



YACIO Trustee Meeting

7th August 2019

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Tina Funnell, Maria Lewington

2. Notes and Actions

All action points from the last meeting were noted as completed. CS wanted to note that he had been mistaken on the review date for the Administrator role as the contract had been amended last year to take it to run to December.

3. Administrator Report

Trustees held a brief discussion about the admin practices and asked several questions to clarify processes. AP explained common questions and issues and gave a brief outline of the normal workload. I

The Trustees discussed new tenancy agreements and AP proposed adding in some questions to the back of the form to solve a number of issues that had been cropping up. Trustees approved this.

It was agreed that a concession form should be provided to all tenants with the tenancy and that this should be amended to ask that this be sent in within 7 days of signing the tenancy agreement if making a claim so as to minimise the extra work produced by delays.

AP noted that Bootham site secretaries had proposed increasing the key deposit to £10 to encourage more keys being returned at the end of the tenancy. Trustees approved this.

Trustees discussed current accountancy practices and it was agreed that a new accountant would be needed this year.

Action: AP to amend the tenancy forms and circulate these. LT to investigate new accountant options.

4. Duty Trustee Report

Holgate Fence - TC noted that PG was currently on holiday but that he would proceed with this matter.

Glen Appeal - TC confirmed that the appeal had been denied and the termination upheld. AP to confirm to former tenant.

Hospital Fields - SP had asked for assistance reviewing poor cultivation standards. TC to meet and review on site.

Scarcroft Fly Tipping - AM would visit site to investigate.

Pigeon Loft Enquiry - It was agreed that only new pigeon lofts on Green Lane and Bootham should be allowed and that the structures must keep in line with the existing structures guidelines and that pigeon keeping should only occur in conjunction with the growing of fruit and vegetables on the plot and not be exclusively used for pigeons.

Action: AP to include in the manual.

5. Monthly Budget Report

LT had sent round the quarterly accounts figures by email. She noted that there was more maintenance expenditure but that the lack of skips had meant a reduction there. There was currently approximately £15,000 in the account. Trustees discussed the amount of reserves that they would wish to build up. It was agreed that ideally a whole year's basic running costs would be kept back to ensure that these could be confidently met in any eventuality.

6. Cultivation Policy

- Cultivation Targets

- Plot cultivation standards for tenants with long term illness

Trustees discussed the current standards of cultivation and how to tackle the issues arising from poor cultivation and management. It was agreed that to properly discuss the issue a basic policy should be drafted and then trustees could discuss and amend this.

Action: LT to draft a cultivation policy for debate.

7. Funding Applications from Allotment Associations

CS will circulate a draft policy prior to the next meeting for review. If approved AP will add to the manual.

Action: CS to circulate draft

8. CYC

- Lease

LT has sent on our amendments to DM.

Action: LT to follow up with DM.

- Water

AP updated trustees that the water bills were now coming to YACIO. It was noted that no further progress had been made by DM on producing a final figure to be paid to CYC.

- Legacy Issues

AP noted that she had been keeping a record of the Site Secretaries' comments. Trustees agreed that a timetable was needed and voiced concerns that anything that CYC did not achieve would then be passed on to YACIO to complete.

Action: AP to ask for further comments. AP to add to next review meeting.

9. Any Other Business

Glen - TC had been to visit the site. Next steps were agreed where a plot is terminated. The Glen Open Day was on the 17th and AM agreed to attend on YACIO's behalf.

Howe Hill - It was noted that a second site meeting had taken place on the 6th and that ML would be filling the site secretary role for the next few months.

Fulford Cross - SW reported that at last a volunteer had come forwards. It was agreed that the process of an informal trustee interview/discussion would take place and then if they were happy to take on the role AP would meet with them for an induction.

Action: SW & AM to meet with applicant.

Hob Moor - Trustees discussed the lack of interest in the role. It was agreed that TC would approach SP and ask if she might be interested in taking on the role alongside Hospital Fields.

Action: TC to discuss with SP

Heslington - TC & AM reported that they had met with the land agent for Halifax Estates and discussed the options. They had left it with him to think

about whether the proposals were viable financially for them.

Action Log - Trustees discussed accountability of actions and agreed that a log needed to be maintained to keep on track. AP noted that she did keep a list and it was agreed that this list should be circulated amongst Trustees and reviewed at each meeting to maintain progress.

Action: AP to prepare list.

Newsletter - Trustees discussed doing another newsletter and it was agreed that twice a year should be the objective. It was agreed that an October publication should be aimed for.

Action: AP to start drafting.

Signage on Sites - Trustees discussed the current signage on sites and agreed that a full audit needed to be made.

Action: AP to do a survey and make a plan for what needed updating.

AP to assess notice boards at the same time.

Meeting Frequency - It was agreed that monthly meetings were still acceptable.

10. Next Meeting Dates

4th September - Trustee Meeting

2nd October - Trustee Meeting

? October - Site Secretary Meeting.