



YACIO Trustee Meeting

16th January 2019

Attending: Adam Myers, Simon Wild, Colin Smith, Lisa Turner, Anna Pawlow, Maria Lewington, Tina Funnell

Chair: Adam Myers

Minutes: Anna Pawlow

1. Apologies

Tony Chalcraft

2. Notes and Actions

Fulford Cross - AM had made contact and SW & AM to progress gathering further information.

Action: AM & SW to gather further tenant information

Project Bids - Actions: AP to send tomorrow having added the postal applications to the computer system. AM/SW to submit application on behalf of Fulford Cross.

Waiting Lists - AP had received a quote of £100 from MCPC to add an image to the waiting list page. AP suggested adding the image to the homepage instead. AP had informed the site secretary of the Trustee's thoughts on the issue.

Action: AP to add map to the homepage.

Annual Report - CS & TC are liaising regarding the content of the report. LT now has year end figures to send to an accountant.

Action: LT to contact Outsource regarding inspecting the accounts.

3. Administrator Report

AP had circulated a number of spreadsheets regarding the invoicing both from last year and the beginning of this. AP clarifying figures and explaining that what appears to be a £5000 drop in this year's figures is actually due to the number of vacant plots that are available.

These can be seen in the KPI. Last year terminations were done after invoicing, this year before so the income is expected to return to a similar level as last year over the course of the year once plots are let and invoiced. The breakdown of payment methods last year was 3% cash,

30% cheque and 66% paypal. AP expects to see similar figures this year.

Actions: AP to produce reports on concessions for reports

4. **Duty Trustee Report**

SW reported on the issues raised so far this month:

Bootham Stray Complaint - The site secretaries are assessing the plot in question this weekend and will feedback.

Hospital Fields Gate - A complain has been raised regarding a gate from a private house onto the allotments. Trustees discussed the issue and the legal implications of this. Further information has been requested but the agreed course of action was to write to the home owner and ask that the gate not be used to gain access to the allotments.

Action: SW to write to home owner.

Hempland Bonfires - All tenants have been sent an email reminding them of courteous bonfire practices following on from a complaint from a member of the public.

Low Moor Kids' Plot - The tenant had requested a concession on the basis of being a community plot, this had been granted.

Fulford Cross - SW had been dealing with a plot split agreed by the site secretary last year but not progressed.

AM reported that he was dealing with an ongoing antisocial behaviour issue. He would gather more information and forward this to all Trustees for a decision on the next steps to be agreed.

Trustees discussed future options for involving 'mediators' of some sort in site disputes.

Glen - AM & CS noted that there was to be a meeting with the new site secretary for Glen, John Harper and the existing site secretary to explain the role and answer any questions. After this all tenants would be updated as to the details for their site secretaries.

5. **Annual Report**

CS has obtained the templates from the Charity Commission and is liaising with TC to complete these. LT is progressing the financial reports.

It was agreed that all reports that are being duplicated for the AGM need to be finalised, ready for print and circulation by the 13th February and sent out on the 16th February at the latest.

6. **AGM**

The previous discussion regarding the format of the AGM was summarised for those who had not been a part of it. It was agreed that for the first AGM to keep things simple. Trustees examined the constitution and agreed an agenda and the format that the AGM should take. It was agreed that the notice of the meeting, further to that circulated in the news letter, and

agenda would be sent electronically where possible and by post otherwise. The supporting reports would be made publicly available on the website and a link to this given in these communications but not printed as this would be impossible to complete to deadline and also incur a large postage and printing cost.

It was agreed that official business of the AGM would take place first with the Trustees Report, Financial Report, Election of Trustees and Election of Officers taking place. It was confirmed that votes would be carried by majority, with one vote per plot and that the nomination of officers would come from the committee and not the floor. It was agreed that a register of members attending should be taken on entry and suggested that a 'paddle' or ticket of some kind be given to each eligible voter so that only the registered members could vote. The AGM would then be formally closed and after a brief break for refreshments an open discussion would take place for members to raise any issues they wished to discuss. Submissions for topics for discussion would be requested in advance when the notice is sent with submissions required by the 22nd February.

7. Any Other Business

Forgotten Corners - CS updated Trustees that all was on schedule for the opening on the 16th March. The raised bed plots are to be let through YACIO and CS queried the cost. AP confirmed that all plots are banded based on size so these would fall under Band A - 0-75yds² at £24/£14.25. CS confirmed that there was around £4.5k still to be spent but that this would be spent by the deadline.

Site Secretary Meeting Agenda - AP noted that although there was a Trustee meeting scheduled for before the site secretary meeting the agenda would need to be sent before this. Trustees discussed and agreed the agenda for the meeting.

Action: AP to prepare the agenda and circulate for approval
AP to email all site secretaries regarding turning off their water.

Scarcroft Anti-Social Behaviour Issues - AM had attended the Scarcroft Meeting and discussed the issues with the Trustees. The police are involved and hopefully a good relationship can be built through their actions and with the local schools. The issue would be monitored moving forwards.

Low Moor Residential Development - SW reported that there was a large residential development proposed for near Low Moor and that the Association had voiced objections to this due to the increased volume of foot traffic anticipated on the public right of way. Concerns were also noted that this development may encourage foot traffic through other parts of the site not on the public right of way.

Legacy Issues - Dave Meigh had been in touch regarding the issues raised at the review meeting. Trustees discussed responses and actions necessary.

Actions: AP to write formal letter of authorisation for Yorkshire Water but to request full meter readings and full details of the amount DM was requesting be paid back to the Council for this

year's water as the figures submitted by DM were incomplete.
AM to follow up on Low Moor Asbestos collections.

8. Next Meeting Dates

6th February - Trustee Meeting

11th February - Site Secretary Meeting

20th February - Trustee Meeting

2nd March - AGM