



## YACIO Trustee Meeting

1<sup>st</sup> October 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

**Structures** - TC to progress as part of Manual

**Community Payback** - AP to progress

**Manual** - In Progress AM & LT producing their notes, then SW to add his comments then TC to do a final edit.

**Pest Control** - CS has supplied 6 rat traps to Bootham. There are a further 6 traps for other sites but these will need storage

**Action:** Add YACIO Storage to Site Secretary Meeting Agenda.

**Lock Welding** - Trustees debated invoicing it was agreed that LT would pay the bill and AP would line up more work.

**Action:** LT to pay bill, AP to contact with further work.

**New Trustees** - In progress

**Heslington Allotments** - TC progressing

**Field View** - TC progressing

It was agreed that this issue and others should be raised with Dave Meigh at a formal review meeting.

**Action:** AP to invite DM to one of the meetings for a formal review.

**Bloom** - CS to send AP pictures of stall.

**Low Moor Dispute** - CS to progress

### 3. Administrator Report

AP noted that things were still reasonably busy with new tenants and notice letters as well as the

regular issues. She noted that DM had been in touch regarding tree works at Hob Moor, Scarcroft and Carr and would be making site visits on the 10<sup>th</sup>.

**Bootham Locks** - AP reported that the locks from the 3 main gates at Bootham had been stolen. Temporary 506 locks had been installed to secure the site while new coded locks were on order from Germany. When these were received they would be welded on.

**Action:** AP to progress

**Deposits** - One major piece of work that would need completing before the end of the year was inputting the deposit amounts from the Council's spreadsheet to Colony. This was ongoing between other tasks.

**Action:** AP to progress

#### 4. Duty Trustee Report

**Holgate Bonfires** - TC noted that there had been problems reported from Holgate with Bonfires. TC would write to the tenant in question. Trustees debated the issue of regulating bonfires.

**Action:** TC to write to tenant

**Howe Hill** - TC noted that various allegations had been made at Howe Hill (and had been dealt with by other duty trustees) but as these were unsubstantiated no action would be taken.

**Fulford Cross** - TC noted that accusations of theft and abuse had been reported. This needed further investigation. AP noted that there were several ongoing issues on Fulford. The local ward councillor had been in touch regarding availability of funding for improvement works from the ward fund.

**Action:** AP to find tenant information.

AM to meet on site and progress.

#### 5. Site Secretary Meeting Agenda

Trustees debated and agreed an agenda for the upcoming site secretary meeting. It was agreed that AM would bring the flip chart for off topic issues and that Trustees would arrive at 6:30pm to have a brief private meeting prior to the main meeting.

**Action:** AP to produce agenda. AP to produce form for Annual Project Bids. AP to produce summary of Community Plots. AP to produce Community Asset Report from.

#### 6. Firearms Policy

Trustees debated the issue of whether there should be a policy on firearms on allotments. It was agreed that further information was needed before a proper discussion could take place.

**Action:** AP to contact Bootham SS for information on pest control practices.

AP to contact NSALG for information on legal issues.

## 7. Concessions Policies

A query on concessions policy had been raised by a site secretary. Trustees debated the issue but it was agreed that no amendments to the current policy would be possible as Trustees had committed to making no major changes in the first two years and this would be a major policy change.

## 8. Spraying By Licensed Tenants

John Shirbon had queried current spraying arrangements for the control of weeds in the car park at Strensall and suggested that the work could be undertaken by tenants who held spraying licences. As YACIO currently has a contract for the work with the main contractors no amendments to this would be made.

**Action:** TC to communicate this to JS.

## 9. Annual Report

The need for an annual report, including financial information, was discussed and the deadline for the submission of this to the Charity Commission was debated.

**Action:** CS to contact Charity Commission and clarify submission dates.

## 10. Any Other Business

**Glen** - CS and AM had written to both site secretaries. The matter of the management of Plot 46 was discussed. Trustees also discussed drawing up a press release to show the positive developments that have occurred coming up to the one year anniversary of YACIOs take over. The new Association on Glen was agreed to be a good demonstration.

**Action:** CS to draw up press release and circulate.

**Community Plots** - Trustees discussed the ongoing effort to collect information regarding all community plots and projects.

**Scarcroft School Plot** - Further to this the future use of a plot on Scarcroft, previously used by the school was discussed. The site secretaries felt that the plot would be perfect for another community group to take over rather than a private tenancy but wanted approval from YACIO to investigate this. Trustees agreed that this should be allowed and supported.

**Invoicing** - Trustees discussed invoicing for the coming year.

**Action:** AP to draw up a proposed schedule for invoicing.

**VAT** - Trustees discussed whether it might be advantageous to be registered for VAT to reclaim VAT payments. It was agreed to take accountancy advice on this in the future.

**New Trustees** - TC noted that he had written to all of the applicants explaining the delay.

**Action:** AM & TC to progress

## **11. Next Meeting Dates**

15<sup>th</sup> October - Site Secretary Meeting

17<sup>th</sup> October - Trustee Meeting

7<sup>th</sup> November - Trustee Meeting