



YACIO Trustee Meeting

19th September 2018

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Administrator review - 7.00-7.30 pm

Trustees met separately from AP to discuss the Administrator Role. A new contract was agreed from the 1st October for a period of 15 months.

Action: AP to prepare new contract.

2. Apologies

Simon Wild

3. Notes and Actions

Structures - TC to progress

Community Payback - AP to progress

Howe Hill Site Secretary - CS has appointed two joint site secretaries to the role.

Manual - In Progress

Pest Control - CS to progress

Lock Welding - CS to follow up

New Trustees - In progress

Heslington Allotments - TC progressing

Field View - TC progressing

Bloom - CS to send AP pictures of stall.

Forgotten Corners - CS had submitted a successful bid for funding for Green Lane Growers.

Trustees noted their thanks to CS for his work.

Water - CS had begun to gather water meter readings. AP flagging that the stop tap and meter locations were unreliable. This was causing additional expense when a plumber needed to visit a site as it took longer to do simple things like turn the water off in order to make repairs.

Low Moor Dispute - CS had written to nearby plotholders asking for information. None has been forthcoming. The tenant in question wishes to move to Fulford Cross. Trustees discussed the

issue and agreed that it was up to the duty trustee to exercise their discretion in these cases.

Action: CS to progress and discuss the issue with Fulford Cross Site Secretary.

Glen - Trustees discussed the issues with forming working relationships with both new site secretaries. CS and AM had drafted a letter giving the ultimatum to both site secretaries to either cooperate or give up the post. All trustees recorded their support for this action.

Action: CS to send the letter to both site secretaries.

4. Administrator Report

Notices - AP reported that the system of serving notices was progressing well with some uncultivated plots being terminated, which will allow new tenants to take them on and hopefully bring them back into cultivation by next year.

Contractors - AP had asked for feedback on the Contractors' work from site secretaries. Following on from this AP and CS had made a few site visits to do spot checks on the Contractors' work and were generally pleased with the overall condition of the sites. Some details needed to be clarified but overall good work was observed.

Hempland - AP noted that on Hempland there were a number of plots marked as Unlettable but having visited site she queried this and thought they should show as Decommissioned instead.

Action: AP to follow up with the site secretary and amend the database as necessary.

Community Plots - AP had asked site secretaries for information about community plots or community groups using plots. Some had returned information, others had not.

Action: AM to follow up with Low Moor. AP to follow up with Hempland.

Glen Cheque - AP reported receiving a cheque from a tenant on Glen as a 'contribution to the water' following on from the reminder to all tenants regarding the rules on hosepipe use.

Trustees agreed that it was not policy to take such contributions but that it could be treated as a donation to YACIO if the tenant was happy with that.

5. Duty Trustee Report

Deferred to next meeting

6. Firearms policy

Deferred to next meeting

7. Colony Renewal

AP noted that the invoice for Colony renewal was now overdue. Trustees discussed the matter and it was agreed that all features should be retained as it did not add much to the total invoice to keep them. AP noted that she had been informed that Colony was due to have a large update in November so there should be some improvements made to the system that may enable further roll out of services to take place.

8. Concessions Policies

Deferred to next meeting

9. Spraying By Licensed Tenants

Deferred to next meeting

10. Annual Report

Deferred to next meeting

11. Monthly Budget Report

LT presented budget figures to the Trustees.

Trustees discussed the need to appoint Auditors for the accounts.

12. Any Other Business

AGM - Trustees discussed the AGM that was scheduled for next March.

Action: AP to start looking into venue options.

Volunteer - TC noted that a plothead had approached looking to volunteer with the organisation.

Given his background it was felt he may be a good candidate for a Trustee position.

Action :TC to approach and discuss. .

13. Next Meeting Dates

1st October - Trustee Meeting

15th October - Site Secretary Meeting

17th October - Trustee Meeting