



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 13/11/2021	Meeting Opened at :- 11.00 Meeting Closed at :- 12.00	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB	Helen White	HW		
Frank Turpin	FT	Colin Halliwell	CH		
Tim Wilford	TW	Jackie Wilson	JW		
Elaine Wilford	EW	Indira Banner	IB		
Iain Smith	IS				
Sue Hollington	SH				
Tony Handby	TH				
Barry Raw	BR				
Guests Attending					
Tom Randles (TR)					

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
1	Apologies and Non-Attendance		
1.1	Helen White, Colin Halliwell, Jackie Wilson, and Indira Banner.		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by FT and seconded by BR and agreed unanimously.		
3	Running of Meetings		
3.1	Meetings 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 It was agreed that in future meetings would be run using a formatted Agenda.		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant Plots		
5.1	Approximately 26 plots are currently vacant. We are struggling to get keys returned despite letters sent out. 70-80 keys are still unreturned.		
6	Lettings		
6.1	None have taken place recently. Frank reported that 1 plot holder had failed to pay rent so a letter requesting return of the key has gone out. Frank reminded us that, unlike some seem to believe rent is due after Sept 30 not Oct 31. Frank and Iain will coordinate lettings. Vacant plots currently would mean a shortfall of approximately. £1000 if they remained unlet although we do have sufficient funds to cover that. We have a waiting list of roughly 60-70.		
7	Inspections		
7.1	Tim stated that an email would be sent out at the start of March to tell plot holders that the first inspection would be, hopefully, taking place in April. The email would ask for matters which we need to be aware of to be communicated. The first inspection will cover all plots – including the state of plot/path/number/hedges.	TW/FT	31/03/22
8	Treasurer's Report		
8.1	We still need to find a replacement Treasurer.		
8.2	Elaine stated that she had volunteered to take on the roll. BR proposed we appoint Elaine as Treasurer, TH seconded that and the vote was unanimous.		
8.3	Elaine will contact Helen to arrange to meet up and take over the Treasurer's roles and responsibilities.	EW/HW	04/12/21



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9	Secretary's Report		
9.1	We currently have no Secretary.		
9.2	Tom Randles has expressed interest in taking on the role and he and IS have discussed what is involved.		
9.3	BR proposed Tom takes on the role, EW seconded and the vote was unanimous.		
9.4	Iain will ensure Tom has access to the Secretary's email account.	IS	04/12/21
10	Correspondence		
10.1	There was a letter requesting a new plot - IS to deal with.		
11	Annual Show		
11.1	The Annual Show will take place on Sunday September 4 th 2022		
12	Nature Watch		
12.1	This was not discussed at the meeting.		
13	Sub Committees		
13.1	There were no subcommittee reports.		
14	A.O.B.		
14.1	Committee Members - Eileen Handby to become a Committee Member again for legal reasons.		
14.2	Seed Orders - SH told us that we should receive the discount for orders to DT Brown etc. as a result of the number and value of orders placed.		
14.3	Annual Show Photos - KB to negotiate with the guys who took Annual Show photos - they should be on our website in January.	KB	31/01/22
14.4	Date of Next Meeting – The next meeting will be on the 4 th December 2020 at 11.00 a.m.	ALL	04/12/21

SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
7.1	Inspections – email to plot holders in March advising inspections will start in April	FT/TW	31/03/22
8.3	Treasurer – EW to meet with HW to transfer BMAA Accounts	EW/HW	04/12/21
9.4	Secretary – IS to give TR access to email account	IS	04/12/21
14.3	Show Photo's – KB to arrange upload to website	KB	31/01/22
14.3	Date of Next Meeting – This will be held on the 4 th December 2020 at 11.00 a.m.	ALL	14/12/20

INSPECTIONS - TABLE OF LETTERS SENT 2022

Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April					
May					
June					
July					
August					
September					
October					



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Agenda 04/12/2021

1	Attendance and Apologies		
1.1	Committee	✓	✓
	C Halliwell (CH)		F Turpin (FT)
	T Handby (TH)		T Willford (TW)
	S Hollington (SH)		Indira Banner (IB)
	E Willford (EW)		B Raw (BR)
	Jackie Wilson (JW)		K Barrett (KB)
	H White (HW)		E Handby (EH)
	Tom Randles		
1.2	Guests Attending		
2	Minutes of last meeting		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
3	Items to be discussed at the Annual General Meeting		
3.1	Items to be added to the A.G.M Agenda		
4	Matters Arising		
4.1	See summary of actions from last meeting.		
5	Vacant Plots		
5.1	We have 26 vacant plots.		
6	Lettings		
6.1	There are currently 60+ applicants on the waiting list.		
7	Inspections		
7.1	Will start in April 2022.		
8	The Treasurer reported at the A.G.M. that the funds as at A.G.M. are Current: £7,381.81 Savings: £10,045.55 Of this we require approximately £5,000.00 for Key deposits.		
9	Secretary's Report		
10	Correspondence		
11	Annual Show		
12	Sub Committees		
13	Any Other Business		
14	Date of Next Meeting		