



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 10/06/2019	Meeting Opened at :- 19.00 Meeting Closed at :- 19.40	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Sue Hollington	SH		
Keith Barrett	KB	Tim Wilford	TW		
Tony Handby	TH				
Frank Turpin	FT				
Iain Smith	IS				
Steve Kind	SK				
Barry Raw	BR				

Guests Attending

MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	There were apologies from SH and TW		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by TH and seconded by HW and agreed unanimously.		
3	Items For the Annual General Meeting 2019		
3.1	The date for the A.G.M. will be 26 th October 2019.		
3.2	Items for site improvements <ol style="list-style-type: none"> 1. Repairs to the Standpipes 2. Providing a hard standing to the main entrance roadway 3. Fencing to the perimeter of the site. 4. Move the main entrance gates to a more central position. 		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant plots		
5.1	The Membership Secretary reported that there are 7 plots vacant with some more available. These include 8a, 14a, 69b, 73a, 78, 82b and 1132b. There may be others to follow that have not yet been confirmed.		
6	Lettings		
6.1	There are currently 36 applicants on the waiting list.		
7	Inspections		
7.1	See separate table of letters sent.		
8	Treasurers Report		
8.1	The Treasurer reported that the funds are Current: £6,399.58 Savings: £10,040.48		
8.2	Of this we require approximately £4,500 for Key deposits.		
8.3	Water bill – A payment of £214.79 was paid to Yorkshire Water for 6 months		
9	Site Improvements		
9.1	Repairs to the Stand Pipes – After the water has been turned on there are 2 stand pipes that are in urgent need of replacement.	ALL	08/07/19
10	Secretaries Report		
10.1	Leeds Directory Entry – Review our online entry KB to advise IS of requirements. IS to contact Lynne Rodgers at L.C.C. to update our entry in the register.	IS KB	08/07/19
10.2	Plot 106 – After some discussion it was agreed that this would be agreed.		
11	Correspondence		
11.1	There was an application to transfer to a plot –It was agreed should the plot become available this would be considered at the appropriate time.		
12	Annual Show		
12.1	Date of Annual Show - It was agreed this year's show would be on the 1 st of September 2019.		



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13	Nature Watch		
13.1	Tree Policy – SK stated that the Association should implement a policy on trees and publish this on the website. SK to create this taking into consideration the current rules we have.	SK	08/07/19
14	Sub Committees		
14.1	At present there are no Sub Committee's.		
15	A.O.B.		
15.1	Insurance for trustees – look into providing additional insurance for Trustees.	IS/	08/07/19
15.2	Coffee Mornings – TH reported that £103.00 was raised at the last coffee morning.		
15.3	Old signs on gates – Review and remove old notices on the gates.	SK	08/07/19
15.4	Newsletter – KB to produce newsletter before the Annual Show.	KB	12/08/19
15.5	Burley St Matthias Visits – TW reported that visits are to be made by the school on 27/06/19 and to the school to judge potatoes and plant pots on the 01/07/19.		



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SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
9.1	Repairs to stand pipes – Purchase timber for repairs to 3 identified posts to replace urgently.	BR	08/07/19
10.2	Leeds Directory Entry – To review our online entry.	IS	08/07/19
11.1	Liability Insurance – Contact the plot holder regarding the relevant information.	IS	08/07/19
11.2	Plot 56b – Request plot holder to cover water butt.	IS	08/07/19
11.3	Dogs on Leads – Replace old notices for the gates.	FT	08/07/15
12.2	Show Schedule – provide copies of schedule to FT and KB.	EW	08/07/19
13.1	Tree Policy – A policy on trees on the site to be produced.	SK	08/07/19
15.1	Insurance Policy – look into additional cover for Trustees.	IS	08/07/19
15.3	Old notices on Gates – Review and remove old notices.	SK	08/07/19
15.4	Newsletter – Produce a newsletter before the Annual Show.	KB	12/08/19

INSPECTIONS - TABLE OF LETTERS SENT 2018

MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent
April				
May	26			
June	2	11		
July	3	7	8	
August				
September				
October				



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Agenda 08/07/2019

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 (SK)			
1.2	Guests Attending			
2	Minutes of last meeting			
2.1	Proposed By	Seconded by	Unanimous (Yes/No)	
3	Annual General Meeting			
3.1	This year's A.G.M. will be held on the 26 th October 2019.			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	We currently have 5 Vacant plots			
6	Lettings			
6.1	There are 26 applicants on the Waiting List			
7	Inspections			
7.1	See separate table			
8	Treasurers Report			
8.1	Savings: £10,039.13			
8.2	Current: £7,029.29			
8.3	Of this we require £4,500 for Key deposits			
9	Site Improvements			
9.1	Repair to stand pipes – To arrange working party – Ongoing			
9.2	Improvements to discuss at the A.G.M.			
	<ol style="list-style-type: none"> 1. Providing a hard standing to the main entrance roadway 2. Fencing to the perimeter of the site. 3. Move the main entrance gates to a more central position. 			
10	Secretaries Report			
11	Correspondence			
12	Annual Show			
12.1	This year's Annual show will be held on Sunday 1 st September 2019			
13	Nature Watch			
13.1	Tree Policy			
14	Sub Committees			
15	Any Other Business			
15.1				