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| **Date**  | **Meeting Opened:****Meeting Closed:**  | **Location :** **Burley Model Allotments** |

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| **Present** | **Initials** | **Apologies** | **Initials** | **Non-Attendees** | **Initials** |
|  |  |  |  |  |  |
| **Guests Attending** |
| **Present** | **Initials** |
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| **MINUTES OF COMMITTEE MEETING** |
| **No** | **Item** | **Action By** | **Due Date** |
| **1** | **Apologies and Non Attendance** |  |  |
| **1.1** |  |  |  |
| **2** | **Minutes of Last Meeting** |  |  |
| **2.1** |  |  |  |
| **3** | **Matters Arising from Last Meeting** |  |  |
| **3.1** |  |  |  |
| **4** | **Vacant plots**  |  |  |
| **4.1** |  |  |  |
| **5** | **Lettings**  |  |  |
| **5.1** |  |  |  |
| **6** | **Inspections**  |  |  |
| **6.1** |  |  |  |
| **7** | **Treasurers Report**  |  |  |
|  |  |  |  |
| **8** | **Secretaries Report**  |  |  |
| **8.1** |  |  |  |
| **9** | **Correspondence** |  |  |
| **9.1** |  |  |  |
| **10** | **Annual Show**  |  |  |
| **10.1** |  |  |  |
| **11** | **Sub Committees** |  |  |
| **11.1** |  |  |  |
| **12** | **Any Other Business**  |  |  |
| **12.1** |  |  |  |
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| **SUMMARY OF ACTIONS** |
| **No** | **Item** | **Action By** | **Due Date** |
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| **INSPECTIONS - TABLE OF LETTERS SENT 2023** |

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

**Agenda**

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| **1** | **Attendance and Apologies** |

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| --- | --- | --- | --- | --- |
| **1.1** | **Committee** |  |  |  |
| I Banner (IB)  |  | F Turpin (FT) |  |
| T Handby (TH) |  | T Willford (TW) |  |
| S Hollington (SH) |  | K Barrett (KB) |  |
| E Willford (EW) |  | E Handby (EH) |  |
| J Wilson (JW) |  | I Smith |  |
| H White (HW) |  | S Kind |  |
| T Randles |  | P Scholey |  |
|  |  |  |  |

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| **1.2** | **Guests Attending** |
|  |
| **2**2.1 | **Minutes of last meeting** Proposed By Seconded by Unanimous (Yes/No) |
| **3**3.13.2 | **Items to be discussed at the Annual General Meeting** Items to be added to the A.G.M Agenda |
| **4**4.1 | **Matters Arising** See summary of actions from last meeting. |
| **5**5.1 | **Vacant Plots** We have 21 vacant plots. |
| **6**6.1 | **Lettings**There are currently 21 applicants on the waiting list. |
| **7**7.1 | **Inspections** Will Start in April 2023. See table of letters sent.  |
| **8** | **The Treasurer reported at the last meeting that the funds are** Current: £4,303.83 Savings: £13,064.63Of this we require approximately £5,400.00 for Key deposits.  |
| **9** | **Secretary's Report**  |
| **10** | **Correspondence**  |
| **11** | **Annual Show**  |
| **12** | **Sub Committees** |
| **13****13.1** | **Any Other Business****Annual General Meeting** |
| **14** | **Date of Next Meeting**  |