



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 09/09/2019 | Meeting Opened at :- 19.05 Meeting Closed at :- 19.40 | Location :- Burley Model Allotments |
|---------------------------|--|--|

| Present | Initials | Apologies | Initials | Non-Attendees | Initials |
|-------------------------|----------|-------------|----------|---------------|----------|
| Keith Barrett | KB | Iain Smith | IS | | |
| Tony Handby | TH | Steve Kind | SK | | |
| Barry Raw | BR | Helen White | HW | | |
| Tim Wilford | TW | | | | |
| Sue Hollington | SH | | | | |
| Elaine Wilford | EW | | | | |
| Frank Turpin | FT | | | | |
| Guests Attending | | | | | |
| Colin Halliwell (CH) | | | | | |

| MINUTES OF COMMITTEE MEETING | | | | |
|------------------------------|---|-----------|----------|--|
| No | Item | Action By | Due Date | |
| 1 | Apologies and Non Attendance | | | |
| 1.1 | There were apologies from IS, HW and SK | | | |
| 2 | Minutes of Last Meeting | | | |
| 2.1 | Proposed as a true record by TW and seconded by BR and agreed unanimously. | | | |
| 3 | Items For the Annual General Meeting 2019 | | | |
| 3.1 | The date for the A.G.M. will be 26 th October 2019. | | | |
| 3.2 | There were a number of issues to raise including | | | |
| | 1. Providing a hard standing to the main entrance roadway | | | |
| | 2. Fencing to the perimeter of the site. | | | |
| | 3. Move the main entrance gates to a more central position. | | | |
| | 4. Add a solar light outside the hut | | | |
| | 5. A defibrillator should be obtained for the site. | | | |
| 4 | Matters Arising from Last Meeting | | | |
| 4.1 | See summary of actions from the last meeting. | | | |
| 5 | Vacant plots | | | |
| 5.1 | We have 15 vacant plots. | | | |
| 6 | Lettings | | | |
| 6.1 | There are approximately 30+ applicants on the waiting list. | | | |
| 7 | Inspections | | | |
| 7.1 | See separate table of letters sent. | | | |
| 7.2 | Plot 87a will be sent a letter terminating their tenancy on the 19/09/2019. This was discussed at some length and given the last three years of the tenancy it was agreed by all that we had been more than reasonable with this tenant. It was agreed that if the tenant desired a plot in future, any application made would be looked at in a favorable light. | FT/BR | 26/10/19 | |
| 7.3 | Two other plots will be monitored over the next inspection cycle. | | | |
| 8 | Treasurer's Report | | | |
| 8.1 | The Treasurer was not in attendance but will provide a full audit of the accounts prior to the Annual General Meeting. | HW | 26/10/19 | |
| 9 | Site Improvements | | | |
| 9.1 | See Items for the AGM 2020 | | | |
| 10 | Secretary's Report | | | |
| 10.1 | The Secretary was not in attendance so this item was not discussed. | | | |
| 11 | Correspondence | | | |
| 11.1 | Plot 9b – There was a discussion around this item KB to inspect and report back at the next meeting. | KB | 11/11/19 | |
| 12 | Annual Show | | | |
| 12.1 | Annual Show – It was agreed that next year's Annual Show be held on the 6 th September 2020 | ALL | 06/09/20 | |



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|-----------|---|-------------|----------|
| 13 | Nature Watch | | |
| 13.1 | Tree Policy – SK stated that the Association should implement a policy on trees and publish this on the website. SK to create this taking into consideration the current rules we have. | All | 11/11/19 |
| 13.2 | It was agreed that this be discussed by the new committee | All | 11/11/19 |
| 14 | Sub Committees | | |
| 14.1 | Annual Show – it was agreed to set up a Show Sub Committee to look into where things can improve. | HW ET SH | 14/09/19 |
| 14.2 | See Separate Report | ALL | 11/11/19 |
| 15 | A.O.B. | | |
| 15.1 | Painting the Hut – It was agreed that the hut needs redecoration and that a maximum of £200.00 be made available for this. Proposed by BR, seconded by FT and agreed unanimously. This will be done after the annual show. It was suggested that a local artist be commissioned to paint one wall in the hut with a piece of original art. | HW KB | 11/11/19 |
| 15.2 | Decorations for the Container – KB reported that this would cost £500.00 plus to cover (up to 3 foot one side only) in Vinyl wrap. After much discussion it was agreed to paint the container to stop rust. | KB KB/HW | 11/11/19 |
| 15.3 | Website – KB reported that some photos and a video of the site was taken in the last week. These need to be added to the website and during this it would be a good idea to improve the welcome pages utilizing these images. It was agreed that a cost of £250.00 be allocated to this project | KB | 01/01/20 |
| 15.4 | D.T. Brown Seeds – SH Reported that the qualifying amount for this is now £500.00 | | |
| 15.5 | Kings Seeds – SH Reported that she has contacted this company at the request of the Treasurer and we will qualify for a 50% discount as long as our order is in excess of £200.00 | | |
| 15.6 | Seed Discounts – Given the above reports it was recommended that all members be advised that until all the orders are in we will not be able to advise members of the cost of their orders as we will not know the discount given by each company. | FT | 01/01/20 |
| 15.7 | Planting to the Side of the Hut – BR Reported that the side of the Hut had been planted with bulbs and tidied up. It was suggested that a poster be produced and placed advising members to keep off the site. | KB | 11/11/19 |
| 15.8 | Burley St Mathias Visits – It was reported that future visits will be made to Burley St Mathias to increase our engagement with the local schools. BR stated that it was hoped next year to increase this to other schools in the area. | TW/EW BR | 01/01/20 |
| 15.9 | Vandalism on Plots – It was reported that there was an increase in vandalism on the Beechwood Crescent side of the allotments and that plot holders should be made aware that as “Winter is Coming” we should all be aware that the risk of vandalism will increase and to be more vigilant. FT to send an email advising on this. | FT | 11/11/19 |
| 15.10 | Damage to Wicket Gate – Contact Lynn Rogers at L.C.C. regarding the damage caused to the fence and wicket gate on St Michael’s Lane. | KB | 11/11/19 |

| SUMMARY OF ACTIONS FROM THE LAST MEETING | | | |
|--|--|-----------|----------|
| No | Item | Action By | Due Date |
| 7.2 | Plot 87a – Letter terminating plot to be sent. | BW/TW | 11/11/19 |
| 8.1 | Financial Report – To be made available at the A.G.M. | HW | 26/10/19 |
| 11.1 | Plot 9b – Further inspection of this plot while empty | KB | 11/11/19 |
| 13.2 | Tree Policy – To be discussed by the new Committee. | All | 11/11/19 |
| 15.1 | Painting Hut – Decorate internally - Obtain a quote for the artwork | KB | 11/11/19 |
| 15.1 | Painting Container – Paint container to stop rust | ALL | 11/11/19 |
| 15.3 | Website – Review website pages | KB | 01/01/20 |
| 15.6 | Seed Discount – Advise members of discounts | FT | 01/01/20 |
| 15.7 | Poster for plants at side of the Hut – KB to produce poster | KB | 11/11/19 |
| 15.8 | Burley St Mathias Visits – Increase engagement with local schools | ALL | 01/01/20 |
| 15.9 | Vandalism on Plots – Send email advising members to be aware | FT | 11/11/19 |
| 15.10 | Damage to Wicket Gate – Contact L.C.C. regarding damage to gate | KB | 11/11/19 |



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INSPECTIONS - TABLE OF LETTERS SENT 2018

| Month | Letter 1 | Letter 2 | Letter 3 | Letter 4 | Letter 5 |
|-----------|----------|----------|----------|----------|----------|
| April | | | | | |
| May | 26 | | | | |
| June | 2 | 11 | | | |
| July | 3 | 7 | 8 | | |
| August | 5 | 3 | 5 | 1 | 3 |
| September | | | | 1 | |
| October | | | | | |



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Agenda 11/11/2019

| | | | | |
|------------|--|-------------|--------------------|----------|
| 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) | | | |
| | | | | |
| 1.2 | Guests Attending | | | |
| | | | | |
| 2 | Minutes of last meeting | | | |
| 2.1 | Proposed By | Seconded by | Unanimous (Yes/No) | |
| 3 | Running of the Meetings | | | |
| 3.1 | A formatted Agenda | | | |
| 3.2 | A free agenda that can be changed at each meeting | | | |
| 4 | Matters Arising | | | |
| 4.1 | See summary of actions from last meeting. | | | |
| 5 | Vacant Plots | | | |
| 5.1 | We have 15 vacant plots. | | | |
| 6 | Lettings | | | |
| 6.1 | There are currently 30+ applicants on the waiting list. | | | |
| 7 | Inspections | | | |
| 7.1 | See Separate table | | | |
| 8 | Treasurers Report | | | |
| 9 | Site Improvements | | | |
| 9.1 | See Report From the A.G.M. | | | |
| 10 | Secretaries Report | | | |
| 11 | Correspondence | | | |
| 12 | Annual Show | | | |
| 12.1 | Next Year's Annual Show will be held on the 6 th September 2020 | | | |
| 13 | Nature Watch | | | |
| 14 | Sub Committees | | | |
| 14.1 | Annual show – See separate report. | | | |
| 15 | Any Other Business | | | |