



Emergency YACIO Trustee Video Meeting

25th March 2020

Attending: Anna Pawlow, Adam Myers, Colin Smith, Maria Lewington, Lisa Turner, Simon Wild, Tony Chalcraft

Inspections - It was agreed that Site Secretaries should not be conducting inspections at this time. If they are concerned that a plot is not being worked AP can contact the tenants to ask if they are ok. It was agreed that any ongoing issues with tenants should progress to their conclusion, while being aware that circumstances may have changed and acting accordingly.

Action: AP to add to Site Secretary communication.

Waste Disposal - At present it was thought that Dave should still be able to dispose of YACIO rubbish as we have a commercial license and this was still allowed. CS confirmed that at present Dave was happy to continue working.

Bonfires - As people were no longer able to dispose of waste off site AP flagged that she felt there would be an increase in Bonfire complaints as people were at home when they would not normally be. It was agreed that further guidance should be offered to tenants in the next tenant email to be more conscientious of this and not have unnecessary fires.

Action: AP to add to next tenant communication.

Contractor - White Rose had confirmed with CS that they planned to continue working and felt that they could do this within the current guidelines. LT was authorised to pay the invoice on the first of the month as usual and that this would be revisited as necessary if circumstances changed.

Action: LT to set up payments.

Invoicing - It was agreed that AP should continue to invoice new tenants but to increase the payment window to 90 days. AP should continue to contact existing debtors and progress as normal but anyone saying they had temporary difficulties due to the situation

would be given 90 days and then the situation would be reviewed. AP would note this on their file and act accordingly in the future, pending any further developments.

Evictions - It was agreed that no further non cultivation evictions should take place for the duration of this situation.

Action: AP to add to Site Secretary communication.

Site Secretary Communications - It was agreed that Site Secretaries should be given specific guidance on the issues decided at this meeting.

Action: AP to draft email to them updating them.

"Buddy System" - Trustees discussed the idea but at present ideas for how to make such a system work were not forthcoming. Insurance issues would prevent any non tenants coming on to site to garden. It was decided to see whether informal arrangements on sites were sufficient or whether Associations were able to set up some kind of system themselves and revisit the idea at a later date.

Accounts - LT gained confirmation that she was authorised to settle the invoice from the Accountant and that all were happy with the Accounts as circulated. This was agreed.

Action: LT to pay invoice.

Children on Sites - Concerns had been raised about children running around on site. It was agreed that the next tenant communication should make clear that families should stick to their own plots and not allow children to roam. It was also noted tenants should be reminded that no social gatherings should be taking place and that proper distancing measures should be observed.

Action: AP to add to next tenant communication.

Post - AM queried what needed doing. AP felt it was best to revisit the question in a week or two to see what structure had been developed by York Hub in this time. It was noted that other than tenant documents and cheques there was nothing that wasn't dealt with already by email.

New Lets - It was agreed that for one month no new lets should commence. This measure was to protect site secretaries and enforce social distancing rules.

Action: AP to add to Site Secretary communication.

Internal YACIO Communications - It was agreed that AP should turn to CS as her supervisor in the first instance for decisions and that if he felt unsure then he could ask TC for an opinion. If it was felt that the decision would need more input then this would be

circulated to all Trustees but in order to streamline the processes AP would not need to circulate everything to all Trustees every time.

Next Meeting:

8th April - 7pm Video Conference

6th May - 7pm Video Conference