



YACIO Trustee Meeting

7th February 2018

Attending: Tony Chalcraft, Colin Smith, Adam Myers, Lisa Turner, Anna Pawlow,

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Simon Wild

2. Notes and actions from last meeting

Field View – LT reported that she had looked on the Land Registry map search but was unable to tell which specific plot the allotment was. Trustees agreed that for the £3 charge per request LT should try to find more information.

Action: LT to pay for the plans to find who the land is registered to.

Banking – LT had investigated several options for bank accounts for the Deposits, none of which had especially high interest rates. It was agreed that LT should open a second account with the Cooperative Bank for the deposit funds to be held in.

Action: LT to open second account with the Cooperative.

Water – CS reported that he is updating the plans for the water meters.

Waiting Lists – LT has drafted a proposed policy for waiting list management.

Bloom - Trustees agreed that YACIO would have a stall on the Shambles Market on the Sunday of the festival for a cost of £50 to promote the allotments. TC agreed to keep in contact with Lotte Inch to develop the promotional materials such as a map of the allotments. It was proposed that YACIO do an 'Edible Gardeners' Question Time' on the Thursday (5th) at Bootham School. TC agreed to be part of the panel and Trustees agreed to look for further panel members. It was agreed that the festival should be added to the agenda of the Site Secretaries Meeting.

Action: TC to keep in contact with Lotte Inch.

AP to add Bloom to Site Secretary Meeting Agenda

Site Secretaries for Glen and New Lane – AP reported that there had been several applications for the posts advertised. It was agreed that LT as a site secretary herself was best placed to contact the applicants to have a preliminary informal discussion of the role.

Action: AP to provide LT with the applicants' details.

LT to contact the applicants.

Structures – TC reported that he had contacted Dave Meigh to clarify the position regarding delegation of the approval of site structures. DM had confirmed that YACIO had the authority to grant permission to erect new structures. DM was to check further details and revert to TC.

Trustees agreed that Site Secretaries should continue to authorize the structures applications when they fell within the guidelines but that they were to refer anything outside of these, or if there were any objections from consultation with neighboring plots, to the Trustees.

Action: AP to create a summary of this discussion for the Site Secretary Meeting.

3. Administrative Report

AP advised that invoicing was continuing to result in a large volume of queries by telephone, email and post. AP asked for confirmation that she was authorized to sign contracts on behalf of YACIO. Trustees confirmed this. AP reported that a number of tenants had done their own calculations for the concessionary rate, which was rounded in the published figures. Trustees acknowledged the issue and confirmed that this year those amounts that were a few pence short would be accepted.

AP advised Trustees that she had created an expenses claim form for their use for out of pocket expenses and that this was found on the shared drive in the Templates folder.

AP reported on the costs of obtaining some high vis vests for site visits, this would be around £5 each for a custom logo printed on the back of each. Trustees authorized the purchase.

Action: AP to purchase 6 high vis vests.

AP advised Trustees that the Black Swan was not available for the proposed Site Secretary Meeting on the 26th February but that it was on the 5th March, the following Monday, so she had booked this.

4. Site Security

Trustees discussed the issue of shared site keys and the threat to security that this might pose. It was decided that the costs of replacing the locks for each locked site with unique locks should be costed up and a proposal for a phased introduction over the next few years should be considered. Trustees agreed that in light of the current security issues Green Lane and Carr should be the priority. Welding the locks to the gates was also discussed to prevent their removal from site.

Action: CS to liaise with the site secretaries of Green Lane to formulate a plan to replace the locks.
AP to investigate welders.

5. Tenancy Agreement – Clause 7

Following on from a tenant query Trustees discussed the need to clarify the wording of the tenancy agreement when this is next updated.

Action: AP to check the wording makes sense

6. New Tenancy Procedures

Trustees discussed the two options formulated for dealing with new tenancy procedures. AP expressed her preference for Option 1 from an administrative perspective and it was agreed to put both option to the Site Secretaries and obtain input from them at the Site Secretary Meeting before deciding which option to follow.

The separation of the concession form from the main tenancy agreement was discussed and clarification of the concessions offered given the new benefits systems that had been recently introduced. It was agreed that concessions should be offered on an income based criteria.

Action: AP to research getting advice on which benefits concessions should be available.

7. Role of Site Secretaries

Deferred to the Site Secretary Meeting

8. Unlettable Plots

Trustees agreed to add Unlettable Plots to the Site Secretary Meeting Agenda. It was agreed that there should be a discussion regarding plots that were unlettable due to issues such as flooding

and plots that were simply in a state of disrepair and what actions should be taken in each case. Where plots were truly unlettable and it was economically unviable to solve the issue a plan for managing the land should be agreed. It was agreed to ask the Site Secretaries for a list of all of the Unlettable plots on their sites.

9. Manual

Updates to the Trello board are ongoing.

10. Procurement of Skips and Manure

Trustees discussed the history of the provision of skips and manure to sites. It was agreed that the provision of manure would be left to individual sites and associations due to the expense and the fact that it would not be possible to treat all sites equally. LT raised the issue that smaller sites are unable to have a skip and that where this is not possible other arrangements would need to be implemented to make sure equal access to rubbish removal was given to all sites, no matter their size or access restrictions. It was agreed to discuss the specific requirements for sites' skips at the Site Secretary Meeting.

Action: AP to obtain quotes for skips and add to the Site Secretary Agenda

11. Site Secretary Meeting Agenda

AP requested that any additions to the Agenda be passed on to her.

12. Banking/Budget

CS and LT are progressing the year end accounts and will report next meeting.

13. Any Other Business

TC raised the idea of using the Community Payback scheme to work on sites and in principle this was agreed with a first project at Carr Lane.

Action: AP to respond to Community Payback and discuss how this would work.

14. Future Meeting Dates

21st February – Trustee Meeting

5th March – Site Secretary Meeting

7th March – Trustee Meeting