**YACIO Trustee Meeting Minutes**

**5th February 2025**

**Venue: Friargate Quaker Meeting House.**

Attendance: Helen Butt, Tony Chalcraft (Chair), Adam Myers, Colin Smith, Simon Wild, Heather Whittaker, Christine Robertson, Nick Smith (Admin, minutes).

1. **Apologies:** Maria Lewington, Lisa Turner, and Janet Devlin (Admin).
2. **Minutes of the last meeting** were agreed with the following amendments:

item 3, Community Composting should refer to AM not SW.

item 4 Chairs Report should refer only to “Fulford Allotments, which are run by the parish council, … ”.

**Action:** Admin to amend and mark as Final.

1. **Actions.**

**Low Moor/Cemetery Wall Tree Fall:** We have been informed that this will be resolved during March.

**Action:** TC to follow up after March if not completed.

**Fulford Bank Access.** Boundaries are clear on the Planning Portal map.

**Action:** I don’t recall any specific action but presumably we need to do something.

**Knapton Land:** Councillors had confirmed support in principle. Development of the issue now in YACIO’s hands.

**Action:** TC to progress

**Health and Safety Letters.**

Heather confirmed that these are now available for use. During recent site H&S inspections Site Secretaries have asked to make the first contact regarding any H&S concern, and a more formal approach and letter would be used if the situation remained unacceptable at a further 6 monthly inspection. HW confirmed that there were no overtly dangerous issues which required immediate action identified so far, so this approach would be workable. Approximately half of scheduled inspections have been completed.

**Community Composting.**

**Action:** This issue has not been supported by Trustees and will not be progressed.

**PayPal integration with Colony.** HB reported that there are no immediate concerns but improvement could be made as part of a wider system review and update. This is summarised in the Document ‘Website Report’ recently circulated to Trustees.

**Action:** Trustees agreed to pursue the recommendation in the report. HB to set up a group to investigate and if appropriate to oversee this work, and to keep Trustees informed of progress.

**Date of Birth:** amendments to the allotment application form could be made without additional cost as part of the system update referred to under item ‘PayPal integration with Colony.

**Fulford Allotments:**

**Action:** HW and AM with either TC or SW to arrange and visit site and report back.

1. **Chair’s Report**

Accounts have been audited. TC reported his thanks to the auditor, and will prepare a report by 14 Feb. Trustees to review and feedback within 14 days as the auditor will need it by the end of Feb, and it must be sent out a minimum of 2 weeks before the AGM.

**Action:** TC will write a report by 14 Feb. Trustees to review and reply by 28 Feb latest.

1. **Finance Report/Budget**

LT was not present but had sent a summary of progress to Trustees by email. This referred to the status of rental income, invoices, expenses, audit, and Quickbooks progress.

1. **Secretary’s Report.**

An update on the website and update to the database are covered elsewhere in the agenda.

1. **Admin Report.**

7.1 Progress with invoicing was reported. Of approx £79,000 invoiced, approaching £54,000 has been paid to date, leaving almost £25,000 due. The delays sending many invoices led to a discussion on the performance of Colony with respect to the bulk email invoice system; a task which should have taken up to 60 minutes has taken the equivalent of many days to investigate the issue, to re-send invoices and to deal with the queries received as a result of both delays and re-sent invoices. A separate problem had delayed sending all Glen invoices. Having had different issues with invoices in Colony last year we are concerned about reputational damage arising from repeated failures.

All remaining invoices i.e. to those without email and/or with incorrect or out of date emails will be completed this week.

**Actions:** NS to investigate and advise how many hours have been spent on invoicing this year. TC will write to MCPC to express dissatisfaction.

7.2 Agreed that Trustees will be asked for agenda items a week in advance, and the final agenda is the responsibility of the meeting Chair.

7.3 The Hob Moor Site Secretary has asked for agreement to let a particularly challenging plot at no cost for this year, subject to the plot being cleared and workable. This plot is known to some Trustees who supported the proposal, which was agreed.

**Action:** NS to inform Site Secretary of agreement with proposal.

7.4 Request to help a tenant with rental fee. TC confirmed that such requests should be reviewed by a Trustee, unless it applies to their site. CR agreed to review this application.

**Action:** Admin to send to CR.

1. **Trustee Reports.**

**8a Maintenance**

Hospital Fields, 2 Ash Trees. Agreed that this work needs to be done so YACIO will arrange and cover the cost, and reclaim from CYC. It should be done in February if possible. We will also write to affected householders and adjacent plots to inform them of what we are doing.

**Action:** CS to look for written confirmation from CYC and inform those potentially affected.

New Lane hedge reduction to 6 feet high. This work was becoming more necessary and has started. A gap has appeared where the hedge has collapsed and will need to be infilled with a fence.

**Action:** CS.

**8b Complaints**

Hob Moor non-cultivation, to be terminated. See TC’s emails.

Fulford Cross. Tenancy to be terminated if standards do not improve.

**8c Site Specific Issues**

Bootham theft. This was the the biggest we have experienced. Thank you to those who attended, and those working to repair damage to the gate etc. We agreed to reimburse any direct costs incurred.

**Action:** CS to ask the Site Secretary to report any direct costs. Also to find out how the white gate is used and locked. NB the gate is strictly a CYC responsibility though with a YACIO lock.

**Action:** Admin to send email to Bootham tenants on behalf of Trustees to encourage those affected to each notify the police.

**Action:** AM to identify ‘key’ tenants to try re-establish a Bootham Stray Tenants Association.

Hempland Lane. TC has written an objection to the nearby proposed development of flats.

Scarcroft. A 3 week obstruction of scaffolding on a plot adjacent to Crossmead House?? (please correct the name) has become three months with no end planned for the immediate future. The Agents are unco-operative and tenants are increasingly unhappy.

**Action:** TC to follow up with LT re the legal position.

We have been approached by the Greater Acomb Community Forum with a view to partnering with us by developing shared facilities adjacent to the Green Lane site for example for storage or educational purposes. Car parking should not be significantly affected. TC has met the group on site. AS TC has a plot on site this issue needs another Trustee to be involved. This will be CS.

**Action:** TC to set up another meeting with the GACF.

The Site Secretary at Hospital Field has given notice, and those who previously expressed an interest are no longer available. HW and SW offered to help out on an interim basis if necessary.

**Action:** TC to draft an advert with Admin to send to tenants.

**8d Associations**

No report this month.

**8e Document Review**

To be progressed when Administrators are available.

**8f Website Development**

Covered in item 3 above .

**8g Newsletter**

Content is needed for publication in March, articles to be sent to HB by 20th February.

**Actions:**

CS to write an item on general allotment security.

CR, AM and SW on the differences between YACIO and Allotment Associations.

TC will write a vegetable profile if an additional item is required.

**Actions:** Admin to find out how many livestock keepers there are. HW will write a letter re avian flu on behalf of YACIO Trustees, and Admin will send this to each.

It was agreed that we would hold a Best Plot Competition 2025.

**8h Lease**

Councillor Kent has offered to ‘look into’ the status of the lease and reply before the AGM (22 March). It was agreed that we would decide next steps if we had not had a reply by the March Trustee meeting (5 March) at that meeting.

**Action:** TC to monitor status.

**8i Trees**

AM has circulated a draft paper on tree management to Trustees.

**Action:** Trustees to read the paper and provide feedback to AM before the next meeting.

This item to be an item for discussion at the March meeting.

**Action:** Admin to add to the agenda.

1. Issues for Discussion:
2. None raised.
3. Issues for Decision:
4. It was agreed that the next Site Secretaries meeting will be Monday 3 March at 19:00 at the Priory Street Centre. The need to provide refreshments was discussed and it was agreed that it is appropriate to continue doing so.

Actions from the previous Site Secretaries meeting are to be circulated to Trustees.

**Action:** Admin to book meeting and to send action points to Trustees.

1. Any Other Business

None raised.

1. Next Meeting Dates 5 March 2025

 2 April 2025