



# Burley Model Allotments

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

<b>Date</b> 08/05/2017	<b>Meeting Opened at :- 19.05</b> <b>Meeting Closed at :- 2015</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Eileen Handby	EH		
Keith Barrett	KB	John Dickson	JD		
Tony Handby	TH	Jo Hill	JH		
Tim Wilford	TW	Iain Smith	IS		
Helen White	HW				
Barry Raw	BR				
Sue Hollington	SH				

<b>Guests Attending</b>
Kate Earle, Steve Kind.

## MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
<b>1</b>	<b>Apologies and Non Attendance</b>		
1.1	Apologies were received from EH,JH,IS and JD		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by TW and seconded by HW and agreed unanimously.		
<b>3</b>	<b>Items For the Annual General Meeting 2017</b>		
3.1	<b>Yellow Book Scheme</b> – HW reported that for the scheme to go ahead we would require permission from all members of the site. As this is not practicable it was decided not to go any further with this proposal.		
3.2	<b>Structures and property on Plots</b> – There has been some dispute as to the ownership of greenhouses on plots and property left on the site. The following should clear up and ambiguity with regard to these issues.		
3.3	<b>Ownership of structures</b> - All structures (except where a lease has already been signed) are the property of the current plot holder. They are able to dispose of these as they wish at any time prior to or upon the termination of their tenancy. The committee will not be involved regarding the sale of greenhouses. The outgoing plot holder will make available contact details so that the new tenant can contact them regarding any sale. Should the new plot holder not wish to purchase the structure it is the responsibility of the outgoing plot holder to dispose of it.		
3.4	<b>Disrepair of Structures on Plots</b> - Where a structure is in disrepair it is the responsibility of the plot holder to remove this. Any costs incurred by the association in this regard can be charged to the outgoing plot holder.		
3.5	<b>Property Left on Plots</b> - Any property tools etc. left in lockers or on the plot will become the property of the B.M.A.A. on termination of the tenancy.		
3.6	<b>Space to be Made Available for New Plot Holders</b> - 2 or more raised beds should be made available for a period of 12 weeks for new tenants.		
<b>4</b>	<b>Matters Arising from Last Meeting</b>		
4.1	See summary of actions from the last meeting.		
4.2	SK asked that at this time the issue regarding the plots 9a and 47 should be discussed. See item 11		
<b>5</b>	<b>Vacant plots</b>		
5.1	At this time 23, 27b, 101b and 107a and are available to let.		
<b>6</b>	<b>Lettings</b>		
6.1	At the last meeting the Secretary stated that there were 30 applicants on the Waiting List.		
<b>7</b>	<b>Inspections</b>		
7.1	The next inspections will be on the 11 <sup>th</sup> May starting at 9.00 a.m.		
7.2	TW requested a copy of the letters sent. KB to provide a sample of last year's letter.	KB	11/05/17
<b>8</b>	<b>Treasurers Report</b>		
8.1	The treasurer reported that the balance in the accounts are:-		



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	<b>Current Account:</b>	<b>£7,233.58</b>		
	<b>Savings Account:</b>	<b>£7,017.44</b>		
<b>9</b>	<b>Site Improvements</b>			
9.1	<b>1. Repairs to the stand pipes</b> It was agreed to set up a work group and identify the worst ones and to repair these ourselves on a one by one basis. A date for this will be agreed before the next meeting		All	TBA
9.2	<b>2. Review of Website</b> This work is ongoing and should be in place by the next meeting.		KB	12/06/17
	<b>3. Repairs to the stone retaining walls to the rear of the Hut</b> It was agreed to set up a work group this work can be done by volunteers. A date for this will be agreed before the next meeting.		All	TBA
9.3			KB	12/06/17
9.4	<b>4. Repair to Water Heater</b> KB to arrange repair to the water heater in the hut			
<b>10</b>	<b>Secretaries Report</b>			
10.1	The secretary was not in attendance at the meeting so this item was not discussed at this meeting.			
<b>11</b>	<b>Correspondence</b>			
11.1	<b>Plot 9a &amp; 47</b> – In short the tenant wishes to give up the plots and wishes to sell the structures to the new tenants. Initially notice was given and then rescinded. After a long discussion regarding this issue of the plot holder being unwilling to give formal notice on the plots it was agreed that KB would contact the plot holder and try to reach a resolution to the current situation.		KB	12/06/17
11.2	KB to copy letter from plot 42 to the Secretary.		KB	12/06/17
<b>12</b>	<b>Annual Show</b>			
12.1	<b>Annual Show</b> - It was agreed that the date of next year's annual show would be the 3 <sup>rd</sup> of September 2017			
12.1	<b>Plant Sale and Coffee Mornings</b> - The dates of the Plant Sale and Coffee Mornings were set as 8 <sup>th</sup> April, 13 <sup>th</sup> May and the 10 June. The second Saturday of each month. The April Coffee Morning raised £42.00 and thanks were given to all who attended and all who donated cakes and plants.			
<b>13</b>	<b>Sub Committees</b>			
13.1	It was agreed that the review of all procedures should be carried out.			
13.2	Inspections – JD is still working on this		JD	
13.3	Lettings – IS – Completed		IS	
13.4	Termination of Tenancies – TW – Completed		TW	
13.5	Compliments and Complaints – HW – Completed		HW	
13.6	Collate and put into one comprehensive document and publish on the website.		KB	12/06/17
<b>14</b>	<b>A.O.B.</b>			
14.1	To encourage new plot holders it was suggested that 2 or more raised beds should be made available for a period of 12 weeks. It was proposed this be put to the A.G.M. See item 3.6			

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
4.1	Tree Pruning – Matt to come back with a price	FT	12/06/17
7.1	Inspections 10/05/17	BR/TW	12/06/17
7.2	Copy of Inspection Letters sent to TW	KB	11/05/17
9.1	Repairs to Standpipes – Arrange Working Party	All	12/06/17
9.2	Website Update	KB	12/06/17
9.3	Repairs to Stone Walls - Arrange Working Party	All	12/06/17
11.1	Contact plot holder regarding plots 9A and 47	KB	12/06/17
11.2	Copy letter from plot 42 to Secretary	KB	12/06/17
13.1	Procedure Documents – Collate into one document and publish	KB	12/06/17
14.2	Hot Water Heater – Repairs	KB	12/06/17



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## Agenda 12/06/2017

<b>1</b>	<b>Attendance and Apologies</b>		
<b>1.1</b>	<b>Committee</b>		
	<b>Name</b>	<b>✓</b>	<b>Name</b>
	H White (HW)		J Dickson (JD)
	I. Smith (IS)		T Handby (TH)
	F Turpin (FT)		B Raw (BR)
	S Hollington (SH)		T Willford (TW)
	K Barrett (KB)		E Handby (EH)
	J Hill (JH)		
<b>1.2</b>	<b>Guests Attending</b>		
<b>2</b>	<b>Minutes of last meeting</b>		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
<b>3</b>	<b>Items For the Annual General Meeting</b>		
3.1	<b>Yellow Book Scheme</b>		
3.2	<b>Structures and Property on Plots</b>		
<b>4</b>	<b>Matters Arising</b>		
4.1	See Summary of Actions from last meeting		
<b>5</b>	<b>Vacant Plots</b>		
5.1	The number of Vacant plots = 2		
<b>6</b>	<b>Lettings</b>		
6.1	The number on the waiting list = 30		
<b>7</b>	<b>Inspections</b>		
<b>8</b>	<b>Treasurers Report</b>		
8.1	At the last meeting the amounts held in each account were		
	<b>Current Account:</b>		<b>£7,233.58</b>
	<b>Savings Account:</b>		<b>£7,017.44</b>
<b>9</b>	<b>Site Improvements</b>		
9.1	1 Repair to stand pipes – To arrange working party.		
9.2	2 Review of Website – KB to update		
9.3	3 Repairs to stone walls at rear of hut – To arrange working party.		
<b>10</b>	<b>Secretaries Report</b>		
10.1			
<b>11</b>	<b>Correspondence</b>		
<b>12</b>	<b>Annual Show</b>		
12.1	The date for the Annual Show is the 3 <sup>rd</sup> September 2017		
12.2	<b>Plant Sale and Coffee Mornings</b>		
	8 <sup>th</sup> April, 13 <sup>th</sup> May and the 10 June.		
<b>13</b>	<b>Sub Committees</b>		
13.1	Inspections –		Report by JB/BR/TW
13.2	Lettings –		Report by IS/LB/KB
13.3	Termination of Tenancies –		Report by TW
13.4	Compliments and Complaints –		Report by HW
<b>14</b>	<b>Any Other Business</b>		