



# YACIO Site Secretary Meeting

11<sup>th</sup> February 2019

Attending: **Tony Chalcraft [TC], Adam Myers [AM], Lisa Turner [LT], Anna Pawlow [AP], Colin Smith [CS], Maria Lewington [ML],**  
Sarah Penn, Graham Sanderson, Paul Graham, Warwick Ivel, Phil Renshaw, John Harper, Celina Gee, David Brinklow, Mary  
Harlington, Brian Strudwick, John Shirbon, Steve Cooke, Barbara Whitwell, Christine Robertson, Sarah Daniel

Chair: Tony Chalcraft

Minutes: Anna Pawlow

## 1. **Welcome/ Apologies/Introductions**

TC welcomed all attendees and asked everyone to briefly introduce themselves. Apologies were received from Claire Pickard, Simon Wild, Kelvin Brookes, Jane Thurlow and Tina Funnell.

## 2. **Trustees' Report**

TC noted that 70% of the invoices had been paid, which was quicker than last year. There had been a number of site specific issues that had taken up a large amount of Trustee time dealing with disputes between individuals. Two sites had appointed new Site Secretaries, leaving two vacancies that were being temporarily covered by Trustees. Trustees were conducting ongoing site visits to meet with Site Secretaries.

He reported that the Trustees had met with Dave Meigh to review progress and make progress on getting the Lease from draft to a final document. Legacy work was still ongoing, with completion for some projects not expected before December.

Two sites, Hempland and Green Lane, had received large grants from outside funding to complete large projects to increase provision of easy access areas. YACIO had welcomed two new Trustees, Maria Lewington and Tina Funnell.

### **3. Finance Report**

LT provided a brief outline of YACIO's financial position and this showed a projected surplus in line with the budget. A full financial report would be published for the upcoming AGM.

### **4. Annual Project Bids**

ML provided a brief outline of the bidding process. 37 bids had been received, some had been requesting purchases of assets, such as lawn mowers, which were not possible at present due to insurance and other issues, and others for site development, many of which had been granted. The process had revealed a good idea of what sites were looking for for future projects. All bids would be responded to by ML & CS outlining what would be progressing and why a bid was declined.

### **5. Contractor**

AP & CS had met with the Contractor to review the work over the last year and had renewed the contract for another year. Hedge work would start this month, with the first grass cut in April. A lot of lessons had been learned in the last year and it was hoped that the high standard of work could continue. Plot clearances, as requested through the project bid process, would be being dealt with separately. Site Secretaries were reminded that in the event of a plot being very overgrown they could offer the plot at a discount of either 6 months or 1 year, as they felt appropriate. Some Site Secretaries felt that this approach did not work and it was noted that Site Secretaries were given discretion over this and they should act as they felt appropriate.

### **6. Tenant Processes**

AP gave a brief outline of the agreed New Tenant Process as there had been some issues with people not following the same process for new lets, leading to confusion for new tenants. Site Secretaries asked a number of questions clarifying the process. It was noted that the concession application was separate to the tenancy so the full rental amount should always be written on the contract and a blank concession application form given to tenants. This was because,

legally, tenants should be liable for the full rental amount but concessions were granted at the discretion of YACIO. AP asked that tenancy agreements be completed in full with any discounts noted on the form itself. AP also noted that as the growing season was imminent any necessary notice letters could start being sent to uncultivated plots, and hopeful this might prompt some people to get to work sooner than they might have otherwise.

## **7. Communications**

CS reminded Site Secretaries that all communications needed to be secure as all tenant information was confidential. Site Secretaries were reminded that emails should be sent using BCC to hide the email addresses and to be aware that other parties may be listening in public areas so not to have any confidential discussions, or leave papers in public places. If anyone had a question regarding data protection they could always ask AP.

## **8. Site Security**

AM raised the issue of site security following on from issues on Scarcroft. Site Secretaries were asked to keep YACIO in the loop so that problems could be identified and to ask all tenants to report any crimes to 101 so that the police could allocate the proper resources to areas where problems emerged. If people didn't report issues to anyone then nothing could be done to tackle problems.

## **9. Feedback from Site Secretaries**

Some site specific questions were asked. No information on whether free compost would be available from the Council was available but if it was advertised then all would be notified.

## **10. Any Other Business**

### **- Site Secretaries**

DB noted that the progress on the easy access beds at Hempland was progressing well following the grant. However, he noted that the agreed asbestos collection had not yet happened. AM would follow this up with DM.

CS noted that the Forgotten Corners bid for disabled access plots on

Green Lane was also progressing well.

**- YACIO**

Trustees reminded everyone that the AGM would be held on 2<sup>nd</sup> March at Clements Hall at 10am. The first half of the meeting would be formal business and the second half a forum for discussion. Trustees asked that issues for the second half be raised in advance so that Trustees could answer fully.

**11. Next Meeting**

It was agreed to aim for quarterly meetings and the date would be decided and circulated in the future.