



# 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>Annual General Meeting</b>	<b>Date 26/10/2019 Time 11.35 - 12.08</b>	<b>Location Burley Model Allotments</b>
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<b>Present (Name and Plot Number)</b>
<b>Please see the separate Attendance Sheet (Page 7)</b>
<b>Apologies</b>
<b>Iain Smith, Lesly Best,</b>
<b>Guests Attending</b>
<b>There were no guests at the meeting.</b>

<b>MINUTES OF ANNUAL GENERAL MEETING</b>	
<b>No</b>	<b>Item</b>
<b>1.</b>	<b>Introduction</b>
<b>1.1</b>	<b>Introduction to the meeting</b> - The Chair of the meeting, Keith Barrett (KB), introduced himself and the officers and members of the Committee who would be presenting reports to the A.G.M. He went on to outline the reports these officers would present.
<b>1.2</b>	As the secretary was not present, there would be no report this year. The Membership Secretary's report would be presented by Frank Turpin (FT). The Treasurer, Helen White (HW), would deliver the last of the officer reports.
<b>1.3</b>	Given that in previous years all three reports seem to have covered the same items (albeit from a different point of view), the Chair stated that if, this was not covered by the 2 reports, he would pick up any items he felt had been missed after both reports had been presented.
<b>1.4</b>	The Chair explained the order the meeting would take and reviewed the agenda items.
<b>1.5</b>	The Chair requested that everyone sign the attendance sheet.
<b>2.</b>	<b>Matters arising from the Minutes of the Last Meeting</b>
<b>2.1</b>	<b>Minutes of last year's A.G.M.</b> - The minutes from last year's meeting were circulated and proposed as a true record by Tim Wilford (TW) and seconded by Helen White (HW).
<b>2.2</b>	<b>Matters Arising (from last year's minutes)</b> - There were no matters arising from last year's minutes.
<b>3.</b>	<b>Secretary's Report</b>
<b>3.1</b>	As the secretary was unavailable to attend the meeting, the Chair stated in the Introduction that he would review any items not picked up in the Membership Secretaries and Treasurer's reports.
<b>3.2</b>	There were no other items to discuss that were not mentioned in the other two officer reports.



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<b>4.</b>	<b>Membership Secretary's Report</b>
<b>4.1</b>	<p>After the rents were collected on 10 November 2018, we had 20 vacant plots, which seems to be the average number over the last 3 years due to plot holders giving up or non-payment of rents.</p> <p>We had 95 % rental income for 2018/19 due to 2 plot holders relocating on site. Thank you to Iain (Secretary) and Lesly (Letting Secretary) for their efforts in letting the vacant plots; we have 119 plots subdivided into 193 plots with a total of 173 Tenants.</p> <p>What does the committee do in between drinking tea? (Other beverages are available).</p> <p>This year</p> <ul style="list-style-type: none"> <li>• The grass gets cut – 55 Hours</li> <li>• Hedges get trimmed - 12 hours</li> <li>• Trees get pollarded – 80 Hours</li> <li>• Plot Inspections – 45 Hours</li> <li>• Invoices- 50 Hours</li> </ul> <p>These are the everyday things we do to maintain the site along with Meetings, Show, Coffee Mornings, Shop, Newsletter and many other things.</p> <p>We have a number of helpers who do the following.</p> <ul style="list-style-type: none"> <li>• Keep the toilets clean and tidy every week.</li> <li>• Post letters, on average 100+, saving minimum £50 in postage each year.</li> <li>• Water turned on/off.</li> <li>• General help with site maintenance.</li> <li>• Some I may have forgotten but a thank you to you all.</li> </ul> <p>All of these add up to around 1000 hours.</p> <p>We have an association with Burley St Matthias Primary School who come and look round the site, make drawings for the show and objects from plant pots.</p> <p>At the moment we do not have a full committee and many have taken on more than one responsibility.</p> <p>Should we not get any new committee members, then in the near future, we would be unable to run the site as people step down.</p> <p>Should we have to go back to LCC control, then we would lose all of the above.</p> <p>The future of BMAA is down to members. Thank you for taking the time to attend and listen.</p>
<b>5.</b>	<b>Treasurer's Report</b>
<b>5.1</b>	<b>See separate report appendix 1</b>
<b>5.2</b>	<p>The significant points from the report are as follows:-</p> <ul style="list-style-type: none"> <li>• <b>Water Charges</b> – Charges for water have been billed differently this year and it is envisaged that by the end of the year (when the water is turned off) the bill will be greater than what appears on the report. However this will be substantially less than last year due to the weather conditions.</li> <li>• <b>Annual Show</b> – The total money collected from the Annual Show was not banked in time to add to this report. This will be included next year.</li> </ul> <p>There were no questions regarding the report.</p>



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6.	<b>Election of Officers</b>
6.1	<p><b>Election of Officers and Committee Members</b> - The Chair outlined the rules of the Association with regard to the election of Officers and Committee Members. At this point the outgoing committee resigned.</p> <p><b>Nomination of Officers and Committee Members</b> - The Chair stated that, although nomination should be made prior to the A.G.M., if anyone wants to join the Committee they are more than welcome and that we currently have vacancies for a Chair and Vice Chair of the Association. Committee Meetings are held at 7.00 p.m. on the second Monday of the month and that everyone is welcome to attend them. Three new committee members joined at this time.</p>
6.2	<p><b>The Chair reported that nominations had been received for the following positions:-</b></p> <p>Secretary: Vacant, Treasurer: <b>Helen White</b>, Membership Secretary: <b>Frank Turpin</b>, Stores Manager: <b>Tony Handby</b>, Show Secretary: <b>Elaine Wilford</b>, Lettings Secretary: <b>Lesly Best</b>, Publicity Officer: <b>Keith Barrett</b>, Committee Members: <b>Sue Hollington, Colin Halliwell, Sarah Gill, Josh Elliff and Tim Wilford.</b></p>
6.3	<p><b>The following people were elected to the committee:</b></p> <p>Chair: <b>Vacant</b>          Vice Chair: <b>Vacant</b>          Secretary: <b>Vacant</b>          Treasurer: <b>Helen White</b>          Membership Secretary: <b>Frank Turpin</b>          Stores Manager: <b>Tony Handby</b>          Show Secretary: <b>Elaine Wilford</b>          Lettings Secretary: <b>Lesly Best</b>          Publicity Officer: <b>Keith Barrett</b>          Committee Member: <b>Sue Hollington</b>          Committee Member: <b>Colin Halliwell</b>          Committee Member: <b>Sarah Gill</b>          Committee Member: <b>Josh Elliff</b>          Committee Member: <b>Tim Wilford</b></p>
6.4	<p><b>As there is no Chair or Vice Chair it was agreed these positions will be filled at meetings by members of the current Committee on a rolling basis.</b></p> <p><b>Trustees</b> - The trustees of the Association will remain as:          Trustee: Barry Raw          Trustee: Tony Handby          Trustee: Iain Smith</p>



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<b>7.</b>	<b>Changes to the Rules</b>
<b>7.1</b>	<b>There were no proposed changes to the Rules.</b>
<b>8.</b>	<b>Changes to the Constitution</b>
<b>8.1</b>	<b>There were no proposed changes to the Constitution.</b>
<b>9.</b>	<b>Any Other Business</b>
<b>9.1</b>	The Chair stated that the outgoing committee had, over the last year, discussed a number of improvements they felt should be made to the site. Each of these items was explained and discussed at some length.
<b>9.2</b>	<b>1. Providing a hard standing to the main entrance roadway.</b> This would cost in excess of £10,000.00 and would only benefit one or two cars but could be offset with a grant. After discussion it was felt that this would cost too much for the benefit it provided.
<b>9.3</b>	<b>2. Fencing to the perimeter of the site.</b> It was explained there is always need for provision to repair fencing to the site. Derick Whitehead (DW) asked who was responsible for the fencing. It was explained that it was Leeds City Council's (L.C.C.) responsibility to make repairs to the fencing but in recent years it has been difficult to get them to do this. It was agreed in future to apply for grants to offset the cost of this.
<b>9.4</b>	<b>3. Moving the main entrance gates in Lumley Place to a more central position.</b> It was explained that the gates are set to one side of the road and this makes it difficult when we get deliveries. This would need permission from L.C.C. However, if approved, this would make things such as ordering skips easier. It was proposed to apply to Wade's charity to apply for a grant for this.
<b>9.5</b>	<b>4. Adding a solar light outside the hut.</b> It was agreed by all that this was a good idea and the new Committee should look to installing these as soon as possible.
<b>9.6</b>	<b>5. Obtaining a defibrillator.</b> It was reported to the meeting that this would cost somewhere in the region of £800.00 to purchase. There were no objections to the Committee purchasing this item.
<b>10.</b>	<b>Closure of the Meeting</b>
<b>10.1</b>	<b>Closure of the Annual General Meeting.</b> - The Chair coughed and thanked everyone for their attendance.
<b>10.2</b>	The meeting officially closed at 12.08 p.m.



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## Appendix 1

### BMAA Accounts 2017 – 2019

#### 1. Donations

Another good year for donations – these include £151.41 from coffee mornings. Many thanks to everyone who helped with the coffee morning and plant sales, and who donated money to the BMAA over the year.

#### 2. Water

We have changed the way that we now pay for water – previously we had a direct debit, but because of the problems working out what we actually spent each year, we are now on a pay-as-you-use system. We have not yet turned the water off for the year. When we do, we will send the meter reading to Yorkshire Water, and will then pay for the actual water usage on site. As 2019 has been rather wetter than last year, we don't expect any surprises.

#### 3. Capital Expenditure

We have not added much to the equipment we hold to help with site maintenance. The Capital Equipment covers two locks (£120.00), and small items

#### 4. Savings

We need to keep almost £5,000 in our reserves to pay for key returns, should everyone want their money back at the same time .

#### 5. Miscellaneous expenses

This covers skip hire (£200), refreshments for school visits, and two apple days

#### 6. Show

A wonderful show – many thanks to everyone for all their work (before, during and after). As the show payments did not reach the bank until October, they are not included in this report.



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Income	2018-19	2017-18	2016-17
Rents	7627.03	10726.17	9341.85
Sales and seeds	3690.12	3715.78	2936.88
Keys	605	700.00	670.00
Bank interest	20.06	6.65	2.86
Show	0	701.80	502.00
Donations	458.54	613.74	776.85
Grants	0	300.00	3000.00
<b>TOTALS</b>	<b>12400.75</b>	<b>16764.14</b>	<b>17230.44</b>
Expenditure			
Capital expenditure	358.77	1121.55	3604.20
Electricity to hut	154.00	144.00	150
Grass cutting	25.41	50.14	91.11
Insurance	109.60	109.60	104
Keys and locks	360.00	588.30	223
Maintenance	321.71	362.13	642.96
Membership	220	644.00	596.25
Misc.	132.65	74.54	0
Rents to LCC	4770.19	4744.64	3964.76
Shop supplies & seeds	3552.27	3559.43	3023.81
Show	227.39	759.93	389.64
Stationery	342.98	138.83	147.47
Water	467.10	2082.33	71.27
Web (inc Nature Watch)	958.32	525.86	1881.96
<b>TOTALS</b>	<b>11800.39</b>	<b>14905.28</b>	<b>14890.43</b>
bal. of bank acc	7381.81	6795.04	7787.38
bal. of savings acc	10045.55	10023.84	7018.42
<b>Total funds</b>	<b>17427.36</b>	<b>16818.88</b>	<b>14805.80</b>
Rents: forthcoming year	<b>1331.02</b>	<b>2857.47</b>	<b>1408.01</b>

