



YACIO Trustee Meeting

7th November 2018

Attending: Adam Myers, Simon Wild, Lisa Turner, Anna Pawlow

Chair: Adam Myers

Minutes: Anna Pawlow

1. Apologies

Tony Chalcraft, Colin Smith

2. Notes and Actions

Field View - It was agreed with DM that Field View would not be included in the Lease.

Bootham Locks - Repaired

Deposits - Ongoing

Firearms Policy - AP had consulted with those known to use air rifles for pest control purposes and received some excellent feedback. Trustees discussed this and it was agreed that a policy of no firearms would be best but with a written exemption given to those known to be responsible and qualified users so that pest control practices would not be effected. A suggested phrasing of "No firearms, catapults, crossbows or other similar weapons" was put forwards for inclusion in the Manual. With "If in doubt refer to YACIO for advice first." added for clarity.

Action: SW to include in the Manual when he adds his comments. AP to send SW the link to the document.

New Trustees - AM & TC had met with all candidates and had invited two to attend the next Trustee Meeting to see how the group worked.

Colony - Following further detailed discussions with MCPC AP now recommended that the switch to the new system be postponed until after invoicing. After much discussion MCPC had agreed that they could find a way to extract the data needed for processing Cash Payments so there was no longer any advantage to proceeding early and too much risk. Trustees agreed that this was the best course of action.

Site Secretary Meeting Follow Up - Addressed at last meeting.

Glen - Letter sent

Community Asset Inventory - Sent

3. Administrator Report

Fulford Cross - AP nothing that there had been several more communications and asking what stage Trustees were at. AM still trying to contact the site secretary.

Action: AM to continue to try to arrange a meeting with the site secretary.

Wigginton Road - AP noted some concern regarding outstanding tenancy agreements for Wigginton Road. LT agreed that she could discuss this as part of the site visit.

Site Visits - AP suggested that making a start on arranging site visits would be advisable. Trustees discussed which sites they should visit. It was agreed that LT would visit Wigginton Road, Strensall and Bootham, SW would visit Low Moor and Hob Moor and AM would visit Fulford Cross, Wigginton Terrace and Hempland. The other trustees could choose which sites they wished to visit between them. AP noting that as she was to attend all meetings it may take a little arranging to make sure no clashes ensued.

Inspection Notices - Given the time of year and lack of opportunity for growth AP queried whether Trustees were still happy with the original guidelines set out to define acceptable cultivation. Trustees agreed that this was still acceptable.

News Letter - AP queried whether we wished to send a communication along with the invoice this year. Trustees discussed the idea and agreed that a News Letter may be a good way of communicating issues with tenants and that this was a good opportunity.

4. **Duty Trustee Report**

Fulford Cross - AM reported that he had dealt with a complaint on Fulford Cross by writing to both parties explicitly setting out the expectations upon them.

Low Moor - AM reported that he had also progressed the resolution of an issue between tenants on Low Moor.

5. **Monthly Budget Report**

Trustees discussed the finances of YACIO and agreed that it would be a good idea to have a separate bank account for Project funds, both for internal and external funding, to keep this separate from the working capital of YACIO. It was agreed that this did not need to happen immediately but only if needed in the future.

6. **Glen**

Water Leak - AP following this up. AP reported that the water main on Sixth Avenue was a private water main and was the responsibility of City of York Council. The had not seemed inclined to prioritise this in her previous discussions.

Plot 46 - Trustees discussed the meeting that had been held by AM & CS with representatives of Plot 46 and the next steps forwards.

Site Secretary Position - AM suggested giving a final deadline for applications on a poster.

Action: AP to produce this and ask Celina to put on the notice board.

7. **Dog Policy**

Trustees discussed having a policy for dogs across all allotments. It was agreed that the basic policy would be that dogs should be under close control and owners required to pick up their poop.

Action: SW to include this in the Manual.

AP to ask DM for some signage to go along the public footpaths.

8. Pond Policy

Trustees discussed having a policy on ponds on allotments. Both health and safety as well as structural considerations were discussed. Trustees thought that any ponds should be "proportional to the size of the plot" and also discussed general guidelines for the proportions of a plot that should be cultivated/leisure. It was agreed that SW would draft a policy for discussion and inclusion in the manual based upon these discussions.

Action: SW to draft a policy to add to the manual

9. Any Other Business

Tenancy Agreement - AM wanted to note that he thought an amendment to the tenancy agreement in the future regarding nuisances to clarify and strengthen the position.

Association Relationships - AM wished to work on developing relationships with Associations and make contact with them in order to start some informal conversations. Trustees agreed that this was a good idea and that AM should pursue this.

Survey Request - AM had received a request from some students to conduct a survey of allotment holders regarding mycorrhizal fungi. Trustees discussed the request and agreed that so long as the data was shared with YACIO this would be allowed. YACIO would advertise the survey on the website and possibly share by email.

10. Next Meeting Dates

21st November - Trustee Meeting

5th December - Review Meeting

19th December - Invoice Envelopes