



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 09/07/2018	Meeting Opened at :- 19.00 Meeting Closed at :- 20.00	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Frank Turpin	FT		
Keith Barrett	KB	Tim Wilford	TW		
Barry Raw	BR				
Tony Handby	TH				
Sue Hollington	SH				
Iain Smith	IS				
S Kind	SK				

Guests Attending
Dave Benn (DB)

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	There were apologies from FT and TW.		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by SK and agreed unanimously.		
3	Items For the Annual General Meeting 2017		
3.1	Date for the A.G.M. – 27/10/18		
3.2	Space to be Made Available for New Plot Holders - 2 or more raised beds should be made available for a period of 12 weeks for new tenants. It was agreed that this be reviewed by the committee before the A.G.M.	All	27/10/18
3.3	Changes to the Constitution – It was agreed at the last A.G.M that the constitution be reviewed. This will include an I.T. Privacy Statement to comply with GDPR and the removal of the following Items from Section 4 <ul style="list-style-type: none"> • Vice Chairman • Archivist • Hut Officer • Site Officer 	KB	27/10/18
3.4	NASLG – Remove subscription from membership fees. Members can join this organisation as individuals if they wish.	All	27/10/18
3.5	Insurance – Add Fee of £1.00 per member to cover insurance costs. This fee will be waived this year and come into effect for 2019.	All	27/10/18
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant plots		
5.1	The number of vacant plots = 5 these are -17a, 47, 80, 95b and 113a2 another 4 are due to become vacant in the near future.		
6	Membership Secretaries Duties For October		
6.1	The Membership Secretary will be unavailable from the 6/10/18 to the 3/11/18		
6.2	The Treasurer agreed to collate all the payments to the spreadsheet. FT and HW to review this and could use a laptop provided by FT	FT/HW	30/09/18
6.3	Rent payments to be taken by members of the Committee on a rolling basis and these will be passed to the Treasurer to collate.	ALL	30/09/18
6.4	Training to be given by the Membership Secretary on how concessions are calculated.	FT/ALL	08/09/18
7	Lettings		
7.1	The last recorded number on the waiting list = 23. This is to be confirmed later		
7.2	KB declared his interest in plot 80 as it now available. This would be a strait swap in that his plot 78 would be relinquished at the same time. It was proposed by HW and seconded by SK that this swap be allowed this was agreed unanimously.	KB/IS	09/07/18
8	Inspections		
8.1	Plots will be re-inspected before the end of June.		
8.2	Letters Sent – See separate Table of letters sent	TW/BR	30/06/18



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9	Treasurers Report		
9.1	The Treasurer reported at the last meeting that the funds are Current Account: £5786.59 Savings Account: £10,022.61		
9.2	Water Meter - The Treasurer reported that the work on the water meter was ongoing and this will be resolved by the next meeting.	HW	13/08/18
9.3	Water Usage - Given the dry spell it was suggested that we encourage the members to use less water. Signs on the stand pipes asking members not to leave the taps running was one suggestion.		
9.4	Charity Donations – It was proposed and agreed in the May meeting to give 2 X £500.00 donations to 2 charities this year. After further discussion it was agreed that SK would do further research into gardening charities and come to the next meeting with proposals for charities that may benefit.	SK	13/08/18
9.5	It was proposed that the other beneficiaries be local schools. Burley St Mathias and Kirkstall Primary School were suggested. After some discussion it was proposed by IS and seconded by HW that money should not be given to the schools but that we provide a budget to enable us to gift them with Growbags, Compost etc. to help with their gardening schemes.	ALL	13/08/18
10	Site Improvements		
10.1	Repairs to the stand pipes – Work on the first one has been completed. To arrange for future works to be started. .	ALL	13/08/18
11	Secretaries Report		
11.1	Research Group Visit – The secretary that the research group at the University of Sheffield who are investigating allotments and wanting to study what people grow, their management practices, soil quality and how much people harvest, have been in touch. It was originally agreed that they would attend the site on Saturday mornings. However it transpires that they cannot attend on Saturdays; it was agreed that we could not leave them on site unattended as they wanted to go onto individual member's plots to take soil samples. It was agreed that the Secretary contact them and let them know we would not be available to take part in the scheme.	All	13/08/18
11.2	History of Site Visit – KB stated that someone from Leeds University had been in touch and wanted to come along to discuss the history of the site. Deborah Keenan did turn up at the site last month and talked with some members and left surveys with them. It is hoped she will call back next month. KB again reiterated that all the history of the site is on the website and that any information particularly pre-war would be helpful. DB stated that he has access to some maps of the site that he can make available to us to add to the website.	All	13/08/18
12	Correspondence		
12.1	There were 3 emails all regarding the inspections from 27b, 38a and 24a. BR stated he had seen the plot holder from 38a and this was in the process of being resolved. He stated he was available every Saturday morning to talk through the options with plot holders.	BR	13/08/18
12.2	It was agreed after some discussion that putting black plastic sheeting down was not a solution and the rules state that the plot should be cultivated.		
13	Annual Show		
13.1	It was agreed the Annual Show would be held on the 2 nd of September 2018		
13.2	TH requested that Prize Cards need to be purchased and printed for the Show. It was agreed that this was OK to do.	EH	02/09/18
13.3	BR and TW attended Burley St Mathias last month and helped judge and give out prizes in their best decorated plant pot competition. Thanks by all were given and it was agreed that we should support all schemes and suggestions from the school (See item 9.4).	TW	02/09/18
13.4	The School (Burley St Mathias) will be visiting the site on Monday 16 th July and anyone available to help show them around would be a great help. The children will be accompanied by 4 members of staff.	ALL	16/07/18
13.5	We have also been contacted by Kirkstall Primary School who are looking to expand their gardening scheme. (See item 9.4).	All	13/08/18
14	Nature Watch		
14.1	DB presented a comprehensive update on the Nature Watch scheme.		
14.2	4 Bat Boxes have been commissioned and purchased at a cost of £80.00		
14.3	Bird feeders are to be installed and bird food at a cost of £60.00 has been purchased		
14.4	DB has been in touch with 3 or 4 groups regarding a survey for small mammals these		



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	include West Yorkshire Bat Survey, Leeds Naturalists, Wildlife Trust and the BTO (British Trust for Ornithology). All agreed that things appeared to be going well with the scheme.		
15	Sub Committees		
15.1	It was agreed that the review of all procedures should be carried out.		
15.2	Inspections – TW and BR are working on this	TW/BR	
15.3	Lettings – IS – Completed	IS	
15.4	Termination of Tenancies –TW – Completed	TW	
15.5	Compliments and Complaints– HW – Completed	HW	
15.6	Collate and put into one comprehensive document and publish on the website.	KB	
16	A.O.B.		
16.1	G.D.P.R – This was discussed at some length it was agreed that all old databases be deleted.	FT	13/08/18
16.2	A Privacy policy statement was requested by L.C.C. to be inserted into the tenancy agreement. KB requested that IS should confirm that we need to one or two statements. One from L.C.C. and one from the Association. Will we need to add one or both?	IS	13/08/18
16.3	KB produced a policy document, privacy statement and opt out form this for the Association. To Add to Website.	KB	13/08/18

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
5.2	Plot 17a Greenhouse – Offer to plot 17b	IS	13/08/18
9.2	Water Meter – Update	HW	13/08/18
11.1	Research Group Visit – Update	IS	13/08/18
11.2	History Group Visit – DB to provide documents maps etc. of the site.	DB	13/08/18
16.1	GDPR – Remove all old databases	FT	13/08/18
16.2	GDPR – Do we need 2 statements in the tenancy agreement IS to check with LCC	IS	13/08/18

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	03/07/2018
July					
August					
September					
October					
November					
December					



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Agenda 13/08/2018

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	Items For the Annual General Meeting		
	See items from last meeting.		
4	Matters Arising		
4.1	See summary of actions from last meeting.		
5	Vacant Plots		
5.1	The number of Vacant plots = 4		
6	Membership Secretaries Duties For October		
6.1	The Treasurer agreed to collate all the payments to the spreadsheet.		
6.2	Rent payments to be processed and passed to the Treasurer to collate.		
6.3	Training to be given by the Membership Secretary on how concessions are calculated.		
7	Lettings		
7.1	The number on the waiting list = 23		
8	Inspections		
9	Treasurers Report		
10	Site Improvements		
10.1	1 Repair to stand pipes – To arrange working party - Ongoing		
11	Secretaries Report		
12	Correspondence		
13	Annual Show		
13.1	Prize Cards for Show		
13.2	Donation to charity – Provide budget for 2 local schools – SK to provide options for gardening based charity scheme		
13.3	Framed photo for Lucinda Yeadon		
13.4	Flowers from plot 60 X5		
13.5	Review state of Cups/Trophies		
13.6	Engrave winners names (where known) prior to Show		
14	Nature Watch		
15	Sub Committees		
15.1	Reports on all Procedure documents are in the process of being reviewed and will be compiled and collated into one document These include Inspections, Lettings, Termination of Tenancies and Compliments and Complaints		
16	Any Other Business		
16.1	Peat Based Compost		
16.2	Apple press day?		
16.3	Non fruit trees on the site		
16.4	Purchase Bulbs for the communal areas		