



## YACIO Trustee Meeting

24<sup>th</sup> January 2018

Attending: Tony Chalcraft, Colin Smith, Simon Wild, Lisa Turner, Anna Pawlow,

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Adam Myers

### 2. Notes and actions from last meeting:

**Wigginton Road** - TC advised that he had drafted a letter to the tenant regarding the burning of rubbish.

**Field View** – CS advised that he had visited the site. AP advised that the remaining tenant had given notice that he was to quit and had explained the access issues. Plot 2 has been absorbed into a private garden despite being listed as vacant. CS has asked DM to advise if there is an official right of way to access the plots.

**Action:** LT to check the land registry for ownership of Plot 2.

**Carr** – The tenant may vacate on the 4<sup>th</sup> February. The Council eviction process is ongoing.

**Deposits – Action:** LT to continue investigating options for second account with Cooperative Bank

**Water** – CS and DM had visited all sites to take water meter readings.

**Action:** CS to update the maps to give accurate locations.

### 3. Administrative Report

AP updated the Trustees on the progress of invoicing and cash payments. AP noted that the database received from the Council had a large number of errors and that it was taking some time to correct these based on tenant feedback.

AP informed the Trustees that there had been a number of queries from Site Secretaries and these were discussed. Trustees discussed processes for managing the waiting lists in more detail with a view to forming a standard procedure for Site Secretaries to follow in the future.

AP queried whether tenants who had moved away from York were allowed to retain their plots. Trustees agreed that where the plots were in a good state and still maintained this was to be allowed.

**Action:** LT to draft policy for managing the waiting lists

#### 4. Bloom

TC advised that he had attended the Bloom meeting on the 10<sup>th</sup> January and updated Trustees on what was planned for the event. It was agreed that YACIO should take a stand at the Market to promote the allotments and TC agreed to keep in contact with Lotte to progress the matter.

**Action:** TC to keep in contact with Lotte Inch

#### 5. New Tenancy Procedures

Trustees briefly discussed the procedure to be followed for new tenants.

**Action:** AP to update the preferred options for the Site Secretaries to choose from for discussion next meeting.

#### 6. Role of Site Secretaries

Deferred to next meeting.

#### 7. Site Secretaries for Glen and New Lane

AP advised the Trustees that at present there were no Site Secretaries representing Glen or New Lane Allotments. New Lane tenants had received an advert asking for applications with their invoices but Glen had not. AP advised that there had been several queries and expressions of concern from tenants at Glen and Trustees discussed how to go about choosing a site secretary.

**Action:** TC to draft letter to go to all Glen tenants asking for applications for the position.

#### 8. Return of Deposits

Trustees discussed the process to be followed when a tenant requests a return of their deposit. It was agreed that Site Secretaries should inspect the plot and advise the Administrator whether the deposit should be returned. Keys should be returned to the Site Secretary. The Administrator would advise the Treasurer when a deposit was to be returned and the Treasurer would then send cheques to tenants.

#### 9. Unlettable Plots

Deferred to next meeting.

#### 10. Structures

AP advised that there had been queries from Site Secretaries regarding the correct procedure for the authorisation of structures.

**Action:** AP to add to agenda for Site Secretary Meeting

TC to contact DM for confirmation that the power to authorize structures on allotments had been delegated to YACIO.

#### 11. Livestock/Bees

AP advised that there had been queries regarding beekeeping and livestock on plots.

**Action:** AP to add to agenda for Site Secretary Meeting.

#### 12. Manual

- Compliments/ Complaints /Whistleblowing Policy

Deferred to next meeting.

### 13. **Appointing a Contractor**

CS & AP reported that they had met with Peter from White Rose on Friday the 20<sup>th</sup> to discuss the particulars of the contract. Peter to provide YACIO with draft contract to begin on 1<sup>st</sup> March. Peter to meet with the site secretaries on the first visit if possible to discuss any particular requirements.

### 14. **Banking**

CS and LT discussed the necessary steps to prepare the year end accounts.

**Action:** CS & LT to progress.

### 15. **Budget**

Nothing to report.

### 16. **Any Other Business**

**Action:** Provision of Manure and Skips to be added to the next meeting agenda.

**Hempland** - TC advised that he had attended the Hempland Lane Association AGM representing YACIO and that there had been a good turnout.

### 17. **Future Meeting Dates**

7<sup>th</sup> February - The Black Swan, Peasholme Green

21<sup>st</sup> February – TBC

26<sup>th</sup> February – Site Secretary Meeting – The Black Swan

**Action:** Suggestions for future locations to be proposed to AP.