



# 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</b> 13/06/2022	<b>Meeting Opened at :- 7.00</b> <b>Meeting Closed at :- 8.00</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
---------------------------	--	--

Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Helen White	HW		
Tim Wilford	TW	Eileen Handby	EH		
Tony Handby	TH	Iain Smith	IS		
Tom Randles	TR	Colin Halliwell	CH		
Barry Raw	BR	Sue Hollington	SH		
Elaine Wilford	EW				
Jackie Wilson	JW				
Indira Banner	IB				
Keith Barrett	KB				
<b>Guests Attending</b>					

<b>MINUTES OF COMMITTEE MEETING</b>			
No	Item	Action By	Due Date
<b>1</b>	<b>Apologies and Non-Attendance</b>		
1.1	Helen White, Eileen Handby, Colin Halliwell, Sue Hollington and Iain Smith.		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by IB and seconded by FT and agreed unanimously.		
<b>3</b>	<b>Items for the A.G.M.</b>		
3.1	Items to be discussed at the A.G.M.		
3.2	Deposit for Helpers Keys and replacement keys to be increased to £50	All	29/11/22
<b>4</b>	<b>Matters Arising from Last Meeting</b>		
4.1	See summary of actions from the last meeting.		
<b>5</b>	<b>Vacant Plots</b>		
5.1	There are currently 0 vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	We have a waiting list of under 20 applicants.		
<b>7</b>	<b>Inspections</b>		
7.1	Started in April, see separate list of letters sent.		
<b>8</b>	<b>Treasurers Report</b>		
8.1	The Treasurer reported that we have the following in the bank Current £4,303.83 Savings £13,064.63 of this £5,400 is required for key deposits.		
8.2	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 problems with the bank.		



# 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>9</b>	<b>Secretary's Report</b>		
<b>9.1</b>	TR reported that there had been a number of thefts recently noting plot 94 as a recent example. After much discussion it was decided that the Secretary would prepare an email to be sent out advising all plot holders of the dangers of leaving tools on the site.	TR/FT	11/07/22
<b>10</b>	<b>Correspondence</b>		
<b>10.1</b>			
<b>11</b>	<b>Annual Show</b>		
<b>11.1</b>	<b>Show Date</b> – The Annual Show will take place on Sunday September 4th 2022.		
<b>11.2</b>	EW to invite local Cllr to open the show also invite Hollybush and the Police.	EW	11/07/22
<b>11.3</b>	JW to prepare an email to be sent as a reminder of the children's competition	JW/FT	11/07/22
<b>12</b>	<b>Sub Committees</b>		
<b>12.1</b>	There were no subcommittee reports.		
<b>13</b>	<b>A.O.B.</b>		
<b>13.1</b>	<b>Plant sales</b> – FT to send reminder email	FT	20/06/22
<b>13.2</b>	<b>Website Development</b> – Invoice submitted requires payment	EW/HW	15/08/22
<b>13.3</b>	<b>Electricity Costs</b> – To review costs and report back	IB	11/07/22
<b>13.4</b>	<b>Notes for New Members</b> – JW and IB to review and report back	JW/IB	15/08/22
<b>13.5</b>	<b>Visit to Nursery</b> – Report on children's visit	EW TW	11/07/22
<b>13.6</b>	<b>School Visits</b> – Update on latest visits	BR	11/07/22
<b>13.7</b>	<b>Lock and Keys</b> – FT to get new estimates	FT	11/07/22
<b>13.8</b>	<b>Date of Next Meeting</b> – The next meeting will be on Monday the 11th July 2022 at 7pm.	ALL	11/07/22

## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
	<b>Lockers Repaired</b> – Thanks to BR and TH		
	<b>Wades</b> – Cheque received and banked thanks to IS		
<b>9.1</b>	<b>Thefts</b> – TR to prepare email advising plot holders of dangers FT to send out	TR/FT	
<b>11.2</b>	<b>Invites to Show</b> – EW to invite for local Cllr to open the show, and others who may wish to have a display at the Show e.g. Hollybush, Police etc.	EW	11/07/22
<b>11.3</b>	<b>Children's Competition</b> – JW to prepare reminder email	JW	11/07/22
<b>13.1</b>	<b>Plant Sales</b> – Send email advertising events	FT	20/06/22
<b>13.2</b>	<b>Website Development</b> – Invoice received and not paid could this be looked into	EW/HW	15/08/22
<b>13.3</b>	<b>Electricity Cost</b> – IB to review costs of energy providers	IB	11/07/22
<b>13.4</b>	<b>Help for local Nursery</b> – To review and report back.	EH/TH	11/07/22
<b>13.5</b>	<b>Help for local Nursery</b> – To review and report back.	EH/TH	11/07/22
<b>13.6</b>	<b>School Visits</b> – To arrange visit and supplies for Kirkstall Valley	BR	11/07/22
<b>13.7</b>	<b>Locks and Keys</b> – FT to look into new estimate to replace locks and keys	FT	11/07/22
<b>13.8</b>	<b>Date of Next Meeting</b> – This will be held on Monday the 11 <sup>th</sup> July 2022 at 7.00 p.m.	ALL	11/07/22



# Burley Model Allotments

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

INSPECTIONS - TABLE OF LETTERS SENT 2022					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April	10				
May	7	2			
June	5	3		2	
July					
August					
September					
October					

\*\* Plot 87 Send separate email

---



# Burley Model Allotments

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

## Agenda 11/07/2022

<b>1</b>	<b>Attendance and Apologies</b>		
<b>1.1</b>	<b>Committee</b>	✓	✓
	C Halliwell (CH)		F Turpin (FT)
	T Handby (TH)		T Willford (TW)
	S Hollington (SH)		Indira Banner (IB)
	E Willford (EW)		B Raw (BR)
	Jackie Wilson (JW)		K Barrett (KB)
	H White (HW)		E Handby (EH)
	Tom Randles		Iain Smith
<b>1.2</b>	<b>Guests Attending</b>		
<b>2</b>	<b>Minutes of last meeting</b>		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
<b>3</b>	<b>Items to be discussed at the Annual General Meeting</b>		
3.1	Items to be added to the A.G.M Agenda		
3.2	Key Deposit for Helpers increase to £50.00		
<b>4</b>	<b>Matters Arising</b>		
4.1	See summary of actions from last meeting.		
<b>5</b>	<b>Vacant Plots</b>		
5.1	We have 0 vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are currently under 20 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	Will continue in 2022. See table of letters sent.		
<b>8</b>	<b>The Treasurer reported at the last meeting that the funds are</b> Current: £4,303.83 Savings: £13,064.63 Of this we require approximately £5,400.00 for Key deposits.		
<b>9</b>	<b>Secretary's Report</b>		
<b>10</b>	<b>Correspondence</b>		
<b>11</b>	<b>Annual Show</b>		
<b>12</b>	<b>Sub Committees</b>		
<b>13</b>	<b>Any Other Business</b>		
<b>14</b>	<b>Date of Next Meeting</b>		