



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 10/04/2017	Meeting Opened at :- 19.00 Meeting Closed at :- 19.55	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				
Tim Wilford	TW				
Helen White	HW				
Barry Raw	BR				
Sue Hollington	SH				
Jo Hill	JH				
Iain Smith	IS				

Guests Attending
Kate Earle

MINUTES OF COMMITTEE MEETING				
No	Item	Action By	Due Date	
1	Apologies and Non Attendance			
1.1	Apologies were received from 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			
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	1. 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	2. 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	3. 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.			
4	Matters Arising from Last Meeting			
4.1	Tree Pruning – IS to contact L.C.C. regarding this	IS	08/05/17	
4.2	See summary of actions from the last meeting.			
5	Vacant plots			
5.1	At this time 101b and 107a are available to let.			
6	Lettings			
6.1	There are currently 30 applicants on the Waiting List.			
7	Inspections			
7.1	The first inspections were carried out on Wednesday the 5 th of April. This was a site check and provides a baseline for following inspections where letters would be sent.			
7.2	It was found that a number of plots had no plot number making identification difficult. After some discussion it was agreed to place posters on the gates advising plot holders of this and to ensure new tenants were aware of this when signing their tenancy agreements.	KB	08/05/17	



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8	Treasurers Report		
8.1	The treasurer reported that the balance in the accounts are:- Current Account: £7,289.58 Savings Account: £7,017.24		
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. Review of Website This work is ongoing and should be in place by the next meeting.	KB	08/05/17
9.3	3. 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
10	Secretaries Report		
10.1	Wades Plaque – The secretary reported that Wades have been in touch and would like to present a plaque outlining the work that has been done on the site. Everyone agreed that this was a good idea and it will go with the current plaque we have. IS to respond to Wades it may be an idea to get some local dignitary to unveil this.	IS	08/05/17
10.2	Hyde Parke Source – This organisation has been in touch and wants donations of rhubarb that they can turn into produce and sell. IS to word something and FT to email out.	IS/FT	08/05/17
10.3	Topsoil – K Orrel has 4 tons of topsoil and wants to know if we want it. After much discussion regarding the source and any contaminates it may or may not contain it was decided to reject this offer.	IS	08/05/17
10.4	Tenant Transfers – The secretary has had a number of requests for the same plot. This was discussed under item 11.		
11	Correspondence		
11.1	Plot 9a & 37 – The tenant of these plots has given notice that he wishes to give up these 2 plots (both of which have a greenhouse) and there is some dispute as to the ownership of the greenhouses. IS stated that his original email regarding this may have been inaccurate and there was some confusion over the meaning. KB stated that on checking the B.M.A.A and the L.C.C. Rules there is no mention of disposing of or removal of structures.		
11.2	After some discussion it was agreed that IS will email the plot holder and advise that he can dispose of the greenhouses and confirm they are the plot holder's property.	IS	08/05/17
11.3	After a great deal of discussion it was agreed that; 1. 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.		
11.4	2. 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.		
11.5	3. 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.		
11.6	It was agreed that the 3 items above be added to this year's A.G.M. There was a discussion regarding tenant transfers which came out of the aforementioned plots. It was agreed that the waiting list procedures be applied in that; where an existing tenant has expressed an interest in a particular plot or area they want to transfer to they can be given preference over a waiting list applicant. However this does not mean that preference will be given just to enable the outgoing tenant to sell the structure.		
11.7	Plot 110b:- The plot holder has requested permission place a greenhouse on the plot. This was proposed by BR seconded by HW and agreed unanimously.	IS	08/05/17



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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 and that this has now been published in the newsletter.		
12.1	Plant Sale and Coffee Mornings - The dates of the Plant Sale and Coffee Mornings were set as 8 th April, 13 th May and the 10 June. The second Saturday of each month. The April Coffee Morning raised £42.00 and thanks were given to all who attended and all who donated cakes and plants.		
12.3	Show Schedule – FT has produced the schedule for this year's show to discuss at the next meeting	ALL	08/05/17
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	08/05/17
14	A.O.B.		
14.1	Water – The water to the site has been turned on. Thanks to Brendan for this it was agreed that a £20 voucher for the hut be given to Brendan for all his hard work in this regard.	FT	08/05/17
14.2	Hot Water Heater – The hot water heater to the hut is not working KB to arrange for the electrician to repair this.	KB	08/05/17
14.3	Water Storage Tank – This is empty there is some problem with this FT to effect repairs	FT	08/05/17
14.4	Cleaning – It was agreed to issue a £10 voucher to Patricia Selby for all her hard work in cleaning the hut. The costs of any products she has purchased to be refunded by TH	FT	08/05/17

SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
4.1	Tree Pruning – Contact LCC regarding trees outside the hut	IS	08/05/17
7.2	Produce poster for plot numbers	KB	08/05/17
9.1	Repairs to Standpipes – Arrange Working Party	All	08/05/17
9.2	Website Update	KB	08/05/17
9.3	Repairs to Stone Walls - Arrange Working Party	All	08/05/17
10.1	Wades Plaque	IS	08/05/17
10.2	Hyde Park Source – Send email to plot holders	IS/FT	08/05/17
10.3	Topsoil – Reject offer of free topsoil	IS	08/05/17
11.2	Contact Plot holder of 9a and 37 – Allow sale of Greenhouse	IS	08/05/17
11.7	Contact Plot holder of 110b – Allow greenhouse to be built	IS	08/05/17
12.3	Show Schedule – To review	All	08/05/17
13.1	Procedure Documents – Collate into one document and publish	KB	08/05/17
14.1	Water – Give Brendan £20 voucher	FT	08/05/17
14.2	Hot Water Heater – Needs repairing	KB	08/05/17
14.3	Water Storage Tank - Needs repairing	FT	08/05/17
14.2	Cleaning – Give Tricia a £10 Voucher	FT	08/05/17



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Agenda 08/05/2017

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 = 2			
6	Lettings			
6.1	The number on the waiting list = 30			
7	Inspections			
8	Treasurers Report			
8.1	At the last meeting the amounts held in each account were			
	Current Account:		£7,289.58	
	Savings Account:		£7,017.24	
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.			
12.3	Show Schedule – Review			
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			