



# YACIO Site Secretary Meeting

24<sup>th</sup> June 2019

Attending: **Tony Chalcraft [TC]**, **Adam Myers [AM]**, **Anna Pawlow [AP]**, **Tina Funnell [TF]**, Christine Robertson, David Brinklow, Warwick Ivel, Phil Renshaw, John Harper, Celina Gee, Claire Pickard, Graham Sanderson, John Shirbon, Paul Graham, Mary Harlington, Sarah Penn, Sarah Daniel, Jane Thurlow

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 Colin Smith, Lisa Turner, Simon Wild, Maria Lewington, Steve Cooke and Brian Strudwick.

## 2. **Trustees' Report**

TC noted that the last meeting had been back in February. In the meantime Trustees had had a further meeting with Dave Meigh to discuss amendments to the Lase and it was hoped that this would be finalised by the end of the summer. Trustees were continuing to meet twice a month and had formulated a manual to standardise the operating procedures. This would eventually be made available to everyone to view. It would necessitate some amendments to the Site Secretary Handbook to bring the two documents in line with each other. TC went on to outline the issues that YACIO had been having with the Colony upgrade and the disastrous impact that this had had on productivity. This had caused a huge backlog of work. AP explained the issues that it had caused and the gaps that had been in the systems until very recently. However, it was hoped

that most major issues had been fixed and reports would be available once again. TC went on to note that the Duty Trustee rota continued with one Trustee a month available to raise issues with. There were now a total of 7 Trustees, with 2 vacancies. He further noted that a lot of Trustee time was taken up dealing with interpersonal tenant issues, which was far from ideal.

Currently 3 sites were without Site Secretaries, Fulford Cross, Hob Moor and Howe Hill and these positions were being covered by Trustees temporarily.

AM noted that the AGM had been a positive meeting. TC sought feedback from the site secretaries on their views on the venue, timing and structure of the meeting and it was agreed that these had been satisfactory.

At the AGM a question regarding insurance had been raised and attendees briefly discussed this. CS had added event cover for up to 50 members of the public to YACIO's insurance.

TC noted that YACIO would now be responsible for the water bills but that a final figure had yet to be obtained from CYC.

### **3. Finance Report**

In LT's absence AP presented some invoicing figures showing a predicted income of £67,000 for the year, with £5000 in outstanding debts at present. Attendees discussed the process for following up on debtors, which is managed by AP. It was noted that this full year of maintenance and other costs would give a good picture of what, if any, changes needed to be made to financial arrangements in the future.

### **4. Waste Disposal**

CS had been taking the lead on this but in his absence AP outlined the issues in finding a skip supplier who was willing to take the risk on the varied type of landfill waste that allotments produced in light of the changes to waste disposal regulations. It was further noted that not only would the supplier be liable for

any issues but YACIO too was a responsible party and would be held liable in the event of any issues.

In the future tenants would have to be more responsible for their own waste disposal. Where YACIO was responsible for a vacant plot of communal area then arrangements for a 'man in a van' could be made and in exceptional circumstances it may be possible to obtain a smaller skip for plot clearance work only, not for general use.

AM noted that YACIO were also looking at the possibility of providing a shredding service on sites with a lot of woody waste to dispose of. Site Secretaries discussed the issue and their various experiences of waste disposal on sites. Feedback was noted by YACIO and it was noted that it would be a big cultural change for some tenants but that the environmental impact of waste disposal was a very necessary consideration for the future.

AM finished the discussion by noting that the planned for Asbestos collection was coming up in the next few weeks so any further issues needed to be flagged urgently or miss out.

#### **5. Project Bids Update**

CS had provided an update on the approved bids. CS & ML had taken the lead on this project and any bids that had been rejected would have received an email explaining why. Trustees requested any feedback to be sent in by email. It was noted that there had been a lot of difficulty in establishing the difference between project bids and routine maintenance and that this would be addressed in the future.

#### **6. Legacy Issues**

TC noted that the up to date list from DM had been circulated by email for feedback to be submitted and combined to follow up with DM. Trustees noted that they were not confident that the December 2019 deadline would be met for

all projects so asked site secretaries to feedback on their priorities so that these could be addressed first.

## **7. Feedback From Site Secretaries.**

TC opened the discussion of general issues, if there were site specific questions these could be raised with AP later.

There was general discussion of communications and the role of site secretaries and the role of trustees and how these differed. Site secretaries were asked to raise issues with AP by email, be that maintenance or requesting letters.

Discussion of when to offer rent reductions took place with site secretaries sharing their experiences and opinions.

It was noted that there was no set process for deposit returns and AP agreed to come up with a new process for formalising the end of tenancies as had already been done at the beginning of a tenancy.

Waiting lists were discussed with site secretaries sharing their experiences and opinions. It was agreed that in general yes, people could take on more than one plot. If they couldn't cope with the work load this would become evident through site inspections and dealt with accordingly. It was agreed that AP would add a section to the tenancy agreement asking if a tenant wished to remain on the list for other sites or be removed.

A query was raised regarding emergency telephone contact. AP explained the answering service set up. It was noted that it was impossible for AP to be on call 24/7 and that any real emergencies should be dealt with by the emergency services. Any issues with water, the water should be turned off at the stop cock and AP notified so that a repair could be arranged.

## **8. Any Other Business**

A question was raised regarding non-tenants accessing the site when tenants were on holiday (in this case to feed hens). Trustees agreed that this was perfectly acceptable and not a problem.

DB provided an update on the progress of the 'Hempland Haven' project and their fund raising efforts and work completed thus far. The summer fair would be on the 14<sup>th</sup> July.

CP & GS of Scarcroft reported on a new approach to letting a very challenging plot, it had been offered to all tenants on the waiting list with an explanation of the challenges it presented and an 'open day' arranged for viewings. 18 people came to view and in the event of multiple expressions of interest the person who was highest on the list would be offered it.

## **9. Next Meeting**

It was agreed that the next meeting would be arranged for around the end of September on a Monday at 7pm and Trustees would choose a date and circulate this nearer the time.