

YACIO Trustee Meeting

6th March 2024

Attending: Tony Chalcraft, Helen Butt,
Colin Smith, Lisa Turner, Adam Myers, Heather Whittaker, Anna Pawlow

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies**Simon Wild, Maria Lewington
2. **Approval of Minutes**Minutes of the February meeting were approved as a true record with minor amendments.
3. **Actions**
**Site Visits** - Trustees to mark up plans and bring to next meeting.
**Strensall - Action**: CS to assess shed door when visiting site. - Ongoing
**Bootham Complaint** -SS have been visited by CS & AM but not yet engaged with tenant.
All other actions were marked as completed or on the Agenda for further discussion.
4. **Chair’s Report
Newton On Ouse** - This organisation contactd YACIO to say they had spare allotments and to ask about offering to our applicants.
Action: TC to revert and say will try to contact waiting list applicants.
AP to extract data from waiting list based on postcode
5. **Finance Report / Budget**LT reported that a good amount of money had been received already. There had been a large amount of expenditure at the beginning of the year to address maintenance work but this had been expected. It was anticipated that later quarterly spending would be lower.
6. **Secretary Report**Nothing to report.
7. **Administrator Report**AP had circulated a brief report and gave a brief update expanding on some points. AP notified Trustees that she would not be renewing the Administration contract at the end of the year. There was a brief discussion of next steps to take.

1. **Trustee Reports (Specific Responsibilities)**
2. **Maintenance**CS reported there had been some issues with a backlog of maintenance work but that the tree surgeon had been very helpful in addressing issues.
**Fulford Cross** - Tenants had requested a vehicle gate lock be installed. CS had ordered a lock and keys. It was agreed that this should be done on the basis of tenants being able to purchase a key on request as they would only require a key for vehicular access to the plot.
**Action:** AP to arrange to send out keys once obtained.
**Good Gym** - CS reported that Scarcroft and Bootham planned to use Good Gym to carry out some work involving moving brambles. CS had purchased gloves for their use and for use on future projects.
3. **Complaints**No new issues
4. **Site Specific Issues
Hob Moor -**  The Site Secretary for Hob Moor had given notice and it was agreed that the usual process for recruiting a site secretary should be followed.
**Action:** AP to email all tenants.
**Cemetery Wall Low Moor** - The Cemetery have been in contact to inform YACIO that the South side wall needs monitoring. They want to dig two trial pits in two allotments. Trustees discussed issues of access and compensation. LT suggesting requesting the report for ourselves for proof.
**Action:** TC to revert for further information. LT to assist if necessary
**Vandalism** - Issues have been occurring on Holgate, New Lane, and Green Lane. It was understood that the same perpetrator were responsible for the acts on Holgate and New Lane. Police were involved and TC and HB have discussed the issues with them. It was noted that Tenants should report each individual incident so that the police had the data necessary to make provisions. Trustees discussed methods to dissuade further incursions.
**Action:** TC to draft an email to tenants. AP to email all tenants on affected sites. HB to contact local Councillor.
5. **Associations**AM reported that several Associations were struggling to keep going, Bootham was possibly looking to relaunch, Carr might fold and become part of the Green Lane Growers.

CCTV - The issue of CCTV had been raised and the legal issues surrounding this. There was a brief discussion of this and it was agreed that further research was needed.

1. **Document Review**Nothing to report

**f.** **Website development** Nothing to report

**g. Newsletter**The Newsletter was approved.
**Action:** AP to circulate

**h. Site Visits**
Strensall to complete. All others completed. Trustees to mark up plans and bring them to the special meeting mid-March.

1. **Issues for Discussion:
a. Plot Held In Perpetuity**Trustees discussed the issue and it was agreed that the next steps to take would be to arrange a plot inspection.
**Action:** HB to email CR and say looking at issues of the tenant and the plot. LT to write to tenant saying need to inspect. AP to send correct info to LT to make certain communication is correct.
**b**. **Lease & Lease Plans -** TC has been in touch with DM. DM wants to set up another meeting to take this forward. Plans need finalising for that meeting.
**Action:** Trustees to bring the plans to the next special meeting to mark up if there is time. TC to get dates fro April Meeting with DM.

**c. Best Plot Competition**The group would get back together to discuss specifics. There would be more information to circulate at the AGM.
**d. PhD Partnership**
The meeting was joined by representatives from York St John to discuss the potential collaboration over funded PhDs. Trustees heard from the representatives and asked questions. Trustees were broadly in support and happy to press ahead with pursuing the application in the next few weeks.

1. **Issues for Decision
a. Site Secretary Meeting Follow Up**
Deferred
 **b. AGM Preparations**Trustees discussed the AGM Agenda and which Trustees should step down for re-election.  **Action:** Simon, Helen & Tony to stand for re-election.

 **c. Association Skip Orders** Deferred **d. Site Secretary Feedback Forms**

Deferred **e. Tenants in Nursing Homes**

Deferred

1. **Any Other Business
None**

1. **Next Meeting Dates**

 **13th March - Special Trustee Meeting**

 **23rd March - AGM**

 **3rd April - Trustee Meeting**