



YACIO Annual General Meeting Minutes

26th March 2022

10am

Clements Hall, Nunthorpe Road, York

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. Chair's Welcome

TC welcomed attendees and thanked everyone for their attendance at the third YACIO AGM. He noted that this was the fourth year of operations as the 2020 AGM had had to be cancelled due to the pandemic. He introduced the Trustees present: Tony Chalcraft, Chair, Lisa Turner, Treasurer, Colin Smith, Secretary, Maria Lewington-Gower, Simon Wild, Adam Myers and the Administrator, Anna Pawlow.

2. Apologies

Helen Butt (Trustee) -Holgate
Angela Johnson - Low Moor Allotments
Keith & Margaret Bradburn - Wigginton Road
Sarah Penn (Site Secretary) - Hospital Fields
Katherine Harrison - Hob Moor
Dorothy Nott - Low Moor
Becky Blackburn - Carr
Eleanor Francis - Green Lane
Nicola LeFanu - Fulford Cross

3. Approval of Minutes of 2021 AGM

The minutes were approved as a true record of the meeting.

4. Trustees' Report

TC noted that the full Trustees' Report had been published online for all to consider. He then went on to summarise.

2021 had been YACIO's fourth full year of operation. The priorities for Trustees had been: Consolidation, Policy Review and the Impact of the Pandemic. AP had been engaged to work as Administrator for approximately 20 hours per week on a self employed basis and discussions were ongoing regarding extending that contract to the end of the YACIO Lease term.

The IT software used to run the database, Colony, was still in use with some



issues and while alternatives were being looked at it was acknowledged that any change would be a significant upheaval.

Trustees had worked to improve the Notice letters and co-tenant policy together with reviewing and revising the Tenancy Agreement as a whole in order to address loopholes and bring the agreement up to date as it had not been significantly altered for nearly 15 years. This revision had been completed and implemented for 2022 and it was not envisaged that any further changes would be made for the remaining term of YACIO's lease. Site Secretaries' voluntary work remained key to YACIO's success and Trustees wished to record their gratitude for their hard work. Trustees especially wished to thank Paul Graham who had served as site secretary for Holgate for many years and he stepped down from this role at the end of 2021.

TC noted that there was the potential for 9 Trustees so there were still 2 vacancies, one of which may be filled soon. Helen Butt from Holgate allotments would be standing for election to the Board at this meeting. Anyone interested in filling the remaining vacancy should get in touch.

YACIO had re-tendered for the maintenance contract and the odd job team of Dave and Rich continued to work hard and this method of dealing with maintenance issues was deemed to be working very effectively.

YACIO currently had 1315 lettable plots, there had been 257 new tenancies, 241 terminations (tenancies ended both voluntarily and evictions) 439 notice letters had been served in the course of 2021 and there were 1583 individuals on the waiting lists. This shows a turnover of 17/18%, which was higher than expected.

Major site developments involved Holgate's development of an orchard and apiary space on neglected areas of the site. Low Moor had experienced a spate of vandalism culminating in arson and a security company had been engaged in this instance giving a model for future interventions if necessary. There was a development of housing next to the Wigginton Road site and this may have a positive impact on the site overall and Trustees were monitoring the situation to ensure that access remained clear.

The major challenges encountered were dealing with disputes on sites, which took up a lot of Trustee time, the incidents of antisocial behaviour and vandalism, maintaining a financially sustainable model and the rising waiting lists. TC then invited questions.

Specific queries relating to the turnover of plots were addressed.

CS presented a brief report on Maintenance Issues. He noted that the contract had been re-tendered and a new contractor appointed but then this contractor had gone bust so the process had to be redone. A Contractor for 2022 had now been appointed and site visits made in anticipation of starting this week.

General maintenance issues such as broken taps, gates and plot clearances were handled by Dave and he offered YACIO's thanks to Dave for this work. He noted that TC and he had begun a process of drawing up



a management plan for the trees on YACIO's sites in order to make sure that they were properly managed and preserved. This work was in the initial stages and tree surgeons had been consulted preliminarily. He then invited questions.

There was a discussion as to the tree management plan and how this would be conducted and Trustees answered specific queries on these details.

5. Financial Report

LT briefly outlined the accounts that had been circulated before the meeting. At the last AGM the financial position had been less certain but this year showed stable income and expenditure with a stable surplus year on year. Trustees were confident that they could maintain the rents at the current rate even in the face of the anticipated inflation. It was anticipated that implementing the Tree Management Plan would incur a large upfront cost but that this would result in fewer emergency works in the future. She then invited questions.

Attendees expressed approval of the plan for increasing expenditure for the long term maintenance plans.

There was some discussion of what may happen to the allotments at the end of YACIO's current lease but it was noted that so long as YACIO continued to show that they could manage the allotments effectively and within their own budget it was anticipated that a further Lease would be negotiated.

6. Election of Trustees

TC explained that as per the constitution, 1/3 of Trustees would need to stand down and be re-elected each year. This year CS and LT were standing for re-election and HB was standing to be formally elected to the board having been working in the role for six months. This was approved.

7. Appointment of Officers

TC stood as Chair, LT as Treasurer and CS as Secretary. TC noted that CS did wish to stand down in the course of the year but at present the roles would remain the same. This was approved.

8. Appointment of Independent Examiners

YACIO had once again used Karen Wood at Outsource to prepare and examine the accounts. The continued use of this was approved.

9. Next AGM

It was agreed that the next AGM should take place in early spring 2023.

10. AGM Declared Closed

The formal Annual General Meeting was declared closed.

-REFRESHMENT BREAK-



The meeting resumed for open discussions on general allotment issues.

The clearing of vacant plots prior to re-letting to new tenants was discussed

A site specific issue where a parked vehicle was blocking access to Howe Hill was discussed.

The increasing waiting lists were discussed with a view to looking for wider solutions in the provision of more allotment space in York. It was noted that this was no simple task and that any campaign would have to involve the other allotment providers within York, not just YACIO so a complex task was ahead. Trustees agreed to continue the discussion and work towards progressing this agenda in the future. The option of forming a working group to look in depth at the issue was discussed.

TC thanked everyone for attending and the meeting was declared closed.