



# 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 28th October 2017</b>	<b>ANNUAL GENERAL MEETING</b>	<b>Location</b>
<b>Start Time 11:30 AM</b>		<b>Burley Model Allotments</b>

## Annual General Meeting Agenda

Item	Description
<b>1.</b>	<b>Introduction to the A.G.M.</b>
1.1	The Chair of the meeting will outline the format of the meeting.
<b>2.</b>	<b>Minutes of last A.G.M.</b>
2.1	Presented by the Secretary.
2.2	<b>Matters Arising from the last A.G.M.</b>
2.3	<b>Nature Watch</b> - At last year's A.G.M. it was proposed to start a scheme to monitor wildlife on the plot. A section on the Notice Board has been set aside for this There are 2 questions to discuss. 1. Should this continue? 2. Do we record the results and if so where?
2.4	<b>Yellow Book Scheme</b> – HW reported that for the scheme to go ahead we would require permission from all members of the site. As this is not practicable it was decided not to go any further with this proposal.
2.5	<b>Greenhouse Charges</b> - At last year's A.G.M. it was agreed to lease greenhouses to new plot holders (up to a maximum of £60.00) with the option to buy the greenhouse from the outgoing plot holder. There appears to have been some confusion regarding this. So a clarification is to be added to the rule changes (see item 7.1 Ownership of Structures).
<b>3.</b>	<b>Secretary's Report</b>
3.1	Presented by the Secretary.
<b>4.</b>	<b>Membership Secretary's Report</b>
4.1	Presented by the Membership Secretary.
<b>5.</b>	<b>Treasurer's Report</b>
5.1	Presented by the Treasurer.
<b>6.</b>	<b>Election of Officers and Committee Members</b>
6.1	At this point in the meeting, the outgoing committee and officer's resign and a new committee are elected. This process is managed by the Chair of the A.G.M.
6.2	<b>Show Secretary</b> – The role of the Show Secretary needs to be filled on a permanent basis. Over the past few Years Eileen has



# Burley Model Allotments

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

	<p>taken on this role and this now needs to be addressed with the appointment of a new Show Secretary. The Role is as follows:-</p> <ul style="list-style-type: none"><li>• Appoint a Show Committee<ul style="list-style-type: none"><li>▪ This will include Judges, Helpers etc.</li></ul></li><li>• Plan/Review the Show Schedule<ul style="list-style-type: none"><li>▪ With the Show Committee reporting to the full Committee for approval.</li></ul></li><li>• Print (or arrange printing of) prize cards, awards and other related show stationary.</li><li>• Prepare Entry Book and ensure entries are recorded.</li><li>• Collect in trophies and obtain any other awards required.</li><li>• Record winners in Entry Book and make out prize cards.</li><li>• Oversee all aspects of the running of the show.</li></ul>
<b>7.</b>	<b>Changes to the Rules</b>
<b>7.1</b>	<b>Ownership of structures</b> - All structures (except those owned by B.M.A.A.) are the property of the current plot holder. They are able to dispose of these as they wish at any time prior to or upon the termination of their tenancy. The committee will not be involved regarding the sale of greenhouses. The outgoing plot holder will make available contact details so that the new tenant can contact them regarding any sale. Should the new plot holder not wish to purchase the structure it is the responsibility of the outgoing plot holder to dispose of it.
<b>7.2</b>	<b>Property Left on Plots</b> - Any property tools etc. left in lockers or on the plot will become the property of the B.M.A.A. on termination of the tenancy.
<b>7.3</b>	<b>Space to be Made Available for New Plot Holders</b> - 2 or more raised beds should be made available for a period of 12 weeks for new tenants.
<b>8.</b>	<b>Changes to the Constitution</b>
<b>8.1</b>	It is proposed that the Constitution be reviewed. This is to ensure that it is relevant and up to date. The main items for review are the Officer Roles.
<b>9.</b>	<b>Any Other Business</b>
<b>9.1</b>	Any other Business should be proposed in writing 14 days before the A.G.M. however if time allows and at the Chair's discretion items may be taken from the floor on the day.
<b>10.</b>	<b>Closure of the Annual General Meeting</b>
<b>10.1</b>	The Chair will formally close the A.G.M.