



# Burley Model Allotments

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

<b>Date</b> 10/12/2018	<b>Meeting Opened at :- 19.00</b> <b>Meeting Closed at :- 19.50</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
---------------------------	--	--

Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Steve Kind	SK		
Keith Barrett	KB	Iain Smith	IS		
Tony Handby	TH				
Tim Wilford	TW				
Barry Raw	BR				
Frank Turpin	FT				
Sue Hollington	SH				
<b>Guests Attending</b>					

MINUTES OF COMMITTEE MEETING				
No	Item	Action By	Due Date	
<b>1</b>	<b>Apologies and Non Attendance</b>			
1.1	There were apologies from IS and SK.			
<b>2</b>	<b>Minutes of Last Meeting</b>			
2.1	Proposed as a true record by HW and seconded by TW and agreed unanimously.			
<b>3</b>	<b>Items For the Annual General Meeting 2019</b>			
3.1	At present there are no items for the AGM			
<b>4</b>	<b>Matters Arising from Last Meeting</b>			
4.1	See summary of actions from the last meeting			
<b>5</b>	<b>Vacant plots</b>			
5.1	It was established that there are 14 vacant plots. A number of these are in the process of being let.			
<b>6</b>	<b>Lettings</b>			
6.1	There are currently 30 applicants on the waiting list			
<b>7</b>	<b>Inspections</b>			
7.1	Plots will be re-inspected from April next year.	TW/BR	01/04/19	
7.2	Letters Sent – See separate Table of letters sent			
<b>8</b>	<b>Treasurers Report</b>			
8.1	The Treasurer reported that the funds are Current: £11,994.03 Savings: £10,028.84 Of this we require approximately £4,500 for Key deposits (Actual Total £4,166.00)			
8.2	Payments made As at December 2018 Membership Fees           £790.00 Locker                         £264.00 Water                         £1,114.76 Rent                             £8,837.14 Outgoing Payments Leeds City Council           £4,770.17			
<b>9</b>	<b>Site Improvements</b>			
9.1	<b>A repair to the Stand Pipes</b> – Work on the first one has been completed. To arrange for future works to be started.	ALL	01/04/19	
9.2	<b>Trees on plot 78 and 79</b> - To be coppiced	ALL	02/02/19	
9.3	<b>Hedges at the rear of the Hut</b> - To be trimmed	ALL	02/02/19	
<b>10</b>	<b>Secretaries Report</b>			
10.1	The Secretary was not in attendance so this item was not discussed			
<b>11</b>	<b>Correspondence</b>			
11.1	Plot 98A, 95A, 91A and 73A had all been broken into in October. This is recorded and after some discussion it was decided that people be extra vigilant.			



# Burley Model Allotments

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

<b>12</b>	<b>Annual Show</b>		
12.1	<b>Date of Annual Show</b> - It was agreed this year's show would be on the 1 <sup>st</sup> of September 2019	ALL	01/09/19
12.2	Posters for the Show – It was agreed to ask the school if the children would like to do posters for the Annual Show. KB to provide templates.	KB	24/01/19
<b>13</b>	<b>Nature Watch</b>		
13.1	AL attended the meeting and agreed to survey the site regarding non fruiting trees and their value to the site.	AL	01/04/19
<b>14</b>	<b>Sub Committees</b>		
14.1	At present there are no Sub Committee's		
<b>15</b>	<b>A.O.B.</b>		
15.1	<b>Peat Based Compost</b> – BR and TH have been in touch with our current supplier (Acorn) the current supplier regarding availability of using sustainable non-peat based compost. We can reduce the price of peat free compost by buying in bulk this will reduce the cost to £4.50 per bag. It was proposed by BR and seconded by TH that we sell off the last of the current supply and order peat free only from next year. This was agreed unanimously.	ALL	31/12/19
15.2	<b>Health &amp; Safety Policy</b> – To be reviewed by John Hart, KB stated if it was OK will publish on the website and make changes as required at a later date.	KB	02/02/19
15.3	<b>Emergency Action Plan</b> - To be reviewed by John Hart, KB stated if it was OK will publish on the website and make changes as required at a later date.	KB	02/02/19
15.4	<b>Burley St Mathias Visit</b> – TW stated he and Elaine would be visiting the school on the 24/01/19 and would be taking with them some prizes and gifts. BR stated that the school would like to visit the Allotments again this year in Spring and Summer.	TW	24/01/19
15.5	<b>Produce a New Promotional booklet for the Association</b> - BR requested if a new booklet could be produced highlighting all the work we do. KB said that he would talk to the Web Developers and he would review some of the older documents regarding the history of the site as well.	KB	02/02/19
15.6	<b>Honorary Life Member</b> – FT asked if this honor could be bestowed on Alec Blackie for all the work he does for the Association. KB requested that this be put to Alec first and if he is OK with it then this proposal seconded by KB and agreed unanimously be made.	FT	02/02/19



# Burley Model Allotments

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

## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
2.1	<b>Plot 67B</b> – Greenhouse to be realigned	HW	11/02/19
12.2	<b>Posters for Annual Show</b> – Produce Template for Burley St Mathias	KB	24/01/19
15.2	<b>Health &amp; Safety Policy</b> – Publish on Website	KB	11/02/19
15.3	<b>Emergency Action Plan</b> – Publish on Website	KB	11/02/19
15.4	<b>Burley St Mathias Visit</b> – TW and EW to go to school assembly	TW	24/01/19
15.5	<b>Produce New Promotional Booklet for BMAA</b> – To review old ones and compile a new booklet highlighting what we do	KB	11/02/19
15.6	<b>Honorary Life Member</b> – Make Alec Blackie a life member of BMAA	All	11/02/19

---

## INSPECTIONS - TABLE OF LETTERS SENT 2018

MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent
February	0	0	0	0
March	0	0	0	0
April	19	0	0	0
May	18	11	0	0
June	4	8	4	4 03/07/2018
July	3	3	4	0
August	2	4	2	2 28/08/2018
September				
October				

---



# Burley Model Allotments

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

## Agenda 11/02/2019

<b>1</b>	<b>Attendance and Apologies</b>		
<b>1.1</b>	<b>Committee</b>		
	<b>Name</b>	<b>✓</b>	<b>Name</b>
	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		
<b>1.2</b>	<b>Guests Attending</b>		
<b>2</b>	<b>Minutes of last meeting</b>		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
<b>3</b>	<b>Matters Arising</b>		
3.1	See summary of actions from last meeting.		
<b>4</b>	<b>Vacant Plots</b>		
4.1	We currently have 14 Vacant plots		
<b>5</b>	<b>Lettings</b>		
5.1	There are 30 applicants on the Waiting List		
<b>6</b>	<b>Inspections</b>		
6.1	See separate table		
<b>7</b>	<b>Treasurers Report</b>		
	Savings: £10,027.19		
	Current: £11,318.53		
	Of this we require £4,500 for Key deposits		
<b>8</b>	<b>Site Improvements</b>		
8.1	Repair to stand pipes – To arrange working party – Ongoing		
8.2	Coppice Trees on plot 78 &79		
8.3	Prune hedges at rear of Hut		
<b>9</b>	<b>Secretaries Report</b>		
<b>10</b>	<b>Correspondence</b>		
<b>11</b>	<b>Annual Show</b>		
	This year's Annual show will be held on Sunday 1 <sup>st</sup> August 2019		
<b>12</b>	<b>Nature Watch</b>		
	Tree survey		
<b>13</b>	<b>Sub Committees</b>		
<b>14</b>	<b>Any Other Business</b>		