



YACIO Trustee Meeting

4th July 2018

Attending: Tony Chalcraft, Colin Smith, Lisa Turner, Adam Myers, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Simon Wild

2. Notes and actions from last meeting

Structures – TC progressing

Community Payback – AP Progressing

Scarcroft Sycamore – TC Progressing

Debtors – AP progressing.

Howe Hill Site Secretary – CS Progressing

Honorariums –

Action: AP to send a list of the honorariums to LT to prepare cheques

LT to prepare the cheques.

Contractor – CS reported that he had contacted the contractor and met with him in person and discussed various issues, including YACIO's concerns regarding health and safety.

Hogweed – CS reported that he had been in touch with the sprayer to discuss the issue. AM reported that he had managed to make contact with the management of Chancery Rise to alert them to the issue.

Manual – AP has made edits to the manual document.

Action: AM to be sent the document for his edits.

Site Secretary Handbook – Added to Site Secretary Meeting Agenda.

Action: AP to circulate to site secretaries in advance of the meeting.

Vacant Plots – SW to progress

Pest Control – Trustees discussed the provision of snap traps for Bootham to tackle the rat issue. Trustees agreed to the proposed purchase for the traps for general YACIO use, with first use going to Bootham.

Action: TC to discuss further with Phil Renshaw and inform CS to contact Verm Ex regarding the purchase of traps.

Publication of Minutes – AP noted that she had added pdf files of the meeting minutes to the website as requested. Trustees discussed whether they should be available to everyone or whether a 'members only' section of the website might be useful. AP noted that it was possible to password protect a page and this could be set up in the future. Trustees agreed to leave the minutes public for now and look at the issue again in the future. The minutes from the last meeting were agreed and approved for publication.

Action: AP to publish minutes.

3. **Administrative Report**

AP giving a general report and noting that the Trustees had had the performance indicators report circulated by email.

Out of Area Applicants - AP queried tenant applications from people residing outside of the City of York. Trustees discussed the issue and agreed that new applications should only be from

City residents but that the policy of allowing residents who move away to keep their plots if they wish would stand.

Action: AP to obtain a map of City of York boundaries and screen applications to ensure compliance.

Structure Forms – AP reported that there had recently been some issues with structure forms not being sent through site secretaries, where they were filled in at all, and therefore not being properly authorised. AP proposed adding a signature line for site secretaries to the form to make it clear that the form needed authorising/had been authorised. All agreed this was a sensible approach.

Action: AP to amend form.

4. Duty Trustee Report

CS provided a report of his actions as Duty Trustee during June and noted that it had been a particularly busy month. AP noted that Trustee actions relating to tenants should really be recorded on Colony so the communication record presented a proper picture. All agreed that the Duty Trustee needed to report back on the actions they had taken. TC noted that the help of new trustees was needed to address the workload and that perhaps AP's role should be looked at and possibly the responsibilities expanded. Trustees debated whether the issue may be seasonal, with more queries and issues during the summer and a quieter period during the winter.

Trustees briefly discussed the site issues that had occurred on Glen during the month and what action should be taken.

Community Plots and Assets - It was agreed that an inventory of community plots and 'community assets' should be taken to give Trustees a better picture of who was using the allotments for

community and charitable purposes and on what basis. It was agreed that this should be discussed at the Site Secretary Meeting to ask Site Secretaries to make an inventory of community groups or plots and what assets were available to the whole community such as shops, toilets, storage units etc.

Action: AP to add Community Plot Inventory to the Site Secretary Meeting Agenda

5. Bloom Stall

AP presented the banner, map poster and leaflets that had been produced by herself and CS. Trustees discussed the set up of the stall and the arrangements for the day.

6. Site Secretary Meeting Agenda

Trustees discussed and agreed the agenda for the Site Secretary Meeting and who was to present which topics.

Action: AP to prepare agenda and circulate.

7. Plumber

The policy for dealing with plumbing issues was discussed. Hall and Featherstone had been chosen as YACIO's preferred plumbers. Where a tenant reported an issue it was agreed that the matter should be referred to the Site Secretary to make a judgement and if necessary AP would then arrange for the plumber to attend. Trustees briefly discussed the increased water usage that the recent hot weather would be bringing and the associated costs to the charity.

8. Lock Welding

CS reported that the chains for the locks at Green Lane were good work. Trustees discussed which sites should have the locks fixed to the gates and it was agreed that Bootham, Carr and Hospital Fields should also be welded on.

Action: AP to arrange.

9. Clearing of bodily fluids found on sites.

Following a report from Low Moor about a persistent issue with vomit trustees discussed the matter and agreed that a common sense approach should be taken. Ordinarily there should be no reason for Trustees to intervene but if there was a particular need they would do so.

10. Costings for clearance on Hospital Fields

CS reported that he had met with Peter and Chris Adams on site regarding one unlettable plot and some hedges. Petr had quoted £80 for the clearance and £200 for the hedge work as a one off. Trustees discussed the hedge work and YACIO policy on hedge cutting. It was agreed that the clearance work could take place but that the hedge work should be reviewed later in the year

Action: CS to contact Peter and arrange plot clearance.

11. Replacement of boundary fence on Howe Hill

CS reported on an issue involving a fence boundary at Howe Hill where a boundary fence had been moved inside the home owner's property boundary and now the tenant was encroaching on a part of their land. It was agreed that CS would contact the tenant to explain the issue and ask them to refrain from using that land.

Action: CS to write to the tenant and the home owner.

12. Monthly Budget Report

LT presented a report on the finances and Trustees discussed the figures. LT noted that even with some increased expenditure YACIO was still on track to have a surplus at the end of the year. Presenting a financial report to the Site Secretaries was discussed

and it was agreed that a broad overview should be provided but that they did not need to see the minutiae.

Action: LT to prepare financial report for the site secretaries.

13. Any Other Business

New Trustees – It was agreed that AM and TC should meet with the applicants as a first step in the process.

Action: AM and TC to meet with applicants

Bootham (Scruton Plots) – TC had visited Bootham to look at the plots left by the passing of Jeff Scruton. He noted that the site presented a unique opportunity to do something a bit different. This year the family and friends are working to clear the sites up but Bootham was keen to do something with the space. Trustees discussed the options and agreed that they were happy for the Association to be given time to come up with a plan and investigate options for utilising the potential of the site.

Heslington Allotments – Trustees discussed the enquiry from Heslington Allotments about joining with YACIO and agreed that it was worth investigating. It was agreed that TC should look into this further and get more information.

Action: TC to progress.

14. Future Meeting Dates

16th July – Site Secretary Meeting

18th July – Cancelled

1st August – Trustee Meeting