



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 29/06/2020	Meeting Opened at :- 19.00 Meeting Closed at :- 19.20	Location :- At Home
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB			Tony Handby	TH
Helen White	HW			Barry Raw	BR
Frank Turpin	FT			Sue Hollington	SG
Colin Halliwell	CH				
Tim Wilford	EW				
Elaine Wilford	TW				
Iain Smith	IS				
Sarah Gill	SH				
Josh Elliff	JE				

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 no apologies. This meeting was held on Zoom.		
2	Reason of Meeting		
2.1	This was an extraordinary meeting to cover one issue only the actions of the plot holders of 114b and their family.		
3	Discussion		
3.1	<p>HW - started the meeting and suggested we each add our points regarding the issue.</p> <p>HW - Stated that as 2 further complaints had been made we had no choice but to take action as stated in the original letter of the 19th August 2019.</p> <p>CH - Followed and made the point that all the procedures we have in place must be adhered to.</p> <p>KB - Said that the letter sent in August 2019 made mention of the children being unsupervised and running around the site and that this was long before the coronavirus pandemic. Given this the actions of the family now this is a much more serious issue and as such should be treated accordingly.</p> <p>IS - Informed the meeting that the original letter of August 2019 mentioned not only the actions of the children being unsupervised but the actions of the plot holder when challenged about this was very threatening and both these issues were mentioned. He went on to say that the letter was an official warning and if this happens again he would be banned from the site. The warning was in force and would last for 12 months.</p> <p>SG - Asked if we should not give the plot holder a chance to hear their side of the story before requesting them to leave the site.</p> <p>IS explained that the plot holder had the right of appeal to the trustees of the site and to L.C.C.</p> <p>FT - Added that the procedures of Association cover these eventualities. He went on to read these out (these can be found in the procedure documents on the website - section 9).</p>		
4	Decision		
4.1	At this point HW proposed that the plot holder and the family be asked to leave the site and return their keys. This was seconded by KB and agreed unanimously.		



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5	Matters Arising from Meeting		
5.1	A discussion ensued on what actions should be taken and by whom.		
5.2	HW – Proposed that a letter be sent to the 2 complainants acknowledging their letters and advising them of the actions of the committee.	IS	13/07/20
5.3	IS – Stated that a letter advising the plot holder of the decision of this meeting be sent by registered mail to assure delivery. This should also have a stamped addressed envelope for return of the key(s) to the Cardigan Centre P.O. box.	IS	13/07/20
5.4	IS – Said that he would compose an eviction notice letter pertinent to the facts of this particular case and send it to the committee for discussion prior to sending.	IS	13/07/20
5.5	KB – Asked that a letter (or email) be sent to Lynne Rogers at L.C.C. advising them of our decision and the reasons for this.	IS	13/07/20

SUMMARY OF ACTIONS TO BE TAKEN FROM THIS MEETING			
No	Item	Action By	Due Date
5.2	Letters to Complainants – Send out letters	IS	13/07/20
5.3	Letter to Plot Holder – Send eviction notice	IS	13/07/20
5.4	Eviction Notice – Produce a proof letter prior to sending	IS	13/07/20
5.5	Advise L.C.C. – Send email to Lynne Rogers	IS	13/07/20