**YACIO Trustee Meeting Minutes**

**7th May 2025**

**Venue: Friargate Quaker Meeting House**

Attendance: Helen Butt, Tony Chalcraft (Chair), Lisa Turner, Heather Whittaker, Simon Wild, Colin Smith and Christine Robertson.

**1 Apologies:**

Nick Smith (Admin), Janet Devlin (Admin), Maria Lewington-Gower and Adam Myers.

**2 Minutes of the last meeting: approved.**

**3 Actions:**

**Low Moor/Cemetery Wall Tree Fall:** AM had bumped into Angela and been informed that the cemetery was considering action with JRHT insurers but had instructed a builder. They would need access but no contact yet so wait and see.

**Action:** Still in process and AM still to contact JRHT regarding managing their trees.

**Fulford Bank Access.** SW had visited but needed contact with AM. Still in progress.

**Action:** AM and SW will meet on site to review and report back.

**Knapton Land:** A planning application submitted. Eric Weston appointed. Ongoing.

**Orkastrate** upgrade still ongoing

**Admin Report.**

**Actions:** Extra hours spent on invoicing this year had been provided but there was now another issue of Paypal payments not reconciling with Colony as after invoice reminders sent out some tenants were saying paid and when LT checked on Palpal they had. LT to check the 80 or so outstanding invoices with Paypal before sending out any further reminders just in case some had been paid. TC will write to MCPC to express dissatisfaction. To be completed.

**Maintenance**

**Action:** See later. Water Leak at Hospital Fields.

**Site Specific Issues**

**Greater Acomb Community Forum.**

**Action:** Awaiting a response - they seem to have lost interest, they are still thinking.

**Hospital Field Site Secretary.**

No-one has come forward so far. SW and HW are still offering support.

**Finance Report/Budget**

**Action:**

The new interest bearing account is set up and funds paid in.

**Orkastrate.**

Orkastrate sandbox monitoring ongoing. Raised issue of perhaps using another payment method rather than Paypal.

**Action:** Helen to raise with Orkastrate.

**Administration.**

Orkastrate issues invoicing ongoing

**Fulford Parish Council Allotments.**

Parish Council preparing a Lease. They wanted a copy of ours. LT not sure about sharing. Thought it best to get the one from the Council with their authority to use. LT thought an agreement best at the moment bearing in mind we do not have a Lease. Ongoing and see what the PC comes up with.

**Poultry**

HW thought the restrictions had been lifted. That was not here but they are expected to be lifted soon.

**Actions:**

HW to report when restrictions are lifted.

**Complaints**

Ongoing. Recent one regarding a Site Secretary.

**Lease**

See later.

**Trees**

No report as AM absent. The tree work at Hospital Field was checked by HW and she thought some compensation should be offered. The contractors had done a brilliant job but there had been some damage. Agreed half rent next year.

**Action:** Admin to arrange this concession for 2026.

**Bees**

Warwick had agreed to take on. At Carr an overseer had agreed to take on.

**Social Media**

MLG to set up. Ongoing.

**4 Chair’s Report**

TC reported that Rufforth Site is now ready and wants help getting tenants. Agreed we would put it on our website.

**Action:** TC to send details to HB for her to put on the website.

**5 Finance Report / Budge**t

LT reported on the current performance against the budget.

LT had applied for Employment Allowance which could help with the NI increase. LT will continue to monitor. Maintenance was still over budget and needs to be monitored.

**Action:** LT to continue to monitor the increase of NI.

**6 Secretary Report**

Nothing more to add.

**7 Administrator Report**

No administrator present.

**8 Trustee Reports** (Specific Responsibilities)

a. Maintenance. CS reported he was meeting with Dave Meigh of City of York Council (CYC) regarding removal of the last amounts of asbestos. CS said managing maintenance costs was very difficult as you never know exactly what would come up. £1500 had just been spent on clearing one plot.

**Action:** Ongoing monitoring consideration to be given to perhaps requesting deposits for sheds and other structures. Perhaps more site inspections are needed to stop plots becoming overgrown and rubbish being brought down to allotments by tenants. Should be an Agenda item for the next meeting.

b. Complaints. New complaint at Hob Moor.

c. Site Specific Issues.

i Bootham Stray. Still an issue of flytipping on a plot and outside gate.

ii. Scarcroft and Hospital Fields vandalism and intimidation. Those further back on the site feel vulnerable. Number of youths causing problems.

**Action** To be kept under review

d. Associations

Nothing new as no AM. Scarcroft Association AGM this evening.

e. Document Review

SW had started reviewing the Site Secretary handbook.

LT reported that the Charity Commission needs policies confirming when we file accounts. LT said she had started some last year but now needs completing and reviewing to finalise.

**Action:** SW to complete update of the Site Secretaries handbook.

f. Website development.

 No additional report.

g. Newsletter

HW to liaise with others on Best Plot Competition Committee to see if going ahead. It is leaving it a bit late now.

**Actions:** HW to let HB know

Article to be done by Colin about bringing rubbish and other articles on to plots and leaving it.

TC to do article on vegetables.

HW to add a recipe.

CR to provide details of events at Low Moor.

h. Lease

Still no response from the Council. Tony to try again to contact Jenny Kent with a greater emphasis on our ability to manage the allotments in the future and our duty to let Tenants know we have had no response.

**Action:** TC will write again, to Councillor Jenny Kent.

i. Trees

No report in AM’s absence.

**9 Issues for Discussion:**

None raised.

**10 Issues for Decision:**

 None

**11 Any Other Business**

 None

**12 Next Meeting Dates**

* 1. Trustee Meeting Wed 4 June, venue TBC
	2. Site Secretaries Meeting 30th June venue TBC