

YACIO Trustee Meeting

1st November 2023

Attending: Tony Chalcraft, Lisa Turner, Helen Butt,   
Heather Whittaker, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Colin Smith, Simon Wild, Adam Myers, Maria Lewington
2. **Approval of Minutes**Minutes of the October meeting were approved as a true record.
3. **Actions  
   Site Visits -** To be coordinated with HW Risk Assessment Visits  
   Accompanying Trustee to mark site plan responsibilities clearly in blue for LT to incorporate into Lease.   
   **Heslington Allotments** - TC has received no response. To make one further attempt.   
   **Website** - AP to follow up with MCPC and make sure update is done.   
   **Lease -** Trustees to give LT feedback by email for compilation before the next meeting.   
   All actions were reported as completed or in progress.
4. **Chair’s Report**TC had arranged to meet Cllr Webb with Trustees on 15th November.   
   **Action:** TC to prepare a shared Google Doc for Trustees to share thoughts prior to meeting
5. **Finance Report / Budget**LT reported that there was still a good amount of planned spending to come. CS and HW had prioritised risk assessment work and lots of tree work to come. It was agreed that Health and Safety actions would be prioritised and then plot clearance work would come after this. TC urged caution as impact on rental changes unknown at present time.
6. **Secretary Report**Nothing 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 in his absence.
3. **Complaints** ML had no current issues to report.
4. **Site Specific Issues**

**Wigginton Road** - LT and SD met with developers at Wigginton Road. They are going to take out their side of the boundary leaving our side with coverage. Two parking spaces with bollards to be left for allotment use.   
 **Low Moor Security** - AP had provided quotes from several security companies and gave a brief outline of her findings.   
 **Action:** TC Meeting on Friday with Security company and CR at Low Moor  
 **Scarcroft Rough Sleeping** - TC dealing with issue where rough sleeper using playhouse. Trustees agreed that the tenant should be asked to secure the playhouse immediately and if unable then YACIO would have to arrange its removal.   
 **Action:** TC to progress

1. **Associations**Nothing to report

**e) Document Review**Nothing to report  
**f) Website development**HB has completed the necessary updates. There were further updates she would like to make and this would involve liaising directly with MCPOC regarding the system. She highlighted the need for a clear way forward too to manage more significant updates.  **Action:** HB to contact MCPC and progress

**g) Newsletter**HB outlined the articles planned for the next Newsletter and Trustees discussed these.  **Action:   
All** Provide a film recommendation for allotmenteers  
”*Regrets, I’ve had a few*” What do you regret on your plot?   
Deadline 1st December.

1. **Issues for Decision**
2. **Invoicing -** 13th December 5pm agreed **Action:** AP to check availability and book  
   HB/LT to coordinate stamp purchase
3. ML submitted an email with a list of issues and Trustees briefly discussed these.  
   - **Supporting SS when a Termination has been requested.   
   - Consistency of Site Inspections -** SP presented an idea at the SS Meeting.  **Action:** AP to follow up with SP.   
   - **Tenants Refusing to Accept Decisions  
   - Long Term Strategy -** Trustees agreed that preparing a more formal strategy should be the focus next year after the Lease had been formalised.
4. **Issues for discussion  
   a. Tenants In Nursing Homes -** Trustees proposed broadly the same rules as for in the event of a tenant’s death. AP highlighting issues surrounding loss of mental capacity. If an LPA is not available to the family then normal non cultivation/non payment processes should be followed to allow for termination of a tenancy. **Action:** AP to summarise policy for inclusion in the manual and send to SW for approval.  
   b. **Repeat Non Cultivation** - AM had made a proposal for a policy. Trustees agreed that this required more discussion.   
   **Action:** HB to prepare a shared Google Doc for Trustees to develop the policy prior to next SS Meeting.   
   c. **CCTV Signs** - Trustees discussed putting up CCTV signs without cameras as a deterrent. It was agreed that it was not considered to be an effective policy and Trustees rejected the idea. LT cautioned against the difficulties concerning use of CCTV and wildlife cameras and the legal issues surrounding them.   
   d. Metal Site Signs - AP presented the quotation for all the requested site signs. Trustees authorised the purchase.  
   **Action:** AP to place order and liaise with CS for putting the signs up.   
   d**. Concession Charges follow Up   
   - Criteria for Allowing Concession to Those Not Receiving Qualifying Benefits** - TC had been asked several times to grant an exception to policy and requested clarification. ML had provided some ideas and Trustees discussed these and agreed that further discussion was needed. A flow chart was suggested for ease of decision making.   
   **Action:** HB to prepare a shared Google Doc for discussion  
   -  **Dealing with Non-Payment After Concession Withdrawal** - Trustees discussed the issue and agreed that in the event of non-payment the normal non payment process would be followed.   
   e. **Tenants Leaving York - T**rustees discussed the existing policy on tenants who moved outside of York. Some felt that they should not be permitted to keep their plot in this circumstance. Others felt that the current non cultivation/non payment policies were sufficient as anyone not able to garden would be evicted on that basis. It was agreed to keep the current policy in place but review at a later date if any issues had arisen.
5. **Any Other Business**ML had queried continuing to contribute to discussions via email during her absence. Trustees agreed this. **Action:** TC to confirm by email  
   **Trustee Vacancy** - HB highlighted the need for a longer term recruitment strategy.
6. **Next Meeting Dates**

**6th December - Trustee Meeting**

**13th December - Invoicing Envelopes**