



# 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> 09/07/2018	<b>Meeting Opened at :- 19.05</b> <b>Meeting Closed at :- 20.23</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	S Kind	SK		
Keith Barrett	KB				
Barry Raw	BR				
Tony Handby	TH				
Sue Hollington	SH				
Iain Smith	IS				
Frank Turpin	FT				
Tim Wilford	TW				
<b>Guests Attending</b>					
Eileen Handby (EH) Elaine Wilford (EW)					

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
<b>1</b>	<b>Apologies and Non Attendance</b>		
1.1	There were apologies from SK.		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by HW and seconded by BR and agreed unanimously.		
<b>3</b>	<b>Items For the Annual General Meeting 2017</b>		
3.1	<b>Date for the A.G.M. – 27/10/18</b>		
3.2	<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. It was agreed that this be reviewed by the committee before the A.G.M.	All	27/10/18
3.3	<b>Changes to the Constitution</b> – It was agreed at the last A.G.M that the constitution be reviewed. This will include an I.T. Privacy Statement to comply with GDPR and the removal of the following Items from Section 4 <ul style="list-style-type: none"> <li>• Vice Chairman</li> <li>• Archivist</li> <li>• Hut Officer</li> <li>• Site Officer</li> </ul>	KB	27/10/18
3.4	<b>NASLG</b> – Remove subscription from membership fees. Members can join this organisation as individuals if they wish.	All	27/10/18
3.5	<b>Insurance</b> – Add Fee of £1.00 per member to cover insurance costs. This fee will be waived this year and come into effect for 2019.	All	27/10/18
<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	The number of vacant plots = 4.		
<b>6</b>	<b>Membership Secretaries Duties For October</b>		
6.1	The Membership Secretary will be unavailable from the 6/10/18 to the 3/11/18		
6.2	The Treasurer agreed to collate all the payments to the spreadsheet. FT and HW to review this and could use a laptop provided by FT	FT/HW	30/09/18
6.3	Rent payments to be taken by members of the Committee on a rolling basis and these will be passed to the Treasurer to collate.	ALL	30/09/18
6.4	Training to be given by the Membership Secretary on how concessions are calculated.	FT/ALL	08/09/18
<b>7</b>	<b>Lettings</b>		
7.1	The last recorded number on the waiting list = 19.		
<b>8</b>	<b>Inspections</b>		
8.1	Plots will be re-inspected before the end of August.	TW/BR	31/08/18
8.2	Letters Sent – See separate Table of letters sent		
<b>9</b>	<b>Treasurers Report</b>		
9.1	<b>Water Meter</b> - The Treasurer reported that the work on the water meter was completed and a comparison of usage will be available for the AGM.	HW	17/10/18



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<b>10</b>	<b>Site Improvements</b>		
10.1	<b>Repairs to the stand pipes</b> – Work on the first one has been completed. To arrange for future works to be started. .	ALL	10/09/18
<b>11</b>	<b>Secretaries Report</b>		
11.1	The secretary has received a request from the plot holder at 73a to move to 24a this was discussed at some length and was proposed by HW seconded by TW and agreed unanimously.	IS	10/09/18
<b>12</b>	<b>Correspondence</b>		
12.1	There is an application from plot 86 to erect a greenhouse due to the siting of the container on this plot it was discussed at some length and agreed this can be sited further down the plot than normal. This was proposed by HW seconded by TW and agreed unanimously.	IS	10/09/18
<b>13</b>	<b>Annual Show</b>		
13.1	It was agreed the Annual Show would be held on the 2 <sup>nd</sup> of September 2018		
13.2	See separate list items for the Annual Show for details on duties.		
<b>14</b>	<b>Nature Watch</b>		
14.1	KB stated that there was some confusion on loading pictures to the website but that he had managed to do this.		
<b>15</b>	<b>Sub Committees</b>		
15.1	It was agreed that the review of all procedures should be carried out.		
15.2	Collate all procedures and put into one comprehensive document and publish on the website.	KB	10/09/18
<b>16</b>	<b>A.O.B.</b>		
16.1	<b>GDPR</b> - Do we need 2 statements in the tenancy agreement IS to check with LCC	IS	10/09/18
16.2	<b>Peat Based Compost</b> – It was agreed to defer this until the next meeting	All	10/09/18
16.3	<b>Apple Press Day</b> – It was agreed to go ahead with this after the AGM - KB to provide posters HW to organize with Leeds Urban Harvest the load of the Equipment	KB HW	10/09/18
16.4	<b>Non Fruit Trees on Site</b> - It was agreed to defer this until the next meeting	All	10/09/18
16.5	<b>Purchase of Bulbs for Communal Areas</b> - It was agreed to go ahead with this and TH to purchase using the Association Debit Card.	TH	10/09/18

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
11.1	<b>Plot 73a swap to 24a</b> – IS to arrange for permission letter to be sent	IS	10/09/18
12.1	Plot 86 – IS to arrange letter agreeing erection of Greenhouse	IS	10/09/18
16.1	<b>GDPR</b> – Do we need 2 statements in the tenancy agreement IS to check with LCC	IS	10/09/18
16.3	<b>Apple Press Day</b> – Arrange for load of equipment	HW	10/09/18
16.3	<b>Apple Press Day</b> – Produce newsletter	KB	10/09/18
16.5	<b>Bulbs for Communal Areas</b> – Purchase supply of bulbs	TH	10/09/18

INSPECTIONS - TABLE OF LETTERS SENT 2018				
MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent
February	0	0	0	0
March	0	0	0	0
April	19	0	0	0
May	18	11	0	0
June	4	8	4	4
July	3	3	4	0
August				
September				
October				



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ACTIONS FOR THE ANNUAL SHOW			
No	Item	Action By	Due Date
13.3	<b>Prize Cards for Show</b> – arrange to print 300 with no date on so they can be used in subsequent years	EW	10/09/18
13.4	<b>Charity Donation - £500.00</b> to Hollybush (Presentation Cheque) Invite someone from Hollybush to attend at the Show Ask if they will run a stall at the show	HW HW HW	10/09/18 10/09/18 10/09/18
13.5	<b>Framed Photo</b> – A presentation photo for Lucinda Yeadon	IS	10/09/18
13.6	<b>Flowers</b> – Flowers X5 are required from Plot 60 HW to email	HW	10/09/18
13.7	<b>Review state of Cups and Trophies</b> – It was agreed to take photos this year review next year	All	02/09/18
13.8	<b>Engrave Winners Names on Trophies</b> – It was agreed this would not be possible this year.		
13.9	<b>Posters</b> – Posters are already up on the gates	All	10/09/18
13.10	<b>Schedule's</b> – bring printed schedule's to the hut	EW	18/08/18
13.11	<b>Medals for Show</b> – Visit trophy shop and pick up medals for winners	EW	10/09/18
13.12	<b>Newsletter</b> – To include request for help on 24/08/18 to help with the large marquee; help on the 31/08/18 to put up the smaller marques and garage cleaning setting out tables chairs etc. and to help clearing up on the Monday after the show.	KB	18/08/18
13.13	<b>Entries</b> – Barry will supervise and run this	BR	02/09/18
13.14	<b>Judging</b> – Main Judge Steve, Cakes Claire, Children's Section Tim,		02/09/18
13.15	<b>Sunflower Judging</b> – Helen and Tony	HW TH	02/09/18
13.16	<b>Raffle Tickets</b> – sale of	HW KB	02/09/18
13.17	<b>Catering</b> – Claire and Family		02/09/18
13.18	<b>Tombola</b> – Tony will do this	TH	02/09/18
13.19	<b>Auction</b> – Frank has volunteered to do this ably assisted by his minions	FT	02/09/18
13.20	<b>Trophies</b> – List of winners and trophies to be presented by Cllr Fiona Venner	EW IS	02/09/18
13.21	<b>Produce for charity</b> – Check with SK if this will be done again this year	KB	18/08/18



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## Agenda 10/09/2018

<b>1</b>	<b>Attendance and Apologies</b>		
<b>1.1</b>	<b>Committee</b>		
	<b>Name</b>	<b>✓</b>	<b>Name</b>
	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		
<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 For the Annual General Meeting</b>		
	See items from last meeting.		
<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	The number of Vacant plots = 4		
<b>6</b>	<b>Membership Secretaries Duties For October</b>		
6.1	The Treasurer agreed to collate all the payments to the spreadsheet.		
6.2	Rent payments to be processed and passed to the Treasurer to collate.		
6.3	Training to be given by the Membership Secretary on how concessions are calculated.08/09/18		
<b>7</b>	<b>Lettings</b>		
7.1	The number on the waiting list = 19		
<b>8</b>	<b>Inspections</b>		
8.1	See Separate table		
<b>9</b>	<b>Treasurers Report</b>		
<b>10</b>	<b>Site Improvements</b>		
10.1	1 Repair to stand pipes – To arrange working party - Ongoing		
<b>11</b>	<b>Secretaries Report</b>		
<b>12</b>	<b>Correspondence</b>		
<b>13</b>	<b>Annual Show</b>		
13.1	See Separate Table		
<b>14</b>	<b>Nature Watch</b>		
<b>15</b>	<b>Sub Committees</b>		
15.1	Reports on all Procedure documents are being reviewed and will be compiled and collated into one document		
<b>16</b>	<b>Any Other Business</b>		
16.1	Peat Based Compost		
16.2	Non fruit trees on the site		