



YACIO Trustee Meeting

2nd January 2019

Attending: Simon Wild, Colin Smith, Anna Pawlow, Maria Lewington

Minutes: Anna Pawlow

1. Apologies

Tony Chalcraft, Lisa Turner, Tine Funnell, Adam Myers

2. Notes and Actions

The actions from previous meetings were reviewed. Discussion of the potential new site in Acomb was deferred to the next meeting.

3. Administrator Report

Invoicing - AP reported that all of the invoices were due to be posted on the 3rd January. As expected there had been some changes to update over the Christmas break but all of these had been done. AP had prepared a poster to display on sites asking anyone who did not receive their invoice to get in touch urgently to update their contact details.

Fulford Cross - AP reported that she had had no contact from SF in response to her requests for information. It was agreed that AM should make a further attempt to make contact but following that the best approach would be to contact people on the waiting list to see whether they had been offered a plot and make any updates.

Action: AM to attempt to contact SF for handover information.

Project Bids - AP reported that there had been several bids received from different sites and quired the next steps. It was agreed that AP would compile the bids together for review by CS and ML to assess and make a recommendation on which to pursue to the Trustees at the meeting on 6th February.

Action: AP to send bids on to CS & ML for assessment.

Short Waiting Lists: AP noted that there was concern about the short waiting lists for Carr Lane and New Lane and it had been suggested that this could be because of uncertainty regarding

their locations. It was suggested that a map clearly showing site locations be added to the website to clarify. It was agreed that perhaps people on the waiting list for other sites near by could be contacted and offered a plot if there was no waiting list for a site. It was also suggested that a poster advertising available plots be displayed on the site gate to stimulate interest.

Action: AP to investigate how to integrate a map to the Allotment Finder page.

AP to advise site secretaries of the decision.

4. Duty Trustee Report

CS reported that December had been a very quiet month.

SW had had two reports since the start of January, one of tap vandalism on Glen and the other regarding sharing information with tenants on Hempland. He had agreed appropriate responses.

5. Monthly Budget Report

LT had submitted figures by email.

6. Annual Report

Trustees discussed the requirements needed for the annual report. It was agreed that CS would start to draft reports and that AP would provide any facts needed. LT would need to provide full financial reports that were audited before the AGM.

Actions: CS to draft annual reports using templates available.

LT to provide full financial reports.

AP to provide any facts and figures as requested.

7. AGM

The structure of the AGM was discussed in reference to the specifics of the constitution. It was agreed that there should be an appointment of officers, an annual report, a financial report and any resolutions to be proposed. The agenda and supporting documents would need to be sent to all members 14 days in advance of the meeting either electronically or by post. It was agreed that it would be a good idea for all attendees to sign in for fire safety purposes and that their name, site and plot number should be recorded to ensure only members were able to vote. All speakers from the floor should give their name, site and plot number accordingly.

Action: All to discuss the full structure and requirements at the next meeting.

8. Any Other Business

Community Plot Survey - AP noted that she had received very few responses as of yet. It was hoped that some more responses would be forthcoming and that the Christmas break had interrupted people's schedules. AP would keep this under review.

New Trustees - It was discussed when the appointment of New Trustees would come into effect following their three month probation.

Website - AP suggested that pictures and short bios of the Trustees should be available on the website. This was agreed in principle.

9. Next Meeting Dates

16th January - Trustee Meeting

6th February - Trustee Meeting

11th February - Site Secretary Meeting

20th February - Trustee Meeting

2nd March - AGM