



Minutes of the First Annual General Meeting Bustardthorpe Allotments Association CIO (BAACIO)

Held on Thursday 19th March 2026

At Bishopthorpe Sports & Social Club, Bishopthorpe.

21 Members present

1. Welcome – Hayley Lorimer (HL)

HL welcomed all present to the meeting and thanked the members for their attendance, confirming that the meeting was quorate.

2. Update on Trustees - HL

HL advised that Jo Rogers had recently stepped down as Secretary and Trustee, and thanked Jo on behalf of the members, for all of her hard work over many years, which had helped to make Bustardthorpe the special place it is. The members attending expressed their thanks to Jo through a round of applause.

Currently the following are Trustees:

- Hayley Lorimer: Chair
- Cristina Rivas Graver: Treasurer
- Jim Poyner: Lettings Officer
- Andy Steele: Health & Safety
- George Harte
- Richard Seddon
- Harry Silk

HL will be stepping down as she is moving away from York, which will leave six Trustees. Under the BAACIO constitution we must have between 5 and 11 Trustees, so we really need more members to step forward as Trustees, as well as other volunteer roles, and the more people that do so, the more fairly the load can be spread.

3. Charity Update - HL

Due to active waiting list management, a greater number of local residents than ever are enjoying allotment gardening at Bustardthorpe this year.

2025/26 has been a transitional year, as it was the first year of BAACIO being incorporated as a charitable organisation, so a lot of new processes had to be implemented, including new accounting systems.

BAACIO's reporting, including an annual report and accounts (Charity Commission compliant), is all up to date and can be viewed at the Charity Commission website.

The City of York Council have approved the new lease for the site which will safeguard its future for the next 35 years, a member will review contracts when received, it is the same contract sent to Yacio. They have also put up road signs to alert drivers to the hidden entrance. Thanks to the support of local Cllr Jane who helped with this.

The new Bustardthorpe website is up and running, with a lot of useful information for plot holders on the site. Please check it regularly as we will be using it more for information sharing and updates. Communications will be reduced and members will now be sent quarterly updates instead of the monthly minutes. We have also created a **BAACIO Facebook group** (the current one is a page) to allow community communication and engagement. Further information to follow as soon as we have volunteers to help with this. [Click here to join](#)

A gardening course for new and old plot holders, as well as some of those on the waiting list, had been successfully run again this year, with excellent feedback from those attending.

BAACIO had been successful in obtaining a grant from the local Ward, for the irrigation systems for the site's polytunnels. This will be installed in April.

Various working parties and members had been involved in continually improving the general site and its environment. We thank them all for their help.

Hazards around the site had been dealt with, overhanging trees cut back, or removed, and the piggery and other structures either demolished or made safe, which had involved removal of asbestos by licensed contractors, as well as masonry and rubble.

Useful talks had been held with York Allotment CIO, who run several sites across York, to share information about best practice in terms of site management and administration tasks. We hope to work together more for the benefit of members.

Trustees have been considering communications and whether some things could be streamlined to save on volunteer time. Volunteers are also much need in the area of communications, including minute-taking.

HL also reported back to the members on the Survey which had gone out to everyone in December. The full set of results is available for members to view on the Bustardthorpe website, but some key highlights are:

- One-third of plot holders had taken the time to respond, which is a high response rate.
- The majority of responses were highly positive.
- Most plot holders (75%) have no growing space at home, which makes their allotments very important to them.

- Useful feedback had been provided about the shop, and communications, among other things which the Trustees would consider. Not everything can be implemented because of limited resources including volunteer time.
- There were a variety of aspects of the site that members valued, and 'peace & quiet' stood out as the top response, alongside convenient location, and a well-run and maintained site.
- There were also many kind and appreciative comments about the work of the Trustees.

Link to report on website : [Click Here](#) (Plot holder info / Library / Survey)

4. Treasurers Report – Cristina Rivas Graver (CRG)

CRG presented the accounts, highlighting key items such as:

Charity accounts on the website for the 7 months (June to Dec 25) only as we could only submit accounts from the date of the charity bank account opening. However, the accounts shown at the AGM were for the 14 months. The full 14 months have been audited by our external accountant. The majority are digitally recorded, and we now hold a full electronic copy and hard copy. This includes invoices, receipts, and bank statements.

The finances are generally in a strong position, and most members had been supportive of the rent increase and had paid on time.

It had been decided not to sell the tractor.

The upgrades to various structures had incurred some costs, but these had been kept to a minimum thanks to volunteer help with these tasks.

Rents were being held this year – no increase was proposed, unless anything unforeseen were to affect the finances.

Shop prices – most will revert to 2025 levels see updated lists in the shop. Plant prices will remain as 2025.

Members would be encouraged to pay online to reduce the amount of cash being handled for safety and also banks now charge for deposits.

£10,000 was needed to be held as a contingency under Charity Commission rules which meant that 3-months' worth of running costs needed to be held in reserve.

CRG also presented charts showing where the rental income money is spent. See at the end of the minutes all information presented at the AGM. Finance updates will be sent to the members every quarter starting in April.

Chris Church had kindly volunteered to run the shop, including plant sales and stock management, any profit will be put back into the Charity funds. Plot holders are asked for patience whilst this is set up.

5. Lettings Report – Jim Poyner (JP)

JP reported that there had been little change since his last report at the EGM in November.

Five plot holders had left, of which one came back, with four plots currently vacant.

There are 47 people on the waiting list, and we currently have 300 members, including Associates (who are helping others with their plots).

JP put a proposal to the meeting that plot holders should be charged £7 for replacement keys (the full cost). A vote was taken by a show of hands, and the proposal was carried by a clear majority of those present.

One member raised a question about neglected plots and how these were managed and the Jim responded that he does keep an eye on plots that aren't being maintained, but would always err on the side of resolving any difficulties, so that people can keep plots which may be very important to their wellbeing, and removing a plot from someone would always be a last resort.

6. Site update – CRG

Following the demolition of the piggery building, there was an opportunity to create an extra seating area under the remaining structure and parking where the old structure stood, so this was under consideration.

A structure had been dismantled on Plot 20, as it was unsafe. We aim to deal with all unsafe structures over the next 12-18th months.

Plans were in place to improve signage and install new noticeboards.

Tracks had been improved in places, with new planings provided to improve surfaces.

Working parties had worked together to improve communal areas, including the Russell Lupin garden and the Nature Reserve.

New street signs put by council to alert drivers to hidden exit.

We hope to change the way we manage and arrange site maintenance and repairs by encouraging volunteers to coordinate task days and work parties themselves, so it fits in around their availability, skills and weather. We will issue a site maintenance and repairs schedule over the coming weeks. Planned works will be coordinated by the trustees and task days and work parties can be coordinated by volunteers (these can be members, associate members and people on the waiting list). More information to follow.

7. Any other Business

None received.

Questions/comments raised by members after meeting:

- Who ordered the new road signs – these were ordered by CYC, to deal with concerns about hidden entrance.
- Will the new signs not make safety on site worse – no, people who wish to cause property damage don't need road signs.
- I don't want emails going out at 11 pm it disturbs me – we are dependent on the generosity of volunteers and when they can carry out admin tasks. We aim to send out notification during office hours, but this is not always possible. If you don't wish to be disturbed pls set your devices to silent or activate the do not disturb function.
- Constitution not on the website – yes, it is, under plot holder info/ library doc / key documents, if you can't find it email BAACIO and we will send you a link

Post meeting note:

8. Election of Trustees

According to the BAACIO Constitution document (available on the website), at every AGM one-third of the Trustees should retire, and if they wish to carry on as Trustees, stand for re-election. This item was omitted from the agenda and will be held over to the next AGM. Charity Commission website will be updated in the next month.

Constitution available under plot holder info / library documents / key documents

9. Re appointment of External Accountants

Agreement to re appoint our external account examiner Karen Wood.

Finance Information Year Ending 25 (14 months)

Orange = 14 months from 1.11.24 to 31.12.25 ; Green = 12 months 1.11.23 to 31.10.24;
Lilac = 12 month budget for 1.1.26 to 31.12.26

BAACIO	Income	Total	YE24 Actual	YE26 Budget
Income	Rents	£ 22,240	£ 8,929	£ 13,500
	Donations	£ 974	£ 110	£ 618
	Fundraising & Awards	£ 1,147		£ 980
Stock	Shop Sales	£ 7,970	£ 8,221	£ 6,270
	Plant Sales	£ 1,744		£ 1,705
Other	Keys	£ 273	£ 66	
	Courses	£ 820		
	Other	£ 1,077		£ 1,000
	Deposit for Plots	£ -		
	Totals	£ 36,246	£ 17,326	£ 24,073

Comments on YE25 Actuals

1. Insurance pay out
2. Unplanned tree costs
3. Water lower than actual due to credit 2024
4. £3k on hedge, grass trimming and machinery maintenance
5. Two lots of rental income hence high income

BAACIO	Expenditure	Total	YE24 Actual	YE26 Budget
Admin	1 - Admin & Office Cost	£ 355	£ 1,006	£ 1,169
	1 - Meetings & AGM	£ 500	£ 50	£ 100
	1 - Professional Fees	£ 325	£ 90	£ 200
	1 - Rent Refunds	£ -		
	1 - Website & Comms & Branding	£ 1,538		£ 200
Stock	2 - Shop Stock	£ 8,669	£ 5,153	£ 6,200
	2 - Plant Stock	£ 717		£ 870
Running Cost	3 - Equipment	£ 1,300		£ 700
	3 - Insurance	£ 839		£ 1,130
	3 - Keys Refunds	£ 7	£ 22	
	3 - Portaloo Costs	£ 2,185	£ 2,119	£ 2,222
	3 - Refreshments	£ 241		£ 210
	3 - Water charges	£ 514	£ 328	£ 1,130
Site Mgmt	4 - External Labour & Contractors	£ 100		£ 250
	4 - Plot Repairs inc structure repa	£ 181		£ 4,600
	4 - Site Maintenance & Repairs	£ 3,920	£ 6,702	£ 5,650
	4 - Tree Management	£ 3,020		£ 850
Other	5 - Other (prizes, insurance claim	£ 411	£ 128	£ 190
		£ -		
	Totals	£ 24,821.24	£ 15,598	£ 25,671

Comments on YE26 Budget

1. Provision for lease advice
2. Increase in water charges
3. Structure repairs
4. Increase in external labour
5. Planned maintenance

Additional information

1. Opening Bank Balance £ 2,748
2. Closing Bank Balance £ 15,874
3. Stock Value– cost £3,532
4. Stock Value– sale £5,192

CASH FLOW & BANK BALANCE

YE25 cash movements		
Money	Starting	Closing Funds
Bank	£ 2,748.22	£ 15,874.58
Cash	£ 1,726.95	£ 25.00
Total funds	£ 4,475.17	£ 15,899.58
Income	£ 36,247.00	
Expenses	£ 24,822.59	
Available funds	£ 15,899.58	

Estimated Cash Flow YE26

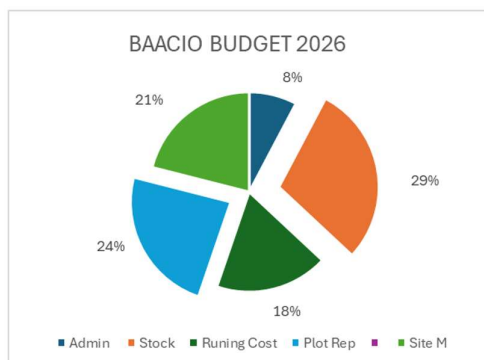
Starting Funds	£15,875	Jan-26
Income	£24,000	
Expenses	-£25,700	
Closing Funds	£14,175	
Reserves	-£8,000	
Estimated Funds Avail	£6,175	Dec-26

Provisional Reserve Fund

Running Costs	£ 2,000
Tree Management	£ 500
Structure Repairs	£ 3,000
Lease	£ 1,000
Unforeseen	£ 1,500
Estimated Total	£ 8,000

HOW DOES MY RENT GET USED?

Budget Breakdown Estimates



Breakdown of main provisions & Reserves

Major expenses are

- **Site Maintenance** – grass and hedge cutting, nature reserve, drainage, vermin management.
- **Plot and structures** – update on plot 115B
- **Polytunnel irrigation** – to reduce water usage and volunteer hrs – grant awarded for this
- **Water management Support** – to help save water

How can you help to keep costs down:

- More volunteers
- Don't waste water
- Keep your structures and plots in a safe state
- Maintain your plot and boundaries
- Keep trustees informed of any issues, or any cost saving ideas

RENTS FOR 2027

Rent update

Based on our budget for 2026 and 2027. Rents will remain the same for 2027.

- If change is above 30% then we will review
- Next update would be in March 2027
- Invoices will go out early Nov and will be due by 9th Dec 2026

Many Allotments don't include in rent

water access, manure, chippings, shop on site, seating areas, common areas such as the nature reserve, safe parking, toilet on site, plug plants, secure boundary.

Rents 2027

	Full Rent	Con Rent
Full Plot	£90	£60
Half Plot	£45	£30
1/4 Plot	£23	£15
1/3 Plot	£30	£23

End of Finance report

Bustardthorpe Allotments Association Charitable Incorporated Organisation (BAACIO)
Bishopthorpe Road, York, North Yorkshire, YO23 2QA

Registered Charity No: 1211930