



Burley Model Allotments

Date 12/07/2021	Meeting Opened at :- 19.00 Meeting Closed at :- 19.45	Location :- Burley Model Allotments
---------------------------	--	--

Present	Initials	Apologies	Initials	Non-Attendees	Initials
Tim Wilford	KB	Colin Halliwell	CH	Chung Pham	CP
Elaine Wilford	HW	Josh Elliff	JE	Helen White	
Frank Turpin	TW	Sarah Gill	SG		
Tony Handby	EW	Keith Barrett			
Barry Raw	IS	Sue Hollington			
Elaine Wilford	FT	Iain Smith			
	SH				
	TH				
	BR				
Guests Attending					

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
1	Apologies and Non-Attendance		
1.1	There were apologies from Keith, Colin, Iain, Sue, Josh and Sarah who were unable to attend this meeting.		
1.2	As the meeting was not quorate a some items were discussed.		
2	Minutes of Last Meeting		
2.1	This item was not discussed.		
3	Items for the Annual General Meeting		
3.1	Sprinklers - Proposing to ban the use of sprinklers on the site.		
4	Matters Arising from Last Meeting		
4.1	This item was not discussed.		
5	Membership Secretary's Report		
5.1	This item was not discussed.		
6	Lettings		
6.1	This item was not discussed.		
7	Inspections		
7.1	The last inspection was held on June 21	TW	02/08/21
7.2	Frank says there are now signs of life on 6a2 which we will check next week	TW	02/08/21
7.3	Plot 58a emailed to complain and say that he had to self-isolate - 3 or 4 of us have had a look and we replied, setting out our views re some of his statements and allowing him until the next inspection to make a significant improvement	TW	02/08/21
7.4	Another letter was sent out to Plot 100		
7.5	It was agreed that we should inspect at some point next week and I have asked Colin if he wants to go round with me as the others did not think I should do this alone in view of some of the decisions which have to be made	TW CH	02/08/21
7.6	It was proposed that, in future, before we send out a "Final Letter", 3 members of the Committee should agree that this is a suitable course of action	ALL	
8	Treasurer's Report		
8.1	We still need to find a replacement for Helen.	ALL	02/08/21
8.2	This item was not discussed.		
9	Site Improvements		
	There are no plans for site improvements at the moment.		



Burley Model Allotments

10	Secretary's Report		
10.1	This item was not discussed at this meeting		
11	Correspondence		
11.1	This item was not discussed.		
12	Annual Show		
12.1	Quotes for new gazebos/marquees, are approx. £200 - £300	EW	14/06/21
12.2	each.		
12.3	Arrange for trophies to be returned		
12.4	Help required this year to run the café.		
12.5	After much discussion it was agreed to keep the same schedule It was agreed to contact L.C.C. to get their views on holding a	EW	14/06/21
12.6	show.		
12.7	Lucinda Venner to open the show	FT	14/06/21
12.8	Paperwork to be printed for show Posters have been produced and laminated and Alec has put them on the gates - more have been produced for lamination prior to being displayed elsewhere. Posters asking for volunteers have been produced and will be put up soon		
12.9	A sample of the Schedule will be put up at the front of the hut		
12.10	A request will also be sent out by email to plot holders asking for		
12.11	volunteers to assist with setting up and also to lend a hand on the day with the cafe		
12.12	Compostable cups/wooden stirrers/bags of sugar have been bought and buns/cakes will be available individually wrapped in paper napkins or to be served on plates depending on individual requirements		
12.13	It was agreed that we should aim to get the marquee up a couple of weeks in advance - Friday August 20 has been suggested and help will be sought		
12.14	Steve Raw has agreed to judge and Eileen and Tony's daughter		
12.15	Clare will judge cakes etc		
12.16	An email will be sent to plot holders about a month before the Show date outlining details and requesting help/prizes for the raffle		
12.17	Elaine is trying to get trophies back and will send a list of winners to Frank so individuals can be contacted		
12.18	Best Plots will be judged mid-August by Barry, Tony and Tim - monetary and other bribes will be gladly accepted		
12.19	A meeting will be held at some point in August by Show organisers to run through arrangements/discuss the latest position etc. Look into QR Code for track and Trace poster for entrance gates		
13	Nature Watch		
13.1	To add to next newsletter to see if we can get a volunteer to take over.	KB	02/08/21
14	Sub Committees		
14.1	There were no subcommittee reports.		
15	Any Other Business		
15.1	Sprinklers - There was a long discussion regarding this it appears that a number of plot holders are using sprinklers and leaving the plot with them still running. It was agreed to add this to the AGM as a rule change to ban their use on the site. For now an email will be sent asking plot holders not to use them.		
15.2	Date of Next Meeting - The next meeting will be on the 2nd August 2021	ALL	02/08/21



Burley Model Allotments

SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date

INSPECTIONS - TABLE OF LETTERS SENT 2021

Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April	5		2		
May	8	4			
June	3	2	2		
July					
August					
September					
October					



Burley Model Allotments

Agenda 09/08/2021

1	Attendance and Apologies		
Committee Members			
	Helen White		Colin Halliwell
	Frank Turpin		Tony Handby
	Elaine Wilford		Barry Raw
	Tim Wilford		Sue Hollington
	Iain Smith		Josh Elliff
	Chung Pham		Sarah Gill
	Keith Barrett		
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 Ban use of sprinklers on site		
4	Matters Arising		
4.1	See summary of actions from last meeting.		
5	Vacant Plots		
5.1			
6	Lettings		
6.1			
7	Inspections		
7.1	Will continue monthly.		
8	Treasurer Report		
8.1	The Treasurer reported at the last meeting. that the funds held are Savings: £13,062.03 Current: £2330.39 Of this we require approximately £5,000.00 for Key deposits.		
9	Site Improvements		
9.1			
10	Secretary's Report		
10.1			
11	Correspondence		
11.1			
12	Annual Show		
12.1	See Summary of Actions		
13	Nature Watch		
13.1	Add to Newsletter asking for volunteers to run this.		
14	Sub Committees		
14.1			
15	Any Other Business		
15.1			