



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 14/08/2017	Meeting Opened at :- 19.10 Meeting Closed at :- 20.20	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Helen White	HW		
Keith Barrett	KB	Eileen Handby	EH		
Barry Raw	BR	John Dickson	JD		
Sue Hollington	SH	Jo Hill	JH		
Iain Smith	IS	Tony Handby	TH		
Tim Wilford	TW				

Guests Attending

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MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	Apologies were received from HW, JH, EH, TH and JD		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by SH and seconded by FT 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.		
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 11/09/07 will be used to discuss the A.G.M.	ALL	11/09/17
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 this time the Secretary stated that there were in excess of 40 applicants on the Waiting List.		
7	Inspections		
7.1	The July inspections were completed on the 3 rd of July.		
7.2	6 First letters were sent out last month 7 Second letters were sent out last month 2 Final Notice letters were sent out last month,		



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8	Treasurers Report		
8.1	As the Treasurer was not in attendance the Chair reported that as per the last meeting the funds stood at Current Account: £5,943.53 Savings Account: £7,017.94		
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 tenant from 61b is moving and sent a letter stating it was their first experience of being on allotment and how much they enjoyed this.		
10.2	Plot 3a - The Secretary is to contact the former tenant of 3a and request they move their items from the plot so it can be re-let.	IS	11/09/17
11	Correspondence		
11.1	Website - A scout master in America complimented the website and how this was used as a learning tool – KB to reply.	KB	11/09/07
11.2	Plot 22b:- The plot holder has requested permission place a poly-tunnel on the plot. This was proposed by FT seconded by KB and agreed unanimously.	IS	11/09/17
12	Annual Show		
12.1	Annual Show – It was agreed that the date of this year's annual show would be the 3 rd of September 2017		
12.1	Invited Guests – KB to has contacted Lucinda Yeadon to open the show. However she may not be able to attend this year. IS will invite Wade's representatives and failing that Steve the Show Judge will present the prizes this year. IS has agreed to assist.	KB/IS BR	03/0917
12.2	Police Patrols – KB to contact police to patrol site and invite to the Show The following has been agreed <ul style="list-style-type: none"> • Marquee – The marquee will be erected on the Friday the 25th of August. FT to send an email to ask for volunteers to help with this. • Runners – Show runners on the day will be IS, SH and Andy Morgan (AM) anyone else is more than welcome. • Raffle – KB and AM and others will sell the raffle tickets; anyone else is more than welcome. • Prize Giving – Lucinda Yeadon or a Representative from Wades or we go to our fist choice Steve Raw. Whoever this is they will be will be assisted by IS 	KB All	11/09/17 03/0917
12.3	Email to All Members of the Association – It was agreed that an email be sent to everyone to ask for help with the show this will include <ul style="list-style-type: none"> • Putting up the main marquee on the 25th August (and advising that this will be up until at least the 9th October. This is to facilitate new storage for the container). • Help on the Show weekend the 1st and 2nd of September to help putting up the other marquees and setting out the tables and chairs. • Cleaning the Hut and laughing at those putting up the marquees. • Raffle Prizes • Baked Goods • Collection for Foodbank any surplus produce plot holders wish to donate will be taken to a local food bank/charity. 	KB/FT	25/08/17
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.		
	There was no other business to discuss.		



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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	11/09/17
9.1	Repairs to Standpipes – Arrange Working Party	All	11/09/17
10.2	Plot 3a – Contact regarding removal of items from the plot	IS	11/09/17
11.1	Website – Reply to compliments regarding site	KB	11/09/17
11.2	Plot 22b – Confirm agreement regarding polytunnel	IS	11/09/17
8.6	Storage for Container – FT to purchase	FT	04/08/17
13.1	Procedure Documents – Collate into one document and publish	KB	04/08/17



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Agenda 11/09/2017

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 = 44		
7	Inspections		
	L1		
	L2		
	L3		
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	3 Repairs to stone walls at rear of hut – To arrange working party.		
10	Secretaries Report		
10.1			
11	Correspondence		
11.1			
12	Annual Show		
12.1	The date for the Annual Show is the 3 rd September 2017		
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			