



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 12/02/2018	Meeting Opened at :- 19.00 Meeting Closed at :- 19.55	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW				
Frank Turpin	FT				
Keith Barrett	KB				
Barry Raw	BR				
Tony Handby	TH				
Sue Hollington	SH				
Tim Wilford	TW				
Iain Smith	IS				
Steve Kind	SK				

Guests Attending

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MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	None		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by FT and agreed unanimously.		
3	Items For the Annual General Meeting 2017		
3.1	Space to be Made Available for New Plot Holders - 2 or more raised beds should be made available for a period of 12 weeks for new tenants.		
3.2	Changes to the Constitution - It was agreed that the constitution be reviewed.		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting		
5	Vacant plots		
5.1	There are currently no vacant plots		
5.2	The revenue collected this year is Rents Total taken £9224.03 Membership £830 = 166 tenants Water £1194.73 Lockers £295.00 Ground Rent £6904.30 – Of this LCC £4744.64 and BMAA £2159.66. Plots let in 2018 have had the ground rent reduced to reflect the number of months we therefore have had a short fall of £68.09.		
6	Lettings		
6.1	At this time the Secretary stated that there were 2 applicants on the Waiting List.		
7	Inspections		
7.1	Plots will be re-inspected in April.	BR TW	29/04/18
8	Treasurers Report		
8.1	At the 9th of February 2018 the amounts held in each account were Current Account: £8,836.00 Savings Account: £7,020.00 (of which approximately £4,000.00 is required for Key Deposits).		
8.2	The Treasurer is proposing to move £2,000 from the Current Account to the Savings Account.		
8.3	Membership Fees: we collected in amounted to £830. Of this we have paid out: £432 to the National Society of Allotment and leisure Gardens £162 to Leeds and District Allotment Gardeners Federation This equals £594.00. Perhaps we need to review this outlay? Do we get value for money from these two organisations? Water: currently £45/month = £540.00. We are at present over-charging everyone, but we need to wait and see what the summer/leak brings.	HW	12/03/18



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9	Site Improvements		
9.1	Repairs to the stand pipes - It was agreed to set up a work group and identify the worst ones and to repair these ourselves on a one by one basis. It was discussed that a review of the posts be made when the water is turned back on.	All	TBA
9.2	New Signs for the Main Gate - FT suggested that a new No Parking sign and a lockable Notice Board be purchased. SK to look at the website sskdirect and report back to the next meeting.	SK	12/03/18
10	Secretaries Report		
10.1	The Secretary reported that there were no other items from the recent complaint that needed to be dealt with. A letter from the complainant was read out in which she stated that although she did not agree with the decision she wanted to forget about the incident and put this behind her.		
10.2	The Secretary stated that perhaps we should look at how we deal with complaints in future.	All	12/03/18
11	Correspondence		
11.1	Plot 14b - The plot holder wishes to erect a garage on the site the proposal was looked at in depth and proposed by FT seconded by HW and agreed unanimously.	IS	12/03/18
12	Annual Show		
12.1	It was agreed that the Annual Show is to be held on the 2 nd of September 2018		
12.2	EW is to meet with EH to work together to co-ordinate this year's Show.		
12.3	BR stated that the "Salad Box" entry be removed from the schedule this year.	KB	12/03/18
13	Nature Watch		
13.1	SK reported that 3 Bat Boxes have been ordered and that a full consultation will be made before these are erected.		
13.2	Vinehouse Farm are a possible source of free bird food again full consultation will be made before bird feeders are sited and erected.		
13.3	Posters for the Gates and the Notice Boards are being produce and a blackboard purchased.		
13.4	KB stated that he had been in touch with the website developers and is working to add a new page to the website to host the Nature Watch scheme. This would link to a blog page where reports of sightings and pictures could be accessed. He stated that there will be a cost for this work of Approx. £50 to £70	KB	12/03/18
14	Sub Committees		
14.1	It was agreed that the review of all procedures should be carried out.		
14.2	Inspections – KB to email TW to review and add the new letters used.	KB TW	12/03/18
14.3	Lettings – IS – Completed	IS	
14.4	Termination of Tenancies –TW – Completed	TW	
14.5	Compliments and Complaints– HW – Completed	HW	
14.6	KB to collate the completed documents and publish on the website.	KB	09/10/18
14.7	Changes to the Constitution – It was agreed to set up a working group to review the Constitution and report back to this year's AGM	KB TW HW	27/10/18
15	A.O.B.		
15.1	Shredder – It was agreed that a training day for the use of the shredder be held on the 19/02/2018 at 9.30 at the Trading Hut.	All	19/02/18
15.2	TH resigned as trustee but wishes to stay on as a Committee Member.		
15.3	KB to send out the A.G.M. Minutes for review before publishing on the website.	KB	12/03/18
15.4	Coffee Mornings – It was agreed that this year the Coffee Mornings be held on the 2 nd Tuesday of the respective month the dates are 14 th April, 12 th May and 9 th June.		
15.5	Newsletter – KB to update the newsletter with the Coffee Morning dates	KB	12/03/18



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SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
7.1	Inspections – Re-inspect plots in April	TW/BR	30/04/18
9.1	Repairs to Standpipes – Arrange Working Party	All	TBA
9.2	Signs for Main Gates – Review and report back	SK	12/03/18
10.2	Review of Complaints – Review how complaints are dealt with	All	12/03/18
12.3	Review of Show – Produce a list of things to be done differently	EH	02/09/18
11.1	Plot 14b – Send letter giving permission to put up greenhouse	IS	12/03/18
12.3	Show Schedule - Remove “Salad Box” from schedule	KB	12/03/18
13.4	Nature Watch – Develop page for the website	KB	12/03/18
14.2	Procedure Documents – Review Inspection document	KB TW	04/08/17
14.6	Procedure Documents – Collate into one document and publish	KB	04/08/17
14.7	Review Constitution – Carry out a review of the Constitution	KB HW TW	27/10/18
15.1	Shredder – Training Day 9.30 A.M.	All	19/02/18
15.3	Minutes of A.G.M. – Send out for review before publishing on website	KB	12/03/18
15.5	Newsletter – Update with new dates for coffee Mornings	KB	12/03/18



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Agenda 12/03/2018

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	Items For the Annual General Meeting		
4	Matters Arising		
4.1	See Summary of Actions from last meeting		
5	Vacant Plots		
5.1	The number of Vacant plots = 0		
6	Lettings		
6.1	The number on the waiting list = 2		
7	Inspections		
8	Treasurers Report		
8.1	At the last meeting the amounts held in each account were		
	Current Account:		£7,787.38
	Savings Account:		£7,018.42
9	Site Improvements		
9.1	1 Repair to stand pipes – To arrange working party.		
10	Secretaries Report		
10.1			
11	Correspondence		
11.1			
12	Annual Show		
12.1	Review what can be done better		
13	Nature Watch		
12.1	Review status		
14	Sub Committees		
14.1	Inspections –	Report by JB/BR/TW	
14.2	Lettings –	Report by IS/LB/KB	
14.3	Termination of Tenancies –	Report by TW	
14.4	Compliments and Complaints –	Report by HW	
14.5	Constitution	Review document KB TW HW	
15	Any Other Business		
15.1			