



YACIO Trustee Meeting

3rd February 2021

Attending: Tony Chalcraft, Anna Pawlow, Lisa Turner, Adam Myers, Maria Lewington, Simon Wild, Colin Smith

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**

2. **Notes and Actions**

Notes from the last meeting were accepted.

Lease - LT had received a copy of the Lease from CYC with the Structure Guidelines included. LT would need to check this more thoroughly before taking further steps.

Action: LT to check Lease and progress

Decommissioned Plots - Action: Deferred

All other Actions noted as completed or ongoing in Agenda.

3. **Administrator Report**

AP noted that there were issues with processing cheques due to postal delays as they were taking on average about 2 weeks to reach her and be entered on Colony. She advised that the planned credit control letters be deferred to the end of the month to allow any cheques sent at the end of January to reach her and be processed and avoid creating extra work by having things cross in the post. This was agreed.

AP noted that most of her efforts were currently focused on processing payments and resolving invoice questions along

with the more routine queries that come in. The Contactless Letting system continued to work well AP flagged that there had been a number of issues where GDPR prevented her from sharing certain information and asked for confirmation that she was following the correct guidance. This was confirmed.

Action: AP to send credit control letters 28th February.

4. Monthly Finance Report

LT had circulated figures. Karen Wood would audit the 2020 accounts.

5. Trustee Reports (Specific Responsibilities)

Maintenance - CS had circulated a report. CS had agreed the contract with White Rose for another year and explained that the contract would need to go out to tender this year. CS was advised that the best time of year to do this would be July so prospective contractors could view the allotments while in the full season and get a proper idea of the work.

Action: CS volunteered to do a survey of the taps this year.

Expenses - CS raised the issue of site secretaries claiming for maintenance costs without prior approval from YACIO. It was agreed that this should not be allowed except for getting keys and locks and all other expenses should be authorised by YACIO first. This would be noted at the upcoming Site Secretary Meeting.

Holgate Hedge - Action: CS to confirm with contractors to get this work done as soon as possible.

Hedge Complaints - TC has responded to those who complained.

6. Site Security - General and Low Moor

Issues were ongoing on Low Moor. A meeting between YACIO and the Association had taken place and an email to all tenants had been sent making recommendations following this. Trustees discussed the available options and agreed to proceed with security patrols on a trial basis.

Action: SW to set up another meeting and Trustees were authorised to arrange up to £400 expenditure.

7. Site Bids

Trustees discussed the development plan and agreed the priorities were sensible. It was agreed that these priorities should be shared with the Site Secretary Meeting and in the upcoming newsletter. It was agreed that a further meeting with Associations should take place.

Action: AM to arrange Association Meeting.

8. Co-Tenant Policy

Further to CS's circulated proposal AP suggested having a simple form to fill in to add a co-tenant to create a paper record and make sharing the information easier.

Action: AP to create a form.

9. Termination of Tenancy

Trustees discussed the circulated proposal and AP noted that there were a few tweaks needed to reflect the capabilities of Colony and the admin process.

Action: AP & ML to discuss practicalities and progress

10. Site Secretary Meeting

TC noted that papers would need to be finalised before circulating prior to the meeting. Trustees discussed and agreed an agenda for the Site Secretary Meeting.

Action: AP to draft Agenda, check with TC then circulate by email with supporting documents.

11. AGM

Trustees discussed the likelihood of holding a physical AGM and it was felt that at present this remained a long way off. Using Zoom as an alternative was discussed.

12. Newsletter

AP asked for contributions to the upcoming newsletter and Trustees discussed the focus that this should take.

Action: AP to start a draft with the aim to circulate mid March.

13. Any Other Business

Water - AM had examined water usage per plot and noted some discrepancies. It was agreed that this should be investigated further and discussed at the Site Secretary Meeting.

Extra Allotment Plots- John Shirbon had been in touch regarding the provision of extra allotment plots in Strensall. Trustees discussed the issue and it was agreed that in general YACIO was supportive of extra provision of plots and would like to pursue extra provision of plots in light of the increasing demand for allotments shown by the waiting lists.

Low Moor Cycle Track - A scheduled closure of a nearby cycle route was predicted to have an impact on use of the cycle track through Low Moor. Trustees discussed this.

Action: AM & SW would investigate further.

14. Next Meeting Dates

22nd February - Site Secretary Meeting - Zoom

6:15pm - Trustee Prep Meeting

7pm - SS Meeting

3rd March - Trustee Meeting - Zoom