



Burley Model Allotments

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

Annual General Meeting	Date 27/10/2018 Time 11.35 - 12.10	Location Burley Model Allotments
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Present (Name and Plot Number)
Please see the separate Attendance Sheet (Page 11)
Apologies
Frank Turpin, Iain Smith, Lesly Best,
Guests Attending
There were no guests at the meeting.

MINUTES OF ANNUAL GENERAL MEETING	
No	Item
1.	Introduction
1.1	Introduction to the meeting - The Chair of the meeting, Keith Barrett (KB), introduced himself and the Officers and members of the Committee who would be presenting reports to the A.G.M. He went on to outline the reports these officers would present. The Secretary's Report would be given by the Chair as Iain Smith (IS) was unable to attend the meeting. The Membership Secretary's report would be presented by Tim Wilford (TW) as Frank Turpin (FT) was also unable to attend the meeting. The Treasurer, Helen White (HW), who was attending the meeting, would deliver the last of the officer reports.
1.2	The Chair explained the order the meeting would take and reviewed the agenda items.
1.3	The Chair requested that everyone sign the attendance sheet.
2.	Matters arising from the Minutes of the Last Meeting
2.1	Minutes of last year's A.G.M. - The minutes from last year's meeting were circulated and proposed as a true record by HW and seconded by John Hart (JH).
2.2	Matters Arising (from last year's minutes) - Space for New Plot holders - The Chair explained that this item was held over from last year's AGM. It was proposed at last year's meeting that space be made available for applicants on the waiting list and that 2 or more raised beds should be made available for a period of 12 weeks prior to them becoming new tenants. It was agreed last year that this item be reviewed by the Committee before the 2018 A.G.M. This was discussed at several Committee meetings and the Secretary had been in touch with a number of other allotment sites. The Chair explained it was felt that the logistics of this scheme would be too problematic to deal with. When plots were allocated on a permanent basis, what would happen to the crops planted? How would these temporary plots be paid for? After the Secretary reported to the Committee that he had consulted with several allotment sites that had looked at this scheme and rejected it, as they all felt it was difficult to manage and would provide little or no benefit to applicants, current plot holders or Committee members who have to manage the scheme. Therefore it was recommended that this issue not be taken any further.



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3.	Secretary's Report
3.1	As the secretary (IS) was unavailable to attend the meeting, the Chair (KB) presented his report.
3.2	My role as secretary is quite a limited one, dealing with messages from members and the outside world. A considerable amount of our admin is done by our webmaster, Keith, and Helen our Treasurer. Lesly deals with letting enquiries and Frank does all the paperwork associated with rents, invoices and membership. Barry and Tim inspect our plots. We are very fortunate to have such a dedicated group of community minded people here to look after us. As always, I think we should also thank the many other people who contribute to the care and welfare of the association in unnoticed or taken for granted ways. Immaculate toilets, letters delivered, communal hedges and pathways trimmed, abandoned plots tidied up, it is a long list and apologies to those I have left out.
3.3	Repairs to the stand pipes – This is an ongoing project that we (the Committee) feel needs to be accomplished. Work on the first one has been completed. We need to arrange for future works and these will be started next year.
3.4	This year's achievements This year we have <ul style="list-style-type: none">• Reviewed the Procedure documents - these are available to view on the website• Created a Health & Safety Policy• Created an Emergency Action Plan• Efficiently managed the Waiting List - see Lettings Officer Report• Purchased new equipment for the site - more on this from Helen• Introduced the Nature Watch Scheme - Steve Kind (SK) will report more comprehensively on this item later.
3.5	Annual Show After a very dry year, we still managed to put on a very fine show and once again a big shout to all those members and non-members who put in so much time to make it work. Of the 367 entries in this year show, most of the entrants managed a first, second or third place and many congratulations to all of you who entered items in the show. Again thanks to the show Committee who during difficult circumstances pulled off one of the best shows for many a year.
3.6	Lettings Officer Report Towards the end of last year, the waiting list was cleared completely and all plots were taken. This is a major achievement as the Membership Secretary's report will confirm. This means that when we pay our rent to Leeds City Council we are not charged for vacant plots. In 2018 however, new names began to gather and demand has surged again, 9 in July, 11 in August and a few more in September. Some became vacant early in the year and 6 were taken. So, at the last count on 21st October 2018, there were 36 new people on the list. There are now 19 plots available, so we will get on with inviting people to come and choose a plot and get them all filled before Christmas.



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3.	Secretaries Report
3.7	<p>Nature Watch - As we discussed at the last AGM, we have set up a nature watch scheme on the site helped by a generous grant from Councillor Lucinda Yeadon. We started the Nature Watch scheme at the end of 2017 with the first report covering January to April 2018. We have recorded sightings on the blackboard and these are then added to the Website. You can also upload photos and record what you have seen using the website which is then added to the site. Please keep your eyes open and note sightings on the hut notice board or on our website.</p> <p>SK Reported on behalf of Dave Benn who manages the Nature Watch Project. Regular observations started towards the end of 2017, with the help of Pippa Webber, who has now moved on to work at River Cottage, and Elizabeth Cole. All allotment holders were invited to take part from May. People have left messages on the blackboard on the hut, emailed photos and notes, and spoken to Dave and Steve about what they have seen. Up until August I was spending at least two hours a month surveying the site at different times of day and submitting a monthly list to the B.M.A.A. website. Sadly work and home commitments over the past two months curtailed this but there will be a report for October. This year the focus has been mostly on birds, but there have been a good number of insect, amphibian, mammal and even reptile sightings. An early highlight was seeing a Woodcock in early winter. Another was a pair of Peregrine Falcons flying overhead, probably the same pair nesting on the Parkinson building at the university. Up until the hard weather in March plenty of birds were seen either on site or overhead. But the very cold weather had a noticeable impact, with numbers lower through spring into early summer. Butterfly numbers seemed to wax and wane, but plans for an insect survey did not work out. I need to get back in touch with several groups who said they would help with general insect, moth and small mammal surveys but could not provide dates. Plans for the coming year include a tree survey, and working towards helping interested plot holders to create wildlife friendly areas, with focus on bees and other pollinators.</p> <p>A number of birds, bees, amphibians, mammals and Insects have been seen on the allotment site and here are a few:-</p> <p>Red Kite, Woodpigeon, Feral Pigeon, Carrion Crow, Magpie, Black Headed Gull, Swifts, Goldfinch, Chaffinch, Wren and Robin</p> <p>Other frequently less seen are:- Greenfinch, Chiffchaff, Garden Warbler, Sparrow Hawk, Song Thrush, Mistle Thrush, Herring Gull, Tawny Owl, Jays, Lapwing, Grey Geese, Woodcock, Lesser Black Backed Gull, Peregrine Falcon, Buzzard, Fieldfare, Collared Dove, Redwing, Hover Flies, Solitary Bees, Honey Bees, Blue Butterfly (pos. Common Blue), Vapourer caterpillar, Nursery Web Spider Common Frog, Toad, Speckled Wood Butterfly, Meadow Brown Butterfly, Ringlet Butterfly, Long Horn Moth, Elephant Hawk Moth, Burnet Moths, Mint Moth.</p>



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4.	Membership Secretary's Report
4.1	<p>As the Membership Secretary (FT) was not available this report was presented by Tim Wilford (TW).</p> <p>Good Morning, as I am not here in person I apologise if I am repeating what others have said. After the rents were collected on the 10 November 2017 we had 21 vacant plots and by the end of February 2018 all the plots were rented out thanks to the efforts of Ian Smith (IS) the Secretary and Lesly Best (LB) the Lettings Secretary. We have 119 plots, subdivided into 192 plots with a total of 172 tenants. We pay Leeds City Council land rent for the whole site and not the plots let out so it is vital that the plots we have are fully let. The invoices go out on or around the 20th September each year with a payment date of the 31st October and any plot not paid by this date receives a reminder for payment no later than the 10th of November or they will lose their plot. Over the past 3 years a total of 6 people have missed this date because they felt it was o.k. to pay past the cut-off date. From the invoices going out to last payment is 7 weeks, long enough to pay the rent. If you think this is not fair then what do we tell the other 99% who have paid on time. So remember to pay on time or lose your plot.</p> <p>Over the year some things happen by magic (here are some facts and figures).</p> <ul style="list-style-type: none"> • The grass gets cut – 46 man hours • Hedges get trimmed – 12 man hours • Trees pollarded – 60 man hours <p>These are everyday things we do to maintain the site along with Committee Meetings, the Annual Show, Coffee Mornings, Newsletter and many other things. We have a number of helpers who do the following:-</p> <ul style="list-style-type: none"> • Keeping the toilets clean and tidy every week • Post letters on average 100+, saving a minimum of £50.00 in postage • Water is turned on and off <p>And some I may have forgotten a thank you to you all.</p> <p>All the Committee asks of plot holders is keep to the rules, cultivate your plots, have a plot number, keep your path and hedge (where applicable) tidy and that way we will not need plot inspections.</p> <p>Not a lot to ask in return.</p> <p>Thank you all for taking the time to attend and listen.</p> <p>Frank Turpin - Membership Secretary</p>
5.	Treasurer's Report
5.1	See separate report appendix 1
5.2	<p>The significant points from the report are as follows:-</p> <ul style="list-style-type: none"> • Water Charges – Charges for water will be increased by £1.50 • Insurance – A fee of £1.00 will be added to cover insurance costs • Membership Fees – Will be reduced by £1.50 <p>This ensures that there will be no increase in next year's bill.</p>
6.	Election of Officers
6.1	Election of Officers and Committee Members - The Chair outlined the rules of the Association with regard to the election of Officers and Committee Members. At this point the outgoing committee resigned.



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6.	Election of Officers
6.2	Nomination of Officers and Committee Members - The Chair stated that, although nomination should be made prior to the A.G.M., if anyone wants to join the Committee they are more than welcome and that we currently have vacancies for a Chair and Vice Chair of the Association. After being prompted several times he eventually recalled that the Committee Meetings are held at 7.00 p.m. on the second Monday of the month and that everyone is welcome to attend them.
6.3	The Chair reported that nominations had been received for the following positions:- Secretary: Iain Smith , Treasurer: Helen White , Membership Secretary: Frank Turpin , Stores Manager: Tony Handby , Show Secretary: Elaine Wilford , Lettings Secretary: Lesly Best , Publicity Officer: Keith Barrett , Committee Members: Sue Hollington , Steve Kind , Eileen Handby and Tim Wilford .
6.4	The following people were elected to the committee: Chair: Vacant Vice Chair: Vacant Secretary: Iain Smith Treasurer: Helen White Membership Secretary: Frank Turpin Stores Manager: Tony Handby Show Secretary: Elaine Wilford Lettings Secretary: Lesly Best Publicity Officer: Keith Barrett Committee Member: Sue Hollington Committee Member: Steve Kind Committee Member: Eileen Handby Committee Member: Tim Wilford
6.5	As there is no Chair or Vice Chair it was agreed these positions will be filled at meetings by members of the current Committee on a rolling basis. <i>Iain Smith will continue to take on the Secretary's role but as a non-voting member of the Committee.</i>
6.6	Trustees - The trustees of the Association will remain as: Trustee: Barry Raw Trustee: Tony Handby Trustee: Iain Smith
7.	Changes to the Rules
7.1	There were no proposed changes to the rules
8.	Changes to the Constitution
8.1	See separate report of proposed changes to the Constitution appendix 2
8.2	The Chair ran through the proposed changes and explained that it was proposed last year to review the Constitution. Due to changes in General Data Protection Regulations (GDPR) it is necessary to add this to our Constitution. It was also felt a proper Health and Safety section needed to be added to the Constitution.



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8.	Changes to the Constitution
8.3	JH requested that that under Section 11 Duty of Care we add a sentence about individuals working on the site on behalf of the members either in the hut or on the Allotment site itself. The chair stated that this was covered in the new H&S document but agreed that this will be added.
9.	Any Other Business
9.1	Water to the Site- The Chair reminded everyone that the water would be turned off after Bonfire Night.
9.2	Association Competitions – The Chair reported that a proposal had been made by email some months ago that Committee Members and Trustees should not take part in any Association competitions. Although the proposer was not at the A.G.M. the Chair felt that the membership of the Association should be made aware of this issue and have a chance to discuss this and air their views on the matter. A rather short discussion was had and the proposal was rejected by all as a “non-issue”.
10.	Closure of the Meeting
10.1	Closure of the Annual General Meeting. - The Chair thanked everyone for their attendance and for making the meeting a pleasure to preside over.
10.2	The meeting officially closed at 12.10 p.m.



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Appendix 1

BMAA Accounts 2017 – 2018

1. Donations

Another good year for donations – these include £241.45 from coffee mornings. Many thanks to everyone who helped with the coffee mornings and plant sales, and who donated money to the BMAA over the year.

2. Water

Due to the dry summer, we have a very large water bill. Comparisons with past years:

17-18	16-17	15-16	14-15	13-14	12-13	11-12
2082	71	458	972	937	1711	289

We got a new water meter earlier in the year, and Yorkshire Water recently came on the site and checked there were no leaks. I have asked Yorkshire Water to stop our direct debit plan, and we will take a quarterly reading and pay the amount, so we have a better idea about consumption. However, we do need to increase the amount we charge people for water. From 2019-20 the water rate will be increased for all plot holders by £1.50

3. Capital Expenditure

We added to the equipment we hold to help with site maintenance: a wood chipper, loppers, chainsaw (second hand), and vacuum cleaner for the hut, as well as protective clothing.

4. Savings

We need to keep almost £5,000 in our reserves to pay for key returns, should everyone want their money back at the same time .

5. Nature Watch

We were delighted to receive a £300 grant from Leeds City Council (MICE money) towards our Nature Watch. Many thanks to Dave Benn for his work, and for putting up the blackboard. We also have bat boxes and bird feeders to go around the site, and have added to the website to show the Nature Watch information. Keep the sightings coming!

6. Show

A wonderful show – many thanks to everyone for all their work (before, during and after). The Committee decided to make a donation to a local charity and chose Hollybush Conservation Centre at Kirkstall to support their varied and impressive work.

7. Memberships

A plotholder currently pays £5/year for membership to BMAA. This is to Leeds and District Allotment Gardeners' Federation (£162 for the site, £1/plotholder) and the National Allotment Society (£432, £2.70/plotholder). The balance of £1.30 comes to BMAA. It is proposed that from 2019-20 the Membership fees be as follows: £1.00 to cover insurance costs, £1.00 to LDAGF and £1.50 to BMAA. This will reduce the membership fees by £1.50, which offsets the increase in water charges.



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Appendix 1

Income

	2017-18	2016-17	2015-16
Rents	10726.17	9341.85	7529.15
Sales and seeds	3715.78	2936.88	2279.19
Keys	700.00	670.00	920.00
Bank interest	6.65	2.86	3.09
Show	701.80	502.00	501.79
Donations	613.74	776.85	1040.97
Grants	300.00	3000.00	0
TOTALS	16764.14	17230.44	12274.19

Expenditure

Capital expenditure	1121.55	3604.20	149.99
Electricity to hut	144.00	150	201
Grass cutting	50.14	91.11	39.91
Insurance	109.60	104	100.00
Keys and locks	588.30	223	240.00
Maintenance (inc Nature Watch)	362.13	642.96	1472.05
Membership	644.00	596.25	578.50
Misc	74.54		40.00
Rents to LCC	4744.64	3964.76	3358.05
Shop supplies & seeds	3559.43	3023.81	2048.44
Show	759.93	389.64	94.97
Stationery	138.83	147.47	49.67
Water	2082.33	71.27	458.07
Web (inc Nature Watch)	525.86	1881.96	771.06
TOTALS	14905.28	14890.43	9601.71

bal. of bank acc	6795.04	7787.38	6534.03
bal. of savings acc	10023.84	7018.42	6015.20
Total funds	16818.88	14805.80	12549.23

Rents: forthcoming year 2857.47 1408.01 505.00



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Appendix 2

PROPOSED CONSTITUTION CHANGES 2018

Remove the following Committee Roles

Page 7 – Vice Chairperson Page 9 – Archivists, Hut Officer and Site Officer

Insert the following Sections

Section 10 - General Data Protection Regulations

As of 25th May 2018 there are new General Data Protection Regulations (GDPR) affecting how we communicate with you. This includes informing you how we hold your information and how we use your personal data.

We would like to take this opportunity to assure you that the information provided by you is collected purely for the purposes of administering the allotment site. We need to collect this information in order to maintain accurate records of your name, contact details and plot number. We use this to contact you via regular newsletters letting you know what is going on and to send your annual invoice.

The information we hold is shared with Leeds City Council, the landlord of the site who use this to check any concessions they have granted. Please be assured that we will not give out your personal details to any third party without your permission to do so.

The GDPR legislation gives you the right to view the information we hold about you and you also have the right to modify or rectify the information we hold, this is something that we have always encouraged. You also have the right to object to how your data is held or processed.

If you wish to opt out of receiving emails from Burley Model Allotments Association please either use the form on the website or send an email to bmaamembership@gmail.com specifying you no longer wish to receive emails from us. Your e-mail address will remain listed for B.M.A.A. to use in relation to your membership fees unless you specifically ask that it is removed. We will still keep records of your name and address to allow us to send manual invoices to you.

Section 11 – Health and Safety

General Health and Safety Issues

It is the plot holder's responsibility to ensure their own safety and that of others while at Burley Model Allotments Association. An allotment site by its very nature is a very hazardous place. It is imperative that everyone using or visiting the site takes health and safety, both their own and that of family and visitors, extremely seriously.

Duty of Care

All members of the Association have a duty of care to themselves and others (whether a person is legitimately on their allotment or not). This includes the use of all shared facilities and services supplied by the Association such as the use of water (either in a water butt or in the stand pipes), tools either manual or powered and all facilities provided in the Trading Hut. The lighting of fires is governed by the rules of the Association but it is a dangerous practice and should be managed in a safe and responsible way. Always have to hand a water supply (be that a bucket or hosepipe) to be able to extinguish the fire quickly and safely.



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Appendix 2

PROPOSED CONSTITUTION CHANGES 2018

Duty of Care

Much of the maintenance and repairs done to the hut are carried out by self-employed workers who are responsible for their own Health and Safety as well as work hours, tax and national insurance issues. It is however good practice to ensure the results of the risk assessment is brought to the attention of those using, visiting, or working in the hut or the site.

Possible Dangers

Health and safety is important at all times. An allotment site is a potentially dangerous place. Some of the dangers include:- tools, sharp metal objects and garden canes, broken glass, chemicals possibly unmarked including pesticides, herbicides and fungicides, water butts and various trip hazards, including hosepipes, marking out lines etc.

Shared Amenities

All members must behave responsibly and take care with any shared amenities such as water butts. These can become contaminated by chemicals and spores of plant diseases such as onion white rot, rusts and club root which would then be transferred to uncontaminated plots via watering cans. Additionally, soil particles and plant debris block the roses of watering cans.



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Attendance Sheet for Annual General Meeting held on 27 October 2018



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Date :- 27/10/2018	ANNUAL GENERAL MEETING	Location :- Burley Model Allotments
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Attendance Sheet

Print Name	Plot Number(s)	Signed
TIM WILFORD	116	Tim Wilford
BREN DAN CUNNINGHAM	5A, 10B	B Dan
DIANE CUNNINGHAM	10A	Diane
JOHN HART	95A	John Hart
SUE HOLLINGTAL	100	Sue
Jacky Fleming	97?	J. Fleming
PHIL GROSSBY	72b/73b	P. Grossby
ALICE BLACIENI	98A 57	Alice
Helen WHITE	63A	Helen
Hazel Smock-Jaska	67b	Hazel
BARRY RAW	117	Barry
INDIRA BANER	354	Indira
JACKIE WILSON	54	Jackie Wilson
KLEITH BARRATT	80	Kleith
ANDREW SUTCLIFFE	4B	A. Sutcliffe
Simon COOPER	50	Simon
JUDITH WEYMONT	2A A	Judith
JOHN PRICE	22	John
C. SELBY	66 + 67a	C. Selby
P. SELBY	11	P. Selby
T MANOBY	118B	T Manoby
DEIRDRE WEST	43 20A	D. West
Steve Kind	43, 20A	Steve
Anne Haworth	199	Anne Haworth
Helen Ashman	83a	Helen Ashman
Steve Shillbee	7	Steve Shillbee