



YACIO Trustee Meeting

3rd March 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 - It was agreed that TC & CS should sign the lease on behalf of Trustees.

Taps - CS to perform check once water has been turned back on.

Holgate Hedge - CS to speak to Contractors urgently

Termination of Tenancy - Ongoing (ML & AP to discuss)

Cycle Track - AM to make further enquires about the gate

All other action were marked as completed.

3. **Administrator Report**

AP reported that credit control letters had begun going out, there were approximately 165 debtors from the January invoices and the new policy of one warning letter giving 7 days to pay was being implemented. So far a good number of responses to letters were immediate payment with few issues to report otherwise. Trustees discussed other ways to incentivise faster payments in the future but it was felt that there weren't any good options and the current system

should be maintained.

Otherwise all activities continued as normal.

4. Monthly Finance Report

LT noted that Karen Wood was preparing the accounts and TC requested a draft of the figures to enable him to prepare the Report.

5. Trustee Reports (Specific Responsibilities)

Maintenance - CS had circulated a report. The issue with the Holgate Hedge would be followed up urgently. Some issues with the access for Bootham allotments had been reported and CS was looking at options with the site secretaries and Dave Meigh. Security patrols on Low Moor would continue for a few more weeks and at the end of this period it was agreed that CS should prepare a report on the effects.

Action: CS to prepare report on Security Patrols

Glen Site Secretary - There had been no applicants for the role and AM & CS would continue to hold the role temporarily.

Howe Hill Site Secretary - ML had advertised the role and asked for expressions of interest by the end of the month.

Complaints - ML had circulated a report on current complaints. ML asked for clarification on how to deal with issues of harassment with no evidence other than hearsay. Trustees discussed these difficulties with dealing with such complaints. It was suggested that further training for Trustees might be investigated with NSALG or York CVS.

6. Lease

LT had finalised the lease with CYC and it was to be signed by TC & CS.

7. Newsletter

The content for the upcoming newsletter was discussed and agreed. Copy should be submitted to AP as soon as

possible with a view to publishing in the middle of the month.

8. Site Secretary Meeting Follow Up

It was agreed that the Zoom meeting had gone well. Feedback from site secretaries was discussed and it was agreed to add discussion of how to better manage the administrative burden of inspections to the next meeting.

Action: AP to add Inspections to next agenda.

9. Use of Weed Membrane on Allotments

CR had asked TC to add this to the agenda. Trustees discussed the issue and once more agreed that enforcement was impossible and the current advice given in the Tenant Handbook should stand. Each case could be looked at on an individual basis on cultivation standards rather than solely the issue of weed membrane use. Trustees also discussed the idea of further developing an environmental policy for the allotments.

10. AGM

Following the successful use of Zoom for the Site Secretary Meeting Trustees discussed options for holding a virtual meeting or a physical meeting as restrictions eased. Trustees debated the options and it was agreed that a virtual AGM should be held on the 27th April to deal with the legal necessities and an in person meeting arranged for the autumn when it was hoped that restrictions would be eased and allow for an open forum discussion to take place to consult tenants on issues.

Actions: AP to check with Clements Hall about availability
CS to check with Charity Commission regarding the legal requirements of a virtual AGM

AP to publish date for AGM in newsletter

11. Hardship Fund

TC wished to discuss the idea of establishing a hardship fund for tenants who struggled to pay their rents. Discussion of how to administer this idea took place. Further discussion was deferred to a later date.

12. Any Other Business

13. Next Meeting Dates

7th April - Trustee Meeting - Zoom

27th April - AGM - Zoom