



YACIO Trustee Meeting

12th March 2018

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Simon Wild

2. Notes and actions from last meeting

Field View: LT had obtained a plan showing title numbers and this showed that the land assumed to comprise Field View had not been claimed by any of the houses but that it was impossible to see if there was any legal right of access to this land. All agreed to refer the issue to Dave Meigh and see if it can be excluded from the lease given the access issues.

Action: LT to refer the issue to Dave Meigh.

Banking: LT obtained CS's signature to enable the deposit account to be opened.

Action: LT to progress this.

Glen Site Secretaries: CS had appointed two candidates, both of whom had attended the Site Secretary Meeting.

Action: AM and CS to meet with them both next week to explain the role further and see whether they can form a plan to work together in this shared role.

New Lane Site Secretary: CS had appointed Steve Cooke to the role and he had attended the Site Secretary Meeting.

Budget: It was agreed that quarterly figures would be prepared by LT for the meeting at the beginning of April.

3. Administrative Report

AP reported that the telephone had been fixed and the invoice reminder letters had gone out the previous week. This had prompted a fresh wave of correspondence and emails to deal with so things were still busy but going well.

Scarcroft Query - AP raised the query from Scarcroft regarding structures such as goal posts, which had recently appeared on site. Trustees discussed whether such issues could be seen as causing a nuisance to other ploholders and whether they should be allowed. It was agreed that goal posts should not be allowed as they could cause a nuisance to other ploholders as well as possible damage.

Action: TC to draft a policy on structures other than buildings to give guidance to site secretaries in the future.

Bootham Toilet: The ongoing issues with the toilet at Bootham were discussed and it was agreed that it had definitely been left as the responsibility of the Council.

4. Administration Contract

As the administration contract had now been in place for six months CS raised the issue of the scheduled review. It was agreed that CS and AP should meet and prepare a report to be presented to all Trustees at the next meeting to show how the role had worked so far and any concerns for the future and at that time questions could be taken from the other trustees. It was noted that everyone felt that it was going well in general and that the review would be a good opportunity to discuss how things might progress over the next six months.

Action: CS & AP to meet and prepare a report to the Trustees for the next meeting.

5. Follow Up from Site Secretary Meeting

AP had circulated minutes and documents for dissemination to the site secretaries following on from the decisions made at the meeting. It was agreed that hard copies of the new tenancy documents should be sent out along with prepaid envelopes for site secretaries' use. All agreed that the forms were ok to send out.

Action: AP to circulate all forms and minutes.

AM had discussed the use of the Community Payback Team at Hempland with David Brinklow and all agreed that the use of the Community Payback Team on other sites should be pursued. AP updated the Trustees that she was in discussions with Chris Long, who manages the Team, regarding extending their use on other sites across York but that the meeting had had to be rescheduled.

Action: AP to continue discussions regarding Community Payback.

AM raised the issue that Martins skips would still have a set of keys for access to allotment sites following their relationship with the Council. It was agreed that since the plan was to replace all Council locks eventually this would not be a big issue.

It was noted that some new tenants had not been processed. AP explained that because of the invoicing process new tenants could not be added to the system until recently as it would confuse the system in place. It was agreed that next year Site Secretaries should be informed that no new lets were to be made in January and perhaps February to prevent this issue.

TC raised the issue of Waiting Lists and multiple applications. Trustees confirmed that they were happy for the policy of multiple applications to continue and that it was appropriate for a tenant to take a plot on a site and remain on the waiting lists for other sites that they may prefer. It was agreed that in the instance where a tenant took a plot on one site and then moved to a different site they would not be invoiced again but their fees for the year would be transferred. It was agreed that AP would add a question to the tenancy agreement to ask whether a tenant would wish to stay on the waiting list for another site or be removed to try to capture this information at the relevant point.