



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 12/06/2017	Meeting Opened at :- 19.00 Meeting Closed at :- 19.45	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Eileen Handby	EH		
Keith Barrett	KB	John Dickson	JD		
Tony Handby	TH	Barry Raw	BR		
Tim Wilford	TW				
Helen White	HW				
Sue Hollington	SH				
Jo Hill	JH				
Iain Smith	IS				
Guests Attending					
Steve Kind.					

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	Apologies were received from BR,EH and JD		
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		
	Items for the A.G.M. will be discussed at the Committee Meeting prior to the A.G.M. where all proposals will be discussed and re-drafted.		
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.		
3.2	Structures and property on Plots – There has been some dispute as to the ownership of greenhouses on plots and property left on the site. The following should clear up and ambiguity with regard to these issues.		
3.3	Ownership of structures - All structures (except where a lease has already been signed) 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.		
3.4	Disrepair of Structures on Plots - Where a structure is in disrepair it is the responsibility of the plot holder to remove this. Any costs incurred by the association in this regard can be charged to the outgoing plot holder.		
3.5	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.		
3.6	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.		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting		
5	Vacant plots		
5.1	At this time there is only one vacant plot available to let.		
6	Lettings		
6.1	At the last meeting the Secretary stated that there were 34 applicants on the Waiting List.		
7	Inspections		
7.1	The next inspections will be in June at a date to be arranged.		
7.2	At the first inspection in April 19 letters were sent out. At the last inspection on the 11 th May 3 new letters were sent and 10 follow up letters from the April inspections.		



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8	Treasurers Report		
8.1	The treasurer reported that the balance in the accounts are:- Current Account: £7,233.58 Savings Account: £7,017.44		
9	Site Improvements		
9.1	1. Repairs to the stand pipes 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. A date for this will be agreed before the next meeting	All	TBA
9.2	2. Repairs to the stone retaining walls to the rear of the Hut It was agreed to set up a work group this work can be done by volunteers. A date for this will be agreed before the next meeting.	All	TBA
9.3	3. Repair to Water Heater KB to arrange repair to the water heater in the hut	KB	10/07/17
10	Secretaries Report		
10.1	LDAGF Show – The secretary has received an email regarding this event and it appears a number of plot holders which to enter. It was agreed to send an email to all members advising of this and a poster be put up on the gates.	KB/FT	10/07/17
11	Correspondence		
11.1	Plot 9a & 47 – This was discussed at some length and it appears that the issue is now resolved with regard to plot 9a and plot 47 is still the current plot holders tenancy. KB went on to lead a discussion regarding the views of the current plot holder regarding issues that he has regarding the running of the site. KB appologised to SK regarding not contacting the tenant sooner as by a day the greenhouse on plot 47 had been sold. It was confirmed that should the plot be given up SK would be granted the tenancy next. The issue to take on board is the A.G.M. and the information given at the meeting. This should be clear to ensure that all members of the Association understand any proposed rule changes.		
11.2	Vandalism on Plots – There has been complaints regarding vandalism on a number of plots after a long discussion it was agreed that everyone should be vigilant regarding this issue without mentioning the plots or plot holders concerned. It was agreed that posters and a piece in the next newsletter cover this as well. .	KB	10/07/17
12	Annual Show		
12.1	Annual Show – It was agreed that the date of next year’s annual show would be the 3 rd of September 2017		
12.1	Plant Sale and Coffee Mornings – The Plant Sale and Coffee Mornings raised a total of £164.76 for all 3 events and thanks were given to all who attended and all who donated cakes and plants.		
12.2	Schedule for Show – It was agreed that the schedule remain the same as last year.		
12.3	Appeal for Help – It was suggested that an appeal be made through the next newsletter for help with running stalls and prizes	KB	10/07/17
12.4	Invited guests – It was suggested that the Leeds Coppice workers be invited to the Show as well as contacting Lucinda Yeadon to open the show again.	HW/KB	10/07/17
13	Sub Committees		
13.1	It was agreed that the review of all procedures should be carried out.		
13.2	Inspections – JD is still working on this	JD	
13.3	Lettings – IS – Completed	IS	
13.4	Termination of Tenancies –TW – Completed	TW	
13.5	Compliments and Complaints– HW – Completed	HW	
13.6	Collate and put into one comprehensive document and publish on the website.	KB	10/07/17
14	A.O.B.		
14.1	To arrange to fit the new Wades sign to the Hut wall.		



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SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
4.1	Tree Pruning – Matt to come back with a price	FT	12/06/17
7.1	Inspections 10/07/17	BR/TW	10/07/17
9.1	Repairs to Standpipes – Arrange Working Party	All	10/07/17
9.2	Repairs to Stone Walls - Arrange Working Party	All	10/07/17
9.3	Hot Water Heater – Repairs	KB	10/07/17
10.1	LDAGF Show – Send email on how to enter	KB/FT	10/07/17
11.2	Newsletter – Add piece regarding vandalism	KB	10/07/17
12.3	Newsletter – Add piece regarding Help for the Show	KB	10/07/17
12.4	Invites to the Show Invite Lucinda Yeadon and Leeds Coppice Workers to the Show.	HW/KB	10/07/17
13.1	Procedure Documents – Collate into one document and publish	KB	12/06/17



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Agenda 03/07/2017

1	Attendance and Apologies		
1.1	Committee		
	Name	✓	Name
	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)		
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		
3.1	Yellow Book Scheme		
3.2	Structures and Property on Plots		
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 = 34		
7	Inspections		
8	Treasurers Report		
8.1	At the last meeting the amounts held in each account were		
	Current Account:		£7,233.58
	Savings Account:		£7,017.44
9	Site Improvements		
9.1	1 Repair to stand pipes – To arrange working party.		
9.2	2 Review of Website – KB to update		
9.3	3 Repairs to stone walls at rear of hut – To arrange working party.		
10	Secretaries Report		
10.1			
11	Correspondence		
12	Annual Show		
12.1	The date for the Annual Show is the 3 rd September 2017		
12.2	Plant Sale and Coffee Mornings		
	8 th April, 13 th May and the 10 June.		
13	Sub Committees		
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
14	Any Other Business		