



Burley Model Allotments

Annual General Meeting	Date: 29 October 2022 Time: 11.30am	Location: Burley Model Allotments
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Present (Name and Plot Number)
Please see the separate Attendance Sheet (Appendix 1, page 6)
Apologies
There were no apologies recorded
Guests Attending
There were no guests in attendance at the meeting

MINUTES OF ANNUAL GENERAL MEETING (AGM)	
No	Item
1.	Introduction
1.1	Introduction to the meeting – with acting Chair, Colin Halliwell having recently stepped down, Indi Banner (IB; Committee Member) stepped forward to Chair the meeting.
1.2	IB welcomed everyone and outlined the format for the meeting.
2.	Matters Arising from the Minutes of the last AGM
2.1	Minutes of the last AGM – The minutes from the 2021 meeting were circulated amongst attendees and were confirmed and unanimously accepted as a true record.
2.2	Matters Arising (from last year's minutes) - There were no matters arising from the previous minutes.
3.	Secretary's Report
3.1	There was no report from the Secretary.
4.	Membership Secretary's Report
4.1	The report was introduced by Membership Secretary, Frank Turpin (FT).
4.2	We have 119 plots which are subdivided into a total of 191 third/half or full plots, with 173 plot holders.
4.3	For the 2021/22 season, we had 21 vacant plots as of 11 November 2021, which were all let over the period to February 2022. This was down to the efforts of Lesly Best (Lettings Officer) and Iain Smith (Trustee). Once again, the site has been fully let and the maximum rent for the year was secured.
4.4	FT noted that despite sending out reminders there is an ongoing issue of some plot holders not informing us of changes in their contact details. This is a problem when it comes to sending out invoices and plot inspection letters.



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No	Item
4.	Membership Secretary's Report (continued)
4.5	A BIG "thank you" to all the people who help with the running of the site, who are not committee members that give their time to help with cleaning the toilets, cutting the hedges /trees, delivering letters, help with the hut deliveries, making special one-off items, getting ready for the Annual Show, and other things. It is much appreciated.
4.6	It is our intention that we change the keys and locks for the site in 2023. We are getting to the point where we are running out of keys, this is in part due to former plot holders and helpers not returning their keys when they have left. To date we have 77 keys outstanding, lost or not returned. The value of these is £1,400.
4.7	The cost to the Association of replacing the locks and keys is £7,584. This is the price of having special security keys that cannot be copied at your local iron mongers.
4.8	Questions from Members – A question was asked as to whether all the plots are currently still let. FT advised that we are waiting to hear from some members, and this is expected to be confirmed by the end of November. The annual rent invoice deadline is 31 October, with the 10 November as a buffer date; where no response is received from a plot holder by this point then this triggers a final letter. We are liable to pay the full annual ground rent for the BMAA site, so it is important that all plots are let.
4.9	A couple of reminders: 1) Leeds City Council (our landlord) have increased the rents for 2022/23 and will also be increasing rent rates for the next two years (2023/24 and 2024/25) 2) The water on site is metered, so we pay for what we collectively use and therefore need to be careful to switch off taps etc.
5.	Treasurer's Report
5.1	The report was introduced by Treasurer, Elaine Wilford (EW).
5.2	EW explained the process of handover and transition from former Treasurer, Helen White, and briefly outlined issues experienced with handover of access to the BMAA bank account (held with HSBC), due to poor advice from the bank. Progress is now being made on this.
5.3	Account of Income and Expenditure – See Appendix 2 (page 7) EW introduced the Account of Income and Expenditure and highlighted several points:
5.4	Expenditure – The electricity costs included under utilities are based on estimated reading and we may be due a rebate if the meter can be read and a true reading submitted.



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MINUTES OF ANNUAL GENERAL MEETING	
No	Item
5.	Treasurer's Report (continued)
5.5	Obtain and submit a meter reading once the meter becomes accessible (it is in the storeroom and currently inaccessible behind many bags of compost and manure!); Action 2022/10/29/01.
5.6	A letter has been received from EDF (the site energy provider) as to whether we are interested in converting to a smart meter. Members were asked to share their experiences of smart meters, positive and negative, to inform a decision by the Committee; Action 2022/10/29/02.
5.7	Financial Year – for BMAA this runs from 1 October to 30 September.
5.8	Income – more members are paying their annual rents online and in a timely manner as soon as invoices are received, which is great news and shows in the £1431.75 of rental income which is for the next financial year (2022/23).
5.9	Income – Grant from Wades of £1,000 (further details covered under AOB).
5.10	Other things of note – EW mentioned there was an error in the notes under the Income section and the 'thank yous' item should instead be included under the Expenditure section, against the Show.
5.11	Sue Hollington, a committee member who coordinates the annual seed purchase scheme for plot holders, requested that for 2022/23 this activity is split from other takings, to make it more visible in the Accounts; Action 2022/10/29/03.
6.	Election of Officers
6.1	Election of Officers and Committee Members – The rules of the Association with respect to the election of Officers and Committee Members were outlined. The outgoing committee resigned.
6.2	The Chair thanked Colin Halliwell (outgoing Acting Chair) for all his efforts.
6.3	Nomination of Officers and Committee Members – The Chair stated, although nomination should be made prior to the AGM, if anyone would like to join the Committee, they are more than welcome. Committee Meetings are typically held at 7pm on the second Monday of the month. We currently have a vacancy for a Trustee.
6.4	The Chair reported nominations had been received for the following positions: Chair: Indira Banner, Deputy Chair: Jackie Wilson, Secretary: Tom Randles (tbc), Treasurer: Elaine Wilford, Membership Secretary: Frank Turpin, Hut Officer: Tony Handby, Show Secretary: Elaine Wilford, Lettings Secretary: Lesly Best, Publicity Officer: Keith Barrett, Trustees: Iain Smith, Vacant; Committee Members: Sue Hollington, Tim Wilford, Steve Kind (verbally, and to be formalised in due course).



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No	Item
6.	Election of Officers (continued)
6.5	<p>The following people were elected to the committee:</p> <p>Chair: Indira Banner Deputy Chair: Jackie Wilson Secretary: Tom Randles (TBC) Treasurer: Elaine Wilford Membership Secretary: Frank Turpin Stores Manager: Tony Handby Show Secretary: Elaine Wilford Lettings Secretary: Lesly Best Publicity Officer: Keith Barrett Committee Member: Sue Hollington Committee Member: Tim Wilford Committee Member: Steve Kind Committee Member: Pauline Scholey (PS) Trustees – 2 positions; Trustee: Iain Smith, Trustee: Vacant</p>
6.6	<p>Iain Smith (Trustee) briefly outlined the role of the Trustees. The BMAA Constitution requires that the Association has no less than two appointed Trustees, who will be responsible for the site to the landlord (Leeds City Council), in accordance with the lease. Trustees may also get involved in facilitating dispute resolution in the eventuality that there are irreconcilable differences between an individual plot holder and the BMAA Committee. PS agreed to consider whether she would be willing to become a Trustee.</p>
6.7	<p>Action 2022/10/29/04: Vacant Trustee position to be discussed further at the Committee meeting on 14 November.</p>
6.8	<p>It was agreed that the status of the position of Secretary would be confirmed at the next committee meeting on Monday 14 November 2022.</p>
7.	Changes to the Rules and Procedures
7.1	<p>Copies were circulated if members wished to consult, and there were no proposed changes to the Rules or Procedures.</p>
8.	Changes to the Constitution
8.1	<p>Copies were circulated if members wished to consult, and there were no proposed changes to the Constitution.</p>
8.2	<p>Members were encouraged to consult the BMAA website, where the Constitution, Rules and Procedures are all available within the website library, along with recipes and other resources.</p>



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No	Item
9.	Any Other Business
9.1	Thanks – Sincere thanks were expressed to Barry Raw (outgoing Trustee) for his extensive and sustained support for the Association over many years.
9.2	Deposits - The Chair advised that the deposits for site keys have had to be increased: The deposit for keys for new plot holders is now £30 and the deposit for helper keys is £50.
9.3	Keys and Locks - FT noted that 77 keys have not been returned after plots have been given up. We are also running out of keys for new plot holders. The committee has discussed, and it has been decided, to invest in new keys and locks (at a cost of ~£7,000). We have received a grant from Wades Charity towards this and unreturned keys will also contribute to the cost (through the release of unclaimed deposits). There will be a roll-out programme of new keys in 2023. Further details to follow.
9.4	At least one member advised that they weren't aware that the key payment was returnable once a plot is vacated, and it was agreed that efforts should be made to advertise this better to encourage return of keys.
9.5	Thanks were offered to Derek Whitehead for his assistance in fitting chains to the current padlocks.
10.	Closure of the Meeting
10.1	Closure of the Annual General Meeting - The Chair thanked everyone for their attendance and the meeting officially closed at 12.35.

TABLE OF ACTIONS		
Number	Action	Action Owner
2022/10/29/01	Take an electricity meter reading and submit to EDF at the earliest feasible opportunity	Treasurer / Deputy Chair
2022/10/29/02	Members to contact the Treasurer (ideally, via bmaasecretary@gmail.com) to share their experiences of smart meters, positive and negative, to inform a decision by the Committee	All / Treasurer
2022/10/29/03	Split out annual seed purchase scheme activities in 2022/23 Account of Income and Expenditure	Treasurer
2022/10/29/04	Vacant Trustee position to be discussed further at the Committee meeting on 14 November 2022	Chair / BMAA Committee
2022/10/29/05	Advertise that the deposits for keys are returnable once a plot is given up	BMAA Committee

Appendix 1 - Attendance Sheet for AGM held on 29 October 2022



Burley Model Allotments

Date :-

ANNUAL GENERAL MEETING

Location :-

Burley Model Allotments

Attendance Sheet

Print Name	Plot Number(s)
INDIRA BANNER	54
Tony HANDBY	118B
SUE HOLLINSTEAD	100
ALEC BLACKIE	57 . 98A
FRANK TURPIN	88
Martha Lewis	83a
GILLIAN EDEN	72B/73B
Phil Gadsby	72a/73b
D Whitehead	13
Andrii MODOZEVYCH	56A
KWAK POOLE	4 a
IAN WORSNOP	103B
COLIN HALLIWELL	74.
TIM WILFORD	116
MARION LEWIS	43/105
E. MURBRIDGE	82A
B RAW	117
AIN SMITH	39
Patricia Selby	66/67(A)
Helen Ashman	83A
Elaine Wilford	116
Jackie Wilson	54
Jackie Wilson	54
Pauline Schlegel	112b2

Appendix 2 – Account of Income and Expenditure (1 Oct 2021 to 30 Sept 2022)

BURLEY MODEL ALLOTMENTS ACCOUNT OF INCOME AND EXPENDITURE 1st October 2021 to 30th September 2022

EXPENDITURE

Rents to Council	4867.39
Utilities	1628.80 (electricity is estimated)
Insurance	164.40
Fees and Subs	231.00 (LDAGF* and Cardigan Centre)
Website	999.20
Shop	4181.69
Site maintenance	610.47 (petrol, spare parts, skips, pruner/saw)
Office	469.31 (ink cartridges, laminator pouches, printer)
Key return	390.00
Show	358.33 (café, trophies and engraving, rosettes)
Bank charges	69.88
Sundries	<u>37.06</u>
	14007.53

*Leeds and District Gardeners Federation / Leeds Allotments Federation

INCOME

Rents	9452.36 (of which 1431.75 are for 2022/23)
Keys	580.00
Shop	7612.83
Sales/Fundraising	596.33 (coffee mornings/raffles/plant sales/thank yous)
Show	667.80 (café, raffle, tombola, auction)
Grant	1000.00 (towards new padlocks and keys)
Greenhouses	180.00

We have three sets of funds:

1.Savings Account.

There have been no transactions this year, apart from £8.82 paid in bank interest.

2.Current Account

3.Cash (used for sales at the hut)

BALANCES ON SEPTEMBER 30TH 2022

Savings	13071.18
Current	7789.77
Cash	333.79