



YACIO Trustee Meeting

6th January 2021

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**

2. **Notes and Actions**

Notes from the last meeting were accepted.

All Actions noted as completed or ongoing in Agenda.

3. **Administrator Report**

MCPC - AP had circulated figures regarding individual waiting list applications and debtor figures. AP had worked closely with MCPC to ensure that the figures given were accurate but it was increasingly clear that the automatic reports were providing inaccurate figures. AP had been sent a program of planned updates to Colony and had been made repeated promises as to when improvements would be seen.

Action: AP to circulate MCPC's detailed email.

AP to add discussion of upgrade to June Meeting Agenda

Cash Drop In Sessions - It was agreed that it was not safe or within the guidelines to continue with the Cash Drop In Sessions.

Action: AP to email and write to all tenants to inform them of

the cancellation.

Debtors - Trustees discussed the proposed timeline for more prompt chasing of aged debts with consideration to the changed circumstances and it was agreed to continue as planned but make sure that guidance was given at all points as to what to do if a tenant could not pay their invoice.

Invoicing - All invoices had gone out in the post as scheduled, while some delays were expected given the slow post some payments had already come in immediately so all was proceeding as planned. There were no other predicted issues and AP would keep Trustees updated if any problems emerged.

4. Monthly Finance Report

LT had circulated figures and shared the updated spreadsheets.

It was agreed that Karen Wood should be instructed to inspect the accounts once more.

5. Trustee Reports (Specific Responsibilities)

Complaints - ML reported that all current issues were regarding hedge heights.

Maintenance - It was agreed that AM/LT/CS would work together on the Site Bids Process for this year.

AP mentioned that there had been a number of reports of leaking or dripping taps and proposed that perhaps a thorough pre-emptive inspection might be time well spent as it usually took rather a long time for anyone to actually report a tap. SW suggested that YACIO look at installing water butts under all taps.

It was agreed that AP would send a reminder to all site secretaries about turning off taps and making sure that anyone who needed assistance was given it.

Action: AP to add Site Bids to February Agenda.

AM/LT/CS to liaise regarding Site Bids process and Site Improvement Priorities.

AP to add section to Site Secretary Handbook on Turning Off the Water/What to do if there is a leak.

Site Specific Issues - With ongoing security issues on Low Moor it was agreed that TC and CS should meet with the Association to take matters forward and had the authority to commit to expenditure up to £500 in order to act quickly to respond to the issues.

Action: TC&CS to meet with Association (and SW as part of the Association.)

CS & LT to look into the legalities of CCTV use.

Hedges - Trustees discussed the complaints regarding the change made to the tenancy agreement to read “should not” instead of “not recommended”. TC had responded briefly to both Councillor D’Agorne and Dave Meigh, who had asked for information. A further complaint had recently come from a lady concerned with privacy and security on her plot. It was agreed that TC would respond further to the first two complaints and ML would respond to the third.

Action: TC & AM to respond to complaints.

6. Lease

LT had been in touch with Dave Meigh and the legal department at the Council. They have now asked that the Shed and Structure Guidance Notes be added as a binding addendum to the Lease. It was agreed to give a little bit longer to try to resolve the issues and to keep the pressure on.

Action: LT to progress

7. Cultivation Standards - Best Plot?

Deferred

8. Decommissioned Plots

AP had flagged the issue with inconsistent labelling of plots as Decommissioned or Unlettable. It was agreed that ML should email Site Secretaries asking them to look at the reports and confirm which labels should be in use. AP to

provide the figures to ML.

Action: ML to email Site Secretaries. AP to provide figures.

9. Co-Tenants Policy

AP outlined that there had been concerns raised by Site Secretaries that people were assigning co-tenants in order to leave their plots to friends who were not on the waiting list when they intended to give up the plot themselves. There was a concern that the current policy was not clear and needed to be properly written down with a decision made on the actions that could be taken if it was felt that the policy was being abused to 'queue jump'

Action: CS to prepare a written policy.

AP to add to February Agenda.

10. Site Improvements

Trustees discussed options.

11. Termination of Tenancy

Action: ML to review feedback and recirculate.

12. Any Other Business

Tyres/Decorative Gravel

ML had raised concerns as to their use on plots. Trustees discussed the issues.

Cultivation Standards - ML queried how to handle a plot that was kept weed free but not used for cultivation.

Trustees discussed options.

Petition: AM had shared a petition regarding allotments, Trustees discussed whether it was appropriate for YACIO to share this and it was decided not to at this time but it was agreed that YACIO should look at whether it was possible work with CYC to expand within York to provide more plots to meet demand.

Site Secretary Meeting - It was agreed that a virtual meeting should take place via Zoom on the 22nd February and AP

should arrange to purchase a Zoom licence to facilitate this.

Action: AP to sign up to Zoom for YACIO.

13. Next Meeting Dates

3rd February - Trustee Meeting - Zoom

22nd February - Site Secretary Meeting - Zoom