



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 13/02/2023	Meeting Opened at :- 7.00 Meeting Closed at :- 8.15	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Indira Banner	IB	Tom Randles	TR	Helen White	HW
Tony Handby	TH			Eileen Handby	EH
Keith Barrett	KB				
Sue Hollington	SH				
Elaine Wilford	EW				
Jackie Wilson	JW				
Iain Smith	IS				
Frank Turpin	FT				
Tim Wilford	TW				
Pauline Scholey	PS				
Steve Kind	SK				
Guests Attending					
Lucia Poole					

MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies		
1.1	Tom Randles.		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by JW and seconded by TH and agreed unanimously.		
3	Items for the A.G.M.		
3.1	Items to be discussed at the A.G.M.		
3.2	A Sub Committee is to be set up to review the Rules, Constitution and Procedure documents of the Association. Any proposed changes will be presented to the Committee for review and then proposed for adoption at this year's A.G.M. for the members to discuss.	JW/KB PS	28/11/23
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant Plots		
5.1	There are currently 9 vacant plots.		
6	Lettings		
6.1	We have no applicants on the waiting list.		
7	Inspections		
7.1	Will start in March, see separate table of letters sent.		
7.2	Inspections – Send an Email or letter to all plot holders advising of the new round of inspections and why it is required.	TW	13/03/23
7.3	Plot 114a – Email plot holder re condition of their plot and to check if neighbor is on the list to take this over.	TW	13/03/23
8	Treasurers Report		
8.1	The Treasurer reported that we have the following in the bank Current £5,160.83 Savings £13,100.92 of this £5,400 is required for key deposits.		
8.2	Leeds Allotment Federation – We have 162 members		
8.3	Transfer of Duties – Elaine and Helen are continuing to meet regarding transferring responsibility for the treasurer roles and the Bank Account transfer details there are still problems with the bank.		



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9	Secretary's Report		
9.1	No report was available as the Secretary was unable to attend		
9.2	Trustees – It was agreed that the Secretary needs to inform Leeds City Council (Helen Clayton) of the change of trustees.	KB/TR	13/03/23
9.3	It was agreed to merge the Item Correspondence into the Secretaries Report for future meetings.		
10	Annual Show		
10.1	Annual Show – This year's Show will be held on 3 rd September 2023		
10.2	Annual Show Review – The Show Secretary discussed details from the show. Some repositioning of vendors would be needed. The one way system was a success as was the Café. Lucia was asked for her views from the perspective of a non-committee member, she stated there were some trip hazards to the front and side of the hut that could be avoided but overall a great success.		
10.3	Children's Section – Everyone agreed that the class in the Show was successful but not quite as much as last year. Pumpkin Seeds should be available for children to grow this year.	JW/IB	13/03/23
10.4	Guests – EW reported that there had been good feedback from the invited guests attending last year's Show and that Cllr. Hannah Bithell had been in touch and has agreed to open the show again this year. Helen Clayton from L.C.C. (Lynne Rogers's replacement) has been in touch but only to say the Council would be reviewing some of the spending made.		
	Items to Review –		
10.5	Marquees to repair/renew (SK to report at next meeting)	SK	13/03/23
10.6	Pumpkin carving implements to purchase	IB	28/11/23
10.7	Invite New Vendors, Wood recycling, Schools	EW	03/09/23
10.8	Thanks – The whole committee thanked the Show Secretary for all her hard work who in turned thanked the members of the Show Sub-Committee including BR and TH and the rest of the committee for all their hard work.		
11	Sub Committees		
11.1	There were no subcommittee reports.		
12	A.O.B.		
12.1	Lock and Keys – This will be discussed in the March Meeting.	FT	13/03/23
12.2	Insurance Certificates – Contact HW to obtain copies of the current and previous year's documents.	IB	13/03/23
12.3	Compost Deliveries – Lucia Poole attended for this item, she stated that she has access to a company that can deliver manure to the site for a reasonable cost. There was some discussion regarding this as the compost can only be delivered by truck and has to be left on the main roadway on the site. It was agreed that it will have to be moved on the day of delivery. Given this it would not be practical (at present) for all members to have access to this. It was agreed to review this item at the next meeting.	ALL	13/03/23
12.4	Website Review – After the upgrade of the website last year KB reported that this would give to opportunity to review the content of the site and make it more user friendly. KB to invite the website developers to the next meeting to display some options	KB	13/03/23
13	Next Meeting		
13.1	Date of Next Meeting – The next meeting will be on Monday the 13th March 2023 at 7pm.	ALL	13/03/23



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SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
7.2	Inspections – Email plot holders advising start of inspections.	TW	13/03/23
7.3	Plot 114a – Contact plot holder regarding state of their plot	TW	13/03/23
9.2	Trustees – Advise LCC of status of trustees	KB/TR	13/03/23
10.3	Children's Section of Show – Obtain seeds	IB/JW	13/03/23
10.5	Marquees – Report on repair/replacement costs	SK	13/03/23
10.6	Pumpkin Carving – Purchase implement's and templates	IB	13/03/23
10.7	New Vendor's for Show – Invite new vendors	IB/EW	03/09/23
12.1	Locks and Keys – To discuss new key and lock changeover	FT	13/03/23
12.2	Insurance Certificates – Obtain from HW	IB	13/03/23
12.3	Compost Deliveries – To review	ALL	13/03/23
12.2	Website Upgrade – To demonstrate changes available	KB	13/03/23
13.1	Date of Next Meeting – The next meeting will be on Monday the 13th March 2023 at 7pm.	ALL	13/03/23

Listed below is the number of letters sent after each month's inspection. Only the numbers are recoded in this table. A list of plot holders contacted is kept by the Membership Secretary.

INSPECTIONS - TABLE OF LETTERS SENT 2023					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April					
May					
June					
July					
August					
September					
October					



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Agenda 13/03/2023

1	Attendance and Apologies			
1.1	Committee	✓	Committee	✓
	I Banner (IB)		F Turpin (FT)	
	T Handby (TH)		T Willford (TW)	
	S Hollington (SH)		P Scholey (PS)	
	E Willford (EW)		K Barrett (KB)	
	J Wilson (JW)		I Smith (IS)	
	T Randles (TR)		S Kind (SK)	
	H White (HW)	A	E Handby (EH)	A
1.2	Guests Attending			
2	Minutes of last meeting			
2.1	Proposed By	Seconded by	Unanimous (Yes/No)	
3	Items to be discussed at the Annual General Meeting			
3.1	Items to be added to the A.G.M Agenda			
3.2	Rules, Constitution and Procedures review.			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	We have 9 vacant plots.			
6	Lettings			
6.1	There are currently no applicants on the waiting list.			
7	Inspections			
7.1	Will continue in March 2023. See table of letters sent.			
8	The Treasurer reported at the last meeting that the funds are			
	Current: £5,160.83			
	Savings: £13,100.92			
	Of this we require approximately £5,400.00 for Key deposits.			
9	Secretary's Report			
10	Annual Show			
11	Sub Committees			
12	Any Other Business			
13	Date of Next Meeting			