**YACIO Trustee Meeting Minutes**

**8th January 2025**

**Venue: Friargate Quaker Meeting House.**

Attendance: Helen Butt, Tony Chalcraft (Chair), Colin Smith, Lisa Turner, Christine Robertson. Maria Lewington on the phone

1. **Apologies:** Adam Myers, Simon Wild, Heather Whittaker, Nick Smith and Janet Devlin (Admin)
2. **Minutes of the last meeting** were agreed apart from suggestion that we change “**will”** effect paypal to **“may”** effect paypal
3. **Actions:**

**Low Moor/Cemetery Wall Tree Fall:** **Action:** TC has been in contact with Adam Warren from JRHT who offered apologies for not carrying out repairs to the cemetery wall. He said it should be sorted by March so it is to be diarised for March’s meeting. The main concern had been the cost of £20,000 excess.

**Fulford Bank Access: Action:** Colin to find contact details so we can decide if it is worth Lisa obtaining Land Registry documents to look at right of way and boundaries.

**Knapton Land:** There has been protracted discussions. Tony and Helen had sent lots of documents just awaiting events to see what happens. Maria raised the condition of the site and it was agreed that it was not in good condition and there are access issues and could be problems with the neighbouring residents. Any funds needed if it did go ahead would have to come from private funding.

**Health and Safety Letters:** Not sure where we were with this as HW not there. Presumed letters had been updated and were now ready for use.

**Complaints:** Waiting to hear if they had now been settled.

**Community Composting:** Ongoing. Not sure what this was about as AM not in attendance. He was to send a letter.

**Lease:** TC disappointed with Dave Meigh See later.

**Trustee Application:** Christine was in attendance and given password for new google email account

**Associations:** Adam not in attendance.

**Paypal Colony issue**. Lisa to monitor and check on developments to paypal and how they are to affect Colony. We do not want issues in the future

**Date of Birth Colony**. Lisa wondered if we needed date of birth data when people apply to go on the waiting list. Helen had contacted MCPC and they said £600 to remove that requirement on the website application or we can wait until the upgrade to the system. There is no indication as to when that will take place. It was agreed update should not happen at a busy time. Nick to be asked to make enquiries with MCPC.

 **Site Secretaries Meeting feedback.** Needs to be something we consider in detail but perhaps at the next meeting.

1. **Chairs Report:** Much of the reportalready discussed but Tony felt that we need a strategy for the future of YACIO, particularly as we are looking for a long lease. Fulford Allotments, which are run by the parish council, had made initial contact about possibly assisting them manage their allotments but not very clear exactly what they want. Did they want to lease it to us to run or they pay us to manage? Further details to be obtained from them by Tony.
2. **Finance Report:** Lisa had provided a spreadsheet she had created from the google spreadsheet. This breaks down each heading into sub headings so we can see in more detail exactly what we spend our funds on. It is also easier to look through than the google one. Helen said she had problems looking at the google one for this year. No one else said they had had problems. The amounts in the bank include savings and the current account. The spreadsheet provided is an income and expenses spreadsheet showing what had come in and out of the bank account in 2024. It is not the way Karen the auditor will prepare the accounts. She takes into account payments that were not in the bank account e.g. amounts standing in the paypal account. the year before, nearly £5000 in the paypal account had not been transferred over before the end of the year and therefore looked like we had a lot more income than we had this year. Lisa said that she checks the bank statements so we can see how much reduction in the account there has been so we know how much loss has been made.There was concern that we cannot continue spending as we are and we will need to look to some outside funding. There may be some small savings in some areas but maintenance expenses are only likely to go up. Lisa said she had found someone who may be able to help with setting up quickbooks better. Lisa said she needed invoices on time or the reports won’t accurately reflect the spend for that month. Trustees are happy for Lisa to give access to this person to help us with this and to set the budget on Quickbooks. The budget proposed by Lisa was agreed. The Audit is set up for the 3rd week in January and Tony said he would like Karen to have done her part by the first week in February. He will make a start on the Trustee rereport
3. **Secretaries Report:** Nothing to add.Newsletter done.
4. **Admin report:** No Administrators in attendance. Lisa gave an up date. Issues with invoicing. Explained Lisa Janet and Nick had all met to do the concessions and had MCPC to go through it with us on the phone. There were clearly glitches with the system. Lisa suggested as this was our first time doing invoices by email that Administrators got someone from MCPC to go through the invoicing with them on the phone. It was too worrying to do it by trial and error particularly when emailing personal information. Chris Foster from MCPC had gone through it with Janet on the phone and they had done them together. Unfortunately it was coming to light that not everyone emailed had got their invoice or the link for payment. MCPC had been told and were trying to resolve the issue. Decided to just leave for now rather than email everyone and point out the fault to tenants. We will see in the end who has not had their invoice once payments start.
5. **Trustee Reports:**
6. **Maintenance:**

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

1. **Complaints:** Low Moor – Maria and Tony confirmed it was resolved as far as they were aware. The request for data production by another tenant had been dealt with.
2. **Associations:** No report this month.
3. **Document review:** SW and Admin still to review documents once invoicing is complete in the new year.
4. **Website:** Paypal wish to make changes which will affect payment through the website and needs to be followed up. Still needs a full response and Lisa to monitor.
5. **Lease:** Tony had not had any response from Dave Meigh. This is now causing concern. It was suggested we perhaps contact Councillors or try and find out if the allotments had been raised at any of the Council meetings which were open to the public. Helen mentioned that Newcastle Council were taking back the allotments which they had granted to a separate company to run.
6. **Trees** There had beensome fallen branches around sites. Lisa had notified Adam on Christmas Eve about a fallen branch at Wigginton Terrace. It had fallen onto the public pavement. Review of trees ongoing by AM.
7. **Issues for Discussion:** None submitted.
8. **Issues for Decision:** None submitted.
9. **Any Other Business:** None raised.
10. **Next Meetings:**

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