



YACIO Trustee Meeting

4th September 2019

Attending: Tony Chalcraft, Anna Pawlow, Simon Wild, Colin Smith, Simon Wild,
Maria Lewington

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Tina Funnell, Adam Myers

2. Notes and Actions

Tenancy Forms - AP had made the amendments but was yet to circulate the documents to all site secretaries.

Accountant - LT to look at options for a new accountant.

Holgate Fence - TC ongoing

Hospital Fields Cultivation - TC continuing to give support to the site secretary.

Lease - LT to follow up again with DM and push for more progress with a deadline.

Legacy Issues - AP to ask for further comments from site secretaries.

Fulford Cross - SW & AM to meet applicant.

All other action points had been completed.

3. Administrator Report

AP reported that it had been a fairly busy month but with mostly routine matters. Lots of sites had done inspections so there were lots of tenants on notice in the hope that they would clear their plots going into winter. Debtor letters were also ongoing and there were still a good number of new tenancies being signed.

Hempland Skips - AP noted that the site secretary at Hempland had made

several queries regarding skips and Trustees discussed the best way forwards for all sites given the constraints. It was agreed that CS would speak to DB about whether there was a true need for a skip or just an expectation and make an appropriate decision.

Action: CS to speak with DM.

AP to draft explanation about skips for the newsletter.

Colony Licences: AP explained that at present YACIO paid for 6 licences but that only 3 were in use. It was agreed that the number of licences should be reduced.

Action: AP to arrange the changes with MCPC.

4. Duty Trustee Report

AM had sent an email round up of matters in his absence.

He had attended the Open Day at Glen, was in communications with a youth support worker about options for troubled youths, DM had collected all of the agreed asbestos, had arranged with CS for the fly tipped waste to be collected from Scarcroft and had communicated the Trustees' decision regarding pigeon lofts to the enquirer with no further response. SW had dealt with two appeals against terminations on New Lane and Fulford Cross.

5. Monthly Budget Report

LT noted that at this time in the year income had slowed down so outgoings per month were now more than income but that the finances were in a healthy state. She noted that YACIO would need to finalise their report for the Charity Commission submission in the next month.

Action: LT to progress Charity Commission submission

AP to make sure a copy of the signed accounts are published on the website.

6. Proposal for managing the next and subsequent rounds of bidding

- Bidding policy proposal

- Spreadsheet of first-half spending on bids and maintenance

CS had prepared a proposal on how to manage new site bids. Trustees discussed the proposals and debated how best to implement this. It was noted that last year a lot of bids were for routine maintenance issues that should have been reported to YACIO separately and that it was hoped that moving forwards bids would be used to look at improvements to sites.

7. Proposal for managing Associations and Clubs

CS had prepared a proposal and Trustees discussed and accepted this. It was agreed that AP should prepare template forms for risk assessments and event notifications and circulate these to all associations.

Action: AP to produce risk assessment and event notification forms and circulate. AP to add information to the newsletter.

8. Proposal for managing Funding Applications from Associations

CS had prepared a proposal and Trustees discussed and accepted this.

Action: AP to add all of these policies to the manual once discussed with site secretaries at the next meeting

9. Cultivation Policy

LT had prepared suggested amendments to the current Notice Letters along with further guidance for site secretaries on what should be expected of tenants. Trustees debated the wording and discussed targets.

Action: AP to make amendments and circulate to Trustees in advance of the next meeting.

10. Any Other Business

Complaints - CS suggested that a complaints committee be formed to deal with all complaints. This was discussed but it was agreed that at present there were not enough Trustees to break into smaller groups.

Glen - The situation on Glen was ongoing with an alleged assault happening on site. Trustees discussed the issues and agreed that this was a police issue but discussed the potential need for future injunctions in cases such as this.

NSALG - ML had attended the last Yorkshire meeting and reported back to Trustees on this. The next meeting would be October.

Action: AP would keep Trustees informed of any further meetings.

Oversize Greenhouse on Low Moor - SW reported on an issue with an oversized construction on Low Moor and Trustees discussed how to handle breaches of the policy on structures.

Site Secretary Meeting - A meeting was scheduled for October.

Action: AP to circulate doodle poll for date.

Plot Clearance - Trustees had a short discussion of how to proceed when a tenancy was terminated and items were left on the plot. It was agreed that a

more formal legal notice should be included in termination letters.

Action: AP to amend the template letters.

11. Next Meeting Dates

2nd October - Trustee Meeting

? October - Site Secretary Meeting

6th November - Trustee Meeting