



YACIO Trustee Meeting

3rd June 2020

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

None

2. Notes and Actions

Notes from the last meeting were accepted.

All actions were completed, except updating the policy on shooting as a pest control method.

Action: TC to continue.

3. Administrator Report

AP reported that things were continuing as normal, there were still a large number of waiting list applications coming through and routine admin tasks were busy. New lets were being processed remotely and this had been a simple system to enact. AP had yet to resume debtor chasing and did not foresee this resuming until July at the earliest.

Water - AP reported that a large proportion of the water meters had had an actual reading taken and that this had resulted in most of YACIO's water accounts being in credit where previously estimated readings had been in place.

Post - AP had received a bundle of post, which had contained only a few letters, the rest of the post had all been water bills so she did not feel that not receiving post was having a large ongoing impact on the charity's activities.

4. Duty Trustee Report

May - SW reported on the few issues that had been raised to him, all had been dealt with.

5. Trustee Reports (Specific Responsibilities)

Environmental -TC had been passed an issue to do with tree felling on Low Moor. There were differing opinions between tenants as to how the issue should be approached.

Trustees discussed the issue and it was agreed that the planned work should go ahead when nesting season was over.

Maintenance - CS had circulated a list of ongoing maintenance tasks. This could be found in the shared drive should anyone wish to look at it and would be updated regularly.

Complaints - ML had dealt with a complain on Low Moor regarding a tree being damaged. This would be kept under review.

6. Monthly Finance Report

LT noted that the finances were looking normal with no unusual activity. It was agreed that AM & LT should prepare detailed figures for the end of June to be discussed at the next meeting.

Action: AM LT to prepare detailed figures.

7. Ongoing Issues to Be Addressed

TC felt that Trustees needed to keep sight of some ongoing

issues that had yet to be progressed or resolved. Topics to keep in mind were:

Possible Rent Changes

Concessions

Associations

Amending the Tenancy Agreement

Cultivation Standards

Additional Trustees

AGM

It was agreed that any amendments to the Tenancy Agreement and Concessions should be ready for next January, which meant that it would need to be discussed by the August meeting with decisions made by the autumn. It was agreed that in the meantime the Tenancy Agreement should be reviewed to check that it was in line it was with the manual and vice versa.

Action: AP to add Review Tenancy Agreement to the Agenda for August. AP to find if there is a model agreement from the NSALG. TC to review this with suggestions for August.

8. Review of Howe Hill Situation

Given the ongoing issues with Covid-19 ML was happy to stay in post until everything on Howe Hill had been organised and then she would be able to hand over to a new site secretary with no outstanding issues and they would have a clean slate. Trustees agreed that this was for the best.

9. Community Plot Contracts

AM outlined the issues and trustees discussed the current

practices and how these needed to be changed to account for groups not individuals being responsible for plots. AP had drafted a tenancy that would be suitable for community groups. It was agreed that any changes should be brought in from January 2021.

10. Newsletter

AP was continuing to draw together the next newsletter. Depending on what was agreed during this meeting would determine what focuses the newsletter took.

Trustees discussed what they would like to focus on and it was agreed that inspections should resume from 1st August.

Action: AP to notify site secretaries.

11. Hosepipes

Due to the recent dry weather a number of tenants had been asked by site secretaries to stop using hosepipes to directly water crops as per the terms of the tenancy agreement and had requested that AP send official letters to these tenants to warn them that they had breached the terms of the agreement.

Trustees discussed water usage and how to encourage better conservation. CS & AP had looked into bulk purchases of water butts but had been unable to find any options other than mainstream suppliers such as B&Q. Trustees agreed that it would be a good idea to introduce a new policy from 1st January that all new structures should incorporate water reclamation wherever possible.

Trustees debated the existing hosepipe usage policy and whether this should be changed at length. It was agreed that further input from site secretaries on the issue was a needed.

Action: AM to investigate whether Yorkshire Water offered any kind of subsidies.

AP to ask site secretaries for their opinions.

12. Informing Tenants of Recreational Equipment Policy

It was agreed that the policy discussed over emails was accepted and that the recreational equipment policy should be added to the handbook and manual.

13. Any Other Business

ML raised a query about reoccurring issues and Trustees briefly discussed this.

14. Next Meeting Dates

1st July - Trustee Meeting - Online

5th August - Trustee Meeting