



## YACIO Trustee Meeting

6<sup>th</sup> June 2018

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

### 1. Apologies

Adam Myers

### 2. Notes and actions from last meeting

Structures – TC to Progress

Community Payback – AP to Progress

Section 106 – TC to Progress

Incomplete Tenancy Agreements – AP to Progress

Non Cultivation Notices – AP to Progress

Scarcroft Sycamore – TC to Progress

### 3. Administrative Report

**Debtors** - AP reported that while there had been some useful information from the site secretaries resulting in terminations some situations were less clear. Where a tenant had not paid their invoice but was clearly cultivating their plot then it could be assumed that YACIO held incorrect contact details. Trustees discussed how to rectify this with suggestions of leaving physical letters on their plot somehow. It was agreed that first contact would try to be made by phone or email where appropriate and then progress to a physical letter if necessary.

**Action: AP to prepare a list of debtors who were cultivating their plots and SW and CS would help with making contact.**

**AP to draft a letter to leave on plots**

**Howe Hill Site Secretary** – AP noted that following Mike McPeake's resignation the Trustees had previously decided on a policy for appointing new site secretaries and suggested that this should be followed so that a consistent approach was maintained. Trustees agreed to advertise the role to all ploholders by email and an on site poster.

**Action: AP to email all tenants of Howe Hill and put up a poster on site advertising the role.**

**Performance Indicators** – AP presented the previous month's performance indicator report to Trustees for their perusal.

#### 4. Driveways and Carparks

CS presented to the Trustees the idea of purchasing bulk planings to deal with the future necessity of performing repairs on the carparks and driveways on allotment sites. CS proposed that a bulk order of 20 tonnes would be significantly cheaper to purchase and that it might be possible to store them in the car park at Carr. Then distribution could be arranged by hiring a small JCB and a 'man with a van' with a flatbed truck to deliver them around to other sites who need them. Trustees agreed that this was worth looking into and asked CS to prepare a proper evaluation and costing for purchase, hire and storage options.

**Action: CS to further evaluate costings**

SW noted that he had been approached asking for permission to use the car park on Low Moor during a Street Party on Kilburn Road. Trustees agreed that all they needed was notifying of the event for insurance purposes and agreed that SW could give written permission.

**Action: SW to email giving authorisation.**

#### 5. Contractor Feedback

Trustees discussed the feedback on the contractors received at the site secretary meeting and how best to deal with the issues raised. It was agreed that AP would circulate the plans for the agreed areas to be cut to site secretaries and then further feedback would be sought and forwarded on to the Contractor. LT noted that we would need to be very careful on some health and safety issues to make sure that YACIO were clear about liability.

**Action: AP to send plans to site secretaries.**

#### 6. Disabled Access to Sites

CS noted that he had met with a colleague of Dave Meigh's on an unrelated issue and shown him around the allotment site at Green Lane. He had mentioned that there was soon to be a large fund opened for applications for improving disabled access and that YACIO might like to bid for some of this to upgrade facilities to allow disabled access to some sites. Trustees agreed in principle that this was a good idea but would need more information when this fund was properly launched on the 21<sup>st</sup> June. Trustees also discussed how to ascertain whether there was interest in disabled facilities out there.

**-BREAK-**

#### 7. Pest Control

Trustees discussed how to proceed to investigate issues with rats reported on Bootham. CS noted that he had spoken to two different pest controllers with two different opinions. One was happy to perform a free inspection and give advice. Trustees discussed how best to minimise habitat and agreed that this would have to be done by individual tenants but that YACIO could provide advice on best practice. Only where a pest problem carried a clear danger to human health would YACIO need to act. It was agreed that CS and AP

would meet with the pest controller and the site secretary at Bootham and perform an inspection and see what advice was given. A survey was suggested and also approaching local charities like SNAPPY to discuss their needs direct.

**Action: CS and AP to meet with site secretary and pest controller.**

## 8. Additional Trustees

TC noted that there had been three applications. AP advised Trustees that there had been an issue with the emails and as a result she hadn't sent the Trustee advert to all tenants, only about half. It was suggested that the deadline be extended to the end of June and all tenants who had been missed emailed a copy of the advert. It was agreed that TC would contact the applicants and advise that the deadline was being extended and therefore the process was on hold until July. Trustees further discussed how the process should work.

**Action: AP to email all tenants**

**TC to contact existing applicants**

## 9. Giant Hogweed at Holgate

CS noted that AM had passed the issue on to him as Duty Trustee and that he was now progressing the matter to get the area roped off and a letter sent out to tenants.

**Action: CS to progress**

**AP to send out letter once edited**

## 10. Site Secretary Meeting Follow Up

Trustees noted that issues following from the site secretary meeting were being dealt with and that the next meeting was scheduled for 16<sup>th</sup> July as August was deemed unsuitable.

## 11. Monthly Finance Update

LT gave a brief report on the YACIO finances and Trustees briefly discussed this.

## 12. Any Other Business

**Bloom Stall** – TC noted that he was unable to take a lead on this and asked for someone else to take it on. Trustees discussed how best to use the opportunity to promote the allotments. It was agreed that a YACIO banner and a leaflet were good ideas.

**Action: AP to send email to all ploholders once text received from TC and to put it on the website.**

**Photography Project** – It was agreed that TC would include text about the photography project in the email to all ploholders.

**Action: AP to send email to all ploholders once text received from TC and to put it on the website.**

**Plumber** – CS noted that he had approached a company from Market Weighton and they seemed a good option as they would not charge travel time. It was suggested that we ask them to look at the tap on Carr as a first test case.

**Manual** – CS proposed that the manual needed to be addressed soon. It was noted that some Trustees did not like working with Trello so it was agreed that the information would be recombined into a Word document and that Trustees would then work from that.

**Action:** CS/AP to format the manual to a word document and present this to Trustees at a future meeting for discussion.

**Vacant Plots** – To be added to agenda for next meeting

**Telephone** – AM had noted by email that site secretaries might need a way to reach the administrator more swiftly. AP explained to Trustees that they were already given priority but that when calls came in outside of office hours there would always be a delay.

**Site Secretary Representation** – It was queried whether associations as well as site secretaries should be represented at meetings. Trustees decided to discuss the issue further at a later date.

### 13. Future Meeting Dates

20<sup>th</sup> June – Trustee Meeting

4<sup>th</sup> July – Trustee Meeting

16<sup>th</sup> July – Site Secretary Meeting – The Black Swan