



## YACIO Trustee Meeting

2<sup>nd</sup> May 2018

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Lisa Turner

### 2. Notes and actions from last meeting

**Structures Guidelines** - TC reported that he was continuing to draft the guidelines in light of recent questions regarding other forms of structure such as bath tubs.

**Action:** TC to continue drafting updated guidelines.

**Community Payback** - AP reported that there had been a change in who ran the Community Payback teams.

**Action:** AP to contact the new manager

**Budget** - LT had circulated a budget report but it was felt that the Trustees needed to see more details with the full set of category headings. Trustees discussed the best way to formulate these categories and headings. It was agreed that it would be good to be able to present a full financial report to the Site Secretaries at the next meeting.

**Action:** TC to ask LT for a more comprehensive report.

**Section 106 Funding (Wigginton Road)** - TC reported that he had contacted Dave Meigh but had not received a satisfactory response.

**Action:** TC to make enquiries with the planning department.

### 3. Administrative Report

**Reminder Letters** - AP reported that 105 final reminder letters had been sent to tenants with outstanding invoices.

**Action:** AP to send the lists of unpaid plots to site secretaries and ask them for their feedback.

**Telephone** - AP reported that the call answering service was working brilliantly and presented the usage reports to the Trustees.

**Tenancy Agreement Admin** - AP noted that there were a number of tenancies that had been returned incomplete, wither just page 1, with no signatures, or just page 2. It was agreed that AP could print the first page to complete the agreements but that for those who had returned

their tenancy unsigned AP should write to them to ask them to sign and return the full document.

**Action:** AP to write to tenants who returned unsigned agreements.

**Water** - AP noted that there had been several issues with small scale water leaks and faulty taps reported to her. Thus far site secretaries or tenants had been able to fix these but she queried the procedure for what should be done if this were not possible. It was agreed that the procedure should simply be to turn off the water at the stop tap and report the issue to YACIO. YACIO would then arrange for a repair to take place.

**Skips** - AP asked for clarification of which sites were to be allowed two skips per year. It was agreed that Low Moor and Scarcroft would be allowed two with the other large sites being decided at a later date. Asbestos removal from sites was also discussed and it was agreed that trustees would respond on a case by case basis.

**Non-Cultivation Notices** - AP reported that several sites had conducted first inspections and there were notices to send. Trustees agreeing that AP should send these as requested by the site secretaries and to ask the site secretaries to conduct inspections if they had not already done so.

**Action:** AP to send notices to uncultivated plots.

**Statistics** - AP circulating the performance indicator reports for all sites to Trustees to give a better picture of how things were progressing. Trustees agreed that this was useful information to have.

#### **4. Contingency Plan**

It was noted that two laptops for CS and SW had been purchased so that they could ensure access to Colony and assist AP with tasks as needed.

#### **5. GDPR**

AM presented his draft letter to go to all tenants. This states that we hold all of their information on a contractual basis and out of legitimate interest. It further states what we do with their information and where it is held and who it is shared with. All agreed that this letter should be amended when responses had been gained from MCPC regarding the status of the information and timescales but sent to all tenants before 25<sup>th</sup> May.

It was agreed that YACIO would retain all tenant information of former tenants. It was agreed to update the good practice guidance for site secretaries and trustees to ensure that all understood their responsibility to keep the information confidential and secure. It was agreed that additional training should be offered to all to ensure compliance and to have a written policy in place. It was agreed that concession information should be noted only as to which category of concession had been granted and the copy of proof documents held physically but not digitally. Trustees discussed the formulation of an allotments newsletter but it was agreed to keep the issues separate and obtain consent from tenants if and when the project went ahead rather than complicating the issue now.

**Action:** AP to ask MCPC how long the information is retained for and for confirmation that all of our information is held in a GDPR compliant manner.

AP to send AM draft privacy policy for the website.

AM to amend draft letter.

AP to add a copy of the draft letter to the minutes.

## **6. Additional Trustees**

AP reported that the poster had been sent to all site secretaries asking for it to be displayed on all sites. SW noted that he thought we were looking for both new trustees and volunteers.

Trustees discussed how volunteers might be useful to the running and maintenance of the sites. It was noted that for simplicity the recruitment of Trustees and Volunteers would be separate so as not to confuse the issues.

## **7. Glen Complaints**

Trustees discussed the recent complaints regarding tenants and site secretaries on Glen. It was agreed that CS should write to the site secretaries to check the details of the issues. Concern was noted that such maintenance work had been carried out on site without gaining consent of or informing YACIO. It was noted that AM and CS had a further meeting arranged with the new site secretaries on the 15<sup>th</sup> May.

**Action:** CS to draft letter and share with the Trustees.

AM and CS to meet with the Site Secretaries.

## **8. Quarterly Budget**

Postponed.

## **9. Any Other Business**

**Scarcroft AGM** - SW updated Trustees on the meeting and that he felt that things were generally well received.

**Bloom Festival** - TC reported that the stall had been booked for the 8<sup>th</sup> July and that there would need to be staffing to cover this. TC also confirmed that the "Allotment Gardeners' Question Time" would be going ahead on the 5<sup>th</sup> of July at Bootham School and that Edible York had agreed to organise the refreshments for that. This would be a free but ticketed event.

**Action:** AP to add to the Agenda for the Site Secretary Meeting.

**Photography Project** - TC had been in further contact with the photographer, Dan May, regarding the proposed photography project this summer. It was noted that the photographs would be free for YACIO to use, with credit. AM further noted that an identifiable photograph of a person was personal data and therefore full consent must be obtained by the photographer. It was agreed that Trustees had no objection to the project going ahead and would advertise this when more information was forthcoming.

**Action:** TC to inform the photographer that he was ok to proceed and to obtain further information.

## **10. Future Meeting Dates**

16<sup>th</sup> May - Trustee Meeting - The Black Swan, Peasholme Green

23<sup>rd</sup> May - Site Secretary Meeting - The Black Swan, Peasholme Green