**YACIO Trustee Meeting Minutes**

**4th December 2024**

**Venue: Friargate Quaker Meeting House.**

Attendance: Helen Butt, Adam Myers (Chair), Colin Smith, Lisa Turner, Heather Whittaker, Simon Wild, Nick Smith (Admin).

1. **Apologies:** Tony Chalcroft, Maria Lewington, Janet Devlin (Admin)
2. **Minutes of the last meeting** were agreed.
3. **Actions:**

**Low Moor/Cemetery Wall Tree Fall:** **Action:** TC will ask the Cemetery to put him in touch with JRHT and their insurers.

**New Lane Hedge Maintenance:** Quote received, at expected cost. Can now delete this item.

**Fulford Bank Access:** Done. **Action:** AM and Admin to look for any contact details.

**Bootham Site Visit:** Top padlock now replaced. Closed.

**Low Moor Tenant Issue:** The planned meeting has taken place. The Tenancy Agreement has been accepted, progress made on plot standards, and the way forward agreed.

**Knapton Land:** An update from TC stated the meeting with CYC on 7/11 was not as useful as had been hoped. Various further information was requested that the working group is now assembling. **Action:** This will be discussed with CYC at a further meeting on 16/12.

**Health and Safety Letters:** HW has updated the letters following feedback. **Action:** HW will make final changes such as removing annual commitment, and issue letters for use.

**Complaints: Hobmoor** TC dealing. Ongoing. **Carr Bindweed** Can now remove. **Sensitive issue:** Letters sent, can now remove.

**Community Composting:** Ongoing. **Action:** SW to send letter.

**Lease:** TC has written to Dave Meigh asking for an update on when the lease will be considered by councillors. Additionally that if there will be a delay in completing the formal document that we're given a letter or similar stating that a new lease is in preparation and given the expected term.

**Trustee Application:** HB and LT interviewed the candidate. Their application has been accepted, subject to usual probationary period etc and formal appointment by vote at AGM. They may attend meetings in the new year but without voting rights until formally appointed. **Action:** HB to inform candidate in writing.

**Finance:** requested report completed. Closed.

**Associations:** plastic collection for Low Moor underway. Closed.

**Lease:** addition to lease underway. Closed.

 **Site Secretaries Meeting feedback.** See item 9.

**Trees Albemarle Road**. Agreed that these are valuable assets and are to be kept. Applicants have been informed. Closed.

**Rufforth Allotments:** TC provided an update, and has gone back to Rufforth allotments to say that we can publicise their plot vacancies but not provide admin support in their letting. The contact at the allotments is going to discuss whether this is workable for them with the Parish Council. Closed.

1. **Chairs Report:** Updates from chair incorporated into action feedback.
2. **Finance Report:** Making progress with QuickBooks though it doesn’t always give alert us to issues. Using the same auditor next year was agreed. We have approx £35,000 in the bank. We will need to standardise how we record maintenance as it is not always clear what each heading is used for. It may be helpful to adopt the headings in CS’ report.
3. **Secretaries Report:** Newsletter is largely ready but as it is planned to send out with 2025 invoices we need to manage timing to make sure content is still relevant (wassailing item will be deleted).
4. **Admin report:** Administrators continue to make progress and gain familiarity with systems and requirements. The biggest annual issue of invoicing will be managed via Colony and bulk email for the first time. LT and Administrators will be meeting soon to plan this. It was confirmed that Letters 1 to 3 should be used in response to cultivation issues rather than independent letters. Letters can be gently amended with care but not replaced.
5. **Trustee Reports:**
6. **Maintenance:**

Discussions are ongoing with our main contractor. Expectations for a longer are as reported previously.

CS has shared a maintenance budget proposal with Trustees with the aim of adding clarity (see also item 5). Maintenance appears to have been 54% of YACIO’s expenditure this year, although that did include a one-off backlog job. A very similar budget is likely to be required next year. Headings proposed may be useful for accounting.

We have a volunteer on Glen who is on the waiting list for a plot. The impact and risk of having someone assisting on site but with whom we have no written relationship was discussed. It was agreed that we have a more formal arrangement, such as asking them to sign a disclaimer, and that they may not use machinery on site. It may be useful to collate how many volunteers we have.

**Action:** LT will draft something suitable and then ask SS to obtain the volunteer’s written agreement. This document can be used in similar situations in the future.

Dave Meigh has agreed to pay for legacy issues by the end of the year, but this hasn’t yet been confirmed. We are needing to order materials, and the tree surgery quote is now 6 months old and may increase in the new year.

**Action:** CS will follow up with LT on the previous conversation with CYC about this.

1. **Complaints:** Low Moor – may have been resolved but TBC with TC.
2. **Site Specific Issues:**

A request to cut back the hedge adjacent to the bowls club earlier in the year has been received. This may not be possible.

1. **Associations:** No report this month.
2. **Document review:** SW and Admin will review documents once invoicing is complete in the new year.
3. **Website:** Paypal wish to make changes which may affect payment through the website and needs to be followed up. LT has contacted MCPC but there is nothing they can do at this point. There is no immediate problem (with integration between MCPC and PayPal) but there will be. We require an assurance that invoicing won’t be affected. **Action:** HB and LT.

A discussion followed concerning use of Date of Birth or age data. Tenants should be a minimum of 18 years old before they can sign a tenancy agreement, but this is not stated on our website, nor is there an established manual process to review age before issuing a tenancy agreement. Date of Birth is an obligatory field in Colony and hence the website. As there is no longer an age-related concession this information is probably more than is necessary, and could perhaps be replaced by a confirmation of age at the point of taking on a tenancy. One use could be to demonstrate ‘reach’ to different age groups.

**Action.** HB to ask MCPC whether Date of Birth can be removed (but not yet for it to be removed).

1. **Newsletter:** See item 6.
2. **Lease:** see item 3.
3. **Trees** (new standing item): the maintenance and management of trees is a big issue for YACIO. Focus will be on the oldest and on diseased trees. An initial assessment could take 6 months, starting at sites with most trees (Low Moor and Scarcroft), focussing on larger trees. Assessment thereafter will follow any specific event such as adverse weather, and periodically. Check insurance for monitoring requirement. **Action:** AM
4. **Site Secretaries Meeting Feedback:**
Admin to circulate draft minutes to Trustees. **Action:** Admin.
5. **Issues for Discussion:** None submitted.
6. **Issues for Decision:** None submitted.
7. **Any Other Business:** None raised.
8. **Next Meetings:**

Wed 8 January 2025, Friargate Quaker Meeting House, Garden Room

Wed 5 February 2025, Friargate Quaker Meeting House, Fox Room