**YACIO Trustee Meeting Minutes**

**5th March 2025**

**Venue: Friargate Quaker Meeting House.**

Attendance: Helen Butt, Tony Chalcraft (Chair), Adam Myers, Lisa Turner, Heather Whittaker, Christine Robertson, Nick Smith (Admin, minutes).

1. **Apologies:**

Maria Lewington-Gower, Colin Smith, Simon Wild, Janet Devlin (Admin).

1. **Minutes of the last meeting:** were agreed. Any uncertainties will be addressed as part of Actions, and to be updated accordingly.

**Action:** Admin to amend and mark as Final.

1. **Actions:**

**Low Moor/Cemetery Wall Tree Fall:** We have been informed that this will be resolved during March.

**Action:** TC to follow up after March if not completed.

**Fulford Bank Access.** Boundaries are clear on the Planning Portal map.

**Action:** AM to send property details to LT who will follow up with the Land Registry.

**Knapton Land:** Making progress. We will need to submit a pre-application planning advice form, with a fee which we expect to share with our partner Edible York.

**Action:** TC to progress.

**PayPal integration with Colony.**

**Action:** Ongoing.

**Fulford Allotments:**

**Action:** see item 9b.

**4. Chair’s Report**

Accounts have been audited. They are to be approved this evening and ideally be sent with the AGM agenda this week. Note that accounts need not have been signed before sending them out.

**7. Admin Report.**

**Actions:** NS to investigate and advise how many hours have been spent on invoicing this year. TC will write to MCPC to express dissatisfaction. To be completed.

7.3 Request to let an especially difficult plot free for the first year.

**Action:** NS to inform Site Secretary of agreement with proposal. Complete.

7.4 Request to help a tenant with rental fee.

**Action:** Admin to send to CR for review. Complete.

**8. Trustee Reports.**

**8a Maintenance**

Hospital Fields, 2 Ash Trees.

**Action:** CS to look for written confirmation from CYC and inform those potentially affected.

New Lane hedge reduction. A gap has appeared where the hedge has collapsed and will need to be infilled with a fence.

**Action:** CS.

**8c Site Specific Issues**

**Bootham theft.**

**Action:** CS to ask the Site Secretary to report any direct costs. Also to find out how the white gate is used and locked. Completed.

**Action:** Admin to send email to Bootham tenants on behalf of Trustees to encourage those affected to each notify the police. Completed.

**Action:** AM to identify ‘key’ tenants to try re-establish a Bootham Stray Tenants Association.

**Scarcroft scaffolding.**

**Action:** We have received a commitment that this will be dismantled this week. To be monitored.

**Greater Acomb Community Forum.**

**Action:** TC reported on a constructive meeting. We are awaiting a detailed proposal which may involve a structure/store and possibly a community plot. We will need to consult tenants.

**Hospital Field Site Secretary.**

**Action:** TC to draft an advert with Admin to send to tenants. recruitment ongoing.

**8g Newsletter**

Newsletter complete. Ready to be sent with AGM invitation. Those to be posted can be delayed if necessary, AGM notice is the priority.

**Actions:** Admin to find out how many livestock keepers there are; 27 are listed in Colony.

HW will write a letter re avian flu on behalf of YACIO Trustees, and Admin will send this to each.

**8h Lease**

See item 8h.

**8i Trees**

See item 9a.

**10a Site Secretaries meeting.**

**Action:** Admin to book Spring 2025 meeting and to send October 2024 meeting’s action points to Trustees. Completed.

1. **Chair’s Report**

Nothing additional to report beyond what is reported under specific items.

1. **Finance Report/Budget**

Accounts have been audited and found to be in order. An error was noted in the report (re Heslington estate) which will be removed before final publication.

**Action:** LT to ask auditor to remove this paragraph.

We have made a loss, as expected, and are under budget for most items.

QuickBooks is working well, but we still have to sort income and PayPal to go under correct headings.

There is approximately £80,000 in the bank, and £7,000 in Paypal.

There is an opportunity to move some income into a new instant access account at 3.5% which will produce in excess of £1,000.00. Trustees agreed to take the opportunity.

**Action:** LT.

1. **Secretary’s Report.**

HB reported that, with Admin, we had seen a demonstration of Orkastrate, as a potential replacement for Colony. We will have access to a version to ‘play’ with, and then have input into its development, including integration with PayPal and our website. Trustees agreed that the working group should carry on with the investigation of Orkastrate and report back on progress.

1. **Administrator Report.**

NS reported that the invoicing issues in Colony appear to have been resolved, although we still await final confirmation from the supplier.

**Action:** NS to ask for confirmation that issues have been addressed.

Due to delays sending invoices via Colony we will also delay sending reminders.

The further larger activity on the horizon is document review - see item 8e.

1. **Trustee Reports (Specific responsibilities)**

**8a Maintenance**

Maintenance is continuing satisfactorily.

**8b Complaints**

Hob Moor termination confirmed. Tenant may appeal if they wish.

**Action:** Admin to inform tenant.

**8c Site Specific Issues**

None reported.

**8d Associations**

No report this month.

**8e Document Review**

Process descriptions may be affected by any change from Colony to Orkastrate, so the priorities will be customer-facing documents, including ensuring alignment between e.g. site secretary handbook and admin processes. To be progressed when Administrators are available.

**8f Website Development**

See item 6 above.

**8g Newsletter**

Available, as reported above.

**8h Lease**

We continue to try contact Dave Meigh (who has been responsive in the past) including via Cllr Kent, email and phone. TC has drafted a letter which will be sent to Cllr Kent.

**Action:** TC

**8i Trees**

See item 9a.

1. **Issues for Discussion:**
2. Trees - see draft paper. A discussion on creating separate budgets for managing trees, which is currently within the maintenance budget.

AM also asked for a decision on the cost at which he should seek 3 quotes for tree-related work, and it was agreed that this would be £500.

AM also asked at what point he should flag up to Trustees that there is a ‘big’ tree job to be done. It was agreed that he needs to be able to get on with necessary work and so the decision is to be left to his discretion.

**Action:** AM and CS to arrange the appropriate split of budgets and inform LT of the decision.

At what point do we turn to a tree surgeon if a tenant wants to take a tree down? For example is this based on tree size, condition, accessibility, risk assessment? NB tenants are not covered by our insurance.

**Action:** AM to follow up as required.

We are still building knowledge of the size of tree management across our sites.

HB suggested considering a request for tenants to participate in a tree survey, which was successful at Holgate.

1. Fulford Parish Council Allotments. TC reported that a constructive meeting was held on the site, and that the Parish Council (PC) remain interested. In summary they would like us to manage the site on their behalf, including selecting tenants, collecting fees, and site maintenance. This should be straightforward for us, although details are yet to be worked out.

All present are happy to be involved in progressing this.

**Actions:** TC to reply to PC that we are happy to continue.

TC to send details LT who will make contact with the PC and inform other Trustees of arrangements.

1. Storage of YACIO documents and other items, both short and long term. LT reported that she has been storing YACIO documents since the previous administrator left but that this is unsustainable. Although she will keep material relevant to the Treasurer’s role and recent e.g. 1 year’s worth of other correspondence the earlier material will need to be archived.

**Action:** Admin to investigate suitable off-site storage options.

1. Payment for return envelope service. LT reported the cost of using this service, of £120 plus £1 per item. It is rarely used so it was agreed to discontinue the service and buy stamps for the few occasions we need to provide a paid return envelope.
2. Poultry - failure to adhere to mandatory lockdown, and YACIO responsibilities.

Extensive discussion took place on YACIO’s responsibilities for birds kept on YACIO’s sites, and possible consequences for other tenants. Restrictions are generally short term and can be amended or reimposed at short notice.

**Action:** HW will send all tenants with birds a reminder of their responsibilities. If non-compliance is found thereafter the follow up approach will be agreed.

1. **Issues for Decision:**

1. Nothing additional raised.
2. **Any Other Business**

**AGM.** It was agreed that the format will follow that used previously, i.e. 10.00 formal AGM business, followed by a break with refreshments, and then a question and answer session from the floor. Close at 12:00. Questions in advance will be invited in the notification message. The formal part of the meeting will include introductions to individuals, approval of previous minutes, presentation of reports and accounts, election of officers including those necessarily standing down and offering to re-stand (LT and CS).

AM will talk at a high level about the impact of trees for YACIO). This will report that YACIO has a specific role for tree management, but that specific issues should be directed to Site Secretaries on the first instance.

Continued …

**Actions:**

* Admin to locate and check 2024 minutes.
* Admin to send Agenda and newsletter via bulk email.
* Admin to send draft minutes from the forthcoming 2025 AGM to the April Trustee meeting.
* Admin to produce and maintain a record of which Trustees have stood down by rotation and re-elected.
* LT and HW will organise refreshments.
* Admin to produce a sign-in template - name, site, plot number.
1. **Next Meeting Dates**
* AGM Sat 22 March
* Trustee Meeting Wed 2 April
* Trustee Meeting Wed 7 May