



YACIO Trustee Meeting

16th May 2018

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

2. Notes and actions from last meeting

Structures - TC to progress

Community Payback - AP to progress

Section 106 - TC to progress

Reminder Letters - AP reported that debtors lists were going out to site secretaries for feedback this week.

Tenancy Agreements - AP to progress

Non-Cultivation Notices - LT noted that previously there had been three stages, going from nice and friendly to serving notice and that she had copies from previously. All agreed that these letters should be reviewed to make sure they were appropriate. It was agreed that there should be three stages of letter with everyone receiving at least two letters, the first friendly letter can be skipped if a warning has already been given previously or informally by a site secretary. It was agreed that 21 days should be the period between all letters. The process of dealing with complaints was discussed and it was agreed that any complaints received in response to these letters should be referred to trustees and that the notice period would continue even if an appeal was made. It was further agreed that no rent should be returned, and deposits should not be refunded if the plot was in a worse state than when it was taken on. It was agreed that the final letter would include no right of appeal.

Action: LT to send AP the copy letters and AP to update the templates before the next meeting

Glen - CS and AM reported that the planned meeting had had to be cancelled but that CS had responded to the complaint made.

Meeting Minutes - SW raised an issue with the minutes from the last meeting to clarify a point about asbestos removal.

Action: AP to amend.

3. Administrative Report

Scarcroft Sycamore - AP queried what response was to be given to the query regarding a sycamore tree on Scarcroft that she had circulated by email.

Trustees debated the policy on tree work and agreed that the tree in question should be viewed. Trustees briefly discussed the progress of legacy works on sites.

Action: TC to contact Graham Sanderson and arrange to view the tree.

Contractor - Trustees discussed the work done thus far by the contractor and agreed this should be added to the agenda for the site secretary meeting to obtain feedback. Trustees discussed what work was the responsibility of tenants and what was the responsibility of YACIO. The topic of community plots was raised and CS noted that he had updated the Community Plot section of the manual on Trello.

Pests – AP noted that she had had enquiries regarding what our pest control policy was. CS commented that he had a contact who could assist. Trustees agreed that each issue would need to be dealt with on a case by case basis but that tenants should be encouraged to take sensible measures to deal with issues themselves. It was agreed that if an issue were to pose a significant danger then YACIO would act.

Posters – AP noted that some site secretaries were reluctant to put up posters and that Trustees may need to consider this when formulating communication strategies. LT requested laminated posters for Wigginton Terrace.

4. GDPR

Trustees briefly discussed the letter to be sent to all tenants. It was agreed that those without email addresses would get a copy of the letter by post along with a poster advertising the new trustee positions and that those with emails would get two separate emails.

AP raised the issue of the privacy policy for the website. AP presented a draft copy to trustees who authorized its publication with some amendments.

Action: AP to progress sending of letters. AP to get privacy policy on website.

5. Additional Trustees

It was noted that there had been little interest thus far, perhaps due to lack of publicity if posters had not been displayed. It was agreed to discuss this further at the site secretary meeting.

6. Bonfire Policy

AP outlined the issues encountered at Hempland regarding bonfires. It was agreed to present the current policy at the site secretary meeting and take comments. Trustees discussed other ways to communicate issues such as this to tenants, such as email lists or the website.

7. Giant Hogweed at Holgate

AM confirmed that unfortunately it was giant hogweed at Holgate and noted that in law it was the landlord's responsibility to deal with it. Trustees debated how much CYC would be willing to tackle as YACIO's landlords and what measures could be taken now. It was agreed that Dave Meigh would be contacted and asked for his assistance dealing with it as a legacy issue. LT agreed to check the land registry for contact details for the management company for the flats on the other side of the beck. AM noted that the site secretary hadn't known the risks and he felt it important to inform anyone with a plot alongside the beck of the issues so that they could take proper precautions.

Action: AM to contact Dave Meigh

LT to check Land Registry and contact management company for flats.

8. Site Secretary Meeting Agenda

Trustees discussed and agreed the agenda for the site secretary meeting and approved its distribution by AP.

Action: AP to circulate finalised agenda.

9. Any Other Business

Budget/Quarterly Report – Trustees discussed the report produced by LT. It was agreed that more regular updates would be useful and that AP should add Finance to the agendas going forwards. It was agreed that for now the use of

many headings was useful but that these should be simplified and combined, especially for any report presented at the AGM.

Action: AP to add Finance to the agendas. LT to give monthly and quarterly reports to trustees.

Enquiries – TC noted that a hedgehog expert had enquired as to YACIO's policy. It was agreed that a policy would be impractical to enforce but that YACIO could offer advice on the website/future newsletter.

TC also noted that the Head of Adult Education in York would be interested in running courses related to allotments. Trustees agreed that this would be worth pursuing in the future.

TC queried whether reviving the Allotment Competition in York was a good idea. Trustees agreed that it was too late this year but to look at the issue next year with a view to running a competition again.

10. Future Meeting Dates

23rd May - Site Secretary Meeting

6th June – Trustee Meeting

20th June – Trustee Meeting.