



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 09/10/2017	Meeting Opened at :- 19.05 Meeting Closed at :- 20.10	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Eileen Handby	EH		
Frank Turpin	FT	John Dickson	JD		
Keith Barrett	KB	Jo Hill	JH		
Barry Raw	BR	Iain Smith	IS		
Tony Handby	TH				
Sue Hollington	SH				
Tim Wilford	TW				

Guests Attending
Steve Kind, Phil Gadsby

MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	Apologies were received from JH, EH, IS, and JD		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by TW and seconded by SH 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 discussion as to the ownership of greenhouses on plots and property left on the site. The following rule changes should clarify ambiguity with regard to these issues.		
3.3	Ownership of structures - 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.		
3.4	To be added to the Lettings Procedure – If the new tenant doesn't want the greenhouse they will remain at the top of the waiting list until a green house free plot becomes available.	IS	09/10/17
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. IS agreed to talk to Ash Road and add this to the Secretaries Report at the A.G.M.	IS	09/10/17
3.7	Date of A.G.M. - It was agreed that the A.G.M. be held on the 28 th of October at 11.30. The Meeting of the 09/10/17/ will be used to discuss the A.G.M and complete nomination forms. Additional Nomination Forms to be printed and kept in the Hut	ALL FT	11/09/17 09/10/17
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting		
5	Vacant plots		
5.1	There will be 13 vacant plots by October this will change after the invoices are sent out and paid.		
6	Lettings		
6.1	At this time the Secretary stated that there were 41 applicants on the Waiting List.		
7	Inspections		
7.1	Plots will be re-inspected in mid-October.	TW/BR	09/10/17
7.2	A review of the wording of all the letters is to be done before next year.	TW/BR	09/10/17



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8	Treasurers Report		
8.1	The Treasurer reported that the funds stood at Current Account: £7787.38 Savings Account: £7018.42		
9	Site Improvements		
9.1	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
10	Secretaries Report		
10.1	The secretary was not in attendance and as such no report was available.		
11	Correspondence		
11.1	Plot 72b 73b – Plot 25/38 A complaint has been made regarding the plot holder of 25 It was agreed that this complaint will be investigated under the rules and constitution of the Association.	HW/FT	
12	Annual Show		
12.1	A new Show Secretary is required		
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	09/10/17
14	A.O.B.		
14.1	King's and DT Brown – The new catalogues are now available .		



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SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
4.1	Tree Pruning – DW has offered to do this, but will require additional help with this.	FT	09/10/17
3.4	Lettings Procedure – To add to lettings procedure. If the new tenant doesn't want the greenhouse they will remain at the top of the waiting list until a green house free plot becomes available.	IS	09/10/17
3.6	Ash Road Allotments – Discuss provision of Raised Beds.	IS	09/10/17
3.7	Nomination Forms – Print Forms for hut	FT	09/10/17
7.1	Inspections – Re-inspect plots in October	TW/BR	09/10/17
9.1	Repairs to Standpipes – Arrange Working Party	All	09/10/17
10.2	Plot 85b – Clear Glass from Plot	IS	12/09/17
12.2	Cllr Yeadon – Email and ask for some money	IS	09/10/17
12.3	Review of Show – Produce a list of things to be done differently	EH	09/10/17
12.4	Show Secretary Position – Prepare advert for email and poster for notice board.	KB/FT	09/10/17
12.5	St Georges Crypt – Poster of thanks for donations from the Food Bank.	SK	09/10/17
13.1	Procedure Documents – Collate into one document and publish	KB	04/08/17
14.1	Invoices – To be sent out on the 20/09/17	FT	20/09/17



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Agenda 13/11/2017

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		
4	Matters Arising		
4.1	See Summary of Actions from last meeting		
5	Vacant Plots		
5.1	The number of Vacant plots = 13		
6	Lettings		
6.1	The number on the waiting list = 41		
7	Inspections		
8	Treasurers Report		
8.1	At the last meeting the amounts held in each account were		
	Current Account:		£7,787.38
	Savings Account:		£7,018.42
9	Site Improvements		
9.1	1 Repair to stand pipes – To arrange working party.		
10	Secretaries Report		
10.1			
11	Correspondence		
11.1			
12	Annual Show		
12.1	Review what can be done better		
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		
14.1			