



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 13/03/2017	Meeting Opened at :- 19.00 Meeting Closed at :- 19.37	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Eileen Handby	EH		
Keith Barrett	KB	John Dickson	JD		
Tony Handby	TH	Jo Hill	JH		
Tim Wilford	TW	Iain Smith	IS		
Helen White	HW				
Barry Raw	BR				
Sue Hollington	SH				

Guests Attending

MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non Attendance		
1.1	Apologies were received from EH,JD,JH and IS		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by TW and seconded by HW and agreed unanimously.		
3	Items For the Annual General Meeting 2017		
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.		
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 are no vacant plots.		
6	Lettings		
6.1	At the last meeting there were 27 applicants on the Waiting List.		
7	Inspections		
7.1	It was agreed that inspections would start in April. This would be a site check and provide a baseline for following inspections where letters would be sent. Inspections will start on Wednesday the 5 th of April.		
7.2	Posters will be placed on the notice board to regarding the first inspections.	KB	05/04/17
8	Treasurers Report		
8.1	The treasurer reported that the balance in the accounts are:- Current Account: £7,484.54 Savings Account: £7,017.00		
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.	All	TBA
9.2	2. Review of Website This work is ongoing and should be in place by the next meeting.	KB	10/04/17
9.3	3. 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.	All	TBA
9.4	4. Stable Door for the Hut and Locker Repairs. This work has now been completed It was agreed that a voucher for sales in the Hut should be made for the members who have helped with this work and the repairs to the lockers. These will be £20.00 and £10.00 respectively	KB	10/04/17
10	Secretaries Report		
10.1	Funding to replace Wicket Gates- This was discussed at some length; it was decided to defer this item to the next meeting as it may be appropriate to reschedule this work and try to obtain a grant next year for completion of this work.	ALL	10/04/17



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11	Correspondence		
11.1	There has been a request from a student from the College of Art who wishes to carry out interviews and have a pictorial study of the site for their study on sustainability and the use of space and produce. After some discussion regarding access to the site it was agreed to invite the student to a Saturday morning and also the Coffee Morning and Plant Sales as this may provide a more conducive setting to meet plot holders.	KB	08/04/17
12	Annual Show		
12.1	Annual Show - It was agreed that the date of next year's annual show would be the 3 rd of September 2017 and that this has now been published in the newsletter.		
12.1	Plant Sale and Coffee Mornings - The dates of the Plant Sale and Coffee Mornings were set as 8 th April, 13 th May and the 10 June. The second Saturday of each month.		
12.3	Newsletter - It was agreed to produce a Newsletter to publicise the Annual Show and Coffee Mornings. This will include National Beanpole Week (8 th – 16 th April) and prioritise the seed swop element of the first Coffee Morning. This will also include provision of a skip for the site in Easter week.	KB	08/04/17
12.4	Burley St. Mathias School – Would do another competition for the Annual Show.		
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	10/04/17
14	A.O.B.		
14.1	Skip – A skip is to be arranged in April (Easter Week)	FT	17/04/17
14.2	Trees Outside the Hut – It was agreed that the Cherry Trees outside the hut need to be pruned/coppiced/cut back. After some discussion on the issue it was felt that as in previous years Leeds City Council (LCC) had taken responsibility for this work that in the first instance they should be contacted and asked to do this work.	IS	10/04/17

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
7.2	Produce poster for plot inspections	KB	10/04/17
9.2	Website Update	KB	10/04/17
9.4	Produce Vouchers	KB	10/04/17
11.1	Invite Student to the plot	KB	10/04/17
12.3	Produce Newsletter	KB	10/04/17
13.6	Collate Procedures	KB	10/04/17
14.1	Skip	FT	17/04/17
14.2	Tree Pruning	IS	10/04/17



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Agenda 10/04/2017

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 – 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.		
4	Matters Arising		
4.1	See Summary of Actions from last meeting		
5	Vacant Plots		
5.1	The number of Vacant plots = 0		
6	Lettings		
6.1	The number on the waiting list = 27		
7	Inspections		
8	Treasurers Report		
8.1	At the last meeting the amounts held in each account were		
	Current Account:		£7484.54
	Savings Account:		£7,017.00
9	Site Improvements		
9.1	1 Repair to stand pipes – To arrange working party.		
9.2	2 Review of Website – KB to update		
9.3	3 Repairs to stone walls at rear of hut – To arrange working party.		
10	Secretaries Report		
10.1	Renew wicket gates - To review		
11	Correspondence		
12	Annual Show		
12.1	The date for the Annual Show is the 3 rd September 2017		
12.2	Plant Sale and Coffee Mornings 8 th April, 13 th May and the 10 June.		
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		