



Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ
 Email: bmaasecretary@gmail.com www.burleymodelallotments.org

Date 12/03/2018	Meeting Opened at :- 19.00 Meeting Closed at :- 20.05	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Iain Smith	IS		
Frank Turpin	FT				
Keith Barrett	KB				
Barry Raw	BR				
Tony Handby	TH				
Sue Hollington	SH				
Tim Wilford	TW				
S Kind	SK				
Guests Attending					

MINUTES OF COMMITTEE MEETING				
No	Item	Action By	Due Date	
1	Apologies and Non Attendance			
1.1	Apologies were received from IS			
2	Minutes of Last Meeting			
2.1	Proposed as a true record by HW and seconded by TW and agreed unanimously.			
3	Items For the Annual General Meeting 2017			
3.1	Items for the A.G.M.			
3.2	Space to be Made Available for New Plot Holders - 2 or more raised beds should be made available for a period of 12 weeks for new tenants. It was agreed that this be reviewed by the committee before the A.G.M.			
3.3	Changes to the Constitution – It was agreed at the last A.G.M that the constitution be reviewed.			
4	Matters Arising from Last Meeting			
4.1	Item 11.1 Should have read that the plot holder on 14b requested to put a greenhouse on the plot and was recorded as a “garage” this was however correctly in the minutes under the summary of actions.			
4.2	See summary of actions from the last meeting.			
5	Vacant plots			
5.1	The number of vacant plots = 0			
6	Lettings			
6.1	The last recorded number on the waiting list = 2			
7	Inspections			
7.1	Plots will be re-inspected in April.	TW BR		30/04/18
8	Treasurers Report			
8.1	The Treasurer reported at the last meeting that the funds are Current Account: £6,957.94 Savings Account: £9020.94			
8.2	Fees For Services - It was agreed that by the July meeting the fees for the water and the membership fees will be reviewed.	ALL		09/07/18
8.3	Fees For Organisations - Membership to other organisations be reviewed before the July meeting.	ALL		09/07/18
9	Site Improvements			
9.1	Repairs to the stand pipes - It was agreed to set up a work group and identify the worst ones and to repair these ourselves on a one by one basis. A date for this will be agreed after Easter when the water should be turned on.	All		TBA
9.2	Signs for Main Gates – No Parking signs for the Main Gates.	SK		09/03/18
10	Secretaries Report			
10.1	This was not discussed at this meeting.			
11	Correspondence			
11.1	There was no correspondence to discuss at this meeting.			



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12	Annual Show		
12.1	It was agreed the annual show would be held on the 2 nd of September 2018		
12.2	It was agreed that a review of the posters be carried out.	KB/FT	09/03/18
12.3	It was agreed to review the Show Schedule.	KB/FT	09/03/18
12.4	Review of Show	All	02/09/18
13	Nature Watch		
13.1	Dave to review the use of the blackboard.		
13.2	Use of the website to record the Nature Watch Project		
13.3	Newsletter to promote the Nature Watch project		
14	Sub Committees		
14.1	It was agreed that the review of all procedures should be carried out.		
14.2	Inspections – TW and BR are working on this	JD	
14.3	Lettings – IS – Completed	IS	
14.4	Termination of Tenancies –TW – Completed	TW	
14.5	Compliments and Complaints– HW – Completed	HW	
14.6	Collate and put into one comprehensive document and publish on the website.	KB	
15	A.O.B.		
15.1	P.A.T Testing for the hut?	??	??
15.2	Insurance Documents to be added to the website?	KB	09.03.18
15.3	Manure to be delivered?	SK	09/03/18

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
7.1	Inspections – Inspect of plots will start in April.	TW/BR	30/04/18
8.2	Fees – Review fees for services	ALL	09/07/18
8.3	Fees – Fes to other organsiations to be revived	ALL	09/07/18
9.1	Repairs to Standpipes – Arrange Working Party	All	TBA
14.1	Signs For Gates – No Parking signs	SK	09/03/18
12.2	Review of Show – Review Schedule	KB/FT	09/03/18
12.3	Review of Show – Produce a list of things to be done differently	ALL	02/09/18
14.1	Procedure Documents – Collate into one document and publish	KB	TBA
15.1	P.A.T Testing for the hut?	??	??
15.2	Insurance Documents - to be added to the website	KB	09/03/18
15.3	Manure – Bags to be delivered	SK	09/03/18
??	MICE Money - £300.00		



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Agenda 09/04/2018

1	Attendance and Apologies		
1.1	Committee		
	Name	✓	Name
	H White (HW)		T Willford (TW)
	I. Smith (IS)		T Handby (TH)
	F Turpin (FT)		B Raw (BR)
	S Hollington (SH)		K Barrett (KB)
	S Kind		
1.2	Guests Attending		
2	Minutes of last meeting		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
3	Items For the Annual General Meeting		
4	Matters Arising		
4.1	See Summary of Actions from last meeting		
5	Vacant Plots		
5.1	The number of Vacant plots = 0		
6	Lettings		
6.1	The number on the waiting list = 2		
7	Inspections		
8	Treasurers Report		
8.1	At the last meeting the amounts held in each account were		
	Current Account:		£6957.08
	Savings Account:		£9,020.00
9	Site Improvements		
9.1	1 Repair to stand pipes – To arrange working party.		
10	Secretaries Report		
10.1			
11	Correspondence		
11.1			
12	Annual Show		
12.1	Review what can be done better		
13	Sub Committees		
13.1	Inspections –	Report by JB/BR/TW	
13.2	Lettings –	Report by IS/LB/KB	
13.3	Termination of Tenancies –	Report by TW	
13.4	Compliments and Complaints –	Report by HW	
14	Any Other Business		
14.1			