



# 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> 08/07/2019	<b>Meeting Opened at :- 19.05</b> <b>Meeting Closed at :- 20.15</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Iain Smith	IS		
Keith Barrett	KB				
Tony Handby	TH				
Frank Turpin	FT				
Steve Kind	SK				
Barry Raw	BR				
Tim Wilford	TW				
Sue Hollington	SH				
Elaine Wilford	EW				
Eileen Handby	EH				
<b>Guests Attending</b>					

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 IS		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by TH and seconded by HW and agreed unanimously.		
<b>3</b>	<b>Items For the Annual General Meeting 2019</b>		
3.1	The date for the A.G.M. will be 26 <sup>th</sup> October 2019.		
3.2	There were a number of issues to raise including		
	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		
<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 Membership Secretary reported that there are 8 plots vacant.		
<b>6</b>	<b>Lettings</b>		
6.1	There are currently 36 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	See separate table of letters sent.		
7.2	Plot 17b and 97a have both had letter 3 requesting termination of their plots After some discussion it was determined that plot 97a be asked to call in to see the committee members regarding their current situation and the state of their plot.	FT/BR	09/09/19
<b>8</b>	<b>Treasurers Report</b>		
8.1	The Treasurer reported that the funds are Current: £6387.58 Savings: £10,042.19		
8.2	Of this we require approximately £4,500 for Key deposits.		
8.3	The Treasurer reported that no key was handed in for plot 2a and therefore will not be able to refund the deposit.	HW	09/09/19
<b>9</b>	<b>Site Improvements</b>		
9.1	<b>Repairs to the Stand Pipes</b> – After the water has been turned on there are 2 stand pipes that are in urgent need of replacement.	ALL	09/09/19
9.2	There were a number of issues raised including		
	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.		



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<b>10</b>	<b>Secretaries Report</b>		
10.1	<b>Leeds Directory Entry</b> – Review our online entry KB to advise IS of requirements. IS to contact Lynne Rodgers at L.C.C. to update our entry in the register.	IS	09/09/19
<b>11</b>	<b>Correspondence</b>		
11.1	<b>Applications</b> – There were 2 applications forms to be passed on to the Lettings officer	IS	09/09/19
11.2	<b>Plot 85a</b> – A greenhouse application was requested this was discussed and proposed by TH and Seconded by KB and agreed unanimously. FT to email the plot holder.	FT	09/09/19
<b>12</b>	<b>Annual Show</b>		
12.1	<b>Date of Annual Show</b> - It was agreed this year's show would be on the 1 <sup>st</sup> of September 2019.	ALL	01/09/19
12.2	<b>See Separate Table</b>		
<b>13</b>	<b>Nature Watch</b>		
13.1	<b>Tree Policy</b> – 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	09/09/19
<b>14</b>	<b>Sub Committees</b>		
14.1	At present there are no Sub Committee's.		
<b>15</b>	<b>A.O.B.</b>		
15.1	<b>Painting the Hut</b> – 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.	ALL	14/10/19
15.2	<b>Decorations for the Container</b> – It was discussed that the decoration container should be improved with possibly some kind of vinyl wrap. . KB to look into this.	KB	09/09/19
15.3	<b>Website</b> – KB reported that some photos and 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	09/09/19

## Annual Show

<b>12.2</b>	<b>Items for the Annual Show</b>		
12.1	<b>Date of Annual Show</b> – It was agreed this year's show would be on the 1 <sup>st</sup> of September 2019.	ALL	01/09/19
12.2	<b>Stationary</b> – Cards, Raffle Tickets, Rosettes etc. There should be enough from last year to cover this year's show.		
12.3	<b>Café</b> – EH to Organise with Claire	EH	01/09/19
12.4	<b>Gifts for the judges</b> – EH to organize this year	EH	01/09/19
12.5	<b>Flowers</b> – 7 bouquets are needed this year for Cllr Hannah Bithel, Show Secretaries 2X, Claire, Suzanne Wrigglesworth, Lucinda Yeadon and Trish.	HW	01/09/19
12.6	<b>Volunteers</b> – An email to be sent asking for volunteers to help with the marquee, on Friday 23 <sup>rd</sup> August and Friday 30 <sup>th</sup> August from 9.30 to 1.00 and should include help with donations of prizes for the raffle and tombola; and also baked goods for the café	FT	16/08/19
12.7	<b>Runners</b> – These will include SH, KB TW, plus volunteers on the day.		
12.8	<b>Raffle</b> – AM and JM have agreed to sell raffle tickets	AM JM	01/09/19
12.9	<b>Marquee</b> – This will be put up on the 23/08/19 and the smaller ones on the 30/08/19 by BR, FT, TH, TW, IS, and other volunteers.	ALL	01/09/19
12.10	<b>Stalls</b> – A number of charities will attend and will require tables/space these include <ul style="list-style-type: none"> <li>• Hollybush</li> <li>• Leeds Coppice Workers</li> <li>• Rodley Nature Reserve</li> <li>• Leeds Urban Harvest</li> </ul>	ALL	01/09/19
12.11	<b>Bags and Aprons</b> – EH volunteered to run a stall selling bags and aprons	EH	01/09/19
12.12	<b>Trophies</b> – All the trophies need to be returned and where possible need to be engraved these include <ul style="list-style-type: none"> <li>• Best Plot</li> <li>• Best Half Plot</li> </ul>	EW	01/09/19
12.13	<b>Best Newcomer</b> – It was agreed that this would be replaced this year (and in all future year's) by a shield which the plot holder will keep.	EW	01/09/19



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## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
7.2	<b>Plot 97a</b> – Letter to call and see committee	FT	09/09/19
8.3	<b>Plot 2a</b> – Letter confirming no receipt of key	HW	09/09/19
9.1	<b>Repairs to stand pipes</b> – Purchase timber for repairs to 3 identified posts to replace urgently.	BR	08/07/19
10.1	<b>Leeds Directory Entry</b> – To review our online entry.	IS	09/09/19
11.1	<b>Applications X2</b> – To be picked up by the Secretary and passed to the Lettings Officer .	IS	09/09/19
11.2	<b>Plot 85a</b> – Permission granted for a greenhouse.	FT	09/09/19
13.1	<b>Tree Policy</b> – A policy on trees on the site to be produced.	SK	09/09/19
15.1	<b>Painting Hut</b> – Decorate internally	All	14/10/19
15.2	<b>Decorate Contaner</b> – Vynly wrap for the container .	KB	09/09/19
15.4	<b>Website</b> – Review website pages with photos and videos from the drone.	KB	09/09/19

## 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 09/09/2019

<b>1</b>	<b>Attendance and Apologies</b>			
<b>1.1</b>	<b>Committee</b>			
	<b>Name</b>	<b>✓</b>	<b>Name</b>	<b>✓</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 (SK)			
<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>Annual General Meeting</b>			
3.1	This year's A.G.M. will be held on the 26 <sup>th</sup> October 2019.			
<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 currently have 8 Vacant plots			
<b>6</b>	<b>Lettings</b>			
6.1	There are 36 applicants on the Waiting List			
<b>7</b>	<b>Inspections</b>			
7.1	See separate table			
<b>8</b>	<b>Treasurers Report</b>			
8.1	Savings: £10,042.19			
8.2	Current: £6,387.58			
8.3	Of this we require £4,500 for Key deposits			
<b>9</b>	<b>Site Improvements</b>			
9.1	Repair to stand pipes – To arrange working party – Ongoing			
9.2	Improvements to discuss at the A.G.M.			
	<ol style="list-style-type: none"> <li>1. Providing a hard standing to the main entrance roadway</li> <li>2. Fencing to the perimeter of the site.</li> <li>3. Move the main entrance gates to a more central position.</li> <li>4. Add solar lights outside the hut.</li> </ol>			
<b>10</b>	<b>Secretaries Report</b>			
<b>11</b>	<b>Correspondence</b>			
<b>12</b>	<b>Annual Show</b>			
12.1	This year's Annual show will be held on Sunday 1 <sup>st</sup> September 2019			
<b>13</b>	<b>Nature Watch</b>			
13.1	Tree Policy			
<b>14</b>	<b>Sub Committees</b>			
<b>15</b>	<b>Any Other Business</b>			
15.1				