



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 10/08/2020	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
Keith Barrett	KB	Tim Wilford	TW	Iain Smith	IS
Helen White	HW	Elaine Wilford	EW	Sue Hollington	SH
Frank Turpin	FT	Josh Elliff	JE		
Sarah Gill	SG	Tony Handby	TH		
Colin Halliwell	CH				
Barry Raw	BR				

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 TW, EW, JE and TH		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by FT and agreed unanimously.		
3	Matters Arising from Last Meeting		
3.1	See summary of actions from the last meeting.		
4	Items For The Annual General Meeting		
4.1	Location of the A.G.M. – There was a general discussion on how the A.G.M. will be run in 2020. Given that a new lockdown started today where only 6 people can meet together we discussed the possibility of an online meeting using Zoom. It was felt that if possible we would rather have a physical meeting on the site. After much deliberation and taking into account the date of the A.G.M. Saturday 24 th October 2020 it was felt if possible we would have the meeting on site. However we are in the hands of Government and if this is not possible due to lockdown restrictions we will hold the meeting on Zoom. HW proposed this and it was seconded by FT and agreed unanimously.		
4.2	Registration for the A.G.M. – If the meeting is to be held on Zoom members of the Association need to Pre-register so they can be emailed a code to use on Zoom. HW to organize this.	KB/HW	12/10/20
5	Membership Secretary's Report		
5.1	We have 8 vacant plots.		
5.2	KB proposed that we keep one vacant until after bonfire night to use to burn rubbish on the site. This was agreed unanimously. KB to add to newsletter. Plot holders not to be informed of the plot number until the last week of October.	ALL	05/11/20
5.3	Invoices for plots to be sent out by the end of September.		
5.4	FT stated that 3 plots were known to be abandoned (see 7.1 inspections) as letters sent to properties that are now empty. It was agreed not to send invoices to these plots.		
6	Lettings		
6.1	There are over 40 applicants on the waiting list.		
7	Inspections		
7.1	The last inspections were on the July 20 th 2020. By TW and CH and 7 letters were sent. The first inspection was on June 15, we sent 8 "First" letters - as far as I knew, we received no replies. The second inspection on July 20 resulted in: - 2 "First" letters - both replied to Iain, the first saying it was a case of self-isolation, the second complaining that we had been too harsh. I had another look and gave her the benefit of the doubt although she is known to us. We also sent out - 7 "Second" letters - as far as I know, 3 no replies, one self-isolating and hoping to start clearing up shortly, one giving up, 2 shielding and their original replies to the first letter had not been forwarded to me.		



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8	Treasurer's Report		
8.1	The Treasurer reported that she would be leaving in September and a new Treasurer would need to be found.	All	24/10/20
8.2	HW stated that someone would need to have access to the on-line bank account SG was pressed into this and it was agreed unanimously that a second signatory be set up to allow access to the account.	HW/SG	12/10/20
8.3	The Treasurer reported that the funds as at 01/09/2020 are Current: £3,595.87 Savings: £13,061.05		
8.4	Of this we require approximately £5,000 for Key deposits.		
9	Site Improvements		
9.1	Obtaining a Defibrillator – HW is working on a quote from the British Heart Foundation.	HW	24/10/20
9.2	Painting Hut – Decorate internally – As this was to be done for this year's Annual Show KB proposed this could be postponed until after the A.G.M.	ALL	24/10/20
9.3	Painting Container – Paint container to stop rust. Prior to this being done the scrap metal needs to be removed KB proposed this could be done after the A.G.M.	ALL	24/10/20
9.4	Main Gates Obtain quotes and hire a contractor. It was agreed HW would contact IS, to appoint a contractor to renew the main gate	IS/HW	12/10/20
10	Secretary's Report		
10.1	The Secretary was not in attendance so this item was not discussed at the meeting.		
11	Correspondence		
	There was no correspondence so this item was not discussed at the meeting.		
12	Annual Show		
12.1	Photos of the Site – KB reported that a photo of every plot has been taken and that these will be added to the website as a bulk load.	KB	12/10/20
13	Nature Watch		
13.1	Photos – It was suggested that while creating photos of the plots on the site some additional photos of wildlife be added. – Again this has been done.	KB	12/10/20
14	Sub Committees		
14.1	There were no subcommittee reports.		
15	A.O.B.		
15.1	Newsletter – KB stated a Newsletter would be produced including items regarding the A.G.M. bonfire plot, photos of the site, recipes scrap to move by the container and dog fouling on the site, wheelbarrow wheels missing.	KB	28/09/20
15.2	Date of Next Meeting – The next meeting will be the 12 th October 2020.	ALL	12/10/20
15.3	CCTV – It was discussed that some recording round the hut is required BR proposed that a CCTV system be installed this was seconded by FT and agreed unanimously. KB stated that up to £200.00 per camera (one for the front and the other at the rear of the Hut) be approved. Should the cameras cost more than this it would require further approval from the Committee.	FT	12/10/20

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
4.2	A.G.M. Pre-Registration – Add to newsletter	KB HW	24/10/20
5.2	Bonfire Plot – It was agreed to keep a plot available for a bonfire on the 5 th November	ALL	05/11/20
8.1	Treasurer – Find a replacement for the Irreplaceable HW	ALL	24/10/20
8.2	Banking – HW to arrange access to online banking for SG	HW SG	24/10/20
9.1	Defibrillator – Get a quote from the British Heart Foundation.	HW	24/10/20
9.2	Paint Hut – After the A.G.M.	ALL	24/10/20
9.3	Paint Container – After the A.G.M.	ALL	24/10/20
12.2	Photos of the plots – Contract out the work for £100.00	KB	24/10/20
13.1	Nature Watch Photos – Contract out the work	KB	24/09/20
15.1	Newsletter – Produce Newsletter	ALL/KB	28/09/20
15.2	Date of Next Meeting – This will be held on the 14 th September 2020	ALL	12/10/20



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INSPECTIONS - TABLE OF LETTERS SENT 2020

Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April					
May					
June	8				
July	2	7			
August					
September					
October					



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Agenda 12/10/2020

1	Attendance and Apologies			
1.1	Committee			
	Name	✓	Name	✓
	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)	
1.2	Guests Attending			
2	Minutes of last meeting			
2.1	Proposed By	Seconded by	Unanimous (Yes/No)	
3	Items for the A.G.M.			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	We have 3 vacant plots.			
6	Lettings			
6.1	There are currently 9 applicants on the waiting list.			
7	Inspections			
7.1	02/04/20 See table.			
8	The Treasurer reported that the funds as at 01/09/2020 are			
	Current: £3,595.87			
	Savings: £13,061.05			
	Of this we require approximately £5,000.00 for Key deposits.			
9	Site Improvements			
9.1	Obtaining a Defibrillator – Get a quote from British Heart Foundation			
9.2	Painting Hut – Decorate internally - Obtain a quote for the artwork			
9.3	Painting Container – Paint container to stop rust.			
9.4	Main Gates – Hire a contractor.			
10	Secretary's Report			
11	Correspondence			
12	Annual Show			
12.1	This year's Annual Show Has been postponed			
12.2	Marquees – Review state of old ones and purchase new ones if necessary			
12.3	Xmas cards – Use existing photos and create new ones to promote the site			
12.4	Annual Show Poster Design – Redesign poster template for Burley St Matthias			
13	Nature Watch			
14	Sub Committees			
15	Any Other Business			