



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 09/09/2019	Meeting Opened at :- 19.05 Meeting Closed at :- 19.40	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Iain Smith	IS		
Keith Barrett	KB	Frank Turpin	FT		
Tony Handby	TH	Steve Kind	SK		
Barry Raw	BR				
Tim Wilford	TW				
Sue Hollington	SH				
Elaine Wilford	EW				

Guests Attending

MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	There were apologies from IS, FT and SK		
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 2019		
3.1	The date for the A.G.M. will be 26 th October 2019.		
3.2	There were a number of issues to raise including <ol style="list-style-type: none"> 1. Providing a hard standing to the main entrance roadway 2. Fencing to the perimeter of the site. 3. Move the main entrance gates to a more central position. 4. Add a solar light outside the hut 5. A defibrillator should be obtained for the site. 		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant plots		
5.1	There was no report from the Membership Secretary		
5.2	It was however agreed there are 8 or more vacant plots.		
5.3	This will be reduced before the next meeting.		
6	Lettings		
6.1	There was no report from the Secretary		
6.2	However it was agreed there are currently between 36 to 40 applicants on the waiting list.		
7	Inspections		
7.1	See separate table of letters sent.		
7.2	There will be a further inspection of all plots on Thursday the 12 th September.	FT/BR	26/10/19
8	Treasurer's Report		
8.1	The Treasurer reported that a full audit of the accounts will be available prior to the Annual General Meeting	HW	26/10/19
9	Site Improvements		
9.1	Repairs to the Stand Pipes – After the water has been turned off there are 2 stand pipes that are in urgent need of replacement.	ALL	01/01/20
9.2	There were a number of issues raised including <ol style="list-style-type: none"> 1. Providing a hard standing to the main entrance roadway 2. Fencing to the perimeter of the site. 3. Move the main entrance gates to a more central position. 4. Add a solar light with a sensor outside the hut. 5. A defibrillator should be obtained for the site. 		
9.3	It was discussed, at some length, that these items be added to the agenda for the Annual General Meeting. These will be added as Any Other Business at the A.G.M.		
10	Secretary's Report		
10.1	The Secretary was not in attendance so this item was not discussed.		



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11	Correspondence		
11.1	There was no correspondence to discuss.		
12	Annual Show		
12.1	Annual Show – All present agreed that the Show Secretary and the former Secretary as well as the judges, volunteers, helpers on the day and those prior to the day and all those who helped after the Show made the Show what it was and hopefully what it always will be.	ALL	
12.2	Annual Show – TH reported that £628.70 was made at the show this year. There are however costs to deduct from this.		
13	Nature Watch		
13.1	Tree Policy – SK stated that the Association should implement a policy on trees and publish this on the website. SK to create this taking into consideration the current rules we have.	SK	11/11/19
14	Sub Committees		
14.1	Annual Show – it was agreed to set up a Show Sub Committee to look into where things can improve.	HW TW EW SH	TBA
15	A.O.B.		
15.1	Painting the Hut – it was agreed that the hut needs redecoration and that a maximum of £200.00 be made available for this. Proposed by BR, seconded by FT and agreed unanimously. This will be done after the annual show.	HW	11/11/19
15.2	Decorations for the Container – It was suggested that the decoration container should be improved with possibly some kind of vinyl wrap. . KB to look into this. We will also look into painting the container HW to look into this as well.	KB/HW	11/11/19
15.3	Website – KB reported that some photos and a video of the site was taken in the last week. These need to be added to the website and during this it would be a good idea to improve the welcome pages utilizing these images. It was agreed that a cost of £250.00 be allocated to this project	KB	01/01/20

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
7.2	Plot Inspections – to do on Thursday 12 th September.	BW/TW	12/10/19
8.1	Financial Report – to be available at the A.G.M.	HW	26/10/19
9.1	Repairs to the site – to be discussed at the A.G.M.	ALL	26/10/19
15.1	Painting Hut – decorate internally	All	14/10/19
15.2	Decorate Container – vinyl wrap for the container.	KB	14/10/19
15.3	Website – review website pages	KB	01/01/20

INSPECTIONS - TABLE OF LETTERS SENT 2018					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April					
May	26				
June	2	11			
July	3	7	8		
August	5	3	5	1	3
September					
October					



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Agenda 14/10/2019

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 (SK)			
1.2	Guests Attending			
2	Minutes of last meeting			
2.1	Proposed By	Seconded by	Unanimous (Yes/No)	
3	Annual General Meeting			
3.1	This year's A.G.M. will be held on the 26 th October 2019.			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	We currently have 8 Vacant plots			
6	Lettings			
6.1	There are 36 applicants on the Waiting List			
7	Inspections			
7.1	See separate table			
8	Treasurer's Report			
8.1	Savings: £10,042.19			
8.2	Current: £6,387.58			
8.3	Of this we require £4,500 for Key deposits			
9	Site Improvements			
9.1	Repair to stand pipes – To arrange working party – Ongoing			
9.2	Improvements to discuss at the A.G.M.			
	1. Providing a hard standing to the main entrance roadway			
	2. Fencing to the perimeter of the site.			
	3. Move the main entrance gates to a more central position.			
	4. Add solar lights outside the hut.			
10	Secretary's Report			
11	Correspondence			
12	Annual Show			
12.1	The date for next year's Annual Show 2020 has yet to be agreed.			
13	Nature Watch			
13.1	Tree Policy			
14	Sub Committees			
	Annual Show – TW, EW, HW and SH.			
15	Any Other Business			
15.1				