



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 09/04/2018	Meeting Opened at :- 19.00 Meeting Closed at :- 19.36	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Iain Smith	IS		
Frank Turpin	FT	S Kind	SK		
Keith Barrett	KB				
Barry Raw	BR				
Tony Handby	TH				
Sue Hollington	SH				
Tim Wilford	TW				

Guests Attending

MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	Apologies were received from IS & SK		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by TW and agreed unanimously.		
3	Items For the Annual General Meeting 2017		
3.1	Items for the A.G.M.		
3.2	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. It was agreed that this be reviewed by the committee before the A.G.M.		
3.3	Changes to the Constitution – It was agreed at the last A.G.M that the constitution be reviewed. HW to make available proposed changes via Google Drive		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant plots		
5.1	The number of vacant plots = 1		
5.2	It was noted that plot 17a will be vacant soon and that the plot holder from 17b has asked for this as it has a greenhouse. It was proposed to make available the "extra" greenhouse on 17a and offer this to 17b to purchase for £30.00		
6	Lettings		
6.1	The last recorded number on the waiting list = 2		
7	Inspections		
7.1	Plots will be re-inspected in April.	TW BR	30/04/18
7.2	FT to provide an up to date list of plot holders and review the format of the inspection documentation.	FT	14/04/18
8	Treasurers Report		
8.1	The Treasurer reported at the last meeting that the funds are Current Account: £6,957.08 Savings Account: £9020.94		
8.2	Fees For Services - It was agreed that by the July meeting the fees for the water and the membership fees will be reviewed.	ALL	09/07/18
8.3	Fees For Organisations - Membership to other organisations be reviewed before the July meeting.	ALL	09/07/18
8.4	Loppers - Invest in a new set of loppers for the site up to a cost of £100.00 Proposed by HW Seconded by KB and agreed unanimously.	FT	14/05/18
8.5	Vacuum Cleaner Purchase a new vacuum cleaner (Henry) for use in the hut up to a cost of £100.00 Proposed by HW Seconded by KB and agreed unanimously.	TH	14/05/18
8.6	Signs for the Gates Purchase aluminium signs for the gates of the largest size quoted. Proposed by HW Seconded by KB and agreed unanimously.	HW	14/05/18
8.7	Nature Watch – KB advised that the cost of the web development for this project may increase from £70.00 to £100.00-£120.00 HW stated it would be preferable to keep this below £100.00 if possible Proposed by HW Seconded by TW and agreed unanimously.	KB	14/05/18



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9	Site Improvements		
9.1	Repairs to the stand pipes - It was agreed that a repair be carried out to one of the stand pipes on the special side this work will be done in the next day or so.	TH/BR	12/04/18
10	Secretaries Report		
10.1	This was not discussed at this meeting.		
11	Correspondence		
11.1	There was no correspondence to discuss at this meeting.		
12	Annual Show		
12.1	It was agreed the annual show would be held on the 2 nd of September 2018		
12.2	It was agreed that a review of the posters be carried out.	KB/FT	09/03/18
12.3	It was agreed to review the Show Schedule.	KB/FT	09/03/18
12.4	Review of Show	All	02/09/18
13	Nature Watch		
13.1	Dave to review the use of the blackboard.		
13.2	Use of the website to record the Nature Watch Project		
13.3	Newsletter to promote the Nature Watch project	KB	14/05/18
14	Sub Committees		
14.1	It was agreed that the review of all procedures should be carried out.		
14.2	Inspections – TW and BR are working on this	JD	
14.3	Lettings – IS – Completed	IS	
14.4	Termination of Tenancies –TW – Completed	TW	
14.5	Compliments and Complaints– HW – Completed	HW	
14.6	Collate and put into one comprehensive document and publish on the website.	KB	
15	A.O.B.		
15.1	P.A.T Testing for the hut- Arrange a new contractor.	SK	14/05/18
15.2	Water – HW to sort out the problems with fitting the new water meter with Morrison's (the contractor) and Yorkshire Water. After a lot of discussion it was proposed to go back to the contractor and request they increase the size of the current access point rather than putting a new spur actually inside the allotment site.	HW	14/05/18
15.3	Burley St Mathias School Visit – 4 adults and 26 children visited the site recently and were given demonstrations of planting potatoes in containers and were given some seed potatoes and compost to take back to school for a competition they are having to see who can grow the most. We hope to see them again very soon for a return visit. Thanks go to all who helped with the day.		
15.4	Mats for the Hut – It was agreed to buy new mats for the hut		

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
7.1	Inspections – Inspect of plots will start in April.	TW/BR	30/04/18
7.2	Inspections – Provide up to date list of ploholders for inspectors.	FT	30/04/18
8.2	Fees – Review fees for services.	ALL	09/07/18
8.3	Fees – Fees to other organisations to be revived.	ALL	09/07/18
8.4	Loppers – Purchase new loppers for use on site.	FT	14/05/18
8.5	Vacuum Cleaner – Purchase new cleaner for the Hut.	TH	14/05/18
8.6	Signs For Gates – No Parking signs.	HW	14/05/18
8.4	Nature Watch Web Development – KB advised this cost could rise HW requested it be kept below £100.00 if possible.	KB	14/05/18
9.1	Repairs to Standpipes – Repair to first one to be carried out on the "Special side" this week.	TH/BR	02/04/18
12.2	Review of Show – Review Posters for the Show.	KB	14/05/18
12.3	Review of Show – Produce a list of things to be done differently.	ALL	02/09/18
13.3	Newsletter – Produce newsletter to promote Nature Watch.	KB	14/05/18
14.1	Procedure Documents – Collate into one document and publish.	KB	TBA
15.1	P.A.T Testing – Find new contractor to do the work.	SK	14/05/18
15.4	Mats – Buy new Mats for the Hut.	??	14/05/18



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Agenda 09/04/2018

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		
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 = 1		
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:		£6957.08
	Savings Account:		£9,020.94
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		
13.1	Use of the blackboard		
13.2	Review of Website		
13.3	Newsletter		
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
15	Any Other Business		
15.1			