



# Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ  
 Email: bmaasecretary@gmail.com www.burleymodelallotments.org

|                           |  |                                      |
|---------------------------|--|--------------------------------------|
| <b>Date</b><br>08/02/2021 | <b>Meeting Opened at :- 19.00</b><br><b>Meeting Closed at :- 19.30</b> | <b>Location :-</b><br><b>At Home</b> |
|---------------------------|--|--------------------------------------|

| Present         | Initials | Apologies | Initials | Non-Attendees  | Initials |
|-----------------|----------|-----------|----------|----------------|----------|
| Keith Barrett   | KB       |           |          | Sue Hollington | SH       |
| Helen White     | HW       |           |          | Tony Handby    | TH       |
| Frank Turpin    | FT       |           |          | Barry Raw      | BR       |
| Josh Elliff     | JE       |           |          | Iain Smith     | IS       |
| Colin Halliwell | CH       |           |          |                |          |
| Tim Wilford     | TW       |           |          |                |          |
| Elaine Wilford  | EW       |           |          |                |          |
| Sarah Gill      | SG       |           |          |                |          |
| Chung Pham      | CP       |           |          |                |          |

## Guests Attending

## MINUTES OF COMMITTEE MEETING

| No       | Item   | Action By | Due Date |
|----------|--|-----------|----------|
| <b>1</b> | <b>Apologies and Non-Attendance</b>  |           |          |
| 1.1      | There were no apologies this meeting was held on Zoom, the Chair welcomed Chung as a new member of the Committee.  |           |          |
| <b>2</b> | <b>Minutes of Last Meeting</b>   |           |          |
| 2.1      | Proposed as a true record by HW and seconded by TW and agreed unanimously.   |           |          |
| <b>3</b> | <b>Items for the Annual General Meeting</b>  |           |          |
| 3.1      | At present there are no items for the A.G.M.   |           |          |
| <b>4</b> | <b>Matters Arising from Last Meeting</b>   |           |          |
| 4.1      | See summary of actions from the last meeting.  | ALL       |          |
| 4.2      | It was agreed that all items from this meeting be discussed and resolved at the next meeting. All members of the committee will ensure they have read and understood all items under consideration for the next meeting. | ALL       | 08/03/21 |
| <b>5</b> | <b>Membership Secretary's Report</b>   |           |          |
| 5.1      | We now have 16 vacant plots to let.  |           |          |
| <b>6</b> | <b>Lettings</b>  |           |          |
| 6.1      | There are 16 plot holders waiting to transfer  |           |          |
| 6.2      | There are over 70 people on the waiting list for a plot.   |           |          |
| <b>7</b> | <b>Inspections</b>   |           |          |
| 7.1      | Inspections will start again in April 2021   |           |          |
| <b>8</b> | <b>Treasurer's Report</b>  |           |          |
| 8.1      | We still need to find a replacement for Helen.   | ALL       | 08/03/21 |
| 8.2      | The Treasurer reported that we have the following in the bank<br><b>Savings</b> £13061.38 (which includes £5000 for key deposit)<br><b>Current</b> £10853.36 (LCC rent not been paid out yet)                            |           |          |
| 8.3      | A payment of £35.00 has been made to Troydale for work on the main gates.  |           |          |
| <b>9</b> | <b>Site Improvements</b>   |           |          |
|          | <b>The chair proposed that a discussion regarding all site improvements be deferred to the next meeting including replacement of the locks. (See 15.2)</b>   | CH        | 08/03/21 |
| 9.1      | <b>Obtaining a Defibrillator</b> – It was agreed to review this in March.  | ALL       | 08/03/21 |
|          | <b>Painting Hut</b> – Decorate internally – As this was to be done for this year's Annual Show CH proposed this could be reviewed in March.  | ALL       | 08/03/21 |
| 9.2      | <b>Painting Container</b> – Paint container to stop rust. Prior to this being done   | ALL       | 08/03/21 |
| 9.3      | the scrap metal needs to be removed CH proposed this could be reviewed in March.   |           |          |
| 9.4      | <b>Main Gates</b> – IS to appoint a contractor (Wayne from Troydale) to re-site the main gate and add a single pedestrian gate.  | IS        | 08/03/21 |



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|      |  |       |          |
|------|--|-------|----------|
| 9.5  | <b>CCTV</b> – It was agreed to purchase a camera.  | FT    | 08/03/21 |
| 10   | <b>Secretary's Report</b>  |       |          |
| 10.1 | This item was not discussed.   |       |          |
| 11   | <b>Correspondence</b>  |       |          |
| 11.1 | Greenhouse on plot 85b - Agreed unanimously.   |       |          |
| 12   | <b>Annual Show</b>   |       |          |
| 12.1 | <b>New Award</b> – EW to contact plot 54 about the creation of a new award.  | EW    | 08/03/21 |
| 13   | <b>Nature Watch</b>  |       |          |
| 13.1 | This was not discussed at this meeting.  |       |          |
| 14   | <b>Sub Committees</b>  |       |          |
| 14.1 | There were no subcommittee reports.  |       |          |
| 15   | <b>A.O.B.</b>  |       |          |
| 15.1 | <b>Locks</b> – FT reported that the replacement locks have now been fitted to the main site but that the gates were found to be left open near plot No1 TW to compose an email for FT to send out to all plot holders. | FT/TW | 08/03/21 |
| 15.2 | <b>Replacement Keys</b> – There was a rather long discussion regarding replacement keys and barrels in the locks for future use FT to get new quotes for the next meeting.   | FT    | 08/03/21 |
| 15.3 | <b>Lost revenue due to Covid-19</b> – There was a discussion regarding how much rental income had been lost due to not being able to let plots due to the Pandemic it was agreed that CH will contact L.C.C.           | CH    | 08/03/21 |
| 15.4 | <b>Date of Next Meeting</b> – The next meeting will be on the 8 <sup>th</sup> March 2021   | ALL   | 08/03/21 |

## SUMMARY OF ACTIONS FROM THE LAST MEETING

| No   | Item  | Action By | Due Date |
|------|---|-----------|----------|
| 8.1  | <b>Treasurer</b> – Find a replacement for the Irreplaceable HW                    | ALL       | 08/03/21 |
| 9.1  | <b>Defibrillator</b> – Get a quote from the British Heart Foundation.             | CH        | 08/03/21 |
| 9.2  | <b>Paint Hut</b> – In Spring 2021.  | ALL       | 08/03/21 |
| 9.3  | <b>Paint Container</b> – In Spring 2021   | ALL       | 08/03/21 |
| 9.4  | <b>Main Gates</b> – Appoint contractor (Troydale).                                | IS        | 08/03/21 |
| 9.5  | <b>CCTV</b> – Purchase camera for site.   | FT        | 08/03/21 |
| 10.1 | <b>Grant For Gates</b> – Apply to Wades charity for a grant.                      | IS        | 08/03/21 |
| 12.1 | <b>New award for Show</b> – Contact plot 54 to discuss.                           | EW        | 08/03/21 |
| 15.1 | <b>Locks</b> – Send email re leaving gates open.                                  | FT/TW     | 08/03/21 |
| 15.2 | <b>Locks</b> – New quote for the renewal of keys and barrels                      | FT        | 08/03/21 |
| 15.3 | <b>Loss of revenue</b> – CH to contact L.C.C.                                     | CH        | 08/02/21 |
| 15.4 | <b>Date of Next Meeting</b> – This will be held on the 8 <sup>th</sup> March 2021 | ALL       | 08/02/21 |

## INSPECTIONS - TABLE OF LETTERS SENT 2020

| Month     | Letter 1 | Letter 2 | Letter 3 | Letter 4 | Letter 5 |
|-----------|----------|----------|----------|----------|----------|
| April     |          |          |          |          |          |
| May       |          |          |          |          |          |
| June      |          |          |          |          |          |
| July      |          |          |          |          |          |
| August    |          |          |          |          |          |
| September |          |          |          |          |          |
| October   |          |          |          |          |          |



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## Agenda 08/03/2021

|            |   |             |                    |          |
|------------|---|-------------|--------------------|----------|
| <b>1</b>   | <b>Attendance and Apologies</b>   |             |                    |          |
| <b>1.1</b> | <b>Committee</b>  |             |                    |          |
|            | <b>Name</b>   | <b>✓</b>    | <b>Name</b>        | <b>✓</b> |
|            | H White (HW)  |             | T Willford (TW)    |          |
|            | F Turpin (FT)   |             | B Raw (BR)         |          |
|            | S Hollington (SH)   |             | K Barrett (KB)     |          |
|            | T Handby (TH)   |             | C Halliwell (CH)   |          |
|            | E Willford (EW)   |             | Josh Elliff (JE)   |          |
|            | Sarah Gill (SG)   |             | Iain Smith (IS)    |          |
| <b>1.2</b> | <b>Guests Attending</b>   |             |                    |          |
| <b>2</b>   | <b>Minutes of last meeting</b>  |             |                    |          |
| 2.1        | Proposed By   | Seconded by | Unanimous (Yes/No) |          |
| <b>3</b>   | <b>Items to be discussed at the Annual General Meeting</b>                              |             |                    |          |
| 3.1        | Items to be added to the A.G.M Agenda   |             |                    |          |
| <b>4</b>   | <b>Matters Arising</b>  |             |                    |          |
| 4.1        | See summary of actions from last meeting.   |             |                    |          |
| <b>5</b>   | <b>Vacant Plots</b>   |             |                    |          |
| 5.1        | We have 16 vacant plots.  |             |                    |          |
| <b>6</b>   | <b>Lettings</b>   |             |                    |          |
| 6.1        | There are currently over 70 applicants on the waiting list.                             |             |                    |          |
| <b>7</b>   | <b>Inspections</b>  |             |                    |          |
| 7.1        | Will start in April 2021.   |             |                    |          |
| <b>8</b>   | <b>The Treasurer reported at the last meeting. that the funds held are</b>              |             |                    |          |
|            | Current: £10,853.36   |             |                    |          |
|            | Savings: £13,061.38   |             |                    |          |
|            | Of this we require approximately £5,000.00 for Key deposits.                            |             |                    |          |
| <b>9</b>   | <b>Site Improvements</b>  |             |                    |          |
| 9.1        | <b>Obtaining a Defibrillator</b> – Get a quote from British Heart Foundation            |             |                    |          |
| 9.2        | <b>Painting Hut</b> – Decorate internally - Obtain a quote for the artwork              |             |                    |          |
| 9.3        | <b>Painting Container</b> – Paint container to stop rust.                               |             |                    |          |
| 9.4        | <b>Main Gates</b> – Hire a contractor.  |             |                    |          |
| 9.5        | <b>CCTV</b> – Purchase a camera for the site  |             |                    |          |
| <b>10</b>  | <b>Secretary's Report</b>   |             |                    |          |
| <b>11</b>  | <b>Correspondence</b>   |             |                    |          |
| <b>12</b>  | <b>Annual Show</b>  |             |                    |          |
| 12.1       | <b>Marquees</b> – Review state of old ones and purchase new ones if necessary.          |             |                    |          |
|            | <b>New Award</b> –For under 16 year olds A new trophy/shield to be donated from plot 54 |             |                    |          |
| <b>13</b>  | <b>Nature Watch</b>   |             |                    |          |
| <b>14</b>  | <b>Sub Committees</b>   |             |                    |          |
| <b>15</b>  | <b>Any Other Business</b>   |             |                    |          |
| 15.1       | <b>Locks</b> – Renewal of keys and barrels  |             |                    |          |