

MINUTES OF LOW MOOR ALLOTMENTS COMMITTEE MEETING
HELD AT THE WELLINGTON INN, WEDNESDAY 11TH OCTOBER AT 6.30PM

PRESENT Angela, Anthony, Jessica, Joe, John, Lindsay, Simon

APOLOGIES Helen, Chris, Christine

1. MINUTES OF MEETING HELD 3RD AUGUST 2017

These were approved as being an accurate record.

2. MATTERS ARISING

a. Shop Roof Clean

1. One aspect of this is to reorganize the drain off from the flat roof into the two hods(?) in the back. Chris in plot 107 (next to kids plot) has volunteered to do this, but would like the roof cleaned of slippery debris first. Would like to do this before winter.

b. Petanque Pitch Project

1. Aim is for this to become a wildflower meadow, maintained by the Association.,
2. One meeting of general volunteering took place with Angela, Arthur, and Sarah. They cleared Himalayan Balsam and tidied around the car park/shop frontage, but weren't able to get to the petanque pitch as there were not enough people. The petanque is very overgrown, but we agreed to target this at the end of the season.

c. Tesco Bags of Help Scheme

1. Helen provided an update regarding this via email and potential ideas for this were raised:
 1. Fund an onsite composting toilet
 1. Raised by John and minuted last time, and has also been raised in the past. When this was previously put to members, there wasn't enough interest to warrant the investment. Also there remains the concern of maintenance in the short term (cleaning) and the longer term (upkeep).
 2. Fund an apiary
 1. This may be focused on a too small a group of people meaning that we were not eligible for the funding.
 3. Marquis for future social events

2. It was agreed that currently we do not have anything to put forward as a project to take advantage of this scheme. We will revisit this in future if something pops up that would be suitable.

d. Website addition re info for new plot holders

1. It was noted that there is a dearth of material for new tenants. Two strategies were agreed to overcome this:
 1. Update to the website

1. Joe agreed to update to link to some of the good guides that are out there. This will be part of the development of a 1st year gardener guide that Joe will put together
 2. New tenant mentoring
 1. Lindsey and Angela to develop a description of what mentoring entails aimed at new tenants and put together a list of volunteers by December to coincide with turnover of plots so Christine can share with new plot holders.
 1. It was also noted that mentoring could be added to the website.
 2. It was suggested that mentors could cover an area of the allotments.
- e. Summer newsletter
1. This came out in August, all OK. There will be one more issue this year, which Helen will aim to get it out in November and will email around for contributions.
 1. Meeting attendees also agreed to include in next newsletter:
 1. mentoring section
 2. reminder for tenants to report an incidents to the North Yorkshire police. John sent out minutes last time and got an email from PCSO Julian Ward, no incidents has been reported to North Yorkshire police.
 3. a call for plot holders who are planning a fire to please pick up and burn some of what is on the petanque pitch (remnants from the previous hedge laying sessions) that required burning
 4. Advertise the hedge laying activities starting on the 25th November and running throughout the winter.
- f. Appeal for Social Sec
1. There was an appeal for social secretary. Jessica volunteered to lead this and reach out to ask for additional volunteer support for specific events via the newsletter.
 2. It was agreed that future events could be tied to activities already happening. Ideas were put forward for events:
 1. Plot crawl
 2. Fruit and vegetable shows
 3. Bonfire party
 4. BBQ in association with the hedgelaying course
 5. Link to Kilburn Rd event
 6. Sunflower contest
 7. Harvest supper, pot luck, September/October with apple pressing
 8. Lucy previously suggested a kids corner competition, but didn't get enough interest last year
 3. It was agreed that three events should take place (early-, mid- and end-season) alongside activities on the allotment, with the aim of getting

people to come along, meet each other and share some food. These will be advertised in the newsletter.

1. Early-season activity timed potentially with when the shop opening, cake and tea, ideally when potatoes are set out
2. We could align the mid-season activity with the Kilburn Rd event.
 1. Angela to check with Sarah Compton regarding the feasibility of this and date (likely to be June/July)
3. End-season activity to centre around harvest.

4. CORRESPONDENCE

- a. Angela provided an update re: Make It York Horticultural Celebration 2018
 1. Sometime in early July, coordinated by Make it York, and will link in to a celebration of horticultural events around York from a range of people. The plan is for this to be a four-day festival, which may even be featured in Gardener's World. This will be funded by a grant and sponsorship and will be professionally promoted. There is the opportunity for allotments to be featured. While much of the festival-related events will take place in Museum Gardens others will be a bit more tangential so would not be beyond the scope to feature Low Moor Allotments somehow. The ancient York Society of Florists 200 year celebration of their existence (organized by John Gilpin – sp?) will also tie in.
 1. John will use his connection to Visit York to find out how the allotments can get involved. Will circulate to let us know if there is a role for us and what we might be able to do.
 2. Simon to check with York Allotments Charity whether they are planning anything in conjunction with this.

5. ALLOTMENT OFFICER'S REPORT

- a. Letter received from Darren Lovatt informing of his leaving the Council
 1. As of October 4th, Darren is on holiday and then finishes his contract, so we are without an allotment officer. In the meantime we can reach out to Dave Meigh who is interim allotment officer until the transition to new management is completed as needed. Jessica shared the agenda for this meeting with Dave.

6. UPDATE RE NEW MANAGEMENT STRUCTURE (YACIO (York Allotments Charitable Incorporated Organisation))

- a. Simon provided an update on the new management structure. There are 5 trustees so far, but there is space for more. It was not yet known when YACIO would call for further Trustees (i.e. before or after their first AGM in 18 months)
- b. Everyone received an update via mailed letters and a second letter will be sent out fairly soon, which will talk about transition arrangements, and personal data. An administrator (also a plot holder) has been recruited to work 3+ days per week. YACIO is creating a new website and plot holders will be able to make payments online.

- c. The new Charity will take over from CYC on November 1. At some point all tenants will probably get a new tenancy agreement with the YACIO instead of the CYC.
- d. An AGM will be held about 18 months after the new management starts to update on what they have done, what worked and didn't, and to seek views from plot holders on the future requirements and management of York Allotments
- e. Up until 01 November administration of plots will remain with the CYC
- a. Questions were raised around who will cut hedges and do groundwork moving forward, as well as boundaries, in terms of who is responsible for which part (cemetery wall, common land etc), the plans to get some trees down, what to do with old sheds, etc. These are all being discussed by the board of trustees. A new gate to the North East corner of the Stray is possibly on the cards.
- b. Site secretaries will all be getting together with YACIO to determine how they will work together and with us (Associations).
- c. Angela thanked Simon for all his work as a trustee

7. P.C.S.O. REPORT

- a. No report

8. SITE SECRETARY'S REPORT (CR)

- a. Darren issued some warning letters, and we are likely to have a few new vacancies as a result. The aim is to let those as soon as possible.

9. FINANCE REPORT

- a. Simon reported on the current state of finances (further info [here](#))
 - 1. For the Association account –
 - 1. Opening balance 1482.44
 - 2. Spend – 1015.38 (on footpath, hedge and admin)
 - 3. Income – 95.40
 - 4. Balance – 562.46
 - 2. Shop account -
 - 1. Opening balance 6763.09
 - 2. Spend – 6634.76
 - 3. Income – 7748.82
 - 4. Balance – 7877.15
 - 3. No account has yet been made of the opening/closing stock value.
- b. Proposal re Shop Accounting arrangements
 - 1. Discussed how current balance has been accrued over last six years, and the potential to move some of this into a project account. The aim remains for the shop to break even (with a marginal profit) over a season.
 - 2. Anthony presented suggested financial procedures for association, which covered cash management in shop, cash till float and presentation of shop account at AGM. (See [here](#))

3. Anthony agreed to keep open conversations with Simon in consultation with Chris and Angela to refine and identify responsibilities.

10. SHOP REPORT

- a. Any information re new lock
 1. Moving forward to next meeting.

11. EVENTS

- a. Pumpkin Competitions 14.10.2017
 - Lisa-Marie from Creative Avenue York got in touch as was interested in doing something alongside the competition, but didn't join in the end.
 - The competition took place at 2:30PM on Saturday, October 14th
- b. Hedgelaying Training 25.11.2017
 - A second hedgelaying course is planned, open to those new to the project, or as refresher training for those who took part next year. The session will also be used to advance the overall project, so the more people involved the better.
 - Helen will be asked to promote via the Newsletter and all of the Committee requested to mention the need for volunteers in general discussions!
- c. Work sessions –
 - Car Park Clearance
 1. Angela noted that there is a pile that needs burning. In two weeks the hedge by kids plot will be done and rubbish cleared. A petrol strimmer is needed to trim around the apple trees etc around car park area.
 2. Simon mention that the council has offered money to get rid of hedges that have always been a pain (to clear up brash).
 - End of Year Shop Clean
 1. For the last shop clean someone was hired for £150 to help deep clean the shop. It was agreed that in future we could use volunteers and link this in with the proposed annual stock take.
 2. The shop closes in November, so we could get some equipment (e.g., a Henry) and use the weekend of the 18th/19th to clean the shop.
 - Petanque Pitch
 1. Needs clearing and it was agreed that this could take place in early Spring with the potential for people to burn some of what is already there that needs burning on the day of the hedgelaying course. It was agreed that this could be suggested in the newsletter.
 2. Angela will get in contact with person whose plot is adjacent to have a chat with them
 - Site Tidying

1. Simon noted that he was in discussion with the CYC about possible internal site works on behalf of YACIO, but would provide more detail when this was agreed. He had also agreed the proposals through the Site Sec (Christine). The council is hopefully replacing gate at the top corner of the allotments, for example. The Committee noted that the gate by petanque pitch has a broken spring, and Simon will mention this.

12. ANY OTHER BUSINESS

- a. All agreed that getting an apple press to keep in the shop would be nice. Simon agreed to look into feasibility and will email around information.
- b. Next meeting Saturday 13th of January 1:00PM
- c. Joe to set up a mailing list for LMAA committee