



YACIO Trustee Meeting

6th May 2020

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Maria Lewington

2. Notes and Actions

The minutes from the last meeting were approved.

All actions were noted as completed.

Trampolines - Action: TC to prepare a policy on play equipment and circulate to Trustees.

3. Administrator's Report

AP noted that things were reverting to normal with more of the usual questions rather than specifically covid-19 related issues.

New tenancies continued to be added and routine queries were being dealt with. No debt recovery was being undertaken at this time but this would soon resume.

4. Duty Trustee Report

Low Moor Footpaths - LT noted that there were ongoing issues with the use of footpaths at Low Moor with social distancing. SW

has assisted to draft poster wording. There were concerns about cows entering the allotments and SW had addressed this with his wording. The gate would need to be looked at and possibly repaired to prevent cows entering the site.

Action: AP to prepare poster for Helen to print.

CS to ask Dave to assess the gate and cost options for repairing or replacing this.

Green Lane Incident - LT had tried to make contact with the complainant but had been unable to reach her. CS outlined the issue for Trustees. No further action needed at this time.

Key Return - SW had supported AP in asking for a non tenant to return a key.

Shooting on Fulford Cross - SW had issued a licence for a tenant to hire a person to shoot rabbits on Fulford Cross in order to address and issue with rabbits on site. Trustees discussed the issue and how to explore other options in the future.

Action: TC to revisit the policy on shooting on sites to make sure all options are looked at.

5. Monthly Finance Report

LT had circulated the spreadsheet with the first quarter figures.

There was some discussion of how to account for things not going in and out of the bank account, such as the paypal fees but it was agreed that this should be relatively simple to add in. LT/AM/AP to liaise to arrange this.

6. Specific Areas of Trustee Responsibility

Trustees discussed the proposed Specific Areas of Trustee Responsibility. It was agreed to add in Community Plots to the Associations heading. Trustees discussed the potential perils of

putting all of the responsibility on one person and whether this would lead to an increased workload. There was some debate as to the suggestions and the purpose of this change. AP outlined how she felt this would streamline processes and make the organisation more efficient by making sure that the same issues were dealt with by the same person, meaning that tenants would be ensured consistency and the same approach would be applied to issues across the board. Trustees discussed waiting until more Trustees were added to try this approach but it was decided to try adopting the specific areas of responsibility in tandem with still having a duty trustee on rota to ensure that all aspects were covered and gradually move to Trustees dealing with individual areas. It was noted that some Trustees had, in effect, already taken responsibility for some areas so this was simply formalising and expanding upon that. AP noted that if the approach was found not to work then it would be very simple to revert to the old system. It was agreed that moving forwards the areas would be assigned as follows:

Administration- CS

Associations and Community Plots - SM

Complaints - ML

Fund raising - AM/LT

Environmental Issues - TC

Invoicing/Accounts - LT

Site Specific Issues - TC

Maintenance - CS

It was agreed that this would change as new trustees were added in the future and that ML should not be on the duty rota as the

burden of dealing with complaints may prove enough of a burden on its own.

7. Newsletter

Trustees discussed the newsletter and agreed that AP should reach out for stories and contributions from tenants/associations/site secretaries. Trustees were invited to write any pieces they felt they would like to add and submit them to AP. It was agreed that this would be revisited in June.

Action: AP to email asking for contributions.

8. Scope for Community Use of Unused Plots During Crisis

Trustees had debated over email the options for community groups to use plots during the crisis but it was decided that there were too many barriers, such as insurance, and if letting was to resume then there would not be the availability.

Action: TC to reply letting them know.

9. 'Contactless' Letting

AP had circulated a proposal for resuming letting without the need for any contact between site secretaries and new tenants. Trustees debated the idea and agreed that the final say would have to be with the site secretaries themselves.

Action: AP to make minor amendment to flowchart by adding arrows to clarify. AP to circulate proposal to Site Secretaries and gain their feedback.

10. YACIO Contingency Planning for Extended COVID Crisis and Post COVID World

Trustees discussed the potential long term implications of the covid-19 crisis on YACIO and how to mitigate these. Trustees agreed that everything would have to be kept under close review going forwards.

11. Any Other Business

Trees - LT reported that a tree had been felled on Wigginton Terrace by CYC that Trustees hadn't been made aware of.

Manual - ML had asked a question about whether fruit cages were considered structures. TC confirmed that if they were not permanent structures then no.

Glen - AM & CS updated Trustees as to their latest actions in dealing with a complaint. They had followed the process as set out in the manual and felt that this had worked well.

Fulford Cross - AM appealed for help with addressing an issue with a tenant with mental health issues that was impacting on other tenants' enjoyment of their allotments. CS volunteered to assist him.

Waste Disposal - With waste centres reopening it was agreed that Dave should resume the outstanding waste collections.

Action: CS to call and book a time slot.

12. Next Meeting Dates

3rd June - Trustee Meeting - Online

1st July - Trustee Meeting - TBC