



## YACIO Trustee Meeting

3<sup>rd</sup> November 2021

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Colin Smith, Helen Butt,

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### **1. Apologies**

Adam Myers, Maria Lewington-Gower, Simon Wild

### **2. Approval of Minutes**

Minutes of the last meeting were approved as a true record.

### **3. Actions**

**Hempland Keys** - TC ongoing

**IT** - SW assessment of alternative software providers in progress. Trustees briefly discussed the needs of the charity and what should be looked for most importantly.

**Actions:** AP to provide brief specification of what YACIO needs. SW and AP to investigate further.

**Hedges** - CS had asked for feedback from site secretaries.

**Action:** CS to follow up with White Rose about unfinished works.

### **4. Finance Report**

LT provided a brief outline of incomings and outgoings to supplement her circulates spreadsheet. TC queried whether the current projected surplus would be sufficient for funding applications. LT confirmed this.

### **5. Secretary Report**

CS noted that Trustees had not yet met to review the Administrator's post.

CS and AP had met as scheduled to arrange the agenda for the current meeting.

CS had arranged the renewal for the Insurance cover and the NSALG membership.

**Action:** CS to arrange Trustee Meeting to review Administrator Position

## **6. Administrator Report**

### **a. Newsletter**

AP asked for suggestions to include in the January newsletter. She stressed that this was the only annual communication that went by post to all tenants so was an opportunity to make sure tenants were keeping their details up to date.

Trustees discussed what should go in the newsletter.

HB suggested some kind of infographic giving tenants interesting information about the allotments.

TC would prepare his Chair's letter and some horticultural information.

**Action:** All to supply any interesting statistics to HB as soon as possible. HB to prepare infographic. All Trustees to supply copy to AP as soon as possible. AP to prepare draft newsletter for circulation. Deadline for finished draft 4<sup>th</sup> December.

### **b. Invoicing**

AP outlined options to prepare the annual invoices this year. Trustees discussed options and it was agreed that they would meet in person on the 14<sup>th</sup> December to put the invoices and newsletters in envelopes.

### **c. Emails**

Following on from an email query from AM, HB questioned whether emails going astray was a big issue. AP suggested that the number of emails that bounce back was tiny and each was dealt with individually. However, there was no way to know how many emails were ending up in people's junk box. It was agreed that a small item should be included in the newsletter to make tenants aware of the issue. AM had also suggested some kind of mass email check in January but AP

noted that due to the amount of work already occurring in January this would be impossible to properly manage. Trustees discussed options and agreed that at this time not to proceed.

**Action:** AP to include email item in newsletter.

## **7. Trustee Reports**

### **a. Maintenance**

**Contractors** - CS noted his concerns about White Rose finishing their contracted work before the end of their contract. He had received a contract from Oliver's Gardens and this would need signing off and site visits arranging in January.

**Howe Hill Flood** - CS had had Dave attempt to address the drainage issue but this had been unsuccessful. A professional company was to visit site on the 4<sup>th</sup> and hopefully this would address the problem. It had been discovered that tree roots had invaded the land drains and caused the blockage.

Trustees discussed cost implications.

**Action:** CS to progress

b. **Complaints** - Nothing to report.

### **c. Site Specific Issues -**

**Scarcroft Eucalyptus** - CS had looked at the tree and it would need professional work. Probably in conjunction with another tree on Holgate.

**Wigginton Road** - AP had flagged some issues to TC and he had asked SD to meet to discuss these. SD had not yet got back to him. LT had also planned to meet SD to discuss the planning application adjacent to the allotments.

**Action:** TC to progress meeting SD. LT to progress Planning Application.

## **8. Issues Requiring a Decision**

**a. Tenancy Agreement Update** - TC asked all in attendance whether they thought that Trustees should proceed to update the tenancy agreement in light of the various feedback received from tenants. AM and ML had confirmed by email that they did.

Other Trustees in attendance confirmed that they did. Therefore it was agreed that TC would review the feedback and make amendments to the draft agreement. This would then be checked by LT for legal issues and then be circulated to all Trustees for final revisions. Following this final revision the final draft would be published to all tenants in advance of the new tenancy year. Trustees discussed what changes should be made in general terms.

**Actions:** TC to review feedback and amend draft. LT to review draft. Trustees to review draft.

b. **Holgate Project** - It was noted that HB had an interest in the project as she was involved through the Holgate Association in this project. TC outlined the plans for the site. Trustees discussed providing funding for security fencing to improve security for the site as part of the larger project. It was agreed that the funding for the fencing should be granted as a first stage in the project.

**Action:** CS to confirm the funding as a special project outside of the bids process due to the amount. Item to be included in newsletter about the project.

c. **Co-Tenancy Policy** - Trustees discussed possible alterations to the existing policy to provide clarity. It was agreed that CS would amend the policy and submit it to SW for inclusion in the next manual update.

**Actions:** CS to make amendments. SW to include in next manual update.

## **9. Issues for Discussion**

a. **Holgate Site Secretary** - Paul Graham had decided to retire as site secretary at the end of the year. Trustees recorded their thanks to PG for his hard work over the years and noted that they were extremely grateful for his support. It was suggested that the retirement and the Trustees' thanks should be included in the newsletter if possible. It was also agreed that in recognition of his extremely long service a small gift and a letter of thanks should be presented to PG in the new year.

Trustees discussed the established policy for replacing a site secretary and it was agreed that this should be initiated as soon as possible. HB asked for clarification on membership of the Association for the role and it was confirmed that the two were not exclusive though in an ideal world the site secretary would not be an officer of the Association but this had worked on other sites.

**Actions:** HB to arrange gift, TC to write letter. AP to include item in newsletter.

AP to email advert for role to all Holgate tenants asap.

## **10. Next Meeting Dates**

1<sup>st</sup> December - Trustee Meeting - Zoom

14<sup>th</sup> December - Invoicing Meeting - In Person