers were forthcoming. TC noted SP may wish to finish sooner rather than later.
This will mean both Hob Moor and Hosp Field do not have a SS.
**Hob Moor Site Secretary -**
HW giving a brief update on Hob Moor. There may be candidates but only when it has been tidied up.
**YUMI Plot Fulford Cross** -
St Nicks have decided that they do not have the capacity for an ecotherapy plot on Fulford Cross. Trustees discussing options.
Trustees happy to allow St Nicks to continue on quarter plot growing trees.
**Action:** AM to revert to JC to establish boundaries of the new plots.
**Holgate Vandalism** -
HB updated Trustees a tenant got some fencing for free, which has been used elsewhere. CS sent HB a link to buy new fencing. This totals £413 to replace the Holgate fence. Trustees agreed to move forward with this.
**Action:** HB to progress and get the fencing ordered.
**Lease -** Trustees discussing progress.
LT has sent the plans. DM and CS have not done their visit.
**Action:** LT to progress with DM to get some indication of timeframes.
AM to sent LT association docs. CS to conduct site visits.

All other actions were noted as completed.

1. **Chair’s Report**
TC had nothing to report.
2. **Finance Report / Budget**
LT giving Trustees a brief update. Large expenditure has taken place on maintenance. LT is slightly unclear on how much is still outstanding and how many extra invoices will be received. She was concerned that spending on extras is adding up quickly. Expenditure on keys is particularly increasing. She also noted concerns about the potential added costs of new administrators to come.
**Action:** LT and CS to discuss maintenance spend on his return.

1. **Secretary Report**
On Agenda under other items.
2. **Administrator Report**
AP had circulated a written report.

**Administrator Recruitment. -**
 Trustees discussing the application process.
 HB has set up an online application form that will send applications to her. AP has shared the expressions of interest with HB.
 Trustees discussing the criteria for the new appontments.
 Shortlisting panel to meet to decide criteria. Then score the candidates then discuss who to take to interview.
Shorlisting panel to meet before the next Trustee meeting to discuss criteria for shortlisting. There was a discussion of who should be on Shortlist and interview panel. Trustees to decide criteria on 3rd shortlist candidates after 12th July.
LT volunteering to take the lead on the process.
**Action:** Trustees to agree interview dates by the 3rd July over email.
Week of 22nd or 29th July proposed for interviews.

HB to email information and form link to applicants.
LT to arrange the process.
**Best Plot Competition** - More applications have been received following the reminder email. Hopefully there will be a good number more.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**
Discussed under finances.
3. **Complaints**
ML has sent a summary.
4. **Site Specific Issues**
**Low Moor Tree Fall** - Large tree has fallen from neighbouring property and taken out cemetery wall down on to plots and path. Trustees discussed this complex problem. The wall is listed and needs replacing with the same bricks. It was agreed that YACIO had no liability in this issue. TC has notified JRHT by phone. LT suggesting send by email also.
**Action:** TC to follow up. Email and phone.
**Low Moor ASB** - Tenant has left but his former associates continue to use the plot. CR has been asked to put a sign on the plot notifying them they are trespassing.
**Howe Hill Bonfires** - A Bonfire reminder has been sent to all tenants.
**Hempland Lane** - Possible person living in shed - a warning has been sent to them.
**Action:** TC to get update from DB.
5. **Associations**
**Scarcroft Hut** - This is now moving forward. Work starts in September. Headed letter authorising work was supplied.
**Action:** AM to progress agreement for Scarcroft Hut and plans for the electricity.
6. **Document Review**
Nothing to report
7. **Website development**
Nothing to report.

**Newsletter**
Published.

1. **Lease**
**Action:** LT to progress.
2. **Issues for Discussion:**
3. **New Allotment Sites**
TC noted that nothing had been heard further on the proposed Heslington site. He had become aware of a different parcel of land that may be available for developing into allotments. Trustees discussed this and the complex access issues.

**Actions:** Trustees to make a site visit to look at options. To agree by email. AM to agree with HB, TC, WH.

1. **Site Turnover Management**
AP had prepared comparative turnover figures.
Trustees discussing these.
**Action:** LT & HB to make a site visit to Bootham and inspect for an Audit.
2. **Issues for Decision:**
3. **Site Secretary Meeting Agenda**

Agenda agreed and HW to take minutes.
**Action:** TC to check with CR for hosting.

1. **Any Other Business
Hob Moor** - HW raising issue of path maintenance between plots A and B for access. HW querying how to address. Email to tenants asking them to prune.
Thanks recorded to HW and SW for addressing the hard work on Hob Moor.
2. **Next Meeting Dates
 24th June - Site Secretary Meeting**

**3rd July - Trustee Meeting - Friargate Centre**