

YACIO Trustee Meeting

7th February 2024

Attending: Tony Chalcraft, Helen Butt,
Colin Smith, Simon Wild, Adam Myers, Heather Whittaker, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Lisa Turner, Maria Lewington
2. **Approval of Minutes**Minutes of the January meeting were approved as a true record with minor amendments.
3. **Actions
TrailCam** - **Action**: HB to place and feedback on use when able.
**Site Visits** - Trustees to mark up plans and bring to next meeting.
**Strensall - Action**: CS to assess shed door when visiting site.
**Bootham Complaint** - AM &CS to contact SS as a first step
All other actions were marked as completed or on the Agenda for further discussion.
4. **Chair’s Report
Accounts -** Trustees discussed and approved the 2023 accounts with one amendment needed to a figure.

**Action:** TC to check amendment. LT to get signed report from KW and Trustees to sign at next meeting.

**Concession Requests** - TC had actioned most requests but had specific queries to discuss with other Trustees. Trustees agreed a policy.
**Action:** TC to write to tenants.
**Best Plot Competition** - Trustees agreed that they wished to run the Best Plot Competition again this year. This would need to be announced in the Newsletter.
**Actions:** HW to confirm the previous Team were still able to assist. HB to add to newsletter.
**Hempland AGM** - Trustees were invited to attend the Hempland Lane Association AGM.
**Action:** AM to attend
**DEFRA Volunteers** - TC had been approached regarding DEFRA employees doing some volunteer work. Trustees were broadly in favour and more details were awaited.
**PhD Studies** - TC had been approached by representatives from York St John regarding funded PhDs based around allotments. Trustees were broadly in favour, especially where there might be a tangible benefit to the Charity as a result.
**Action:** TC to progress.

1. **Finance Report / Budget**LT absent from meeting.
AM had circulated a budget proposal for the year. This was a cautious budget and projected an overspend of £10k. It was anticipated that this would likely be more like £5k at year end unless all contingency funds were used, which was unlikely. It was agreed that subject to Trustees being able to run the scheme the site project bids would be reopened this year for specific site projects. Trustees discussed specifics of spending projected and were happy with the figures presented.
**Action:** LT to double check figures
2. **Secretary Report**Nothing to report.
3. **Administrator Report**AP had circulated a brief report and gave up to date figures on invoice payments

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**CS reported that winter hedge cuts were underway. There was more work than anticipated needed on Hempland and this would incur an extra cost. He raised the issue of the cost of plot clearances and Trustees discussed the issue. AP noted that it would be possible to analyse whether the plot clearances were a result of old or new tenants departing in an effort to look at how best to address the issue.
**Strensall Boundaries** - JS had raised an issue regarding the boundaries at Strensall. It was agreed that CS would look into this further when he made his site visit.
**Action:** CS to include in his site visit
3. **Complaints**No new issues
4. **Site Specific Issues
Hospital Fields Pond -** Safety concerns regarding a pond on Hospital Fields had been identified.  **Action:** HW to perform a site visit and risk assessment.
**Glen CCTV Request** - Glen had requested CCTV cameras to address antisocial behaviour. Trustees discussed the issue again and it was still agreed that CCTV was not appropriate for allotments. However, Holgate was trialling the use of trail cams and would feed back on their success and this may be an option for other sites.
**Action:** TC to reply to Glen’s request
**Holgate Vandalism** - Ongoing issues of vandalism at Holgate continued. Trustees discussed the situation and agreed that DR should reinforce the fences and make repairs to try to prevent ingress at the identified points. Boundary responsibilities and access issue along the Beck should be addressed as part of the Lease renewal.
**Action:** DR to make repairs to fences.
5. **Associations**A meeting was scheduled for 15th February but may need rescheduling due to low attendance. AM requested input from Trustees on responsibilities of the Associations, Site Secretaries and YACIO and would circulate a document for thoughts.
**Actions:** AM to confirm attendance numbers. AM to circulate document for input. Trustees to add thoughts.

**e) Document Review**Nothing to report
**f) Website development**HB had set up the test environment for the website redesign and would progress this as able.

**g) Newsletter**Trustees briefly discussed newsletter assignments. HB asking for copy asap.
**Action:** Trustees to submit copy to HB.

1. **Issues for Discussion:
a. Site Secretary Exit Interviews -** AM had proposed that on departure an exit interview is conducted with a site secretary. Trustees supported this proposal and would implement it.
**Action:** AP to add to SS Agenda
**b. Plot Held In Perpetuity**Trustees discussed the issue and it was agreed that further discussion was necessary at the next meeting.
**Action:** AP to add to March Agenda.
2. **Issues for Decision
a. Site Secretary Meeting Agenda**Trustees discussed and agreed the Agenda for the SS Meeting. Further review of the previous meeting was needed before circulation.
**b. Repeat Non Cultivation**Trustees discussed where this item had reached.
**Action:** HB to write up policy for circulation to SS
HB to reshare document for comments from Trustees.
c**. Non-Payment of Deposits**
HB suggesting text on website amended. Also suggesting that SS tell new tenants that there will be two invoices to pay.
**Action:** HB to contact MCPC regarding updates. SS to be informed at meeting.
SW to review SS Handbook
**d. Tenants in Nursing Homes**
Deferred
3. **Any Other Business
None**

1. **Next Meeting Dates**

 **26th February Site Secretary Meeting
 6th March - Trustee Meeting**

 **23rd March - AGM**