



Burley Model Allotments

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

Annual General Meeting	Date 28/10/2017	Location Burley Model Allotments
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Present (Name and Plot Number)
Please see the separate Attendance Sheet (Page 6)
Apologies
There were no Apologies.
Guests Attending
There were no guests at the meeting.

MINUTES OF ANNUAL GENERAL MEETING	
No	Item
1.	Introduction
1.1	Introduction of the meeting - The Chair, Keith Barrett (KB), introduced himself and the Officers of the Committee to the meeting. He went on to outline the reports these officers would present. The Secretary's Report would be given by Iain Smith (IS), the Membership Secretary's report would be presented by Frank Turpin (FT) and the Treasurer Helen White (HW) would give her report later in the meeting. The Chair explained the order the meeting would take and the agenda items.
1.2	The Chair requested that everyone signed the attendance sheet.
2.	Matters arising from the Minutes of the Last Meeting
2.1	Minutes of last Year's A.G.M. – The minutes of last year's A.G.M. on 29 th October 2016 was not available at this meeting due to an administration error. The Chair apologised for this but stated that the minutes have been available to view on the website since last October.
2.2	Matters arising from the last AGM –
2.3	Nature Watch – The Chair reported that at last year's A.G.M. a scheme to monitor wildlife on the plot was implemented. To this end a poster was put on the Notice Board where wildlife could be recorded.
2.4	After some discussion Steve Kind (SK) proposed that the helper on his plot Dave Bent and Elizabeth Cole would be interested in running this and recording the results and sharing these with a local nature scheme. This was seconded by Deidre West and agreed unanimously.
2.5	Yellow Book Scheme – HW reported that for the scheme to go ahead we would require permission from all members of the site. As this is not practicable it was decided not to go any further with this proposal.
2.6	Greenhouse Charges - At last year's A.G.M. it was agreed to lease greenhouses to new plot holders (up to a maximum of £60.00) with the option to buy the greenhouse from the outgoing plot holder. The Chair apologised for any confusion caused regarding this. He took full responsibility for this and expressed regret for any misunderstanding that this may have caused. To clarify this point a further rule has been proposed to make this clear (see item 7.1 Ownership of Structures).



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3.	Secretary's Report
3.1	The Secretary explained that the committee have managed and run the site efficiently and have dealt with a number of issues, and complaints this year. The complaints have been far fewer than in recent years and are standard issues and not things that are out of the ordinary. This left time for the Committee to actually plan for and make changes and improvements to the site. It also left more time to actually manage the site.
3.2	He went on to state that the Association had applied for a grant from Wades Charity again to replace the last two double gates on Beechwood Crescent and Lumley Place. We have in the last few years received funding from the charity to renew all the double gates to the site. They have given us a plaque which is on the hut wall and matches the one given to us in 1958 when the site was remodelled. Wades have been a long-time supporter of the Association.
3.3	The Secretary outlined the events and achievements of last year including:- <ul style="list-style-type: none"> • New double gates (Beechwood Crescent and Lumley Place) • Storage for the container • New hedge cutter • Repairs to stone walls to the rear of the hut • Review of the website
3.4	The Secretary also reported on the waiting list and how this has been managed this year. The current number of people on the waiting list is 40. The site has been full all year, from last July until this month, when vacancies may occur due to non-payment of rent but these will be let as soon as possible.
3.5	The Secretary also gave thanks to all who have helped over the past 12 months with the running of the site. The achievements outlined above are all due, in no small part, to a number of volunteers (and they all know who they are and are too numerous to mention) who help year in and year out. This has made the year so successful and will hopefully help to make next year just as productive and beneficial to everyone who uses the site.
4.	Membership Secretary's Report
4.1	The Membership Secretary reported that we have 119 plots on the site and these are sub-divided to create 188 plots and there are 166 tenants on the site.
4.2	All the vacant plots this year have been re-let with virtually no rent loss. The Membership Secretary complimented the Lettings Officer on the efficient way the plots have been re-let.
4.3	As all the plots are let so efficiently this ensures that we receive the maximum income from Leeds City Council (L.C.C.). However as the rents go up each year a greater percentage of this goes to L.C.C. this year 68% of the rental income will go to them and this will increase next year.
4.4	The Membership Secretary gave thanks to everyone on the site who helped make his job easier (and they know who they are), by delivering letters to plot holders who do not use email, as well as general help with running the Allotments and to everyone else who helps and are essential in the running of the site.
5	Treasurer's Report
5.1	The Treasurer circulated a separate report and queries regarding the format of the report were answered. See document BMAA Accounts 12 - 17.



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5.2	The Treasurer gave a thorough synopsis of the report and gave a detailed and comprehensive description of the individual items in the report
5.3	The Treasurer went on to add that, although the savings we have do look quite healthy, we do need to keep a working balance of £4,000.00 to repay key deposits, should everyone require the deposit back at the same time.
5.4	However although it is nice to be solvent and to have savings, we do not intend to keep increasing them year on year and she requested ideas as to how the members of the Association wanted the site improving. At this time a discussion took place regarding improvements to the site this included <ul style="list-style-type: none"> • The installation of Bat Boxes • Hiring or purchase of an Apple Press
5.5	The Treasurer also thanked everyone for all their help during the past year.
Election of Officers	
6.1	The Chair outlined the rules of the Association with regard to the election of officers and committee members. At this point the outgoing committee resigned.
6.2	The Chair stated that, although nomination should be made prior to the A.G.M., if anyone wants to join the Committee they are more than welcome and that we currently have vacancies for a Chair and Vice Chair of the Association. He eventually remembered that the Committee Meetings are held at 7.00 p.m. on the second Monday of the month and that everyone is welcome to attend them.
6.3	Show Secretary – The chair at this time stated that Eileen was stepping down in her role as Show secretary and asked for any volunteers to take on this role. The role of the Show Secretary needs to be filled on a permanent basis. Over the past few Years Eileen has reluctantly taken on this role and this now needs to be addressed with the appointment of a new Show Secretary. The Role is as follows:- <ul style="list-style-type: none"> • Appoint a Show Committee • This will include Judges, Helpers etc. • Plan/Review the Show Schedule • With the Show Committee reporting to the full Committee for approval. • Print (or arrange printing of) prize cards, awards and other related show stationary. • Prepare Entry Book and ensure entries are recorded. • Collect in trophies and obtain any other awards required. • Record winners in Entry Book and make out prize cards. • Oversee all aspects of the running of the show.
6.4	The Chair reported that there were nominations for the following positions:- Secretary: Iain Smith, Treasurer: Helen White, Membership Secretary: Frank Turpin, Stores Manager: Tony Handby, Lettings Secretary: Lesly Best, Publicity Officer: Keith Barrett, Committee Members Sue Hollington, Steve Kind and Tim Wilford The following people were elected to the committee: Chair: Vacant Vice Chair: Vacant Secretary: Iain Smith



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<p>6.5</p> <p>6.6</p>	<p>Treasurer: Helen White Membership Secretary: Frank Turpin Stores Manager: Tony Handby Show Secretary: Vacant Lettings Secretary: Lesly Best Publicity Officer: Keith Barrett Committee Member: Sue Hollington Committee Member: Steve Kind Committee Member: Tim Wilford</p> <p>As there is no Chair or Vice Chair it was agreed these positions will be filled at meetings by members of the current committee on a rolling basis. <i>Iain Smith will continue to take on the Secretary's role but as a non-voting member of the committee.</i></p> <p>Trustees - The trustees of the Association will remain as: Trustee: Barry Raw Trustee: Tony Handby Trustee: Iain Smith</p>
<p>Changes to the Rules</p>	
<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Ownership of structures – Again the Chair apologised for any confusion caused in last year's minutes and the need for this subsequent rule change regarding this item. He went on to say that any misunderstanding caused by this not being made perfectly clear was entirely his fault and this amendment will once and for all clarify this item.</p> <p>All structures (except those owned by B.M.A.A.) are the property of the current plot holder. They are able to dispose of these as they wish at any time prior to or upon the termination of their tenancy. The committee will not be involved regarding the sale of greenhouses. The outgoing plot holder will make available contact details so that the new tenant can contact them regarding any sale. Should the new plot holder not wish to purchase the structure it is the responsibility of the outgoing plot holder to dispose of it. This was proposed by KB seconded by HW and agreed unanimously.</p> <p>Property Left on Plots - Any property tools etc. left in lockers or on the plot will become the property of the B.M.A.A. on termination of the tenancy. This was proposed by FT seconded by SK and agreed unanimously.</p> <p>Space to be Made Available for New Plot Holders – The Chair explained that this was more of a discussion point rather than a rule change It was proposed at a committee meeting last year that the association should make available 2 or more raised beds for a period of 12 weeks for new tenants. The chair went on to outline some of the pros and cons with this. In all it seems a good idea in that people on the waiting list could have an opportunity to get a feel for working on the site and a chance to meet people and gain some advice and assistance for when they get their own plot. However the drawbacks to this scheme are that we have to make the space available and that we (the Association) will have to pay for this, someone will have to build the raised beds. What would happen if given the new plot holder has planted up their "raised bed" a plot then became available for them? SK proposed that this item</p>



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	should be left open for the committee to discuss at a later stage to see if these problems can be resolved. He understood that Ash Road Allotments run a similar scheme and perhaps they may be able to help with this. IS stated that he had been in touch with them and as far as he could find out neither they, nor anyone else runs a scheme such as this. HW seconded the proposal to look into this further and it was agreed unanimously.
Changes to the Constitution	
8.1	It is proposed that the Constitution be reviewed. The Chair stated that this and the rules are living documents and should be reviewed regularly to ensure that both documents are relevant and up to date. The main items for review in the Constitution are the Officer Roles. The Chair stated that this should be done over the next 12 months and any proposed changes be brought to next year's A.G.M. This was agreed unanimously.
Any Other Business	
9.1	Thanks To the Show Secretary – TH asked for thanks to be recorded for the Show Secretary for all the many years of hard work in organising and running the Annual Show for countless years. It was agreed by all present that the heartfelt thanks of the association be recorded for Eileen and Barry for all their efforts.
9.2	Thanks To All Members of the Association - The Chair echoed the sentiments of the other Officers of the Committee by giving thanks to everyone who helped on the site, including everyone who helps with the running of the site but has been missed off the list of thanks given by the Officers of the Committee.
Closure of the Meeting	
10.1	Closure of the Meeting - The Chair thanked all the members of the Association for their attendance and participation in the meeting.
10.2	The meeting was officially closed at 11.55 a.m.



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Date :- 28th October 2017	ANNUAL GENERAL MEETING	Location :- Burley Model Allotments
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Attendance Sheet

Print Name	Plot Number(s)	Signed
KETH BARRETT	78	<i>[Signature]</i>
A STICLIFE	4B	<i>A. Sticliffe</i>
SHEILA GLESSON	5B & 6B	<i>S. Glesson</i>
SUE HOLLINSTEAD	100	<i>Sue Hollinthead</i>
TIM WILFORD	116	<i>Tim Wilford</i>
STEVE HIND	43	<i>[Signature]</i>
HANNAH HUNT	28	<i>Hannah Hunt</i>
Juanik Weymont	29A	<i>Juanik Weymont</i>
ALYN LEWIS	110B	<i>Alyn Lewis</i>
DEIRDRE WEST	43	<i>D West</i>
LISA JAINWRIGHT	53A	<i>L. Jainwright</i>
E. TURPIN	88	<i>E. Turpin</i>
ABLACKIR	57 98A	<i>[Signature]</i>
B. Curran	5A 10B	<i>B Curran</i>
J. Curran	10A	<i>[Signature]</i>
C GREEN	87?	<i>[Signature]</i>
M McCullough	87?	<i>M McCullough</i>
H JAMES	73A	<i>[Signature]</i>
Rosee Ainslie-Hillari	51	<i>[Signature]</i>
D. Benton	62 6	<i>D Benton</i>
IAIN SMITH	39 3b	<i>I R Smith</i>
Phil Gadsby	72b/73b	<i>[Signature]</i>
Barely Row	117/118	<i>[Signature]</i>
JOHN PUGH	22+23 B	<i>[Signature]</i>
HELEN WHITE	63A	<i>[Signature]</i>
MARION CHARLTON	114	<i>Marion Charlton</i>
TOM FRYE	35	<i>[Signature]</i>