



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 11/06/2018	Meeting Opened at :- 19.00 Meeting Closed at :- 2015	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Helen White	HW				
Frank Turpin	FT				
Keith Barrett	KB				
Barry Raw	BR				
Tony Handby	TH				
Sue Hollington	SH				
Tim Wilford	TW				
Iain Smith	IS				
S Kind	SK				

Guests Attending

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MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	There were no apologies.		
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 2017		
3.1	Items for the A.G.M.		
3.2	Date for the A.G.M. – 27/10/18		
3.3	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. It was agreed that this be reviewed by the committee before the A.G.M.	All	27/10/18
3.4	Changes to the Constitution – 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"> • Vice Chairman • Archivist • Hut Officer • Site Officer • Auditors 	KB	27/10/18
3.5	NASLG – Remove subscription from membership fees. Members can join this organisation as individuals if they wish.	All	27/10/18
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant plots		
5.1	The number of vacant plots = 4 these are -17a, 47, 95b and 113a2		
6	Membership Secretaries Duties For October		
6.1	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
6.2	The Membership Secretary will be unavailable from the 6/10/18 to the 3/11/18		
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 to be given by the Membership Secretary on how concessions are calculated.	FT/ALL	08/09/18
7	Lettings		
7.1	The last recorded number on the waiting list = 23. This is to be confirmed later	KB/IS	09/07/18
7.2	KB declared his interest in plot 80 as and when it becomes available. This would be a strait swap in that his plot 78 would be relinquished at the same time. It was agreed that this would be considered but as the plot has not been given up as yet request would be considered if and when plot 80 becomes available and as such this could not be		



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	discussed at this time. FT stated that there were rules that must be adhered to and that these are in place to ensure that the membership can confirm that the safeguards of the letting policy are adhered to. It was agreed by all that that all the rules of the Association would be employed. KB stated that this was the intent of the request in that it would be transparent		
8	Inspections		
8.1	Plots will be re-inspected before the end of June.	TW/BR	30/06/18
8.2	A total of 19 L1's were sent after the April inspection. A total of 18 L1's were sent after the May Inspections A total of 11 L2's were sent after the May Inspections		
9	Treasurers Report		
9.1	The Treasurer reported at the last meeting that the funds are Current Account: £4851.48 Savings Account: £10,022.03		
9.2	The Treasurer reported that the work on the water meter was ongoing and this will be resolved by the next meeting as long as Yorkshire Water and Morrison's can be persuaded to complete the work.	HW	09/07/18
9.3	Given the dry spell it was suggested that we encourage the members to use less water. Signs on the stand pipes asking members not to leave the taps running was one suggestion.	ALL	09/07/18
9.4	KB suggested that given the amount of funds available we should look this year at perhaps having a donation to charity. After some discussion this was seconded by SK and agreed unanimously. After further discussion it was agreed to come to the next meeting with proposals for charities that may benefit. It was agreed to give 2 X £500.00 donations to the 2 charities nominated.	ALL	09/07/18
10	Site Improvements		
10.1	Repairs to the stand pipes – Work on the first one has been completed. To arrange for future works to be started. .	ALL	09/07/18
11	Secretaries Report		
11.1	The secretary has been contacted through L.C.C. about a research group at the University of Sheffield investigating allotments wanting to study what people grow, their management practices, soil quality and how much people harvest. They have been advised to contact the site on a Saturday morning for access and to meet members of the Association.	All	09/07/18
12	Correspondence		
12.1			
13	Annual Show		
13.1	It was agreed the Annual Show would be held on the 2 nd of September 2018		
13.2	It was agreed to review the Show Schedule to ensure this matches the web version.	KB	09/07/18
13.3	It was agreed to give Lucinda Yeadon a framed picture of the site with perhaps a key for the plot.	IS	02/09/18
13.4	Flowers for the show to be provided by J Lawrence Plot 60	TW	02/09/18
13.5	Flowers to be awarded to 2X Show Secretaries Cllr Fiona Venner and Lucinda Yeadon	TW	02/09/18
13.6	SH proposed that the state of the cups awarded should be reviewed and where necessary be upgraded. This was agreed by all.	ALL	02/09/18
13.7	FT stated that as the winners of the best plot, best half plot and the best newcomer were known prior to the show the engraving should be done prior to the show so the recipients do not have to hand the trophies back in.	ALL	02/09/18
14	Nature Watch		
14.1	SK reported that the blackboard was now up and running. SK stated that the review of the bat boxes was underway KB reported that website was now up and running to record the Nature Watch Project	KB	09/07/18
15	Sub Committees		
15.1	It was agreed that the review of all procedures should be carried out.		
15.2	Inspections – TW and BR are working on this	JD	
15.3	Lettings – IS – Completed	IS	
15.4	Termination of Tenancies –TW – Completed	TW	
15.5	Compliments and Complaints– HW – Completed	HW	
15.6	Collate and put into one comprehensive document and publish on the website.	KB	
16	A.O.B.		
16.1	G.D.P.R – This was discussed at some length it was agreed that all old databases be deleted.	FT	09/07/18



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16.2	<p>It was agreed that a privacy statement be added to the next email sent out (Nature Watch Newsletter).</p> <p>A Privacy policy statement was requested by L.C.C. to be inserted into the tenancy agreement. KB requested that IS should confirm that we need to one or two statements. One from L.C.C. and one from the Association. Will we need to add one or both?</p> <p>KB produced a policy document, privacy statement and opt out form this for the Association. To Add to Website.</p> <p>Fees – A discussion was held on the fees we currently pay it was agreed to leave the payments as follows</p> <p>Water – Leave as is</p> <p>LDAGF – Last year we paid £162.00 it was agreed to leave this as is</p> <p>NASLG – Last year we paid £432.00 it was agreed to remove this subscription – Add this to the AGM and advise members in next Newsletter and that members can join this organization as individuals.</p> <p>Insurance – It was agreed to discuss this at the next meeting</p>	FT	09/07/18
		IS	09/07/18
		KB	09/07/18
		All	09/07/18

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
5.2	Plot 17a Greenhouse – Offer to plot 17b	IS	09/07/18
9.2	Water Meter – Update	HW	09/07/18
11.1	Research Group Visit – Update	IS	09/07/18



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Agenda 09/07/2018

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	Items For the Annual General Meeting			
	See items from last meeting.			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	The number of Vacant plots = 3			
6	Membership Secretaries Duties For October			
6.1	The Treasurer agreed to collate all the payments to the spreadsheet.			
6.2	Rent payments to be taken by members of the Committee on a rolling basis and these will be passed to the Treasurer to collate.			
6.3	Training to be given by the Membership Secretary on how concessions are calculated.			
7	Lettings			
7.1	The number on the waiting list = 23			
8	Inspections			
	A total of 19 L1's were sent after the April inspection.			
	A total of 18 L1's were sent after the May Inspections			
	A total of 11 L2's were sent after the May Inspections			
9	Treasurers Report			
9.1	At the last meeting the amounts held in each account were			
	Current Account:	£5265.12		
	Savings Account:	£10,021.46		
9.2	Fees – Insurance payment - Do we need to add a fee to cover the insurance payment?			
10	Site Improvements			
10.1	1 Repair to stand pipes – To arrange working party - Ongoing			
11	Secretaries Report			
12	Correspondence			
13	Annual Show			
13.1	Review what can be done better			
13.2	Donation to charity			
13.3	Framed photo for Lucinda Yeadon			
13.4	Flowers from plot 60 X4			
13.5	Review state of Cups/Trophies – Engrave winners names (where known) prior to Show			
14	Nature Watch			
15	Sub Committees			
15.1	Reports on all Procedure documents are in the process of being reviewed and will be compiled and collated into one document These include Inspections, Lettings, Termination of Tenancies and Compliments and Complaints			
16	Any Other Business			
16.1				