

YACIO Trustee Meeting

6th December 2023

Attending: Tony Chalcraft, Lisa Turner, Helen Butt,

Adam Myers, Colin Smith, Heather Whittaker

Chair: Tony Chalcraft

Minutes: Heather Whittaker

**1. Apologies**

Maria Lewington, Simon Wild, Anna Pawlow

# 2. Approval of Minutes

Minutes of the November meeting was approved as a true record.

# 3. Actions

**Site Visits –** HW has not arranged risk assessment meetings and advised the meeting of personal reasons as to why and asked if she could arrange risk assessments with herself only as and when she could. This was agreed. TC stated they would need to arrange separate Trustee visits and it was agreed that Trustees would take a section of York each. TC advised he could take the south side ie, New Lane, Scarcroft, Hobmoor, Holgate, Howe Hill, Green Lane. LT agreed to take on Bootham Stray, Wigginton Road, And Glen. CS agreed to take on Carr Lane, HB agreed to take Fulford Cross and Low Moor. It was agreed that each Trustee would need Boundary site plans and plans with plot numbers so during the inspection these could be checked to help with the new lease. Details of plots under notice were to be put on the plans and hedge conditions and unused plots to be looked at with regards to improvements. **ACTION:update / discuss at next meeting.**

**Heslington Allotments:** is on the agenda.

**Website:** with MCPC re update Follow up no update from AP.

**Lease:** Apologise from HW to LT re not forwarding info. CS gave feedback stating things were mainly done. LT had gone through legacy issues, but needs to check during Trustee site visits.

**Chairs Report:** distributed via e mail item now done.

**Low Moor Security:** TC met with the security company, there were issues with what we required and what they were able to provide at a sensible price. There have been no further issues so on hold at the moment.

**Scarcroft rough sleeping:** TC to raise in Site specific.

**Website development:** HB has had a conversation with MCPC, there have been no new updates so no issues. Further to be discussed later in the meeting.

**Newsletter:** Everyone thanked all done and ready for invoice packing.

**Issues for Decision:**

**Invoicing** 13 December 5pm confirmed at Friargate, stamp purchase to be done by next week by HB and LT. A review of the system is to be done after this years’ invoicing to see if all invoices could be sent via e-mail.

**Consistency of site inspections:** No update from AP to be looked at in New Year.

**Issues for Discussion:**

**Tenants in nursing homes:** to be discussed next meeting.

**Repeat non-cultivation:** on agenda

**Metal Site Signs:** arrived and with Dave to be put up.

**Concession Changes follow up:** Done.

**ML absence**: TC confirmed via e mail.

# 4. Chair’s Report

TC Annual Report: LT will be able to start her report after 31st December 2023 and will keep with Karen. The report from TC needs to be done by the end of February. AGM set for 23rd March 2024.

# 5. Finance Report / Budget

LT had circulated her report by email. There were no unusual issues to report and spending was on track with an anticipation of increased maintenance expenditure during the winter. Still awaiting monies from Paypal. It is already known there will be a large increase in costs for maintenance next year. If things stay as they are then we will be making a loss this year.

# 6. Secretary Report

HB had been in touch with MCPC who have advised they can set up a separate area for HB to work on to give our website a re-vamp. This will not involve our current website and is a safe place to make any changes. HB is looking at starting this next year if agreed. CS asked if there is a cost for this and it was imperative there was no impact to the system until after invoicing**. Action:** HB will carry out when possible.

# 7. Administrator Report

AP had circulated a report with the agenda. TC went through the report. Concern was raised with regards the number of bills not paid being deposits and it was felt that the wording needed to be changed. It was unknown if this could be done and it was asked if AP could look at this for the next meeting**. Action:** AP to share onboarding e-mail with Trustees. AP to look into possibility of changing wording and bring more information to the next meeting as to why bills are not being paid on time etc. Issue for discussion at next meeting.

# 8. Trustee Reports (Specific Responsibilities)

# a. Maintenance

CS advised that some of the invoices for the tree work would be carried into next year. The plan for the trees was looking good. The main contractor had advised that there would be a 5% increase next year and Dave had requested an increase of 10% as had not requested a rise in 4 years. Meeting agreed this was good to accept. LT wished to go through with CS the letter she had e mailed regarding Wiggington Road trees.

**b. Complaints**

TC stated there were none at the moment that he was aware of.

**c. Site Specific Issues**

**Howe Hill -** TC reported that Yorkshire Water would be drill on the car park due to flooding issues on neighbouring properties, in January / February 2024 and the site secretary is aware.

**Low Moor** – There were issues with the security company not being able to supply what was required. **Action**: look for alternative security companies and see what is available for future needs.

**Holgate –** HB reported that fencing put up at the rear of the allotment had been smashed twice, a wire fence had been put up and a shed smashed up. HB stated it was a group of males and the police were aware. Police recommended a trail cam to record footage to try and assist with arrests. This was discussed and it was agreed YACIO would buy one as it could be used on other sites. There were types that could send mobile alerts as soon as movement was detected. HB was advised to buy one but to come back to the meeting if the value exceeded £200 as this was the most vulnerable area for the site. A long-term security plan and fencing requirements was needed and this would require funding. **Action** HB to buy / look into buying trail cam.

**Bootham Stray:** There was an issue with a tenant and TC and LT has dealt with it.

**Hospital Fields:** - Pond TC has agreed this can stay.

**Scarcroft:** - Rough sleeping in shed is still going on, the plot has been put on notice and the tenant terminated yesterday. It was agreed that CS put a 28 day notice on the shed with regards our intention to remove and any property therein needs to be removed. Action: CS to place notice on shed, AP to notify site secretary that this is what we are doing.

**d. Associations**

None

**e) Document Review**

None

**f) Website development**

Already discussed

# g) Newsletter

All good to go with invoices.

**9. Issues for Decision**

# a. Heslington Allotments

Still awaiting a response before we can move this forward. LT stated the longer the better as we need time to work out costs and future plans ie car park, hedging.

# b. Fulford Walled Garden :

TC had received correspondence regarding how the walled garden could be used to its best potential. There was an opportunity for us to be involved in the process. HB stated she had a meeting tomorrow with Jules Fern and councillors and agreed to bring back to the table if any there are any possible proposals.

# c. Plot size changes:

HB a tenant had measured their plot at Holgate allotments which was smaller than what she was paying for in her bill and is very disappointed that nothing has been done and has threatened to not pay next years bill. HB has measured and tenant’s measurements are correct. During the discussion it was pointed out that this plot was given out before YACIO took over the lease. After a long discussion and several different proposals for the way forward TC agreed the way forward was a one off offer of free for period of 2024. Anna to be copied in HB to send TC details to write return letter. **ACTION: TC to write to tenant with offer, Anna to note that plot is to be allowed a zero invoice for 2024 period only.**

The meeting ran out of time.