



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 11/02/2019	Meeting Opened at :- 19.05 Meeting Closed at :- 20.35	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Iain Smith	IS		
Keith Barrett	KB				
Tony Handby	TH				
Tim Wilford	TW				
Barry Raw	BR				
Frank Turpin	FT				
Sue Hollington	SH				
Steve Kind	SK				
Elaine Wilford	EW				

Guests Attending

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MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	There were apologies from IS		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by TW and agreed unanimously.		
2.2	The show Secretary noted that the date on the Agenda was incorrect and needs to be amended to reflect the true date of 1 st of September 2019.		
2.3	Life Membership - It was agreed to make Alec Blackie a life member of the Association. It was discussed and agreed that all costs be borne by the Association in perpetuity for all of Alec's plots. This will include last years payment which will be refunded. This was proposed by FT and seconded by TW and agreed unanimously.	All	11/03/19
2.4	Booklet – KB asked for some clarification on this before proceeding. It was agreed that the booklet would be used as promotional material for the Association and would be a 1 page (A4) sheet folded to become a 4 page A5 booklet. This will include a centre page spread on what we do: Annual show, Coffee Mornings, Shop, Nature Watch, Plant Sales and Seed Swaps, Raffles, Apple Press days, food bank, Website. Work with Burley St Mathias Primary School includes Childrens Patoato competition, posters, drawings, scarecrows, competitions, help with supplies, visits to the site. Although there is rather a lot here KB said he would try make this fit somehow.	KB	11/03/19
3	Items For the Annual General Meeting 2019		
3.1	At present there are no items for the AGM		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting		
5	Vacant plots		
5.1	It was established that there are 3 plots vacant or likely to become so in the next month.		
5.2	In November there were over 20 plots vacant and during the last two months over 20 have been re-let.		
5.3	The Membership Secretary went on to describe the income over the last few months. £9,205 was taken £1,187 Water £270 Locker fees £850 Membership Fees There were some pence involved but the upshot of all this is that £50.00 was short of the total we should have collected and all thought that this was a great credit to the Membership Secretary. Well done Frank.		
6	Lettings		
6.1	There are currently 34 applicants on the waiting list.		
7	Inspections		
7.1	Plots will be re-inspected from April next year.	TW/BR	01/04/19
7.2	Letters Sent – See separate Table of letters sent		



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8	Treasurers Report		
8.1	The Treasurer reported that the funds are Current: £5,952.00 Savings: £10,032.00		
8.2	Of this we require approximately £4,500 for Key deposits		
9	Site Improvements		
9.1	Repairs to the Stand Pipes – Work on the first one has been completed. To arrange for future works to be started.	ALL	01/04/19
9.2	Trees on plot 78 and 79 - To be coppiced	ALL	11/03/19
9.3	Hedges at the rear of the Hut - To be trimmed	ALL	11/03/19
9.4	Tools and Spares – FT requested that finance be available to purchase spare parts for the equipment (lawnmower, strimmer's etc.) be purchased It was proposed by FT and Seconded by HW that purchases up to £100.00 be made. This was agreed unanimously.	FT	11/03/19
9.5	Booklet Funding - KB asked if the proposed booklet could have funding £100.00 was proposed by KB and seconded by HW this was agreed unanimously.	KB	11/03/19
10	Secretaries Report		
10.1	The Secretary was not in attendance. However it was recorded that over 20 new plots have been let over the last two months.		
10.2	The committee wishes to thank Iain and Lesly for their efforts over the last few months. This makes the Membership Secretaries Report seem more relevant as without their efforts the shortfall in income would be so much bigger. A big thank you from all of us, we all appreciate what a wonderful job you both do.		
11	Correspondence		
11.1	Insects, bees and flowers on the site – Ellie Ginns has emailed in stating her concerns about global falls in insects and bees on the planet and stating that as custodians for a large site we should encourage plot holders to do something about this. A discussion ensued and it was agreed that we should try to promote insect friendly plants on the site (this does not mean leaving plots fallow and full of weeds such as dandelions to spread to neighbouring plots). KB offered to do a piece on this for the next newsletter. KB also proposed that perhaps a new class could be added to the Show Schedule to encourage this.	KB	11/03/19
12	Annual Show		
12.1	EW Attended for this item – Engraving - EW reported that the Best Half plot award needs to be re-engraved.	EW	11/03/19
12.2	Date of Annual Show - It was agreed this year's show would be on the 1 st of September 2019	All	01/09/19
12.3	Posters for the Show – It was agreed to ask the school if the children would like to do posters for the Annual Show. KB to provide templates.	KB	14/02/19
12.4	Show Shedule – EW provided a comprehensive table of entries in each class over the last 3 years from this and after much discussion it was decided to remove the following (2)Top vase, (25)Any 2 Root veg, (37) Pot Plant flowering, (38)Pot Plant foliage, (47) Painting/Drawing, (50) Face on a Plate. Included would be an Insect Friendly flower arrangement class.	EW	11/03/19
13	Nature Watch		
13.1	Site Survey - AL Has yet to survey the site regarding non fruiting trees and their value to the site.	AL	01/04/19
13.2	Bat Boxes - SK reported that the bat boxes were due to be installed and that a Bug Hotel would be added as well.	SK	11/03/19
14	Sub Committees		
14.1	At present there are no Sub Committee's		
15	A.O.B.		
15.1	Health & Safety Policy – To be reviewed by John Hart, KB stated if it was OK will publish on the website and make changes as required at a later date.	KB	11/03/19
15.2	Emergency Action Plan - To be reviewed by John Hart, KB stated if it was OK will publish on the website and make changes as required at a later date.	KB	11/03/19



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SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
2.3	Honorary Life Member – Make Alec Blackie a life member of BMAA	All	11/03/19
9.1	Repairs to the Stand Pipes –To arrange for future works to be started.	All	01/04/19
9.4	Tools and Spares – FT requested that finance be available to purchase spare parts for the equipment (lawnmower, strimmer's etc.) be purchased	FT	11/03/19
9.5	Produce New Promotional Booklet for BMAA – To review old ones and compile a new booklet highlighting what we do it was agreed that the booklet would be used as promotional material for the Association and would be a 1 page (A4) sheet folded to become a 4 page A5 booklet.	KB	11/03/19
11.1	Insects, bees and flowers on the site – It was agreed that we should try to promote insect friendly plants on the site. KB to add to next Newsletter	KB	11/03/19
12.1	Engraving - EW reported that the Best Half plot award needs to be re-engraved.	EW	11/03/19
12.3	Posters for the Show – It was agreed to ask the school if the children would like to do posters for the Annual Show. KB to provide templates.	KB	11/03/19
12.4	Show Shedule – EW to review the shedule	EW	11/03/19
13.1	Site Survey - AL Has yet to survey the site regarding non fruiting trees and their value to the site.	AL	11/03/19
13.2	Bat Boxes - SK reported that the bat boxes were due to be installed and that a Bug Hotel would be added as well.	SK	11/03/19
15.1	Health & Safety Policy – Publish on Website	KB	11/03/19
15.2	Emergency Action Plan – Publish on Website	KB	11/03/19
15.4	Burley St Mathias Visit – TW and EW to go to school assembly	TW	24/01/19

INSPECTIONS - TABLE OF LETTERS SENT 2018

MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent
February	0	0	0	0
March	0	0	0	0
April	19	0	0	0
May	18	11	0	0
June	4	8	4	4
July	3	3	4	0
August	2	4	2	2
September				
October				



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Agenda 11/03/2019

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		
1.2	Guests Attending		
2	Minutes of last meeting		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
3	Matters Arising		
3.1	See summary of actions from last meeting.		
4	Vacant Plots		
4.1	We currently have 14 Vacant plots		
5	Lettings		
5.1	There are 30 applicants on the Waiting List		
6	Inspections		
6.1	See separate table		
7	Treasurers Report		
	Savings: £10,027.19		
	Current: £11,318.53		
	Of this we require £4,500 for Key deposits		
8	Site Improvements		
8.1	Repair to stand pipes – To arrange working party – Ongoing		
8.2	Coppice Trees on plot 78 &79		
8.3	Prune hedges at rear of Hut		
9	Secretaries Report		
10	Correspondence		
11	Annual Show		
11.1	This year's Annual show will be held on Sunday 1 st September 2019		
11.2	Review of Show schedule		
12	Nature Watch		
	Tree survey		
13	Sub Committees		
14	Any Other Business		
14.1	Water Pump for Rainwater tank		
14.2	Insurance Policy details		
14.3	Wire Fence		
14.4	Spoon Carving		