



## YACIO Trustee Meeting

2<sup>nd</sup> June 2021

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. **Apologies** **ML, CS**

### 2. **Notes and Actions**

Notes from the last meeting were accepted.

**Colony Training** - ML had been given a brief training session and further training was planned.

**Security Decision Tree** - Feedback had been received and development was ongoing.

**Scarcroft Locks - Action:** AP to arrange a new lock in conjunction with Site Secretaries.

**Fulford Cross Trees - Action:** AP to revert to homeowner and say we believe that the trees are the responsibility of CYC.

**Site Bids - Action:** AP to email SS & Associations asking for expressions of interest by the end of June.

### 3. **Administrator Report**

AP reported that there were no unusual issues, the volume of emails appeared to have dropped slightly, which had resulted in the ability to focus on other issues more and a more balanced workload. One unusual complaint had been received about noise from Cockerels in the Howe Hill area had been quickly resolved as investigation revealed that

the noise was coming from a house on the opposite side of the road and not the allotments.

Trustees queried some figures from Colony and AP would need to ask MCPC about how the figures were being calculated.

**Action:** AP to speak to MCPC.

#### **4. Monthly Finance Report**

LT had circulated a report. Everything continued as normal with no unusual expenditure except the invoice for tree work had finally been submitted. The Invoice for continuing Colony was agreed as no alternatives were available.

#### **5. Trustee Reports (Specific Responsibilities)**

##### **Site Specific Issues**

**Holgate Apiary - Action:** TC and AP were to meet on Holgate regarding the plans for an Apiary and other ways to use vacant plots.

**Wigginton Road Planning Application - Action:** LT to respond to the Application and submit comments regarding access, parking and the boundary. It was particularly to be noted that residents would not be given preferential access to the allotments as implied. LT to check the Land Registry for ownership details.

#### **6. Handbook Review**

Trustees discussed the wider issues of how to keep the documents of the Manual, Tenant Handbook and Site Secretary Handbook aligned. AP noted that when changes were made by policies agreed in meetings or email correspondence she updated the documents to reflect those changes. It was agreed that a Trustee should be given the specific responsibility for oversight of the documents and it was agreed that SW should take on this role. AP asked that a more formal process of how to make policy updates and changes was adopted so that she had one person making

decisions and it was agreed that all proposals for policy changes should go through SW then SW would authorise AP to make any necessary changes. It was agreed that there should be 2 or 3 meetings a year where policy changes were discussed.

Trustees discussed the draft Tenant Handbook V1.4 that AP had prepared reflecting current policy and it was agreed that this would be used from now on as it was aligned with all other documents and decisions and contained information that tenants needed.

## **7. Association Holdings Deferred**

## **8. Newsletter**

Trustees discussed the newsletter draft and made suggestions. TC to supply Chairs Letter (including a request to inform us about maintenance issues) and Horticultural Advice piece and AP to supply as recipe. SW suggested that the wording for the Barbed Wire piece be amended to soften the tone and agreed to try rewriting this. All submissions to be received by the 11<sup>th</sup>.

**Action:** Any submissions or changes to be submitted to AP for final edits by the 11<sup>th</sup>

## **9. Any Other Business**

**Site Expansion** - Trustees discussed the idea of the need for more allotment sites in York to deal with demand. First of all, was it something that YACIO should be involved with and second, if so, how could this be achieved? Trustees agreed that it was something that YACIO should definitely try to push forward but with the current resources and Trustees available it was not something that they were in a position to take forwards without new Trustees who would be able to dedicate the time to forming links with other organisations and connecting with the right people. It was agreed that a good first step would be to

ask for a review meeting with Dave Meigh and raise the issue and gain his thoughts on the idea at that point.

**Low Moor Site Secretary Meeting** - SW asked for clarification on whether the previously agreed process of advertising the role to all tenants should be followed on Low Moor where an assistant to the existing site secretary was sought. All agreed that the existing process should be followed.

#### **10. Next Meeting Dates**

TC suggesting a Site Secretary Meeting be scheduled. It was agreed that 12<sup>th</sup> July was the only date for everyone so AP would circulate this. It was suggested that this be an outdoor meeting in person if regulations allowed.

Trustees agreed that an outdoor meeting for the next Trustee Meeting would also be a good idea and it was agreed that Green Lane would be a good venue again as there was cover in case of rain.

7<sup>th</sup> July - Trustee Meeting - Green Lane

12<sup>th</sup> July - Site Secretary Meeting - TBC