

YACIO Trustee Meeting

4th September 2024

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

Chair: Tony Chalcraft

Minutes: Anna Pawlow

1. **Apologies** - ML/SW/NS
2. **Approval of Minutes from Last Meetin**g  
   Approved
3. **Actions   
   - Low Moor Tree Fall** -  
   No progress made.   
   **Action:** TC to follow up.   
   - **Hempland Lane Residency** -   
   DB has confirmed this is resolved.  
   - **Scarcroft Hut** -   
   LT has contacted CP to progress this. Other site agreements remain in progress.  **Action:** LT and AM to progress  
   **Phd Candidate** -  
   **Action:** TC to write a letter to Charity Commission.   
   **Green Lane Back Lane** -   
   **Action:** CS to add to Contractor’s responsibilities.  
   **Lease** - **Action:** CS to progress site visits.   
   **Trustee Application - Action:** Add to October Agenda for further discussion  
   **Askham Bryan Tree Work** - AM has passed on his contact to CS. CS to progress.   
   **Maintenance** **New Lane** -   
   **Action:** CS to get quote from contractor for hedge work.   
   All other actions were noted as completed.   
   **Fulford Bank Access** - **Action:** LT to progress.   
   **Bootham Site Visit** -  
   Trustees discussed ongoing cost of lock replacement. Trustees agreed to discuss replacing the locks at a later date.   
   **Action:** LT and HB to continue to monitor.   
   TC to discuss lock with SS at a later date.   
   **Low Moor Tenant Issues -** Trustees discussed correspondence with Rachael Maskell MP.  **Action:** CS to send draft to TC. TC to send to RM **Knapton Land** - A further meeting of interested parties took place with TC, HW and AM present. It was agreed to call the group the “Knapton Field Growing Project” in order to take to CYC property services for outline planning permission to change use to allotment provision. This would be a long process. Trustees discussed future options and agreed that TC should continue to take forward.   
   **Action:** TC to progress  
   **Health and Safety Letters -   
   Actions:** Add to Site Secretary Agenda  
   SW and Administrators to look at needed amendments.

All other actions were noted as completed.

1. **Chair’s Report**  
   **Best Plot Prizegiving** - TC noted that the event went well.   
   **That’s TV** - TC reported that YACIO had been approached by a local TV channel to do an interview and he had agreed to do this.
2. **Finance Report / Budget**  
   LT had circulated a report. LT outlined the figures and Trustees discussed planned outgoings for the rest of the year. A predicted overspend was still forecast in accordance with the budget. Trustees discussed various options of maintenance work that could take place next year to spread costs more evenly.   
   **Actions:** Autumn meeting to discuss Finances/Fundraising  
   Trustees to discuss maintenance costs at next meeting

1. **Secretary Report**   
   **Administrator Recruitment** - HB had been focusing on the recruitment. JD joined the meeting for the first time.
2. **Administrator Report**  
   AP noted that her focus remained on preparing for a smooth transition but otherwise it was business as usual. AP flagged an issue with Colony that was disrupting invoice payment processing and hoped to have this resolved soon.
3. **Trustee Reports (Specific Responsibilities)**
4. **Maintenance**  
   CS reported on maintenance issues. Working with DM on the Legacy Issues was the most time consuming work right now.   
   An asbestos collection for Green Lane and Hempland was scheduled. I fthis went well then they could look at including other sites in the future.   
   CS had obtained quotes for the Tree work on Hospital Fields. This would be funded by CYC.
5. **Complaints**Trustees discussed complaints on Hob Moor. HW outlined the history. ML was assisting.  
   **Action:** TC to revert to tenant.
6. **Site Specific Issues**  
   - **Hospital Field Site Secretary -** SP had announced her intention to stand down from the role. Two volunteers had come forward to share the role. TC was concerned that this arrangement on a small site may not be suitable. However, in the face of the alternative of a Trustee trying to fill the role it was decided that a one year trial should go ahead.   
   **Action:** TC to revert.

**Pruning Course -** Another pruning course took place on Low Moor. TC expressed his thanks to the Kids’ Plot for letting YACIO use the space once more.

**Community Composting** - A Councillor had approached YACIO and Edible York for a meeting to discuss community composting. Trustees discussed the idea and debated the issues. It was agreed to ask the Site Secretaries for their input before reverting to CYC.

**Action:** Discuss with Site Secretaries.

1. **Associations**Nothing to report.
2. **Document Review**  
   Nothing to report
3. **Website development**  
   Nothing to report.
4. **Newsletter**   
   Trustees discussed the next newsletter and assigned articles.   
   **Action:** Deadline for content is 15th Sept.
5. **Lease**  
   CS has met with DM. DM is currently on holiday so to resume on return. Hempland and Strensall visits still to do. DM reported that the issue probably would not be going to executive committee until November. YACIO have provided a letter to take to the committee.   
   Action: LT to obtain written confirmation by email.
6. **Issues for Discussion:**- **Charity Commission Policies** - LT has compiled the necessary policies and these have been agreed by email.   
    - **Residency - / Plot Splitting -** TC has drafted a policy for discussion among Trustees. It was agreed to take these to Site Secretaries for input before inclusion in the Handbook/Manual.  **Action:** TC to upload document to shared drive.   
   Add to SS Meeting Agenda.
7. **Any Other Business  
   Glen - Fruit Theft -** CS reported to Trustees of a situation arising on Glen where a tenant had been seen taking fruit from another plot without permission. Trustees discussed the issues. It was agreed to send all tenants on Glen a reminder.   
   Action: JD to draft email to Glen tenants   
   **Waiting List Issue -** AP flagging an issue with an applicant trying to circumvent the waiting list by viewing the plot with a friend who was then to be the tenant, not the applicant. Trustees discussed how to enforce policy in this matter.   
   Hedge Cutting - AM noted that there were issues with tenants who cut hedges but left debris obstructing the shared paths. It was agreed that an article could be included in the newsletter.  
   **Carr Bindweed** - A complaint had been received from a neighbour of bindweed growing over her fence from the allotments. The neighbour was rather upset and AP asked Trustees to please address the issue as a matter of urgency.   
   **Action:** TC and CS to review and respond.

**Next Meeting Dates  
 2nd October - Trustee Meeting**

**16th October - Site Secretary Meeting**