



# 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> 11/11/2019	<b>Meeting Opened at :- 19.05</b> <b>Meeting Closed at :- 19.40</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB	Elaine Wilford	EW		
Helen White	HW				
Tony Handby	TH				
Barry Raw	BR				
Tim Wilford	TW				
Sue Hollington	SH				
Frank Turpin	FT				
Josh Elliff	JE				
Sarah Gill	SG				
Colin Halliwell	CH				
<b>Guests Attending</b>					

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
<b>1</b>	<b>Apologies and Non-Attendance</b>		
1.1	There were apologies from EW		
1.2	The chair HW welcomed the new members J E, SG, and CH to their first meeting.		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by TW and seconded by TH and agreed unanimously.		
2.2	It was recommended that the date of the October minutes be changed to reflect the date of the meeting.	KB	09/12/19
<b>3</b>	<b>Running of the Meetings</b>		
3.1	There was a discussion of how meetings should be run with a either a:-		
3.2	• A formatted Agenda		
3.3	• A free agenda that can be changed at each meeting		
3.3	It was decided by a unanimous decision that all future meetings will be run with a formatted agenda.		
<b>4</b>	<b>Matters Arising from Last Meeting</b>		
4.1	See summary of actions from the last meeting. These have been consolidated to include items from the A.G.M. and item 9 site improvements.		
<b>5</b>	<b>Membership Secretaries Report</b>		
5.1	We have 25 vacant plots.		
5.2	There are a number of plots to improve before they can be re-let. This includes plot 8. A working group will be set up on Wednesday 13 <sup>th</sup> November to ensure plots are in a position to be re-let.		
5.3	We have collected	£8225.90	
	We pay LCC	£4897.74	
5.4	The difference is made up from Water, Membership and Lockers is	£1143.84	
5.6	Our gross income for the site would be around	£9369.74	
	We have 25 vacant plots. We also have to pay LCC for any vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are approximately 30+ applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	Next year's inspections will be carried out in April 2020.		



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<b>8</b>	<b>Treasurer's Report</b>		
<b>8.1</b>	The Treasurer reported that the funds are		
<b>8.2</b>	Current: £13,026.32		
	Savings: £10,0047.26		
<b>8.3</b>	Of this we require approximately £4,500 for Key deposits.		
<b>9</b>	<b>Site Improvements</b>		
<b>9.1</b>	<b>Adding a solar light outside the hut.</b> Obtain new light.	KB	09/12/19
<b>9.2</b>	<b>Obtaining a defibrillator.</b> Obtain quote	HW	09/12/19
<b>10</b>	<b>Secretary's Report</b>		
<b>10.1</b>	As we do not have a Secretary at this time it was agreed to remove this item from the Agenda.		
<b>10.2</b>	CH intimated an interest in becoming Secretary.	CH	09/12/19
<b>11</b>	<b>Correspondence</b>		
<b>11.1</b>	<b>7 Lumley Grove</b> – The homeowner is having serious problems with the chimney at this address and requires access to site to remedy the problem.	KB	09/12/19
<b>12</b>	<b>Annual Show</b>		
<b>12.1</b>	<b>Annual Show</b> – It was agreed that next year's Annual Show be held on the 6 <sup>th</sup> September 2020	ALL	06/09/20
<b>13</b>	<b>Nature Watch</b>		
<b>13.1</b>	SG – Intimated that she may be interested in taking this project on.	SG	09/12/19
<b>14</b>	<b>Sub Committees</b>		
<b>14.1</b>	<b>Annual Show</b> – it was agreed to set up a Show Sub Committee to look into where things can improve. See Separate Report		
<b>15</b>	<b>A.O.B.</b>		
<b>15.1</b>	<b>Painting the Hut</b> – 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. SG to get additional quotes	HW/KB SG	09/03/20
<b>15.2</b>	<b>Decorations for the Container</b> – After much discussion it was agreed to paint the container to stop rust.	ALL	09/03/20
<b>15.3</b>	<b>Website</b> – 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 utilising these images. It was agreed that a cost of £250.00 be allocated to this project	KB	09/12/19
<b>15.4</b>	<b>D.T. Brown Seeds</b> – SH reported that the qualifying amount for this is now £500.00		
<b>15.5</b>	<b>Kings Seeds</b> – 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		
<b>15.6</b>	<b>Seed Discounts</b> – 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
<b>15.7</b>	<b>Planting to the side of the Hut</b> – 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
<b>15.8</b>	<b>Burley St Matthias Visits</b> – It was reported that future visits will be made to Burley St Matthias 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
<b>15.9</b>	<b>Vandalism on Plots</b> – 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
<b>15.10</b>	<b>Damage to Wicket Gate</b> – Contact Lynn Rogers at L.C.C. regarding the damage caused to the fence and wicket gate on St Michael's Lane. This will also include looking at the repairs to the fencing and moving the main gates to a more central position.	KB	11/11/19



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## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
9.1	<b>Solar light</b> – Obtain new light	KB	09/12/19
9.2	<b>Obtaining a defibrillator</b> – Get a quote	HW	09/12/19
10.2	<b>Vacant Secretaries Position</b> – CH intimated he may be interested.	CH	09/12/19
11.1	<b>7 Lumley Grove</b> – Arrange access to site	KB	09/12/19
13.1	<b>Nature Watch</b> – SG intimated she may be interested in this	SG	09/12/19
15.1	<b>Painting Hut</b> – Decorate internally - Obtain a quote for the artwork	SG	09/12/19
15.2	<b>Painting Container</b> – Paint container to stop rust	ALL	09/03/20
15.3	<b>Website</b> – Review website pages	KB	09/12/19
15.6	<b>Seed discount/cost of orders</b> – Advise members of costs	SH/FT	01/01/20
15.7	Planting to side of Hut – Produce poster	KB	09/12/19
15.8	<b>Burley St Mathias Visits</b> – local school visit	EW/TW	09/12/19
15.9	Report from Tim and Elaine Elaine and I wanted to let you know that we went into Burley St Matthias Primary to the prize giving assembly for the kids' drawings on display at the Show. Everything went really well - kids were brilliant as usual and we dished out prizes and left each class with a tub of chocolates which, surprisingly, was a popular move!		
15.9	<b>Vandalism on Plots</b> – Send email advising members to be aware	FT	09/12/19
15.10	<b>Damage to Wicket Gate</b> – Contact L.C.C. regarding damage to gate. This also included looking at the repairs to the fencing and moving the main gates to a more central position.	KB	09/12/19

## 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					1



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## Agenda 09/12/2019

<b>1</b>	<b>Attendance and Apologies</b>			
<b>1.1</b>	<b>Committee</b>			
	<b>Name</b>	<b>✓</b>	<b>Name</b>	<b>✓</b>
	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)		Josh Elliff (JE)	
	Sarah Gill (SG)			
<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 A.G.M.</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	We have 15 vacant plots.			
<b>6</b>	<b>Lettings</b>			
6.1	There are currently 30+ applicants on the waiting list.			
<b>7</b>	<b>Inspections</b>			
7.1	See Separate table			
<b>8</b>	<b>Treasurers Report</b>			
<b>9.1</b>	<b>Site Improvements</b>			
<b>10</b>	<b>Secretaries Report</b>			
<b>11</b>	<b>Correspondence</b>			
<b>12</b>	<b>Annual Show</b>			
12.1	Next Year's Annual Show will be held on the 6 <sup>th</sup> September 2020			
<b>13</b>	<b>Nature Watch</b>			
<b>14</b>	<b>Sub Committees</b>			
14.1	Annual show – See separate report.			
<b>15</b>	<b>Any Other Business</b>			

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