



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 03/07/2017 | Meeting Opened at :- 19.00 Meeting Closed at :- 19.55 | Location :- Burley Model Allotments |
|---------------------------|--|--|

| Present | Initials | Apologies | Initials | Non-Attendees | Initials |
|----------------|----------|---------------|----------|---------------|----------|
| Frank Turpin | FT | Eileen Handby | EH | | |
| Keith Barrett | KB | John Dickson | JD | | |
| Tony Handby | TH | Tim Wilford | TW | | |
| Helen White | HW | Jo Hill | JH | | |
| Barry Raw | BR | | | | |
| Sue Hollington | SH | | | | |
| Iain Smith | IS | | | | |

| |
|-------------------------|
| Guests Attending |
| Steve Kind. |

MINUTES OF COMMITTEE MEETING

| No | Item | Action By | Due Date |
|----------|---|-----------|----------|
| 1 | Apologies and Non Attendance | | |
| 1.1 | Apologies were received from TW, JH, EH and JD | | |
| 2 | Minutes of Last Meeting | | |
| 2.1 | Proposed as a true record by HW and seconded by FT and agreed unanimously. | | |
| 3 | Items For the Annual General Meeting 2017 | | |
| | Items for the A.G.M. will be discussed at the Committee Meeting prior to the A.G.M. where all proposals will be discussed and re-drafted. | | |
| 3.1 | Yellow Book Scheme – 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 | Structures and property on Plots – 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 | Ownership of structures - 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 | Disrepair of Structures on Plots - 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 | Property Left on Plots - 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 | 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. | | |
| 4 | Matters Arising from Last Meeting | | |
| 4.1 | See summary of actions from the last meeting | | |
| 5 | Vacant plots | | |
| 5.1 | At this time there is only one vacant plot available to let. | | |
| 6 | Lettings | | |
| 6.1 | At this time the Secretary stated that there were in excess of 44 applicants on the Waiting List. | | |
| 7 | Inspections | | |
| 7.1 | The July inspections were completed on the 3 rd of July. | | |
| 7.2 | A total of four Final Notice letters will be sent out this month, it was noted that a number of plot holders have given notice and their plots will be available shortly. There were an additional three L1 to be sent this month and there were also two L2 to be sent. | | |



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| 8 | Treasurers Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|-----|------------------|---------------|--|---------------|------|-----------|--|----------------|--------|------------|-------|-------------------|--------|------------------------|---------------|-------|----------|--------------|--------|-----------|----------|---------------|----------|---------------------|------------------|----------------|--|-------------|--------|-----------|--------|-----------|--------|--------|-------|-------------|--------|------|----------|---------|-------|---------------|----------|---------------|-------|-------------------|----------|------------|--------|---------------|--------|-------|-------|---------|----------|----------------------|------------------|----------------------------|---------------|--|--|
| 8.1 | The treasurer reported that the balance in the accounts are:- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Current Account: £5,943.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Savings Account: £7,017.94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.2 | The treasurer has put together the following report of outgoings this year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th></th> <th>Oct '16 - Sep 17</th> </tr> </thead> <tbody> <tr> <td colspan="2">Income</td> </tr> <tr> <td>Bank Interest</td> <td>1.91</td> </tr> <tr> <td>donations</td> <td></td> </tr> <tr> <td> coffee morning</td> <td>123.11</td> </tr> <tr> <td> greenhouse</td> <td>80.00</td> </tr> <tr> <td> donations - Other</td> <td>236.12</td> </tr> <tr> <td>Total donations</td> <td>439.23</td> </tr> <tr> <td>Grant</td> <td>3,000.00</td> </tr> <tr> <td>key deposits</td> <td>340.00</td> </tr> <tr> <td>Plot rent</td> <td>7,887.20</td> </tr> <tr> <td>sales in shop</td> <td>2,426.68</td> </tr> <tr> <td>Total Income</td> <td>14,095.02</td> </tr> <tr> <td colspan="2">Expense</td> </tr> <tr> <td>Electricity</td> <td>126.00</td> </tr> <tr> <td>Equipment</td> <td>400.96</td> </tr> <tr> <td>Insurance</td> <td>104.00</td> </tr> <tr> <td>Petrol</td> <td>10.45</td> </tr> <tr> <td>refund keys</td> <td>183.00</td> </tr> <tr> <td>Rent</td> <td>3,964.76</td> </tr> <tr> <td>Repairs</td> <td>24.54</td> </tr> <tr> <td>Shop Supplies</td> <td>2,947.97</td> </tr> <tr> <td>Show expenses</td> <td>73.50</td> </tr> <tr> <td>Site Improvements</td> <td>3,194.20</td> </tr> <tr> <td>stationery</td> <td>138.98</td> </tr> <tr> <td>Subscriptions</td> <td>596.25</td> </tr> <tr> <td>Water</td> <td>-0.73</td> </tr> <tr> <td>Website</td> <td>1,846.88</td> </tr> <tr> <td>Total Expense</td> <td>13,610.76</td> </tr> <tr> <td>Profit for the Year</td> <td>484.26</td> </tr> </tbody> </table> | | Oct '16 - Sep 17 | Income | | Bank Interest | 1.91 | donations | | coffee morning | 123.11 | greenhouse | 80.00 | donations - Other | 236.12 | Total donations | 439.23 | Grant | 3,000.00 | key deposits | 340.00 | Plot rent | 7,887.20 | sales in shop | 2,426.68 | Total Income | 14,095.02 | Expense | | Electricity | 126.00 | Equipment | 400.96 | Insurance | 104.00 | Petrol | 10.45 | refund keys | 183.00 | Rent | 3,964.76 | Repairs | 24.54 | Shop Supplies | 2,947.97 | Show expenses | 73.50 | Site Improvements | 3,194.20 | stationery | 138.98 | Subscriptions | 596.25 | Water | -0.73 | Website | 1,846.88 | Total Expense | 13,610.76 | Profit for the Year | 484.26 | | |
| | Oct '16 - Sep 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank Interest | 1.91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| donations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| coffee morning | 123.11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| greenhouse | 80.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| donations - Other | 236.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total donations | 439.23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grant | 3,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| key deposits | 340.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plot rent | 7,887.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| sales in shop | 2,426.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Income | 14,095.02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expense | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electricity | 126.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Equipment | 400.96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Insurance | 104.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Petrol | 10.45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| refund keys | 183.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rent | 3,964.76 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Repairs | 24.54 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shop Supplies | 2,947.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Show expenses | 73.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Improvements | 3,194.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| stationery | 138.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subscriptions | 596.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water | -0.73 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Website | 1,846.88 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Expense | 13,610.76 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Profit for the Year | 484.26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.3 | Hedge Cutter - FT proposed that a petrol hedge cutter be purchased for use on the site. The cost to be no more than £500.00 This was seconded by HW and agreed unanimously. However should the cost rise above this limit FT will request permission prior to purchase? | FT | 14/08/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.4 | Some discussion ensued regarding its use and it was confirmed that this would only be used by members of the committee (who have been instructed in it's use) and only for communal areas on the site. Due to H&S considerations, insurance and training issues it is not possible to lend equipment to plot holders. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.5 | Shredder - FT proposed that a shredder at a cost up £700.00 should be purchased for use on the allotment (See item 8.4). However should the cost rise above this limit FT will request permission prior to purchase? This was seconded by KB and agreed unanimously.. | FT | 04/08/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.6 | Storage for Container - FT proposed that additional storage racks be purchased in order to tidy up the container and to enable the additional equipment to be stored safely. HW stated that the cost should be no more than £700.00 However should the cost rise above this limit FT will request permission prior to purchase? This was seconded by KB and agreed unanimously. | FT | 04/08/17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Site Improvements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.1 | 1. Repairs to the stand pipes 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 | 2. Repairs to the stone retaining walls to the rear of the Hut It was agreed to set up a work group this work can be done by volunteers. A | All | TBA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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|-----------|---|----------|----------------------|
| | date for this will be agreed before the next meeting. | | |
| 10 | Secretaries Report | | |
| 10.1 | The secretary had received an enquiry regarding plot 1 which is now moot as the tenant has given notice on the plot. | | |
| 10.2 | The plot holder from 6a2 requested the deposit for the returned key HW stated this has been issued. | | |
| 10.3 | A request for the plot 6a2 was declined. | | |
| 11 | Correspondence | | |
| 11.1 | There was no correspondence. | | |
| 12 | Annual Show | | |
| 12.1 | Annual Show – It was agreed that the date of this year’s annual show would be the 3 rd of September 2017 | | |
| 12.1 | Invited guests – KB to contact Lucinda Yeadon to open the show. | KB | 04/08/17 |
| 12.2 | Rosette’s for the Show – The show Secretary asked permission to purchase rosettes for the show. This was proposed by TH and seconded by HW and agreed unanimously. | EH | 03/09/17 |
| 12.3 | Collection for Foodbank – SK asked for a stall at the show to collect surplus produce to take to a local food bank/charity. KB to add this into the Newsletter. | SK KB | 03/09/17 04/08/17 |
| 13 | Sub Committees | | |
| 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 | 10/07/17 |
| 14 | A.O.B. | | |
| 14.1 | Police Patrols – KB to contact police to patrol site and invite to the Show | KB | 04/08/17 |
| 14.2 | Helpers on plots – KB requested that if some people at the end of the Waiting List are amenable would be available as helpers and that he knows some people who may take a helper. | IS | 04/08/17 |
| 14.3 | Archivist Duties – SH requested printed copies of the minutes of meetings not in her possession. KB advised that copies of newsletters and the minutes of meetings will be added to the website. | FT | 04/08/17 |

| 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 | 04/08/17 |
| 9.1 | Repairs to Standpipes – Arrange Working Party | All | 04/08/17 |
| 9.2 | Repairs to Stone Walls – Arrange Working Party | All | 04/08/17 |
| 8.3 | Hedge Cutter – FT to purchase | FT | 04/08/17 |
| 8.5 | Shredder – FT to purchase | FT | 04/08/17 |
| 8.6 | Storage for Container – FT to purchase | FT | 04/08/17 |
| 12.1 | Invite to the Show – Invite Lucinda Yeadon | KB | 04/08/17 |
| 12.2 | Rosette’s for Show – EH to purchase | EH | 03/09/17 |
| 12.3 | Collection for food bank – Add to newsletter | KB | 04/08/17 |
| 12.3 | Collection for food bank – SK to set up stall and distribution | SK | 03/09/17 |
| 13.1 | Procedure Documents – Collate into one document and publish | KB | 04/08/17 |
| 14.1 | Police Patrols – Contact police re patrols and invite to show | KB | 04/08/17 |
| 14.2 | Helpers on plots – Contact applicants at the end of the list | IS | 04/08/17 |
| | | | |



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Agenda 03/07/2017

| | | | |
|------------|---|--------------------|--------------------|
| 1 | Attendance and Apologies | | |
| 1.1 | Committee | | |
| | Name | ✓ | Name |
| | 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) | | |
| 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 | | |
| 3.1 | Yellow Book Scheme | | |
| 3.2 | Structures and Property on Plots | | |
| 4 | Matters Arising | | |
| 4.1 | See Summary of Actions from last meeting | | |
| 5 | Vacant Plots | | |
| 5.1 | The number of Vacant plots = 1 | | |
| 6 | Lettings | | |
| 6.1 | The number on the waiting list = 44 | | |
| 7 | Inspections | | |
| | L1 | | |
| | L2 | | |
| | L3 | | |
| 8 | Treasurers Report | | |
| 8.1 | At the last meeting the amounts held in each account were | | |
| | Current Account: | £7,233.58 | |
| | Savings Account: | £7,017.44 | |
| 9 | Site Improvements | | |
| 9.1 | 1 Repair to stand pipes – To arrange working party. | | |
| 9.2 | 3 Repairs to stone walls at rear of hut – To arrange working party. | | |
| 10 | Secretaries Report | | |
| 10.1 | | | |
| 11 | Correspondence | | |
| 11.1 | | | |
| 12 | Annual Show | | |
| 12.1 | The date for the Annual Show is the 3 rd September 2017 | | |
| 13 | Sub Committees | | |
| 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 | |
| 14 | Any Other Business | | |
| 14.1 | | | |