



YACIO Trustee Meeting

20th June 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 – TC progressing

Community Payback – AP Progressing

Scarcroft Sycamore – TC Progressing

Debtors – AP progressing. AP reported that the debtors list was down to 44 and so was within her abilities to try to establish contact but would reach out to CS and SW if necessary when the next stage was reached. Where possible contact with debtors would be made by telephone or email with a physical letter being delivered to their plot as a last resort.

Howe Hill Site Secretary – AP noted that there had been two applicants and that there was already a co-Site Secretary (Andy Hankey) It was agreed that Trustees would meet with the applicants to progress the matter with a view to appointing a second site secretary before the next site secretary meeting.

Action: AP to send contact details to CS to progress.

Honorariums – AP circulated the last figures for the payments made to site secretaries by the Council. The figures for the sites that did not have site secretaries last year were decided and it was agreed that payments would be made by cheque to be handed over at the site secretary meeting. It was agreed that the figures would be reviewed next year and a proper formula for calculating the payments looked at.

Action: LT to prepare the cheques.

Driveways and Carparks – CS progressing

Contractor – AP has sent the plans to site secretaries and is awaiting any feedback. The poor health and safety practices reportedly observed in the contractors was discussed.

Action: CS to contact the contractor to note our concerns.

Hogweed – CS has progressed the issue with signs, letters to tenants and roping off the affected area. CS has been in contact with the contractor the council sent to spray and has shared his observations. SW suggesting that Natural England or the Environment Agency be contacted. Trustees agreed to keep monitoring the situation.

Action: AM to contact the NE / EA helplines

AM to contact the Chancery Rise Management Company

Manual – CS has made the document into one file.

Action: AP to edit first then to go round each Trustee for amendments.

3. **Administrative Report**

AP provided a general report, she noted that there was a lot of work on Colony updates and tenant correspondence to do.

Site Secretary Handbook - AP provided trustees with a rough draft of a handbook for site secretaries to avoid confusion on issues and help new site secretaries get up to speed.

Action: Trustees to review the draft and give feedback to AP at the next meeting.

AP to add Handbook to the agenda for the site secretary meeting.

4. Additional Trustees

AP updated the Trustees on the applications that had come in. Trustees discussed how they were to process the applications. It was agreed that AM and TC would arrange to meet with each of the applicants informally as a first step to discuss the role and get a better idea of their skills.

Action: AP to send the details of the applicants to AM and TC
AM & TC to arrange meetings

-BREAK-

5. Vacant Plots

AP outlining the issues: what to do about plots that are in a poor state: offer new tenants a rent free period or get plots cleared by contractors or community payback teams.

Trustees discussed the options and it was agreed that at first the offer of a six month rent free period should be offered. AP noted that due to the way YACIO invoices it would be very difficult to offer any rent free period that would cross into next year. Therefore it was agreed that where a rent free period was offered it would be on the basis that a full invoice should be expected in January 2019. It was further agreed that when a rent free period was offered a deposit would still be charged to give YACIO some security against people giving up.

Action: SW to put together a basic policy for inclusion in the manual and site secretary handbook.

6. Plumber

AP noted that she was expecting a call back from Hall and Featherstone in the morning to book in the Low Moor Issue. Trustees agreed that this would be a good test

7. Pest Control

CS reported on the site meeting at Bootham that happened between the man from Verm-Ex, Phil Renshaw, AP and CS. He explained that Verm-Ex could take a contract to deal with pests that would cost YACIO several hundred pounds a month, or matters could be dealt with internally. Trustees discussed how tenants could be encouraged to keep their plots clean and minimise habitats. It was also discussed how the association might be able to work to clear rubbish from vacant plots with YACIO providing a skip for the purpose.

Action: TC to see Phil Renshaw on another matter and discuss options with him then.

8. Bloom Stall

TC summarised what was happening for Bloom and what YACIO had committed to. Trustees discussed whether the market was a suitable venue for YACIO and it was decided that it was still a good idea to attend even though the event had changed from the original vision. TC and CS had met with a graphic designer suggested by Lotte Inch regarding the map of allotments sites in York. She had provided a quote of £750 for the map and a leaflet. Trustees agreed that that was over the budget available and that this would not be progressed but that CS and AP would work on a leaflet, banner and map themselves. It was

agreed that a budget of £250 would be set for the materials for the stall.

Action: AP and CS to produce promotional materials for the stall

9. Any Other Business

Publication of the minutes - CS noted that a request had been made to see the minutes of the Trustee meetings. It was agreed that minutes should be published on the website.

Action: AP to publish the minutes of the past meetings on the website.

Duty Trustee – CS reported that he had been very busy this month with lots of requests so he had created a Duty Trustee Report for future use so that a proper record of actions would be kept and this would also enable an efficient handover between Trustees. He also requested that Duty Trustee Report be added to the agenda for the first meeting in a month.

Action: AP to add Duty Trustee Report to the agenda.

10. Future Meeting Dates

4th July – Trustee Meeting - The Black Swan

16th July – Site Secretary Meeting – The Black Swan

18th July – Trustee Meeting – The Black Swan