



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 13/05/2019	Meeting Opened at :- 19.00 Meeting Closed at :- 19.45	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	Steve Kind	SK	Elaine Wilford	EW
Keith Barrett	KB				
Tony Handby	TH				
Tim Wilford	TW				
Barry Raw	BR				
Frank Turpin	FT				
Sue Hollington	SH				
Iain Smith	IS				
Guests Attending					

MINUTES OF COMMITTEE MEETING				
No	Item	Action By	Due Date	
1	Apologies and Non Attendance			
1.1	There were apologies from SK			
2	Minutes of Last Meeting			
2.1	Proposed as a true record by HW and seconded by TW 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.			
4	Matters Arising from Last Meeting			
4.1	See summary of actions from the last meeting.			
5	Vacant plots			
5.1	The Membership Secretary reported that there are 3 plots vacant and that some more will be likely to become so in the next month.			
6	Lettings			
6.1	There are currently 36 applicants on the waiting list. Although this may be reduced as a number of applicants did not attend last week.			
7	Inspections			
7.1	See separate table of letters sent.			
7.2	Plot 62A needs an apology as the letter last month should have been sent to plot 62b	IS		10/06/19
8	Treasurers Report			
8.1	The Treasurer reported that the funds are Current: £6425.29 Savings: £10,037.13			
8.2	Of this we require approximately £4,500 for Key deposits.			
9	Site Improvements			
9.1	Repairs to the Stand Pipes – After the water has been turned on there are 2 stand pipes that are in urgent need of replacement. It was proposed by BR and seconded by FT to purchase 6 X 6” 3X3 posts to enable this work to be completed. This was agreed unanimously.	ALL		10/06/19
10	Secretaries Report			
10.1	Grants – The Secretary advised the meeting that there were a number of grants available through Leeds City Council. He advised the timescale for the applications were very short in one case only 5 days. After much discussion it was agreed that we would all look at what is required for the site in the way of improvements so that a bid could be made next year.	ALL		10/06/19
10.2	Leeds Directory Entry – Review our online entry KB to advise IS of requirements.	KB		10/06/19
10.3	Rubbish on site – The secretary reported that Leeds Rhinos have been contacted regarding the rubbish left from coaches and that they have apologised (again) regarding this issue and will advise visiting supporters and coach drivers to refrain from leaving rubbish on the site.			
10.4	Site Improvements – after a long discussion on this issue it was decided to review this	ALL		10/06/19



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	at the next meeting. There were a number of issues raised including the main entrance roadway and the fencing to the perimeter of the site. It was agreed that members of the committee should come back to the next meeting to discuss improvements to the site in further detail.		
11	Correspondence		
11.1	Plot 41a – Given that this plot was thought unlettable it now appears the plot can now be re-let to 41b.this was proposed by HW and seconded by TW and agreed unanimously.		
12	Annual Show		
12.1	Date of Annual Show - It was agreed this year's show would be on the 1 st of September 2019.		
12.2	Show Schedule – The new schedule to be provided to KB and FT.	EW	10/06/19
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.	SK	10/06/19
14	Sub Committees		
14.1	At present there are no Sub Committee's.		
15	A.O.B.		
15.1	Insurance for trustees – look into additional insurance	IS/HW	10/06/19
15.2	Coffee Mornings - TH reported that £68.74 was raised at the last coffee morning.		



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SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
7.	Apology to plot 62a – IS to send an apology to the plot holder.	IS	10/06/19
9.1	Repairs to stand pipes – Purchase timber for repairs to 3 identified posts to replace urgently.	BR	10/06/19
10.2	Leeds Directory Entry – To review our online entry.	IS	10/06/19
12.2	Show Schedule – provide copies of schedule to FT and KB.	EW	10/06/19
13.1	Tree Policy – A policy on trees on the site to be produced.	SK	08/04/19
15.1	Insurance Policy – Send policy to all committee members.	HW	13/05/19
15.1	Insurance Policy – Check on “Qualified Person” and Local authority License.	HW/IS	13/05/19

INSPECTIONS - TABLE OF LETTERS SENT 2018

MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent
April				
May	26			
June				
July				
August				
September				
October				



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Agenda 10/06/2019

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	Annual General Meeting			
3.1	This year's A.G.M. will be held on the 26 th October 2019.			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	We currently have 3 Vacant plots			
6	Lettings			
6.1	There are 36 applicants on the Waiting List			
7	Inspections			
7.1	See separate table			
8	Treasurers Report			
8.1	Savings: £10,037.13			
8.2	Current: £6,425.29			
8.3	Of this we require £4,500 for Key deposits			
9	Site Improvements			
9.1	Repair to stand pipes – To arrange working party – Ongoing			
10	Secretaries Report			
11	Correspondence			
12	Annual Show			
12.1	This year's Annual show will be held on Sunday 1 st September 2019			
13	Nature Watch			
13.1	Tree Policy			
14	Sub Committees			
15	Any Other Business			
15.1				