



YACIO Trustee Meeting

8th April 2020

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Apologies

Adam Myers, Maria Lewington

2. Notes and Actions

The minutes from the last meeting were approved.

All actions were noted as completed.

3. Administrator's Report

Telephone Payments - AP reported that she had been able to set up a way to process telephone payments utilising paypal. The fees were slightly higher than the usual online payment processing but it would give a way for people who cannot pay online but have a debit or credit card to make payment while there is no access to post.

Telephone Fault - AP reported that there was a fault on the telephone line and that it was taking a long time to fix and no telephone calls could get through. AP proposed updating the telephone number to go direct to AnswerForce as YACIO had been using the service for long enough now to be confident in it and to have proven its use to the charity. Trustees agreed that AP should

update the telephone number on all contact information and correspondence.

Action: AP to update letterheads, emails, websites and social media.

Trampolines - AP raised a query from site secretaries about trampolines and other 'sports' equipment on plots. Trustees discussed the issue and it was agreed that trampolines should not be allowed and that ball games should also be banned as these were liable to cause a nuisance to neighbours and, in worst cases, damage to a plot.

Action: A new policy should be written and added to the manual/tenant handbook/site secretary handbook.

Weedkiller - AP further noted that there had been some issues with overuse of weedkiller by a new tenant causing damage to the next plot. It was hoped that this would be a one off issue and would be dealt with by correspondence.

Site Secretary Communications - A site secretary had requested that they were copied in on all tenant communications for their site. AP was concerned about the additional workload and felt that she already did copy site secretaries in when they needed to be aware of anything. She could see no additional benefit to copying them in on routine correspondence and felt that this would only confuse and slow communications. Trustees discussed the issue and agreed that it was impossible to have one rule for one site secretary and different rules for others and that the additional burden for copying in all correspondence, not only on the Administrator but on the site secretaries, would be too much.

4. Duty Trustee Report

TC reported that March had mostly been quiet. There had been an issue raised by the Bowling Club at Holgate but it was hoped

that this had been resolved.

LT had responded to issue from Low Moor Association regarding forwarding an email to tenants updating them on the current situation.

5. Monthly Finance Report/Quarterly Budget Report

LT presented basic figures on the bank balance. She was still finishing adopting a new process for accounts using a spreadsheet prepared by AM.

TC voiced concerns regarding the covid-19 outbreak and the effect on the charity's finances. While annual invoicing accounts for the bulk of the charity's income, and over 90% of this had been received, there would likely be no further income from new lets possibly for the rest of the year, which would result in a shortfall of several thousand pounds. Trustees had previously discussed the reserve policy and this was the 'unforeseen situation' that they had tried to account for. It was agreed that a review should take place in July so that a full picture of how the outbreak has affected finances should take place.

Action: AP to add Budget Review to July Meeting. LT to prepare Budget-v-Actual figures for this meeting.

6. Site Secretary Communications

AP queried whether Trustees wished to send any further site secretary specific instructions. It was agreed that there was no need at this time to amend advice.

7. Tenant Communications

Trustees discussed the need to send further instructions to tenants and debated whether the need outweighed the risk of bombarding tenants with communications. It was agreed that with the Easter

weekend traditionally being an active and social occasion on allotments Trustees needed to stress that social distancing and other restrictions must be observed to protect the allotments. AP also flagged that tenants without emails had not had anything sent to them regarding the specific measures that YACIO had implemented regarding covid-19, though the cancellation notice for the AGM had told them to check the website. Those without internet access would not have the information such as the bonfire ban. It was agreed that a postal letter should be sent to these tenants to fully update them.

Action: AP to draft email and letter and CS to approve.

8. Bonfires

It was noted that following the request not to light fires there had still been several complaints from many different sites regarding smoke from bonfires and this was affecting allotment neighbours. It was agreed that a clear message should be included in the tenant communications and that posters should be put up on site to reach those who were perhaps not receiving, or reading, the communications. It should specify that any fires would be deemed a nuisance under the terms of the tenancy and a tenant could find their tenancy terminated as a result. In the first instance Site Secretaries should be requested to put up the posters with AP printing and supplying those as necessary and only if a site secretary were unable to do this would YACIO put up the poster themselves.

9. Other Covid-19 Issues Arising

Trustees felt that all aspects they were currently aware of had been discussed.

10. Specific Areas of Trustee Responsibility
Deferred

11. Any Other Business

Duty Trustee Rota - May - SW
- June - CS

12. Next Meeting Dates

6th May - Trustee Meeting - Online