



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 14/05/2018	Meeting Opened at :- 19.00 Meeting Closed at :- 19.56	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW				
Frank Turpin	FT				
Keith Barrett	KB				
Barry Raw	BR				
Tony Handby	TH				
Sue Hollington	SH				
Tim Wilford	TW				
Iain Smith	IS				
S Kind	SK				

Guests Attending

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MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	There were no Apologies.		
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	Date for the A.G.M. – 27/10/18		
3.3	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.		
3.4	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 = 3 17a, 47 and 113a2		
5.2	It was noted by SK that in the last minutes that the plot holder from 17b has asked for the greenhouse on 17a. It was proposed to make available the “extra” greenhouse on 17a and offer this to 17b to purchase for £30.00	IS	11/06/18
6	Membership Secretaries Duties For October		
6.1	The Treasurer agreed to collate all the payments to the spreadsheet.	FT/HW	30/09/18
6.2	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
6.3	Training to be given by the Membership Secretary on how concessions are calculated.	FT/ALL	30/09/18
7	Lettings		
7.1	The last recorded number on the waiting list = 23		
8	Inspections		
8.1	Plots will be re-inspected in May.	TW BR	31/05/18
8.2	A total of 19 L1's were sent after the April inspection.		
9	Treasurers Report		
9.1	The Treasurer reported at the last meeting that the funds are Current Account: £5265.12 Savings Account: £10,021.46		
9.2	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
9.3	Fees For Organisations - Membership to other organisations to be reviewed before the July meeting.	ALL	09/07/18



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10	Site Improvements		
10.1	Repairs to the stand pipes – Work on the first one has been completed. To arrange for future works to be started. .	ALL	11/06/18
11	Secretaries Report		
11.1	Glyphosphate – There was a long discussion regarding this item prompted by an email asking that we ban the use of it on the site. It was agreed that a ban would be unenforceable. However a piece would be added to the next newsletter stating that the use of this (and other harmful) chemicals should be used in a responsible manner.	KB	11/06/18
12	Correspondence		
12.1	There was no correspondence to discuss at this meeting.		
13	Annual Show		
13.1	It was agreed the annual show would be held on the 2 nd of September 2018		
13.2	It was agreed to review the Show Schedule.	KB/FT	09/03/18
13.3	Review of Show	All	02/09/18
14	Nature Watch		
14.1	Dave to review the use of the blackboard.		
14.2	Review the use of the website to record the Nature Watch Project	KB	11/06/18
14.3	Newsletter to promote the Nature Watch project	KB	11/06/18
15	Sub Committees		
15.1	It was agreed that the review of all procedures should be carried out.		
15.2	Inspections – TW and BR are working on this	JD	
15.3	Lettings – IS – Completed	IS	
15.4	Termination of Tenancies –TW – Completed	TW	
15.5	Compliments and Complaints– HW – Completed	HW	
15.6	Collate and put into one comprehensive document and publish on the website.	KB	
16	A.O.B.		
16.1	P.A.T Testing for the hut- Arrange a new contractor. It was agreed to add a request in the next newsletter.	KB HW	11/06/18 14/05/18

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
5.2	Plot 17a Greenhouse – Offer to plot 17b	IS	11/06/18
8.1	Inspections – Second inspection of plots to be done in May	TW/BR	30/05/18
9.2	Fees – Review fees for services.	ALL	09/07/18
9.3	Fees – Fees to other organisations to be revived.	ALL	09/07/18
10.1	Repairs to Standpipes – Repairs are ongoing.	All	11/06/18
11.1	Glyphosphate – Add an article to the next newsletter stating that the use of this (and other harmful) chemicals should be used in a responsible manner.	KB	11/06/18
13.3	Review of Show – Produce a list of things to be done differently.	ALL	02/09/18
14.2	Nature Watch Web Development – KB advised the cost of a new page on the website to display photos taken may be required. This would depend on the volume of traffic and would cost approx £100.00.	KB	11/06/18
14.3	Newsletter – Produce newsletter to promote Nature Watch.	KB	11/06/18
15.6	Procedure Documents – Collate into one document and publish.	KB	TBA
16.1	P.A.T Testing – Find new contractor to do the work. To add a request in the next newsletter.	KB/ALL	11/06/18/18



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Agenda 11/06/2018

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			
	See items from last meeting.			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	The number of Vacant plots = 3			
6	Membership Secretaries Duties For October			
6.1	The Treasurer agreed to collate all the payments to the spreadsheet.			
6.2	Rent payments to be taken by members of the Committee on a rolling basis and these will be passed to the Treasurer to collate.			
6.3	Training to be given by the Membership Secretary on how concessions are calculated.			
7	Lettings			
7.1	The number on the waiting list = 23			
8	Inspections			
	L1 sent = 19			
9	Treasurers Report			
9.1	At the last meeting the amounts held in each account were			
	Current Account:	£5265.12		
	Savings Account:	£10,021.46		
10	Site Improvements			
10.1	1 Repair to stand pipes – To arrange working party.			
11	Secretaries Report			
11.1				
12	Correspondence			
12.1				
13	Annual Show			
13.1	Review what can be done better			
14	Nature Watch			
14.1	Use of the blackboard			
14.2	Review of Website			
14.3	Newsletter			
15	Sub Committees			
15.1	Inspections –	Report by JB/BR/TW		
15.2	Lettings –	Report by IS/LB/KB		
15.3	Termination of Tenancies –	Report by TW		
15.4	Compliments and Complaints –	Report by HW		
16	Any Other Business			
16.1				