



## YACIO Trustee Meeting

1<sup>st</sup> August 2018

Attending: Tony Chalcraft, Colin Smith, Simon Wild, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Adam Myers, Lisa Turner

### 2. Notes and actions from last meeting

**Structures** – TC progressing (September)

**Community Payback** – AP Progressing (September) Trustees also discussed other groups such as Good Gym.

**Scarcroft Sycamore** – TC has written to the home owner and advised that if they wish to fund the work then, in consultation, with YACIO and ploholders, this would be considered.

**Debtors** – AP progressing. AP updated Trustees that good progress was being made and that the main issue seemed to be cash payment slips not having been returned. Updated contact details for other debtors were being sought.

**Howe Hill Site Secretary** – CS Progressing

**Manual** – Trustees discussed the progress made on the Manual so far and debated having all Trustees comment on the document simultaneously to progress the matter faster. It was agreed to keep to individual edits for now to make integrating

edits simpler and to have a dedicated meeting to go through the manual as a whole and finalise the document.

**Action:** AM to finish making his edits then CS to send to SW for edits.

**Site Secretary Handbook** – The first draft of the Site Secretary Handbook was accepted by Site Secretaries at the meeting.

**Action:** AP to publish the first draft but to continue to update as necessary.

**Vacant Plots** – Draft policy needs to be integrated into the Manual and the Site Secretary Handbook.

**Action:** CS to add policy to Manual.

AP to add policy to Handbook.

**Pest Control** – Following discussion at the Site Secretary Meeting traps are to be purchased.

**Action:** CS to purchase the traps.

**Lock Welding** – CS to pass contact details to AP for welding on Carr, New Lane, Hospital Fields and Bootham.

**Costings for clearance on Hospital Fields** – Site Secretary has reported that the work has been completed and the plot let.

**Replacement of Boundary Fence on Howe Hill** – CS reported that he had written to both the homeowner and the tenant regarding the issue and so far this seems to have settled the matter.

**New Trustees** – TC updated Trustees on the progress made.

Candidates will be met by himself and AM on the 13<sup>th</sup> August (where available) and an informal discussion held to outline the role and ascertain their skills and background and their vision for YACIO. Then two would be invited to attend Trustee meetings as observers and establish a better feel for the organisation.

Trustees discussed the characteristics necessary for a successful

candidate and the skill gaps within the Board that they felt needed to be filled.

**Action:** TC and AM to meet with candidates and report back.

**Heslington Allotments** – TC noted he is to meet with a representative of the Halifax Estate next week.

**Action:** TC to meet and report back.

**Meeting Minutes** - Minutes from the last Trustee meeting were accepted and approved for publication.

**Action:** AP to publish minutes.

### 3. Administrative Report

AP presented Trustees with a brief update. It was noted that repair work on the fallen fence at Scarcroft was due in the next week and that the Contractor had been granted permission to cut hedges where they impeded access but to refrain from cutting any fruiting plants until later in the year, unless these blocked access. AP noted that YACIO had been approached asking to advertise for research participants but given that the study was not related to allotments in any way it was decided that the request should be turned down.

**Field View** – AP queried the current position on Field View in light of the contact from a neighbour complaining about the weed growth. It had been established that there was no legal right of access across the neighbouring properties to allow access to the allotment plots. It was agreed that Dave Meigh should be contacted and told that YACIO could not take on these allotment sites as a result.

**Action:** TC to contact DM.

TC also to query progress on the Lease.

### 4. Duty Trustee Report

A full report could not be given due to LT's absence.

TC outlined the Boundary issue on New Lane and it was agreed that he would write to the tenants in question to report the findings from taking measurements and firmly establish the boundary.

**Action:** TC to contact the tenants.

## 5. Hosepipe Use

AP noted that some queries regarding special permission to use hosepipes from disabled tenants had been received as well as a report of a persistent hosepipe user by site secretaries asking for YACIO to take action.

Trustees debated the issue of hosepipe use on allotments and the ramifications this could have on the water bills and therefore YACIO's financial position.

**Action:** AP to add Water Bills to the next Agenda.

## 6. Community Plot Inventory

AP had produced a short questionnaire for Site Secretaries to complete and it was agreed that this should be circulated.

Trustees debated the objectives of the exercise and it was agreed that when the data had been collected a full report could then be pulled together from all of the available sources. **Action:** AP to circulate the questionnaire.

## 7. Monthly Budget Report

Deferred to next meeting.

## 8. Any Other Business

**Bloom** – CS requested that a special note of thanks be recorded to everyone who helped set up and run the Bloom Stall.

**Action:** CS to send pictures of the day to AP for publication on the blog.

**Outside Funding** – CS requested authorisation to apply for funding from the “Forgotten Corners” fund for developing land in deprived areas of the city to develop a disabled access plot on Green Lane. Trustees agreed to this in principle and CS will investigate whether the application should come from YACIO or the Green Lane Association.

**Action:** CS to complete the form and TC to check before submission.

**Glen** – Trustees discussed the situation on Glen and the abusive anonymous message left on the notice board. It was agreed that CG should receive a further statement of support from the Trustees and that all tenants on Glen should be contacted to remind them that abusive behaviour would not be tolerated and that the site secretaries were representatives of YACIO.

**Action:** CS to draft letter to all tenants for AP to sent by post or email. AP to copy the further correspondence received to CS.

**Administrator Review** – AP reminded Trustees that a further review of the Administrator position was due in August and that as she would be absent from the next meeting this would be a good opportunity for Trustees to discuss the role.

**Action:** AP to add Administrator Review to the next Agenda.

**Administrator Holiday Arrangements** – CS, AP and SW discussed what arrangements to put in place while AP is on holiday. It was agreed that routine matters could wait for AP’s return and that anything urgent should be routed to CS. CS would then forward to SW as Duty Trustee or deal with any urgent issues himself as appropriate.

## 9. Future Meeting Dates

15<sup>th</sup> August – Trustee Meeting

5<sup>th</sup> September – Trustee Meeting