



## YACIO Trustee Meeting

15th August 2018

Attending: Colin Smith, Simon Wild, Adam Myers

Chair: Adam Myers

Minutes: Colin Smith

### 1. Apologies

Tony Chalcraft, Anna Pawlow

### 2. Notes and actions from last meeting

Minutes of the meeting held on 1st August 2018 were accepted as an accurate record.

#### ***Action points:***

- A. **Structures** – TC progressing (September)
- B. **Community Payback** – AP Progressing (September)
- C. **Howe Hill Site Secretary** – CS is meeting with two prospective ploholders next week with a view to appointing both on a shared basis.
- D. **Manual** – **AM** will review the manual and report back to the next meeting.
- E. **Site Secretary Handbook** – AP has published the first draft but will continue to update as necessary.
- F. **Vacant Plots** – CS to add policy to Manual. AP to add policy to Handbook.
- G. **Pest Control** – CS has approached Vermex re supplying traps. No response yet. Need to get back to them.
- H. **Lock Welding** – Welder has not yet submitted his invoice for work completed on Green Lane. CS will contact him and ask whether he wants more work.

- I. **New Trustees** - AM reported that he and TC had met with five prospective candidates and there were still another two to see. AM and TC will report back with findings to the next meeting.
- J. **Heslington Allotments** - Awaiting feedback from TC
- K. **Field View** - It was understood that TC had written to Dave Meigh regarding leasing arrangements with particular regard to Field View but also in respect of the sites as a whole. Apparently no response yet.
- L. **Glen Allotments** - TC has circulated a letter to all tenants of Glen regarding behaviour. CS is aware of two positive responses.
- M. **Community Plot Inventory** - It was understood that the questionnaire had been circulated by AP.
- N. **Monthly Budget Report** - In the absence of LT a budget report was not available.
- O. **Bloom** - CS to send pictures of the event to AP for publication on the website.
- P. **Forgotten Corner** - CS presented an Expression of Interest for funding to the meeting. The City Council is making a substantial sum available for the refurbishment of 'Forgotten Corners' around York. The Expression of Interest relates to a bid for funding to develop a plot on Green Lane for use by residents with physical disabilities. The trustees agreed that the application could go through as a joint application between YACIO and Green Lane Growers. Closing date is 25th August 2018.
- Q. **New Lane** - Lack of clarity regarding the processing of letters to two tenants on New Lane who are in dispute over a boundary issue. CS to check with TC.

### **3. Duty Trustee Report (July)**

In the absence of LT, the report was not available.

### **4. Administrator Review**

CS presented a review of the administrator post content for the period January - July 2018. Discussion focused on the identification of any changes in levels of responsibility attributed to the post, the number of hours required to meet the needs of the post and the appropriateness of current remuneration for the work carried out.

It was decided that the discussion should be extended to trustees unable to attend this meeting and that the papers should be forwarded to all

trustees so that a decision could be reached as to a way forward at the next meeting in September. In order to move this process on, the first thirty minutes of the meeting to be held on 5th September 2018 will be put aside to finalise plans for the next 18 months. AP will be invited to join the meeting following this discussion.

In terms of performance, the trustees present were all of the view that the service provided by Anna has served the charity and the trustees very well. In particular, the trustees wished to minute their gratitude for her commitment in assisting the trustees in the development of an effective set of guiding principles, the promotion of clear channels of communication and the management of an efficient infrastructure for data collection and the issuing of invoices.

## **5. New Trustees**

See 2I above.

## **6. Water Bills**

Trustees noted that the responsibility for payment of water bills has not yet been handed over to YACIO from the City Council. The City Council has undertaken to continue paying the bill until the transfer is complete. In order to gain an understanding of how much the water might cost the charity on an annual basis, it was decided that a follow up meter reading at the end of September will give the trustees a good idea of cost for a full year. CS will make arrangements for this.

## **7. Heslington Allotments**

See 2J above.

## **8. Monthly Budget Report**

See 2N above.

## **9. Any Other Business**

- A. Abundance - Trustees fine with this information being circulated.  
Need to ask Anna to circulate.
- B. Low Moor dispute - CS will contact the complainant by telephone to record an account of the complaint and to make a response on behalf of the trustees. A letter will also be sent to an associated tenant offering an opportunity to speak with a trustees if they wish. CS will report back to the next meeting. Some of the issues highlighted in this

complaint have given rise to concern about the use of firearms on sites and the trustees noted that currently we have no policy regarding this. Issue to placed on the next agenda for consideration.

- C. Site secretaries on Glen Allotments - CS will make arrangements to meet with the site secretaries to discuss future management options.

## **10. Future Meeting Dates**

September meetings will be held on 5th and 19th of the month.

AM offers his apologies for the meeting on 5th September.