



## YACIO Trustee Meeting

5<sup>th</sup> December 2018

Attending: Tony Chalcraft, Adam Myers, Simon Wild, Lisa Turner, Colin Smith, Anna Pawlow,  
Tina Funnell, Dave Meigh

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Maria Lewington

### 2. Lease

Trustees discussed the draft lease provided by Dave Meigh prior to the meeting with him. Trustees queried whether 7 years was a long enough lease and whether the break clause gave sufficient time. Trustees flagged several typos and spelling errors. It was agreed that Trustees would wish to have the lease finalised before the 2<sup>nd</sup> March AGM.

### 3. Legacy Work

Trustees discussed the work outstanding and the time frames given. It was agreed that this should be assessed during site visits to ensure accuracy.

### 4. Site Secretary Vacancies

Trustees discussed the vacancies for site secretaries on Glen, Fulford Cross and Hob Moor. It was agreed to appoint John Harper to the position on Glen and advertise the vacancies by email and post to all on Fulford Cross and Hob Moor. In the interim AM and SW would cover the position on Fulford Cross and CS would cover the position on Hob Moor.

### 5. Invoicing

AP reported that all was proceeding according to schedule and requested approval for expenditure on stamps and stationary. This was agreed.

### 6. Newsletter

Trustees discussed the draft newsletter and the assignments for copy that AP had produced. All agreed format and it was decided to continue development by email.

## **7. Annual Report**

Trustees briefly discussed what would be needed for the annual report and how to prepare.

## **8. Site Secretary Meeting**

The next site secretary meeting was scheduled for the 11<sup>th</sup> February.

Dave Meigh joined the meeting.

## **9. Lease / Legacy Work**

DM explained how the lease had been prepared and the next steps in finalising it. All discussed the outline of the Legacy Work list and agreed that maps specifying which trees were listed would be needed to avoid any confusion. There was a discussion of general tree issues, discussing responsibilities and site specific issues. It was again agreed that the legacy list could be checked on upcoming site visits.

LT queried the length of the lease at 7 years. DM explained that this had been the initial term discussed when setting up YACIO. It was suggested that this could be extended in the next few years if YACIO felt it necessary. There was a discussion of whether this might impact funding applications and it was agreed that if this became an issue it could be revisited.

LT queried whether the 12 month break period was standard. It was discussed that this was so as not to interrupt a growing season and that the allotments existence was not at risk as any disposal would have to go through the secretary of state, this was purely applicable to the organisation, YACIO and that the tenants were protected.

LT queried the Landlord's Insurance and requested a copy of CYC's insurance document. DM agreed to provide this.

The Legacy List was discussed and it was agreed that given the extended time table then prioritisation could occur to an extent so that the more urgent and obvious issues were taken care of sooner.

DM requested the details of the YACIO Officers for inclusion in the Lease.

DM noted that there were some potential errors on the site plans for boundaries. It was agreed that DM would provide a list of these so that the specifics could be checked on site.

## **10. Water Bills**

Trustees queried the situation regarding the water bills. It had been understood that DM would arrange for the transfer of the water responsibility to YACIO and would keep paying the bills in the interim but this had not yet happened. DM noted that it had been his understanding that he would be recouping the cost for these water bills from YACIO, which was contrary to the Trustees' understanding. DM requested a letter of authorisation from YACIO to Yorkshire Water to authorise the transfer of the accounts. It was agreed this would be supplied. Trustees requested specifics of how much money DM was expecting to recoup from YACIO. DM was unable to provide exact figures. Trustees requested specific figures be provided as soon as possible. It was

agreed that Yorkshire Water would be requested to take full meter readings from all sites on transfer and also provide plans of the locations of all water meters as the information on the CYC plans was inaccurate as things have changed.

#### **11. General Performance**

AP provided DM with the KPIs for the year, giving general information about lettings, terminations and waiting lists. It was agreed y all that things were going well and it was felt by all Trustees that YACIO was dealing with all issues competently and that he general running of the sites was proceeding smoothly.

#### **12. Site Specific Issues**

Trustees discussed some of the site specific issues that had arisen and how best to tackle such 'personality' conflicts. It was noted that YACIO were following all of the established procedures in place for dealing with issues. It was agreed that DM would look into the issue with the leaking water pip on Glen and that further investigation would be necessary to establish the exact boundary on Hempland.

It was agreed that Field View would not be transferred to YACIO due to the access and service issues.

DM advised that there were some changes occurring regarding land that the Council provide for allotments in Rufforth but that this should not affect YACIO as they would continue to self manage.

#### **13. Bonfires**

The ongoing issue of bonfires on allotments was discussed following a query to DM from a Councillor. It was agreed that YACIO were continuing to follow the advice given by CYC and it was noted that they were working with the Environment Officer regarding any complaints and that advice regarding good conduct for bonfires had been given to all tenants.

#### **Next Meetings:**

19<sup>th</sup> December - Invoice Envelopes

2<sup>nd</sup> January - Trustee Meeting