

YACIO Trustee Meeting

6th September 2023

Attending: Tony Chalcraft, Lisa Turner, Helen Butt,   
Colin Smith, Simon Wild, Maria Lewington, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Heather Whittaker, Adam Myers
2. **Approval of Minutes**Minutes of the August meeting were approved as a true record.
3. **Actions  
   Site Visits -** TC to arrange schedule of visitsAll actions were reported as completed or in progress.
4. **Chair’s Report  
   Private Allotments -** TC wanted to highlight the issue of private allotments that were being established for profit and their role as possible competitors with YACIO. Trustees discussed this issue briefly.
5. **Finance Report / Budget**LT had circulated a brief report. As the next quarter end is imminent a better position of budget v actual will be available next meeting. The projected increased spend on maintenance work was still on target. Trustees briefly discussed the effectiveness of plot clearance work and agreed that this should be monitored where possible.
6. **Secretary Report**HB reported that she and AP had had their usual meeting and had no unusual issues to report.
7. **Administrator Report**AP had circulated a brief report. There were no unusual issues to report.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**CS had circulated a report and Trustees had responded with a discussion by email. CS would be meeting with the contractor to look at next year’s contract and would report back to Trustees at the next meeting.   
   **Weedkiller** - It was agreed that in principle Trustees wished to avoid the use of weedkiller and would look at ecologically sounder alternatives in the future.   
   **Holgate Fence** - Trustees approved repairs and extensions to the security fence at Holgate after repeated incursions by vandals on site. £1500 expenditure was approved.   
   Low Moor Copse - Trustees approved further investigations into the costs involved on felling the copse of trees on Low Moor that had grown over several neglected plots. Estimates were around £6000 for the work and this was approved as a one off expenditure. If quotes came back substantially higher then further discussion would be needed.
3. **Complaints** ML had dealt with several complaints including issues with “repeat offenders” who habitually received cultivation notices and did enough work to remove them before the cycle started again the next year.

Trustees discussed how to tackle repeat non-cultivators and it was agreed that further feedback from Site Secretaries was needed to further the discussion

1. **Site Specific Issues**

**Tenant Complaint -** A complaint had been received from a group of tenants regarding the management of a site. Trustees discusseed how to approach the issue It was agreed that further meetings needed to take place with all parties to investigate further.   
**Action:** TC to respond to complaint. LT and CS to arrange meetings.

1. **Associations**AM has scheduled a meeting in September.

**e) Document Review**Site Secretary Handbook Update - SW and LT have checked the contents and are happy that this is appropriate.   
**Action:** HB to be sent a copy for adding to the website

**f) Website development**

None **g) Newsletter**The draft newsletter had been circulated and approved.

1. **Issues for Decision**
2. **Domestic Garden Work -** Trustees discussed the idea pout forward regarding people from the waiting lists being offered gardening space in domestic gardens in a scheme arranged by CYC. Trustees agreed that there was no reason not to be able to inform our applicants of the opportunity but that management of the scheme should remain solely with CYC. It was agreed that an email would be sent to all current applicants. Trustees discussed whether the website could also be used to advise new applicants of the opportunity.   
   **Actions:** TC to revert to find out exactly what wording should be used.   
   HB to look at how to use the website to advise of this.
3. **Plot 99 Scarcroft** - Several options for the use of Plot 99 had been put forward. Trustees discussed this and agreed that starter plots were the preferred option with a budget of £500 for any clearance work.
4. **Issues for Discussion  
   a. Heslington Allotments**Further discussions had taken place regarding the notice period and this was now something that the Trustees were happy with. Trustees agreed to move forward and request a draft Lease for review. Trustees discussed other concerns and logistics regarding the proposal. LT volunteering to take the lead on the project for now. Trustees agreed that a local representative would be the best idea in the long run.

**Actions:** TC to draft response.   
 LT to make enquiries regarding acreage and insurance  
 **b. Tenant Rent Comms**AP outlined the proposal for sending out bulk comms to all concession holders and the timeline.  **c. Risk Assessments**Trustees discussed risk assessments and the next inspection is due to take place in November.   
**Action:** HW and CS to assess work completed.  **d. Lease**LT and TC are trying to progress.  **e. Site Visits**Trustees discussed the logistical difficulties of arranging the visit. TC would prefer CS to be present for all sites but CS has limited availability.

1. **Any Other Business  
   None**
2. **Next Meeting Dates**

**4th October - Trustee Meeting  
16th October - Site Secretary Meeting**