

Trustees' Annual Report

From: 1st January 2019

To: 31st December 2019

Charity's full name

York Allotments CIO

Registered Charity number

1174306

Objectives and activities

Summary of the purposes of the charity set out in its governing document

To provide or assist in the provision of facilities for allotments in the City of York and the surrounding area, in the interests of social welfare for recreation or other leisure time occupation for the public at large with the object of improving their conditions of life.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

To provide an effective and responsive administrative system for the allotments it manages (e.g. letting, rental collection, waiting list management, etc)

To ensure allotment plots are kept in good condition and sites well managed with grass, hedges etc. appropriately maintained

To balance income and expenditure to ensure financial sustainability

To avoid/limit rent increases while generating income surpluses sufficient to meet potential future costs and/or provide funds to improve allotment provision/sites

To publicise the availability of allotments and promote allotments as a leisure activity

To improve the knowledge and skills of plot holders to better use and manage their allotment

To improve facilities on allotments sites

To support allotment associations and encouraging wider community engagement

To foster the innovative use of allotment plots and sites in ways that have wider social, health, economic and environmental benefits

To operate in a transparent and open way and ensuring that allotments are let and managed in an equitable manner and in accordance with legislation e.g. Equality Act (2010)

To ensure allotments are managed and used in a way that protects the environment and wildlife

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Administration

Continued to use the services of a part-time administrator working approximately 20 hours per week to deal with all routine administrative tasks

Continued to use the allotment management software 'Colony' supplied by MCPC to maintain records and generate invoices, reminder and other notices. delivered, despite software issues, invoices for our approximately 1,500 tenants. 80% of tenants made use of the online payment facility provided by Colony, greatly improving the efficiency of the invoicing process (3% paid by cash and 16% by cheque.) Significantly updated and improved administrative procedures. In particular trustees worked in conjunction with the Administrator to provide an operations 'Manual' to act as a point of reference and consistency in guiding day-to-day operations. Trustees and the Administrator also updated and enhanced a Site Secretaries Handbook intended to guide the activities of YACIO's representatives on each site

Structure and Governance

All five original trustees continued in post. Two new trustees were recruited following probationary period leaving two potential vacancies

Trustees continued to meet regularly (generally monthly but more frequently if required)

Retained a system of 'on duty' trustees with most trustees participating in a rota system to deal with non-standard issues

Continued to manage sites through 'Site Secretaries' who have responsibility for letting new plots, reporting issues such as poorly cultivated plots, etc and generally acting as YACIO's representatives on each site. During the year new Site Secretaries were appointed at Fulford Cross, Hospital Fields and Hob Moor. Following the resignation of the Site Secretary and other issues at Howe Hill, trustee Maria Lewington-Gower took on the role on a temporary basis

Continued to meet with Site Secretaries on an approximately quarterly basis
Held a successful initial AGM in March attended by approximately 70 members

Operational Management

Continued to use the services of a commercial gardening company to provide grass and hedge cutting at sites. This was the second year of using this company and, on the whole, the contract operated successfully with generally favourable feedback from tenants and Site Secretaries

Used the services of a small scale gardening contractor with a suitable vehicle to provide an 'odd job' service, especially removal of detritus from plots available for re-letting, but also other small scale tasks such as fence repair and erection

Performance Management

Established 188 new tenancies

Managed waiting lists with 780 new applications

Evicted 192 tenants for non-cultivation

Fuller performance data is attached

Risk Management

Continued to provide public liability insurance covering all operational activities and trustee responsibilities

Maintained membership of the National association of Allotment and Leisure Gardeners making use of their legal and other advice

Community and Wider Initiatives

Continued the process of gathering information on plots that are used on a 'community' basis with the aim of establishing consistent policies on rents, support, etc.

Supported Associations making funding bids to enhance facilities at sites. This included supporting Hempland Lane in a successful bid to upgrade the easy access/community area

Begun a process of consultation with Associations. Following a successful initial meeting with association representatives further meetings have been scheduled with the aim of understanding more about the activities of associations and identify ways in which YACIO and associations can successfully interact to improve sites and services to tenants

Had some participation, through trustee attendance, in regional meetings of the National Association of Allotment and Leisure Gardeners

Issues and Challenges

Dealing with disputes between individual plot holders. These can be difficult to resolve and can require a lot of trustee time

Dealt with wider disputes at a number of sites. This included Glen where ongoing issues between the Association and another group of tenants escalated during the year. This absorbed considerable trustee time and at one point involved a local councillor who suggested ways forward as mediation. There were also issues at Howe Hill that required the calling of two special meetings of tenants and led, as previously mentioned, to a YACIO trustee temporarily taking on the Site Secretary role

The software suite 'Colony' provided by MCPC caused significant operational issues during the year. Following an 'upgrade' to a more web based platform, serious functionality issues emerged. This caused a serious diminution in the level of service YACIO was able to provide for a prolonged period and incurred significant costs, financial and reputational, for the organisation. Following negotiations with MCPC some financial reimbursement was received in compensation.

Although rental income exceeded costs during the year, the surplus was less than in 2019. While rent increases were not considered for 2020, budget projections for 2020 and 2021 indicate that measures to increase income are likely to be required if YACIO is not to operate at a deficit

Whether the system of 'concessions' inherited from City of York Council is fair to all tenants has been a matter of some concern and discussion. Proposals for possible changes, particularly in light of income projections, have been the subject of preliminary discussion

YACIO assumed ongoing responsibility for water costs from July 2019 following meter readings organised with Yorkshire Water. The financial implications of this change are unclear as, at the time of writing, are the residual cost of water used in the period before July which have been billed to City of York

Despite requests, at the end of the year we still did not have a completed lease document from City of York Council

City of York Council continued to progress in dealing with agreed 'legacy' issues (long term repair and other matters that it was agreed before hand over to YACIO the Council would undertake). However, some issues remained unresolved at the year end

Provision of skips became problematic during the year following regulatory changes. This, and the high costs of skips, led to a decision not to routinely provide this service to sites

Future Plans

Further increase the efficiency of administrative and other routine operational activities to enhance services to tenants

Extend provision of gardening opportunities to residents of York who would not normally have access to sites due to disability

Continue developing a programme of plot clearance (where plots have become unlettable due to neglect) to ensure that we are making full use of all available space

Increase tenant awareness of environmentally sustainable growing and develop management plans for sites that are sustainable and promote biodiversity

- Develop closer relationships with site associations in order to support their endeavours and assist in the development of association representation at sites where none currently exist
- Formulate a clear policy for community plots and support community and other innovative growing activities
- Support any initiatives that promote overall well-being, for example improving mental and physical health, alleviating social isolation, provide sustainable locally produced food, support the local economy, etc.
- Consider the financial sustainability of YACIO and revise rents and concessions, while seeking to minimise increases and changes, as necessary to ensure the organisation operates without a deficit
- Investigate possible funding opportunities to improve facilities at plots

Financial review

Review of the charity's financial position at the end of the period

A small surplus has been made ensuring the charity has healthy reserves

Statement explaining the policy for holding reserves stating why they are held

25% of annual turnover as detailed in the reserves policy.

Amount of reserves held

£35,897

Reasons for holding zero reserves

N/A

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

None

Structure, governance and management

Description of the charity's trusts

Type of governing document

How the charity is constituted

Charitable Incorporated Organisation (CIO) with voting members

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Reference and administration details

Charity's full name York Allotments CIO

Other names the charity is known by YACIO

Charity's principal address Popeshead Court Offices
Peter Lane
York
Postcode YO1 8SU

Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Tony Chalcraft	Chair		
Lisa Turner	Treasurer		
Colin Smith	Secretary		
Adam Myers			
Simon Wild			
Tina Funnell			
Marie Lewington - Gower			

Names and addresses of advisers

Type of adviser	Name	Address
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Independent Examiner

Karen Wood ACMA

Outsource Accounting Services & Independent Examinations
Hiscox Building
Peasholme Green
York, YO1 7PR

Bankers

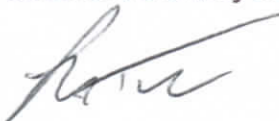
The Cooperative Bank

Name of chief executive or names of senior staff members**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature



Full Name LISA MELOMIE TURNER

Position TREASURER

Date 25.3.2020

Independent examiner's report to the trustees of York Allotments CIO

I report on the accounts of: **York Allotments CIO**
for the year ended: **31st December 2019** which are set out on pages 7 to 9.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

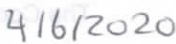
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Karen Wood (ACMA)



Date:

Outsource independent examination service
The Hiscox Building
Peasholme Green
York YO1 7PR

York Allotments CIO
(CIO Number:1174306)

Receipts & payments accounts for the year ended: 31st December 2019

	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£
Receipts				
CYC	-	-	-	40,000
Rents	69,882	-	69,882	36,365
Fundraising	-	-	-	18,000
Deposits	-	-	-	30,552
Bank interest	128	-	128	-
Sundry income	-	-	-	85
Total receipts	70,010	-	70,010	125,002
Payments				
Administration officer	17,969	-	17,969	16,716
Insurance	2,239	-	2,239	1,604
Memberships & subscriptions	66	-	66	133
Grass & hedge cutting	14,000	-	14,000	14,000
Deposits returned	-	490	490	552
Free plots and honorariums	815	-	815	820
Licences	1,091	-	1,091	2,261
Independent examination fee	300	-	300	-
Admin support & office costs	5,976	-	5,976	5,924
General equipment & skip hire	1,956	-	1,956	1,130
Repairs & maintenance	4,467	-	4,467	3,642
Trustees' expenses & meeting costs	-	-	-	149
Water	3,290	-	3,290	-
Bids	7,366	-	7,366	-
Restricted expenditure on plots	-	5,204	5,204	14,376
Bank charges & paypal fees	1,785	-	1,785	1,284
Total payments	61,320	5,694	67,014	62,591
Net of receipts/(payments)	8,690	(5,694)	2,996	62,411
Transfer between accounts	13	(13)	-	-
Balance brought forward	27,194	35,217	62,411	-
Balance carried forward	35,897	29,510	65,407	62,411

York Allotments CIO
(CIO Number:1174306)

Receipts & payments accounts for the year ended: 31st December 2019

York Allotments CIO
(CIO Number:1174306)

Statement of assets and liabilities at:

31st December 2018

		Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
		£	£	£	£
Assets					
Cash at bank and in hand					
Current bank account		33,303	-	33,303	30,802
Deposit account		618	29,510	30,128	30,000
Paypal		1,976	-	1,976	1,609
		35,897	29,510	65,407	62,411
Liabilities					
Independent examination fee		300	-	300	300
		300	-	300	300

York Allotments CIO
(CIO Number:1174306)

Notes to the accounts for the period ended: 31st December 2018

1. Basis of accounts

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

2. Restricted funds

Fund name	Purpose
Forbidden Corner	Fundraising grant
Deposits	Deposits which may be refundable if plots are returned in a responsible state

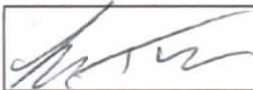
	Balance B/wd	Incoming resources	Resources expended	Transfer between funds	Balance C/fwd
Unrestricted Funds	27,194	70,010	61,320	13	35,897
Restricted Funds					
Forbidden Corner	5,217	-	5,204	(13)	-
Deposits	30,000	-	490	-	29,510
Total Restricted Funds	<u>35,217</u>	<u>-</u>	<u>5,694</u>	<u>(13)</u>	<u>29,510</u>
Total Funds	<u><u>62,411</u></u>	<u><u>70,010</u></u>	<u><u>67,014</u></u>	<u><u>-</u></u>	<u><u>65,407</u></u>

Approval of accounts for the year ended:	31st December 2019
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The report and accounts were approved at a meeting of the Trustees held on:

25.3.2020

Date



25.3.2020

Signed for and on behalf of the trustees Date

LISA MELANIE TURNER

TREASURER

Print name Position (e.g. Chair etc)