



## YACIO Trustee Meeting

12<sup>th</sup> October 2020

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Adam Myers, Maria Lewington

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. **Apologies**

Simon Wild, Colin Smith

### 2. **Notes and Actions**

Notes from the last meeting were accepted.

**Site Visits** - LT had begun meetings with individual Site Secretaries and these were progressing well. LT noted that the honorarium payments would now be due.

**Concessions** - LT had prepared a proposal but it was felt that developments regarding the Lease from the Council may affect those.

**Action:** LT to circulate policy by email so all Trustees could put forth ideas and opinions.

### 3. **Administrator Report**

AP updated Trustees on current activities. Emails were still busy with lots of routine enquires as well as ongoing credit control and notice letters being very time consuming. The number of waiting list applications received each week had recently slowed, however.

### 4. **Duty Trustee Report**

Nothing to report

## **5. Monthly Finance Report**

LT had circulated figures by email prior to the meeting. There were no unexpected changes.

## **6. Budget**

TC had asked that Trustees start to consider the budget for next year and look ahead at what possible changes may need making in consideration of the pandemic and any proposed changes to concessions.

**Action:** CS to look at the 2021 Budget for discussion

## **7. Trustee Reports (Specific Responsibilities)**

**Maintenance** - CS had reported that details of all ongoing maintenance works could be found in the shared drive.

Work was progressing and was in budget.

**Complaints** - ML had been dealing with a complaint regarding a termination of tenancy and outlined the situation and her actions thus far to the Trustees.

**Site Specific Issues** -

**Wigginton Road** - TC noted that he, LT, AP and Sarah Daniel had met with the developers who had purchased the Scrap Yard on Wigginton Road on site to discuss their plans. The plans were at a very early stage but it was felt that it had been a constructive meeting and the developers would keep YACIO involved and informed as the process went forwards. It was noted that this could be a very positive development for the site. AM noted that drainage was a known issue and that careful consideration of this aspect should be given.

**Goat Willow** - TC noted that this issue remained in progress. AP reported that she was struggling to find a contractor willing to quote for the work. It was agreed that details of the Council's contractor should be sought if possible as they were used to allotment work and YACIO should try to progress the issue within the next two weeks.

**Action:** AP to contact Dave Meigh

**Howe Hill Plot Access** - As agreed previously a tenant on

Howe Hill had been granted temporary access onto her plot from her own garden to allow clearance work to take place. LT had prepared a legal agreement for this. Trustees discussed the specifics and also agreed that this should not be a standard agreement but that all requests should be considered on an individual basis and judged as one offs.

**Action:** LT to send the agreement to the tenant.

## **8. Annual Report/AGM**

TC noted that the Annual Report to the Charity Commission was due for submission. This had been prepared in March for the AGM and was ready for submission.

Trustees discussed the situation surrounding the postponed AGM and what plan could be made for the 2021 meeting. It was agreed that it was unlikely that an in person meeting could take place and alternative ideas for online meetings or presentations were discussed. It was agreed to include information regarding this in the newsletter.

**Action:** AP to send the document to LT. LT to upload the document to the Charity Commission. AP to upload to website. TC/AP to include information in newsletter.

## **9. Lease**

LT had been contacted by the legal department for the Council with a brand new Lease document. This was not the Lease that had been agreed and discussed previously and there were several clauses that Trustees were concerned about. It was agreed that LT should go back to both the legal department and Dave Meigh to try to resolve the issues and take this forward.

**Action:** LT to respond to Legal Department and contact Dave Meigh.

## **10. Tenant Agreement**

Trustees had made further amendments to the updated tenancy agreement

**Action:** LT to make amendments based on comments. AP to format document for use.

#### 11. **Trampolines**

Trustees discussed the issue of trampolines on allotments and what to do if tenants did not agree to remove them once requested. There were differing opinions on the need for this policy but AP reminded Trustees that primarily this was an insurance issue. It was also noted that trampolines occupied large areas and usually meant that cultivation standards were not met. It was agreed that the policy against trampolines must stand and that tenants should be informed of this.

**Action:** AP to write to the tenants in question and inform them of the Trustees' decision.

#### 12. **Newsletter**

AP had circulated a first draft of the newsletter for comment.

**Action:** TC to supply additional text. AP to circulate second draft.

#### 13. **Notice Letters Process/Termination Letters**

Following on from issues arising in dealing with a complaint ML had queries regarding the process. It was agreed that further discussion of the process should take place over emails.

**Action:** ML to make suggestions by email. AP to add Site Secretary Meetings to next Agenda

#### 14. **Safeguarding**

It was noted that at present no Trustee had responsibility for Safeguarding and it was felt that this needed amending. CS had volunteered for the role. It was agreed that two Trustees should take this on and LT agreed to be the second. It was agreed that thy should take on additional training available in due course.

#### 15. **Invoicing**

AP noted that this year the invoicing process would have to

be a little bit different due to social distancing rules. It was agreed that AP should send the concession renewal reminders on 1<sup>st</sup> November as usual but reduce the response deadline to 1<sup>st</sup> December to give more time for invoice preparation. It was agreed that invoices should be split between Trustees to package at home individually.

**Action:** AP to assess logistics

#### **16. Community Plot Policy**

Deferred

**Action:** AM to prepare a proposal.

#### **17. Extending Howe Hill Plot**

ML sought permission from the Trustees to extend a plot on Howe Hill to include some unused land and increase the plot. It was agreed that LT should offer a second opinion on her site visit.

**Action:** LT to advise on site visit.

#### **18. Any Other Business**

**Meetings** - Trustees discussed meeting practices and agreed that last minute rescheduling should not be the preferred course of action. The first Wednesday of the month was the designated time for meetings and if anyone could not attend adequate prior notice should be given. It was agreed that AP would circulate the meeting invitation 10 days prior to the meeting and agendas should be fixed at that time. It was agreed that any items for discussion where information or proposals needed supplying should be circulated in good time for inclusion in the agenda so that AP could assemble the packet for early circulation.

**Action:** Apologies to be given in advance. Prior submission of supporting documents to be made. AP to circulate meeting information 10 days in advance.

#### **19. Next Meeting Dates**

**4<sup>th</sup> November - Online**