

YACIO Trustee Meeting

2nd October 2024

Attending: Tony Chalcraft, Colin Smith, Lisa Turner, Adam Myers,   
Heather Whittaker, Simon Wild, Nick Smith

Chair: Tony Chalcraft

Minutes: Nick Smith

**DRAFT**

1. **Apologies** - Helen Butt, Maria Lewington Gower, Janet Devlin
2. **Approval of Minutes from Last Meetin**g  
   Approved
3. **Actions   
   - Low Moor/Cemetery Wall Tree Fall** - decision appears to be awaiting JRHT sourcing a 3rd quote re wall.   
   **Action:** TC to reply to encourage decision.   
   - **Scarcroft Hut** - LT has contacted CP to progress this. Other site agreements remain in progress. AM preparing plan. Ongoing.  **Action:** LT and AM to progress.  
   - **Phd Candidate** - TC has written to Charity Commission awaiting their response.   
   **Action:** No further action.   
   - **Green Lane Back Lane** - CS has added to Contractor’s responsibilities.

**Action:** No further action.   
- **Lease -** CS progressing site visits.

**Action:** Only Hempland and Strensall remain to be completed.   
- **Trustee Application**

**Action:** Refer to Agenda item.   
- **Askham Bryan Tree Work**

**Action:** AM has passed on his contact to CS. CS to contact and see if they can help. Do any students want to or are able to help.   
- **New Lane Hedge Maintenance** - Reducing the hedge is possible but method to be worked out. Can we afford it?

**Action:** CS awaiting quote from contractor.   
- **Fulford Bank Access** - LT and AM have plan.

**Action:** LT and AM to arrange to visit the site before next Trustee meeting.   
- **Bootham Site Visit** -1 Need to review letting situation thoroughly before January.

2. Cost of lock replacement remains concerning and is unsustainable. Need to find a longer term resolution.   
**Action:** Follow up access/locks at Site Secretaries meeting.

**- Low Moor Tenant Issues -** have written to Rachael Maskell MP, and are awaiting reply.  **Action:** awaiting reply. **- Knapton Land** - Trustees agreed that TC should continue to take forward.   
**Action:** TC to progress  
- **Health and Safety Letters** - aim is to create standard letters e.g. decrepit shed, bird welfare, pond.

**Actions:** SW to coordinate approval by Trustees. Agree wording by 14th Oct. Distribute with Site Secretary Agenda for S/S input.   
To confirm whether to come from H&S/Trustees via Admin.

1. **Chair’s Report**  
   No additional report this month but to remember that we need to start preparation for the AGM.
2. **Finance Report / Budget**

Mixed views expressed over current financial state though generally accepted as satisfactory. Agreed the need for a budget meeting to discuss next year.

Maintenance is the big expenditure area and much is reactive and therefore not foreseeable. Nevertheless do need to make provision for emergency or unplanned maintenance work. CS has prepared a summary which will inform the budget planning.

LT and AM recognised as an informal ‘Finance sub-committee’.

Some Admin costs will also change.

**Actions:**

LT will prepare a month end (quarter end) status and draft a Finance report to share with Trustees. If the situation is considered ‘challenging’ then will arrange to meet otherwise will submit report to November meeting: in LT’s absence AM will present to meeting.

1. **Secretary Report**

No report this month.

1. **Administrator Report**  
   Discussed arrangement to work with new phone number(s) i.e. is set up so that callers should always call the one number. The one email address remains the same and continues in use.

It is intended to alternate support for Trustee meetings.

**Action:** when the new phone number is publicised Admin to send bulk email to tenants.

LT to add a slip of paper with the same information to the hardcopy newsletters   
Residency/plot splitting. TC is handling this.

**Action:** Discuss at Site Secretaries meeting.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**  
   CS presented a report on costs with a focus on unplanned work. This has data for Jan-Sep and a projection for Oct-Dec. It now has a CYC column. This was well received and will be useful for future budgeting including for planned tree work or other planned work. Main issues already reported and included under the Finance Report/Budget.
3. **Complaints**Hob Moor - after discussion of options and possibilities, agreed that TC will write to the Tenant.

**Action:** TC to write to the Tenant.

Carr bindweed. CS has a plan to deal with the issue.

**Action:** CS to write to complainant.

Complaint from Fry being addressed.

**Action:** TC to resolve complaint.

Trustees discussed a sensitive issue which had been reported. Agreed to write to responsible Tenant notifying them that a repeat could lead to eviction.

**Action:** CS will draft a letter to be reviewed by LT before being sent. Will be send by Admin stating is from YACIO Trustees. Will post as well as email.

1. **Site Specific Issues**

- **Hospital Field Site Secretary -**

Hospital Fields has an additional Site Secretary so is now a shared role, and on a 1 year trial. Expect 1 S/S to focus on standards and one on tenancies.   
**Community Composting** - It was agreed to ask the Site Secretaries for their input before replying to CYC.

**Action:** Admin to add to Site Secretaries meeting agenda.

TC reported that several appeals are ongoing, including rough sleeping at Scarcroft.

The issue of recognising exceptional service for Graham Sanderson for hut at Scarcroft was raised and it was agreed that this should be done verbally at the AGM.

1. **Associations**Nothing to report.
2. **Document Review**

Comments on documents are invited from Admins in due course.

1. **Newsletter**

The newsletter has been printed. LT will collect and distribute. Discussed the cost of producing and distributing the approx 80 hard copies several times a year.

**Action:** LT will collect and distribute.

1. **Lease**  
   Lease - CS seeing CYC w/c 14th Oct. May be helpful to go to Councillors rather than the one Officer. Do need to press, and especially to obtain something in writing re length of lease to be offered.

**Action**: CS to follow up re which Councillors to approach and draft a plan for writing the new lease.

1. **Issues for Discussion:**- Trustee Application. Will interview the applicant. Panel is LT and HB (HB TBC, if not available then TC). Focus of role is funding and fund raising.

**Action:** LT and HB to review role description and progress the interview.

1. **Issues for Decision**

- Site Secretary Meeting Agenda

Draft to include issues as above, plus responding to bonfires (ask CR (Low Moor) if she would like to present this). Also add item to identify any consequences of the green bin charges.

**Actions:** NS to create draft agenda and email it to Site Secretaries, asking if there is anything they would like to add.

NS to confirm whether room has been booked (and refreshments) and follow up as required.

11. **Any Other Business**

AM will take over the tree brief from CS under a transitional and trial arrangement.

12. **Next Meeting Dates   
21st October - Site Secretary Meeting.**

**6th November - Trustee Meeting**