



YACIO Trustee Meeting

4th April 2018

Attending: Tony Chalcraft, Colin Smith, Simon Wild, Adam Myers, Anna Pawlow,

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Lisa Turner

2. Notes and actions from last meeting

Scarcroft Query - TC reported that he had made some additions to the existing structures policy to address other types of structures. The policy can largely stay unchanged.

Trustees discussed the proposed additions and agreed to add restrictions to heights of structures and how much of a plot can be non-cultivated.

Action: TC to draft updated Structures Guidelines.

Community Payback - AP reported that she had been unable to contact Chris Long regarding Community Payback.

Action: AP to seek alternative contacts to progress.

3. Administrative Report

Invoicing - AP provided the Trustees with updated invoicing totals. Trustees noted the fall in projected income due to concessions and debated the risks to the budget as a result of this.

Action: TC to ask LT to circulate a budget report

Reminders - Trustees discussed the next step in sending reminders to tenants with outstanding invoices. It was agreed that a reminder should be sent out on Monday the 25th. Site Secretaries can be notified at this juncture and asked whether the tenant appears to be active or not. Site Secretaries should be consulted before any evictions should start. It was especially noted that with the low return of cash paying in slips to make sure that people were asked to return the slips or their account could not be updated.

Action: AP to draft letter and send to TC for approval.

AP to notify Site Secretaries that letters are being sent and to whom.

Wigginton Road Query - AP reported that the Sarah Daniels (SS for Wigginton Road) had informed her that there may be some 106 money available to the allotments due to development nearby. Trustees discussed the best way to investigate this further.

Action: TC to contact Dave Meigh to obtain further information and email SD to say we are looking into it.

4. Administration Contract

CS presented his report and recommendations regarding the administrative contract. (Copy Attached) All agreed to engaging a telephone answering service to answer all calls and enable AP more time to deal with other issues. All agreed to a further review in August. SW suggesting the purchase of two laptops for the use of SW and CS to enable them to access Colony and ensure there was the ability to provide continuity of service in the event that AP was unable to work. This was agreed in principle but without clearer financial information it was agreed to delay this until LT was able to advise.

Action: AP & CS to progress Telephone Answering set up.

TC to ask LT to provide a financial update and whether there was sufficient for two laptops. AP to add Contingency Plan to next meeting agenda.

5. GDPR

AP, AM, CS & SW reported they had all attended the York CVS training. Trustees agreed that this needed to be discussed more fully at the next meeting.

Action: AM to look into whether all tenants needed to be contacted to obtain consent and under what lawful basis YACIO was to hold their information.

AP to add GDPR to the next meeting agenda.

6. New Site Secretaries - Glen

It was noted that two site secretaries had been appointed to Glen and that CS and AM were supporting them in developing the roles.

7. Additional Trustees

AP presented her draft poster advertising the role to Trustees and this was discussed and amendments proposed. It was agreed that the final deadline should be decided when everything was agreed. Trustees discussed how the recruitment process should proceed with prospective Trustees invited to several meetings before any appointments are made and the need to maintain a cohesive and cooperative group was reiterated. The idea of having 'sub-trustees' to take on ad hoc roles was also debated if there was sufficient interest.

Action: AP to update Poster and create special website for more information

AM to draft a Role Description for Trustees.

8. Quarterly Budget

Deferred to next meeting.

9. Any Other Business

10. Future Meeting Dates

2nd May - 7pm - Black Swan, Peasholme Green

16th May - 7pm - Location TBC