



# 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>Annual General Meeting</b>	<b>Date</b> 29/10/2016	<b>Location</b> Burley Model Allotments
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<b>Present (Name and Plot Number)</b>
Please see the separate Attendance Sheet (Page 6)
<b>Apologies</b>
Sue Hollington, Eileen Handby, Tony Handby, James Hill, David Wrigglesworth, Hannah Hunt, Pete Saunders, Andy Morgan.
<b>Guests Attending</b>
There were no guests at the meeting.

<b>MINUTES OF ANNUAL GENERAL MEETING</b>	
<b>No</b>	<b>Item</b>
<b>1.</b>	<b>Introduction</b>
1.1	<b>Introduction of the meeting</b> - The Chair, Keith Barrett (KB), introduced himself and the Officers of the Committee to the meeting. He went on to outline the reports these officers would present. The Secretary's Report would be given by Iain Smith (IS), the Membership Secretary's report would be presented by Frank Turpin (FT) and the Treasurer Helen White (HW) would give her report later in the meeting. The Chair explained the order the meeting would take and the agenda items.
1.2	The Chair requested that everyone signed the attendance sheet.
<b>2.</b>	<b>Minutes of Last Meeting</b>
2.1	<b>Minutes of last Year's A.G.M.</b> – The minutes of last year's A.G.M. on 24 <sup>th</sup> October 2015 was circulated. The Chair asked if there were any changes or amendments to last year's minutes.
2.2	It was proposed by FT that this was a true record of last year's A.G.M. and seconded by HW and agreed unanimously.
2.3	<b>Matters arising from the last AGM - Nature Watch</b> – The Chair reported that at last year's A.G.M. it was proposed to start a scheme to monitor wildlife on the plot. This was discussed at some length - both HW and FT stated that this was not an undertaking the existing Committee would manage but all seemed to agree that it was a worthwhile project. It was agreed that if plot holders wish to record wildlife on the site then a section of the notice board could be made available.
2.4	This was proposed by FT and seconded by IS and agreed unanimously.
<b>3.</b>	<b>Secretary's Report</b>
3.1	The Secretary outlined the events and achievements of last year including:-
3.2	<ul style="list-style-type: none"> <li>• The signing of the new lease with Leeds City Council               <ul style="list-style-type: none"> <li>❖ This is a 35 year lease and secures the site for the foreseeable future.</li> </ul> </li> </ul>
3.3	<ul style="list-style-type: none"> <li>• The repairs to the hut               <ul style="list-style-type: none"> <li>❖ Repairs to the fabric of the building, replacement of rotten timber and the structure repainted.</li> </ul> </li> </ul>



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3.4	<ul style="list-style-type: none"> <li>❖ New plumbing systems installed.</li> <li>❖ Electricians to the Hut have been checked and safety tested.</li> <li>• Coffee mornings           <ul style="list-style-type: none"> <li>❖ There were three coffee mornings held this year, all very successful and everyone was very generous, both those helping to run them by giving their time to help and those who attended by supporting the Association.</li> </ul> </li> </ul>
3.5	<ul style="list-style-type: none"> <li>• Plant sales           <ul style="list-style-type: none"> <li>❖ The three coffee mornings were also complimented by an additional plant sale which helpfully provided additional funds for the Association. The Secretary thanked everyone who helped with this.</li> </ul> </li> </ul>
3.6	<ul style="list-style-type: none"> <li>• The Annual Show           <ul style="list-style-type: none"> <li>❖ The Annual Show was another great success both financially and in terms of attendance and plot holders taking part. The Secretary thanked everyone for helping with the show from setting up and taking down the marquees to entering produce, helping with the judging, helping on the day, running the Café and all of those who attended.</li> </ul> </li> </ul>
3.7	<p>The Secretary also went on to advise of upcoming events and improvements to the site including:-</p> <ul style="list-style-type: none"> <li>• Renewal of the last two gates (dependent on grant money).           <ul style="list-style-type: none"> <li>❖ The Secretary explained that he has applied to Wades Charity for a grant to renew the last 2 gates on the site. He went on to explain that the charity had, over several years, provided the finance to renew all the other gates on the site and we should know the outcome of the application by early December.</li> </ul> </li> <li>• Future Coffee Mornings           <ul style="list-style-type: none"> <li>❖ Given the success of this year' it is planned to hold future Coffee Mornings in the Spring and it was hoped that more people would attend and, where possible, assist in running them.</li> </ul> </li> <li>• Annual Show           <ul style="list-style-type: none"> <li>❖ After this year's successful show it is the intention to run the show again next year and hopefully this will be just as successful as it has always been.</li> </ul> </li> </ul>
3.8	<p>The Secretary also reported on the waiting list and how this has been managed this year. The current number of people on the waiting list is 38.</p>
3.9	<p>The site has been full all year, from last July until this month, when vacancies may occur due to non-payment of rent but these will be let as soon as possible.</p>
3.10	<p>The Secretary also gave thanks to all who have helped over the past 12 months with the running of the site. The achievements outlined above are all due, in no small part, to a number of volunteers (and they all know who they are and are too numerous to mention) who help year in and year out. This has made the year so successful and will hopefully help to make next year just as productive and beneficial to everyone who uses the site.</p>
<b>4.</b>	<b>Membership Secretary's Report</b>
4.1	<p>The Membership Secretary reported that we have 119 plots on the site and these are sub-divided to create 188 plots. There have been 9 vacant plots this</p>



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4.2	year and these have been re-let with virtually no rent loss. The Membership Secretary complimented the Lettings Officer on the efficient way the plots have been re-let.
4.3	He went on to remind everyone at the meeting that this year's rent is to be paid by the 11 <sup>th</sup> November 2016. All rents not paid by this date have to be paid by the Association itself.
4.4	The Membership Secretary stated that we should collect £5,500.00 this year and of this Leeds City Council will receive £3,300.00 leaving a balance of £2,200.00 for the Association.
4.5	The Membership Secretary gave thanks to everyone on the site who helped make his job easier (and they know who they are), by delivering letters to plot holders who do not use email, and to everyone else who helps and are essential in the running of the site.
<b>5</b>	<b>Treasurer's Report</b>
5.1	The Treasurer circulated a separate report and queries regarding the format of the report were answered. See document BMAA Accounts 12 - 15.
5.2	The Treasurer gave a thorough synopsis of the report and gave a detailed and comprehensive description of the individual items in the report
5.3	The Treasurer went on to add that, although the savings we have do look quite healthy, we do need to keep a working balance of £3,500.00 to repay key deposits, should everyone require the deposit back at the same time. However although it is nice to be solvent and to have savings, we do not intend to keep increasing them year on year and she requested ideas as to how the members of the Association wanted the site improving. If there are any enhancements that would upgrade or develop the site in any way, then do please contact any members of the Committee or drop a note under the hut door.
5.4	The Treasurer also thanked everyone for all their help during the past year.
	<b>Election of Officers</b>
6.1	The Chair outlined the rules of the Association with regard to the election of officers and committee members. At this point the outgoing committee resigned.
6.2	The Chair stated that, although nomination should be made prior to the A.G.M., if anyone wants to join the Committee they are more than welcome and that we currently have vacancies for a Chair and Vice Chair of the Association. HW also stated that everyone is welcome to attend Committee Meetings and that these are held at 7.00 p.m. on the second Monday of the month.
6.3	The Chair reported that there were nominations for the following positions:- <b>Secretary:</b> Iain Smith, <b>Treasurer:</b> Helen White, <b>Membership Secretary:</b> Frank Turpin, <b>Stores Manager:</b> Tony Handby, <b>Lettings Secretary:</b> Lesly Best, <b>Archivist:</b> Sue H, <b>Publicity Officer:</b> Keith Barrett, <b>Committee Members</b> Jo Hill, John Dixon, Eileen Handby and Tim Wilford
6.4	The following people were elected to the committee unopposed: <b>Chair:</b> Vacant <b>Vice Chair:</b> Vacant <b>Secretary:</b> Iain Smith <b>Treasurer:</b> Helen White <b>Membership Secretary:</b> Frank Turpin



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	<p><b>Stores Manager:</b> Tony Handby  <b>Show Secretary:</b>  <b>Lettings Secretary:</b> Lesly Best  <b>Archivist:</b> Sue Hollington  <b>Publicity Officer:</b> Keith Barrett  <b>Committee Member:</b> Jo Hill  <b>Committee Member:</b> John Dixon  <b>Committee Member:</b> Eileen Handby  <b>Committee Member:</b> Tim Wilford</p>
6.5	As there is no Chair or Vice Chair it was agreed these positions will be filled at meetings by members of the current committee on a rolling basis.
6.6	<b><i>Iain Smith will continue to take on the Secretary's role but as a non-voting member of the committee.</i></b>
6.7	<p><b>Trustees</b> - The trustees of the Association will remain as:</p> <p>Trustee: Barry Raw  Trustee: Tony Handby  Trustee: Iain Smith</p>
<b>Changes to the Rules</b>	
7.1	<b>Greenhouse Charges</b> – The Chair asked that IS explain this item. IS proposed that each greenhouse left by an outgoing plot holder becomes the property of B.M.A.A. and that this should be leased to the new tenant at a cost of £10.00 per two foot run up to a maximum of £60.00. It is proposed that this is a lease and not a deposit and that payment will not be refunded. All payments must be made prior to taking up the new tenancy. All structures left on site are B.M.A.A. property and may be leased at their discretion.
7.2	This item was discussed at some length. Alison Forster (AF) stated that this may lead to outgoing plot holders not leaving their greenhouse for incoming tenants. A number of examples were given and discussed regarding the transfer of greenhouses, more specifically when a plot holder transfers to a new plot or takes over a plot from a plot holder who is leaving the site. The Chair wrapped up the discussion and stated that if a clause stating that the “option to buy the greenhouse from the outgoing plot holder” was inserted into the rule change, would this be acceptable?
7.3	This was proposed by IS, seconded by Phil Gadsby (PG) and agreed unanimously.
7.4	<b>Key Deposits</b> – The Chair asked that FT present this item as it is his proposal. On termination of their tenancy, plot holders are only able to claim the deposit for keys that are currently valid. No deposits will be paid for “OLD” keys. FT explained that the last time the locks were changed, a number of plot holders had requested refunds for keys that were not in circulation and that the new rule would prevent this happening in future.
7.5	This was proposed by FT, seconded by HW and agreed unanimously
<b>Changes to the Constitution</b>	
8.1	There were no proposed changes to the Constitution
<b>Any Other Business</b>	
9.1	<b>Yellow Book Scheme - National Allotments Week –</b>



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	<p>The Chair explained that there were 3 options based around the Yellow Book Scheme and the National Allotments Week. It has been suggested that the Burley Model Allotments Association should enter the N.G.S. (National Gardens Scheme) and possibly the National Allotments Week.</p>
9.2	<p><b>Yellow Book Scheme</b> - It was suggested that some kind of “Open Day” be held to celebrate the Yellow Book Scheme and possibly raise funds for a local charity and the Allotment.</p>
9.3	<p><b>National Allotments Week</b> – Should the Association hold a similar event for this week long celebration of Allotments? This event usually falls in August. We could perhaps open one weekend and run a café and stalls, like a “Mini Show”.</p>
9.4	<p><b>Combine the Events</b> - Should we hold two separate events or combine both into one “Open Day”?</p>
9.5	<p>After a long discussion regarding this it was agreed that it could be short notice to enter the Yellow Book Scheme for next year (2017) but that we possibly could enter for the year after (2018) and that the Committee would look into this and report back at next year’s A.G.M. We would however look at extending the remit of a Coffee Morning in June 2017 to make this a bigger event.</p>
9.6	<p><b>Taking of Produce</b> - During the discussion above, AF stated that, at last year’s show, visitors to the site were eating raspberries from her plot and, until challenged, were oblivious to the damage caused. KB stated that there would be signs on the gates and at the main hut for next year’s show advising people not to eat fruit or other produce from other people’s plots.</p>
9.7	<p><b>New Lease with L.C.C.</b> - Michael Emly (ME) stated that thanks should be given to the Trustees who have helped negotiate the new lease with Leeds City Council. It was resoundingly agreed by all that this achievement be recorded in the minutes of the A.G.M.</p>
9.8	<p><b>Thanks To All Members of the Association</b> - The Chair echoed the sentiments of the other Officers of the Committee by giving thanks to everyone who helped on the site, including everyone who helps with the running of the site but has been missed off the list of thanks given by the Officers of the Committee.</p>
	<p><b>Closure of the Meeting</b></p>
10.1	<p><b>Closure of the Meeting</b> - The Chair thanked all the members of the Association for their attendance and participation.</p>
10.2	<p>The meeting was officially closed at 12.15pm.</p>





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<b>Date :-</b> 29th October 2016	<b>ANNUAL GENERAL MEETING</b>	<b>Location :-</b> Burley Model Allotments
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### Attendance Sheet (Page 1)

Print Name	Plot Number(s)	Signed
JOHN DICKSON	28	<i>[Signature]</i>
F. TURPIN	64A 88	<i>[Signature]</i>
T. WILFORD	116	<i>[Signature]</i>
IAIN SMITH	39	<i>[Signature]</i>
BROOBY RAW	117	<i>[Signature]</i>
KEITH BARRETT	78	<i>[Signature]</i>
HELEN WHITE	63a	<i>[Signature]</i>
JO HILL	64B	<i>[Signature]</i>
MARILYN CHARLTON	114	<i>[Signature]</i>
KATE EARL (op A JACKSON)	8	<i>[Signature]</i>
DIANA CUMMINGHAM	10A	<i>[Signature]</i>
BRENDAN CUMMINGHAM	5A	<i>[Signature]</i>
ALICE BLACKIE	57 - 95A	<i>[Signature]</i>
J. MORGAN	112a	<i>[Signature]</i>
M. EMLY	77	<i>[Signature]</i>
Alice FURZE	36	<i>[Signature]</i>
TOM FRYER	35	<i>[Signature]</i>
Patricia Selby	66	<i>[Signature]</i>
G.P. COOPER	50	<i>[Signature]</i>
P. GADSBY	72b/73b	<i>[Signature]</i>
Rose Rains-Hillari	51	<i>[Signature]</i>
Dora Benton	62b	<i>[Signature]</i>
COLLETT GREEN	80	<i>[Signature]</i>
MARION MCCUMMACH	81	<i>[Signature]</i>
Meredith Gardner	106a	<i>[Signature]</i>
Anne Haworth	19a	<i>[Signature]</i>