



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 12/10/2020	Meeting Opened at :- 19.00 Meeting Closed at :- 19.30	Location :- At Home
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB			Sue Hollington	SH
Helen White	HW			Tony Handby	TH
Frank Turpin	FT			Barry Raw	BR
Sarah Gill	SG				
Josh Elliff	JE				
Colin Halliwell	CH				
Tim Wilford	TW				
Elaine Wilford	EW				
Iain Smith	IS				

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 this meeting was held on Zoom		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by FT and agreed unanimously.		
3	Matters Arising from Last Meeting		
3.1	See summary of actions from the last meeting.		
4	Items For The Annual General Meeting		
4.1	Location of the A.G.M. – There was a general discussion on how the A.G.M. will be run in 2020. Given that a new lockdown started today where only 6 people can meet together we discussed the possibility of an online meeting using Zoom. It was felt that if possible we would rather have a physical meeting on the site. After much deliberation and taking into account the date of the A.G.M. Saturday 24 th October 2020 it was felt if possible we would have the meeting on site. However we are in the hands of Government and if this is not possible due to lockdown restrictions we will hold the meeting on Zoom. HW proposed this and it was seconded by FT and agreed unanimously.		
5	Membership Secretary's Report		
5.1	We have 10 vacant plots.		
6	Lettings		
6.1	There are currently 73 applicants on the waiting list.		
6.2	There was a long discussion regarding people wanting to have extra plots or to transfer to larger plots on site. After a long and loud debate regarding this issue KB and FT argued that as plot holders were waiting for a specific plot (e.g. a perfect storm) then this could take a long time occur but when it does we should be aware of it and try where possible make this happen. The consensus was that this should be left as is.		
7	Inspections		
7.1	Inspections will start again next Year 2021		
8	Treasurer's Report		
8.1	SG now has access to the online bank account.		
8.2	The treasurer confirmed that more people are paying online than in previous year's		
8.3	The Treasurer stated that the funds to be reported at the A.G.M. are as follows:- Current: £5,685.03 Savings: £13,061.05		
8.4	Of this we require approximately £5,000 for Key deposits.		



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9	Site Improvements		
9.1	Obtaining a Defibrillator – CH is to get a quote from the British Heart Foundation.	CH	09/11/20
9.2	Painting Hut – Decorate internally – As this was to be done for this year's Annual Show KB proposed this could be postponed until after the A.G.M.	ALL	09/11/20
9.3	Painting Container – Paint container to stop rust. Prior to this being done the scrap metal needs to be removed KB proposed this could be done after the A.G.M.	ALL	09/11/20
9.4	Main Gates – IS to appoint a contractor (Wayne from Troydale) to re-site the main gate and add a single pedestrian gate.	IS	09/11/20
9.5	CCTV – FT had done some preliminary investigation of cameras for the site but now with the rent collection season in full flow will not be able to advance this JE offered to carry out further work on this project.	JE	09/11/20
10	Secretary's Report		
10.1	The Secretary Confirmed that he would apply to Wades Charity for a grant for the work on the main gate.	IS	09/11/20
11	Correspondence		
11.1	HW read out the email regarding the break-in at Ash Road allotments After a lengthy discussion it was felt that we should be all more vigilant.		
12	Annual Show		
12.1	Photos of the Site – KB reported that a photo of every plot has been taken and that these have be added to the website.		
13	Nature Watch		
13.1	This was not discussed at the meeting.		
14	Sub Committees		
14.1	There were no subcommittee reports.		
15	A.O.B.		
15.1	Trophies – EW stated that the trophies should be ready by Saturday 17 th October 2020 and that we will need to find a new company to engrave them for next year. .	EW	17/10/20
15.2	Date of Next Meeting – The next meeting will be on the 9 th November 2020.	ALL	09/11/20

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
8.1	Treasurer – Find a replacement for the Irreplaceable HW	ALL	09/11/20
9.1	Defibrillator – Get a quote from the British Heart Foundation.	CH	09/11/20
9.2	Paint Hut – After the A.G.M.	ALL	09/11/20
9.3	Paint Container – After the A.G.M.	ALL	09/11/20
9.4	Main Gates – Appoint contractor (Troydale)	IS	09/11/20
9.5	CCTV – Investigate further cameras that can be used on site	JE	09/11/20
10.1	Grant For Gates – Apply to Wades charity for a grant	IS	09/11/20
15.2	Date of Next Meeting – This will be held on the 9 th November 2020	ALL	09/11/20

INSPECTIONS - TABLE OF LETTERS SENT 2020					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April					
May					
June	8				
July	2	7			
August					
September					
October					



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Agenda 09/11/2020

1	Attendance and Apologies			
1.1	Committee			
	Name	✓	Name	✓
	H White (HW)		T Willford (TW)	
	F Turpin (FT)		B Raw (BR)	
	S Hollington (SH)		K Barrett (KB)	
	T Handby (TH)		C Halliwell (CH)	
	E Willford (EW)		Josh Elliff (JE)	
	Sarah Gill (SG)		Iain Smith (IS)	
1.2	Guests Attending			
2	Minutes of last meeting			
2.1	Proposed By	Seconded by	Unanimous (Yes/No)	
3	Running of Meetings			
	Meeting can be run using			
	<ul style="list-style-type: none"> • A Formatted Agenda – one that is the same for every meeting • A Free Form Agenda – one that is changed for each meeting 			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	We have 3 vacant plots.			
6	Lettings			
6.1	There are currently 9 applicants on the waiting list.			
7	Inspections			
7.1	02/04/20 See table.			
8	The Treasurer reported at the A.G.M. that the funds as at 01/09/2020 are			
	Current: £5,685.03			
	Savings: £13,061.05			
	Of this we require approximately £5,000.00 for Key deposits.			
9	Site Improvements			
9.1	Obtaining a Defibrillator – Get a quote from British Heart Foundation			
9.2	Painting Hut – Decorate internally - Obtain a quote for the artwork			
9.3	Painting Container – Paint container to stop rust.			
9.4	Main Gates – Hire a contractor.			
9.5	CCTV – Look into cameras for the site			
10	Secretary's Report			
11	Correspondence			
12	Annual Show			
12.1	Marquees – Review state of old ones and purchase new ones if necessary			
12.2	Xmas cards – Use existing photos and create new ones to promote the site			
12.3	Annual Show Poster Design – Redesign poster template for Burley St Matthias			
13	Nature Watch			
14	Sub Committees			
15	Any Other Business			