



# 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> 13/02/2017	<b>Meeting Opened at :- 19.00</b> <b>Meeting Closed at :- 20.00</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Eileen Handby	EH		
Keith Barrett	KB	Sue Hollington	SH		
Tony Handby	TH	John Dickson	JD		
Tim Wilford	TW	Jo Hill	JH		
Helen White	HW				
Iain Smith	IS				
Barry Raw	BR				

<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	Apologies were received from EH, JD,JH, JH and SH		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by HW and seconded by FT and agreed unanimously.		
<b>3</b>	<b>Items For the Annual General Meeting 2017</b>		
3.1	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.		
<b>4</b>	<b>Matters Arising from Last Meeting</b>		
4.1	Letters to plot 23b and plot 50 to be sent agreeing to their requests to extend their current and install a new greenhouse respectively.	IS	13/03/17
<b>5</b>	<b>Vacant plots</b>		
5.1	At this time there are no vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are currently 27 applicants on the Waiting List.		
6.2	IS suggested sending an email to those on the list advising them to contact other associations nearby to see if they have vacancies?	IS	13/03/17
<b>7</b>	<b>Inspections</b>		
7.1	It was agreed that inspections would start in April. This would be a site check and provide a baseline for following inspections where letters would be sent.		
<b>8</b>	<b>Treasurers Report</b>		
8.1	The treasurer reported that the balance in the accounts are:- <b>Current Account: £10,100.24</b> <b>Savings Account: £7,825.00</b> At the meeting the treasurer was unsure if L.C.C. had been paid It was later confirmed they had.		
<b>9</b>	<b>Site Improvements</b>		
9.1	<b>1. Repairs to the stand pipes</b> KB reported he had met with Sean Crosswaite and had a quote for £1375.00. All agreed that this was excessive. It was agreed to set up a work group and identify the worst ones and to repair these ourselves on a one by one basis.	All	TBA
9.2	<b>2. Review of Website</b> KB presented a report that the website would require a complete overhaul; there were 2 options to continue with the current site and have this upgraded or to build a complete new site. After much deliberation it was proposed by HW and seconded by TW that we stick with the current site this was agreed unanimously. KB agreed to work with the developers and try to reduce the costs.	KB	13/03/17
9.3	<b>3. Repairs to the stone retaining walls to the rear of the hut</b> After some discussion it was decided that again this work can be done by volunteers.	All	TBA



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<b>10</b>	<b>Secretaries Report</b>		
10.1	<b>Funding to replace last 2 gates-</b> IS has contacted Wades and thanked them for their help with the funding for the new gates. It was agreed that we would replace the 2 wicket gates at our expense (see minutes of December 2016).		
10.2	IS to contact "Wayne of Troy" to arrange this and make any necessary alterations to the gates to make sure they are working correctly.	IS	13/03/17
<b>11</b>	<b>Correspondence</b>		
11.1	<b>Plot 72a:-</b> The plot holder has requested permission place a greenhouse on the plot. As this plot is behind the lockers it was noted that the position should be at the top end of the plot so that people getting in and out of their lockers don't damage the greenhouse. This was proposed by TH seconded by KB and agreed unanimously.	IS	13/03/17
<b>12</b>	<b>Annual Show</b>		
12.1	It was agreed that the date of next year's annual show would be the 3 <sup>rd</sup> of September 2017 and that this has now been published in the newsletter.		
12.1	The dates of the Plant Sale and Coffee Mornings were set as 8 <sup>th</sup> April, 13 <sup>th</sup> May and the 10 June. The second Saturday of each month.		
12.2	<b>Yellow Book Scheme</b> – 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.		
12.3	<b>Burley St. Mathias School</b> – Would do another competition for the Annual Show.		
<b>13</b>	<b>Sub Committees</b>		
	It was agreed that the review of all procedures should be carried out. Inspections – JD is still working on this		
13.1	Lettings - IS	JD	
13.2	Termination of Tenancies –TW	IS	
13.3	Compliments and Complaints– HW	TW	
13.4	KB agreed to collate these and put into one comprehensive document and publish on the website.	HW	
		KB	13/03/17
<b>14</b>	<b>A.O.B.</b>		
14.1	TH reported that the sales of potatoes and onions were doing well and that with less than half sold we have broken even already.		

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
4.1	<b>Plot 23b:-</b> IS to give written permission to extend greenhouse	IS	13/03/17
4.1	<b>Plot 50:-</b> IS to give written permission to erect greenhouse	IS	13/03/17
6.2	Write to Waiting List Applicants	IS	13/03/17
11.2	<b>Plot 72a:-</b> IS to give written permission to erect greenhouse	IS	13/03/17
13.4	Procedure Documents – Collate into one document and publish	KB	13/03/17



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## Agenda 13/03/2017

<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)		J Dickson (JD)
	I. Smith (IS)		T Handby (TH)
	F Turpin (FT)		B Raw (BR)
	S Hollington (SH)		T Willford (TW)
	K Barrett (KB)		E Handby (EH)
	J Hill (JH)		
<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>		
3.1	<b>Yellow Book Scheme</b> – 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.		
<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 = 0		
<b>6</b>	<b>Lettings</b>		
6.1	The number on the waiting list = 27		
<b>7</b>	<b>Inspections</b>		
<b>8</b>	<b>Treasurers Report</b>		
8.1	At the last meeting the amounts held in each account were		
	<b>Current Account:</b>		<b>£10,100.24</b>
	<b>Savings Account:</b>		<b>£7,825.00</b>
<b>9</b>	<b>Site Improvements</b>		
9.1	1 Repair to stand pipes – To arrange working party.		
9.2	2 Review of Website – KB to arrange		
9.3	3 Repairs to stone walls at rear of hut – To arrange working party.		
<b>10</b>	<b>Secretaries Report</b>		
10.1	Renew wicket gates from BMAA funds		
<b>11</b>	<b>Correspondence</b>		
<b>12</b>	<b>Annual Show</b>		
12.1	The date for the Annual Show is the 3 <sup>rd</sup> September 2017		
12.2	<b>Plant Sale and Coffee Mornings</b> 8 <sup>th</sup> April, 13 <sup>th</sup> May and the 10 June.		
<b>13</b>	<b>Sub Committees</b>		
13.1	Inspections –		Report by JB/BR/TW
13.2	Lettings –		Report by IS/LB/KB
13.3	Termination of Tenancies –		Report by TW
13.4	Compliments and Complaints –		Report by HW
<b>14</b>	<b>Any Other Business</b>		