

YACIO Trustee Meeting

7th August 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.
**Phd Candidate** -TC reported that HB’s application for funding has been granted. Trustees discussed again whether the charity commission needed to be informed and the difficulty of doing this. TC had attempted to navigate the online form but not been successful.
**Action:** TC to write a letter to Charity Commission.
**Green Lane Back Lane** - CS has discussed the issue with DM and DM had agreed to undertake one last clearance but then this would become YACIO’s responsibility.
**Action:** CS to add to Contractor’s responsibilities.
**Lease** - CS and DM had conducted most but not all site visits.
**Action:** CS to progress
All other actions were noted as completed.
4. **Chair’s Report**
**Trustee Application -** TC noted that there was an outstanding expression of interest to become a Trustee that was currently on hold. Trustees again discussed the timing and agreed that the transition to new administrators should remain the focus for now.  **Action:** TC to inform the applicant.
5. **Finance Report / Budget**
LT had circulated a report. LT stressed the need to keep on top of expenditure to remain on budget. While an overspend was still forecast, too much overspend could be damaging long term and was not sustainable. Trustees discussed concerns about unknown costs such as trees and how to be more proactive with management of these risks. It was agreed that a separate meeting of Trustees to discuss Finances and Fundraising would be needed in the autumn. Trustees agreed to see if a partnership with Askham Bryan might be feasible to look at tree work.
**Actions:** Autumn meeting to discuss Finances/Fundraising
AM to reach out to his contact at Askham Bryan

1. **Secretary Report**
**Administrator Recruitment** - Administrator recruitment was ongoing. Interviews were in progress. LT asked Trustees to confirm that they were happy for the interview panel to make a decision and make offers by the end of the week. Trustees confirmed this. It was also agreed that the successful applicants should be invited to the next meeting.
**Action:** Interview panel to progress.
2. **Administrator Report**
AP noted that her focus remained on preparing for a smooth transition but otherwise it was business as usual. Colony training and meetings with LT were ongoing and AP was preparing Colony Process tutorials to assist and tidying up filing both digital and paper.
3. **Trustee Reports (Specific Responsibilities)**
4. **Maintenance**
CS reported on maintenance issues.
**New Lane** - A new gate had been installed on New Lane. It was agreed that the hedge needed addressing to bring down the height to a manageable level for tenants.
**Action:** CS to get quote from contractor.
DM Site VIsits - CS and DM had visited several sites and an asbestos collection was to be arranged at Green Lane, Bootham and Hospital Field.
**Hospital Field Tree** - A tree had come down on the boundary at Hospital Field and it was not clear which side of the boundary it was and therefore whose responsibility it was. CYC had investigated and DM had offered £2k towards getting the work done. It was agreed that this was a good outcome.
**Legacy Issues** - Several outstanding legacy issues had been discussed and it had been agreed that CS would price up the work and DM and he would discuss funding for the work.
**Action:** CS to get quotes
**Fulford Bank Access** - The access to the upper bank section of Fulford Cross had been determined to be the neighbouring homeowner’s property and therefore the trees were their responsibility. However, this left a grey area over access to the upper plot. It was noted that this would need resolving for the new Lease.
**Action:** LT to progress.
**Scrope** - It had been agreed that the small access path absorbed by the house was to be excluded from the Lease.
5. **Complaints**Trustees discussed a complain on Wigginton Terrace. ML had responded to the tenant.
6. **Site Specific Issues**
- **Bootham Site Visit** -
**Action:** LT and HB to continue to monitor.
Dave to clear plots when notified by LT to do
**Scarcroft Scaffolding -**
**Action:** TC to progress and establish scope of the work.

**Low Moor Tenant Issues -** Trustees discussed next steps available. It was agreed that if access was not give this would be considered breach of tenancy.  **Actions:** TC to revert to CR and set out response.
CS to send clear deadline to tenants.  **Knapton Land** - Discussions with other interested groups were ongoing and a meeting set up to progress this. Trustees agreed that they were still in favour of the scheme.
**Action:** TC to progress

1. **Associations**Nothing to report.
2. **Document Review**
Nothing to report
3. **Website development**
Nothing to report.
4. **Newsletter**
Trustees discussed the next newsletter and assigned articles.
5. **Lease**
Trustees agreed that a meeting with DM would be useful but it was premature to arrange this before all site visits had taken place. CS and DM were to meet and see what next steps were after this.
6. **Issues for Discussion:
a. Health and Safety Letters -**HW presented her thoughts on the need for health and safety letters. AP querying what purpose these letters served that the usual breach of tenancy letter would not. Trustees discussed gaps in the guidance to tenants and that further clarity should be added to the Pond and perhaps structure guidance.
It was agreed that the tenant handbook and guidance documents would need revision and that feedback from the Site Secretaries and new Administrators should be sought. The new Administrators would bring fresh eyes to the documents and spot any oversights where familiarity with policy was a blind spot.
**Actions:** Add to Site Secretary Agenda
SW and Administrators to look at needed amendments.
**b. Charity Commission Policies -**LT noted new requirements for charities to have various policies in place. Trustees discussed what was required.
**Actions:** LT to produce initial policies where none existed already. Trustees to provide example documents if they had access to them to assist.
c. **Issues arising from Site Secretary meeting**

 **- Residency** TC was working on a policy. Trustees discussed parameters and agreed that anyone moving out of York could only retain their plot where they had been gardening for a set number of years and if they were moving within a set radius.

 **Action:** TC to draft policy.

 **- Plot splitting** Trustees discussed existing policies on plot splitting and what was desirable.

 **Action:** TC to develop a policy further for discussion with site secretaries.

1. **Best Plot Competition -** All was arranged.
2. **Any Other Business
Hob Moor Site Secretary -** HW had a good candidate for the vacancy. Trustees agreed that they were happy for the role to be offered.
**Action:** HW to progress

**Next Meeting Dates
 4th September - Trustee Meeting
 2nd October - Trustee Meeting**

**16th October - Site Secretary Meeting**