



# 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> 10/09/2018	<b>Meeting Opened at :- 19.00</b> <b>Meeting Closed at :- 19.55</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW	S Kind	SK		
Keith Barrett	KB	Barry Raw	BR		
Tony Handby	TH	Sue Hollington	SH		
Frank Turpin	FT	Iain Smith	IS		
Tim Wilford	TW				
<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 SK, BR IS and SH.			
<b>2</b>	<b>Minutes of Last Meeting</b>			
2.1	Proposed as a true record by HW and seconded by TH and agreed unanimously.			
<b>3</b>	<b>Items For the Annual General Meeting 2017</b>			
<b>3.1</b>	<b>Date for the A.G.M. – 27/10/18</b>			
<b>3.2</b>	<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. It was agreed that this be reviewed by the committee before the A.G.M.	All	27/10/18	
<b>3.3</b>	<b>Changes to the Constitution</b> – It was agreed at the last A.G.M that the constitution be reviewed. This will include an I.T. Privacy Statement to comply with GDPR and the removal of the following Items from Section 4 <ul style="list-style-type: none"> <li>• Vice Chairman</li> <li>• Archivist</li> <li>• Hut Officer</li> <li>• Site Officer</li> </ul>	KB	27/10/18	
<b>3.4</b>	<b>NASLG</b> – Remove subscription from membership fees. Members can join this organisation as individuals if they wish.	All	27/10/18	
<b>3.5</b>	<b>Insurance</b> – Add Fee of £1.00 per member to cover insurance costs. This fee will be waived this year and come into effect for 2019.	All	27/10/18	
<b>4</b>	<b>Matters Arising from Last Meeting</b>			
4.1	See summary of actions from the last meeting.			
<b>5</b>	<b>Vacant plots</b>			
5.1	It was established at this meeting that the number of vacant plots will not reflect a true figure until after November. It was agreed that this item could not be discussed until after this date.			
<b>6</b>	<b>Membership Secretaries Duties For October</b>			
6.1	The Membership Secretary will be unavailable from the 6/10/18 to the 3/11/18			
6.2	The Treasurer agreed to collate all the payments to the spreadsheet. FT and HW to review this and could use a laptop provided by FT	FT/HW	30/09/18	
6.3	Rent payments to be taken by members of the Committee on a rolling basis and these will be passed to the Treasurer to collate.	ALL	30/09/18	
6.4	Training was given by the Membership Secretary on how concessions are calculated.	FT/ALL	08/09/18	
<b>7</b>	<b>Lettings</b>			
7.1	It was established at this meeting that the number of applicants on the waiting list will not reflect a true figure until after November. It was agreed that this item could not be discussed until after this date.			
<b>8</b>	<b>Inspections</b>			
8.1	Plots will be re-inspected before the end of September.	TW/BR	30/09/18	
8.2	Letters Sent – See separate Table of letters sent			
<b>9</b>	<b>Treasurers Report</b>			
9.1	<b>Water Meter</b> - The Treasurer reported that the work on the water meter was completed and a comparison of usage will be available for the AGM. At present we pay Yorkshire	HW	27/10/18	



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9.2	Water £44.50 per month. We currently owe £1,618. Over the last year we have taken approx£1,500 in membership fees and we owe nearly £2,500 The Treasurer reported that the funds are Savings: £10,023.84 Current: £5,004.14 Of this we require £4,500 for Key deposits		
<b>10</b>	<b>Site Improvements</b>		
10.1	<b>Repairs to the stand pipes</b> – Work on the first one has been completed. To arrange for future works to be started.	ALL	08/10/18
<b>11</b>	<b>Secretaries Report</b>		
11.1	As the Secretary was not present this item was not discussed.		
<b>12</b>	<b>Correspondence</b>		
12.1	There were no items of correspondence to discuss.		
<b>13</b>	<b>Annual Show</b>		
13.1	It was agreed the Annual Show was a great success and everyone who attended enjoyed the day. Congratulations were resoundly awarded to all who participated and all the volunteers on the days leading up to the Show and all who helped during and afterwards. Thanks go especially to the show Secretaries who made this one of the most enjoyable days for many a year.		
13.2	Statistics from the show Entries 367 from 35 people of which 25 earned a place (1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup> ) in show. £701.80 was taken on the day (this does not reflect costs incurred)		
<b>14</b>	<b>Nature Watch</b>		
14.1	KB reported that at present there are 11 images that have been downloaded to the site.	KB	08/10/18
<b>15</b>	<b>Sub Committees</b>		
15.1	At present there are no Sub committee's		
<b>16</b>	<b>A.O.B.</b>		
16.1	<b>GDPR</b> – IS confirmed one statement is needed this needs to be added to our Tenancy Agreement and constitution after agreed at the AGM	KB	27/10/18
16.2	<b>Peat Based Compost</b> – It was agreed to defer this until the next meeting	All	08/10/18
16.3	<b>Non Fruit Trees on Site</b> - It was agreed to defer this until the next meeting	All	08/10/18

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
16.1	<b>GDPR</b> – The statement needs to be added to the Constitution and Tenancy Agreement	KB	27/10/18
16.5	<b>Bulbs for Communal Areas</b> – Purchase supply of bulbs	TH	10/09/18

INSPECTIONS - TABLE OF LETTERS SENT 2018					
MONTH	Letter 1	Letter 2	Letter 3	Termination Letter/Date Sent	
February	0	0	0	0	
March	0	0	0	0	
April	19	0	0	0	
May	18	11	0	0	
June	4	8	4	4	03/07/2018
July	3	3	4	0	
August	2	4	2	2	28/08/2018
September					
October					



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## ACTIONS FOR THE ANNUAL GENERAL MEETING

No	Item	Outcome	Action By	Due Date
3.2	<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. It was agreed that this be reviewed by the committee before the A.G.M.	Reviewed and rejected. Chair to update at the AGM	KB	27/10/18
3.3	<b>Changes to the Constitution</b> – See separate document.	To be discussed at the AGM	ALL	27/10/18
3.4	<b>NASLG</b> – Remove subscription from membership fees. Members can join this organisation as individuals if they wish.	To be discussed under Treasurers Report	HW	27/10/18
3.5	<b>Insurance</b> – Add a fee of £1.00 per member to cover insurance costs. This fee will be waived this year and come into effect for 2019.	To be discussed under Treasurers Report	HW	27/10/18
9.1	<b>Water Meter</b> - At present we pay Yorkshire Water £44.50 per month. We currently owe £1,618. Over the last year we have taken approx£1,500 in membership fees and we owe nearly £2,500	To be discussed under Treasurers Report	HW	27/10/18
	Produce 25 copies of the Agenda		FT	30/09/18
	Produce 25 copies of the Proposed changes to the constitution		FT	30/09/18
	Produce 25 copies of the Minutes from last year		FT	30/09/18
	Produce 25 copies of the Treasures report 2018		HW	27/10/18



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## Agenda 08/10/2018

<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)		T Willford (TW)
	I. Smith (IS)		T Handby (TH)
	F Turpin (FT)		B Raw (BR)
	S Hollington (SH)		K Barrett (KB)
	S Kind		
<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>		
	See items from last meeting.		
<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	To be discussed at Novembers meeting		
<b>6</b>	<b>Membership Secretaries Duties For October</b>		
6.1	The Treasurer agreed to collate all the payments to the spreadsheet.		
6.2	Rent payments to be processed and passed to the Treasurer to collate.		
6.3	Training to be given by the Membership Secretary on how concessions are calculated.08/09/18		
<b>7</b>	<b>Lettings</b>		
7.1	To be discussed at Novembers meeting		
<b>8</b>	<b>Inspections</b>		
8.1	See Separate table		
<b>9</b>	<b>Treasurers Report</b>		
<b>10</b>	<b>Site Improvements</b>		
10.1	1 Repair to stand pipes – To arrange working party - Ongoing		
<b>11</b>	<b>Secretaries Report</b>		
<b>12</b>	<b>Correspondence</b>		
<b>13</b>	<b>Annual Show</b>		
<b>14</b>	<b>Nature Watch</b>		
<b>15</b>	<b>Sub Committees</b>		
<b>16</b>	<b>Any Other Business</b>		
16.1	Peat Based Compost		
16.2	Non fruit trees on the site		