



YACIO Trustee Meeting

2nd September 2020

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Colin Smith, Maria Lewington

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Simon Wild, Adam Myers

2. Notes and Actions

Notes from the last meeting were accepted.

Site Secretary ID - Trustees discussed the issue further and decided no action was necessary.

Site Visits - LT volunteered to conduct one on one site visits with all Site Secretaries

Action: LT to organise and attend meetings and report back.

Concessions - Action: LT to draft a policy. AP to provide projected figures based on different variables.

Policy Documents - Action: AP to check the updates and format the documents.

3. Administrator Report

AP reported another busy month with notice letters and credit control letters going out as well as the usual admin. Waiting Lists were still growing considerably. Trustees discussed this issue.

There had been some issues with the Contractors work and AP was to keep an eye on this.

A site next to Wigginton Road had been acquired by

developers and AP was to follow up on their plans and may be set up a meeting.

4. **Duty Trustee Report**

LT had not dealt with any issues.

Holgate - TC had met on site regarding the issues with the Bowling Club access and updated Trustees on the agreed actions. The Association is to have a good general tidy up, CYC will resurface the access and the Contractors need to cut the hedge back hard to slow excess growth.

5. **Monthly Finance Report**

LT gave a brief update, income and expenditure are as expected based on previous years. There were issues with the spreadsheet preventing a full report.

Action: AM to fix the spreadsheet.

6. **Trustee Reports (Specific Responsibilities)**

Complaints: ML reported that she continued to deal with a few complaints and that full outlines were filed in the folder on the shared drive.

Maintenance: CS reported that Dave continued to do good work and that costs were well within budget.

7. **Abuse Policy**

Trustees discussed the issue of abusive and antisocial behaviours and it was agreed that LT should amend the clause in the tenancy agreement to clarify matters. It was agreed that a clarifying piece on the issue should be put on the website and that YACIO should make more use of the website in general to communicate with and make information available to tenants.

Action: LT to update new tenancy agreement.

8. **Community Plot Policy**

Deferred

9. **Updating the Tenancy Agreement**

Deferred

10. Any Other Business

Bonfires

Trustees discussed the issue of resuming fires on allotments and it was agreed that AP should send an email to all tenants updating them and informing that necessary fires could resume, so long as no nuisance was caused. If issues were reported on site then more local bans could be implemented as necessary.

Action: AP to send email to all tenants.

Cultivation

TC noted that standards across the city had dropped and this combined with ever increasing waiting lists was a cause of concern. It was noted that the process for inspections was very reliant on site secretaries to move the process forwards and there were differing standards.

Lease

Trustees noted that they were rather concerned that there still had not been any progress on the Lease from the Council. Given that only minor amendments were needed it was agreed that a push for progress should be made.

Action: LT to contact the Council to get the Lease resolved.

11. Next Meeting Dates

7th October - Trustee Meeting - Green Lane