



## YACIO Trustee Meeting

17<sup>th</sup> October 2018

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Lisa Turner

### 2. Notes and Actions

**Manual** - Progress ongoing. SW to be sent link to the correct document then TC to edit once all comments received.

**Storage** - Trustees discussed options for YACIO storage. AP suggested using the container at Carr initially as this was most convenient. It was agreed that a small storage chest should be purchased.

**Lock Welding** - AP progressing

**Field View** - If no reply from DM TC to follow up.

**Bloom** - CS has sent AP the pictures and AP has published them on the website.

**Low Moor** - AM & CS to try to contact Fulford Cross Site Secretary for a meeting regarding relocating a tenant.

**Locks** - In progress

**Deposits** - In progress

**Fulford Cross** - AM reported that he had met with the complainant and will contact the relevant neighbours. Trustees discussed the policy on abusive and anti social behaviour and whether separate consideration should be given where possible mental health issues could be a factor. It was agreed that the same policy for abusive or antisocial behaviour should be followed with a similar structure to the notice letters for

non-cultivation and where mental health issues may be a factor then as ever a common sense approach should be utilised and a bespoke approach utilised.

**Firearms** - AP progressing

**New Trustees** - AM & TC progressing and meeting with the final candidates.

### 3. Administrator Report

**Colony** - AP reporting that there was a change in Colony software coming up. Trustees discussing the options and when to schedule this change over in light of the invoicing cycle.

**Action:** AP to gather more information.

### 4. Duty Trustee Report

**Glen Water Leak** - AM noted that a leaky pipe had been reported by a tenant on Glen. Further investigation would be needed on whether this was an allotment pipe or a mains pipe.

**Glen Hedge** - A neighbouring house on Glen wishes to cut back a leylandii hedge and would require access to the allotments to do this.

### 5. Site Secretary Meeting Follow Up

Trustees discussed the various issues that arose at the site secretary meeting.

Trustees discussed the policy on plot clearances. It was noted that at present there were a number of unlettable plots that needed clearance but that different standards were being applied across different sites. It was noted that as a better system of issuing notices and speedier turnover of plots was implemented then in the future such plot clearances should not be a large outlay. Trustees noted that as site visits were planned to all sites a schedule of plot clearances that were required could be made.

**Action:** AP to add to future agendas - Dog Policy, Ponds and Bonfires.

### 6. Asbestos Removal

Dave Meigh will make arrangements to collect legacy issue Asbestos. Trustees discussed the issues surrounding asbestos disposal.

### 7. Glen

AM had drafted a letter to send to all tenants and it was agreed that this should be sent out along with the role description for site secretaries.

Trustees discussed the various ongoing issues on Glen and how best to approach the various parties.

**Action:** AP to send the letter to tenants.

## **8. Community Asset Inventory**

Trustees discussed adding additional questions to the survey but it was agreed that the information asked for at present would be sufficient.

**Action:** AP to send out the surveys to the community plot holders.

## **9. Invoicing**

Trustees discussed the proposed invoicing schedule in conjunction with the proposed Colony change over. It was agreed to keep the schedule as initially proposed pending further investigations.

## **10. Any Other Business**

**Insurance** - CS noted that the invoice for the insurance was due. Trustees agreed that this should be paid without making any amendments to the cover in place.

**Lease** - Trustees discussed the issue of the lack of Lease from the Council.

## **11. Next Meeting Dates**

**7<sup>th</sup> November - Trustee Meeting**

**21<sup>st</sup> November - Trustee Meeting**