



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 12/09/2022	Meeting Opened at :- 7.00 Meeting Closed at :- 8.06	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Tony Handby	TH	Helen White	HW		
Barry Raw	BR	Eileen Handby	EH		
Tom Randles	TR	Iain Smith	IS		
Indira Banner	IB	Colin Halliwell	CH		
Keith Barrett	KB	Frank Turpin	FT		
Sue Hollington	SH	Tim Wilford	TW		
Elaine Wilford	EW				
Jackie Wilson	JW				
Guests Attending					

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
1	Apologies and Non-Attendance		
1.1	Helen White, Eileen Handby, Frank Turpin, Colin Halliwell, Tim Wilford and Iain Smith.		
2	Minutes of Last Meeting		
2.1	It was identified that there were a number of date changes that need to be rectified.	KB	10/10/22
2.2	Proposed as a true record by BR and seconded by IB and agreed unanimously.		
3	Items for the A.G.M.		
3.1	Items to be discussed at the A.G.M.		
3.2	Deposit for Helpers Keys and replacement keys to be increased to £50 KB stated that as this is not a change to the Rules or Constitution it should be covered at the A.G.M. under Any Other Business. This item is for information only as the change has been implemented.	All	29/11/22
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant Plots		
5.1	There are currently no vacant plots. These will be let after all new invoices have been sent out.		
6	Lettings		
6.1	We have a waiting list of 21 applicants.		
7	Inspections		
7.1	Started in April, see separate table of letters sent.		
7.2	There are a number of plots that require action. 17b, 38a, 52a, 84b and 26a. The Secretary reported the keys for 26a will be handed in this week. The rest require a 3 rd letter to be sent.	TW/FT	30/09/22
8	Treasurers Report		
8.1	The Treasurer reported that we have the following in the bank Current £4,303.83 Savings £13,064.63 of this £5,400 is required for key deposits.		
8.2	Transfer of Duties – Elaine and Helen are continuing to meet regarding transferring responsibility for the treasurer roles and the Bank Account transfer details there are problems with the bank.		



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9	Secretary's Report		
9.1	TR reported that branches had been cut from a plum tree on plot 11.1 After some discussion regarding the actual plot BR pointed out that only the committee can give permission for this to be done. TR agreed to contact the plot holder and investigate the matter. .	TR	10/10/22
10	Correspondence		
10.1			
11	Annual Show		
11.1	Annual Show Report – See Appendix 1		
11.2	Show Report Details – The Show Secretary discussed in details the items from the show report. Some of the takings were lower than last year but this was more the position of vendors.		
11.3	Best Budding Grower – Everyone agreed that the class in the Show was successful but not quite as much as last year. It was agreed that ideas are required for next year's show.		
11.4	Guests – EW reported that there had been good feedback from the invited guests attending the Show and that Cllr. Hannah Bithell had been in touch and has agreed to open the show again next year. Helen Taylor from L.C.C. (Lynne Rogers's replacement) has been in touch but only to say the Council would be reviewing some of the spending made.		
11.5	Lessons Learned – KB stated that another meeting (perhaps in the new year) may be required to review some of the details from the Show.	ALL	13/02/23
11.6	Thanks – The whole committee thanked the Show Secretary for all her hard work who in turned thanked the members of the Show Sub-Committee including BR and TH and the rest of the committee for all their hard work.		
12	Sub Committees		
12.1	There were no subcommittee reports.		
13	A.O.B.		
13.1	Lock and Keys – This was discussed at some length. It was proposed by BR that we purchase the locks (priced at £7,500.00) as soon as possible This was seconded by IB agreed unanimously. KB to advise FR and IS of the decision.	KB	30/09/22
13.2	Annual General Meeting Documents – KB stated he would revise the Agenda in line with item 3.2 It was agreed that the minutes were a true record of what happened. KB stated that the rules need to be amended to include last years change on the use of sprinklers and hosepipes. Posters for AGM – KB to send last years posters to IB to produce new ones for this year.	KB	30/09/22
13.3	Notes for New Members – JW and IB to review and report back	KB/IB	30/10/22
13.4	Date of Next Meeting – The next meeting will be on Monday the 10th October 2022 at 7pm.	IB/JW	10/10/22
13.5		ALL	

SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
13.1	Locks and Keys – Agreed to purchase locks A.S.A.P. KB to inform IS and FT of the decision.	KB	30/09/22
13.2	A.G.M. Documents – KB to review and update	KB	30/09/22
13.3	Posters for A.G.M. – KB to send to IB to review and print	KB	30/09/22
13.4	Notes for new members – To review and report back	JW/IB	10/10/22
13.8	Date of Next Meeting – This will be held on Monday the 10 th October 2022 at 7.00 p.m.	ALL	12/09/22



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INSPECTIONS - TABLE OF LETTERS SENT 2022					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April	10				
May	7	2			
June	5	3		2	
July					
August					
September					
October					



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Agenda 10/10/2022

1	Attendance and Apologies		
1.1	Committee	✓	✓
	C Halliwell (CH)		F Turpin (FT)
	T Handby (TH)		T Willford (TW)
	S Hollington (SH)		I Banner (IB)
	E Willford (EW)		B Raw (BR)
	Jackie Wilson (JW)		K Barrett (KB)
	H White (HW)		E Handby (EH)
	Tom Randles		Iain Smith
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		
3.2	Key Deposit for Helpers increase to £50.00		
4	Matters Arising		
4.1	See summary of actions from last meeting.		
5	Vacant Plots		
5.1	We have 2 vacant plots.		
6	Lettings		
6.1	There are currently 21 applicants on the waiting list.		
7	Inspections		
7.1	Will continue in 2022. See table of letters sent.		
8	The Treasurer reported at the last meeting that the funds are Current: £4,303.83 Savings: £13,064.63 Of this we require approximately £5,400.00 for Key deposits.		
9	Secretary's Report		
10	Correspondence		
11	Annual Show		
12	Sub Committees		
13	Any Other Business		
13.1	Annual General Meeting		
14	Date of Next Meeting		



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Appendix 1

SHOW 2022

Entries

	2022	2021
Fruit and vegetable entries	212	161
Flowers	11	16
Baking	8	5
Preserves	42	27
Fun section	44	19
Children's entries	9	5 (all budding grower)
Totals	317	228

Takings

	2022	2021
Raffle	293.50	316.00
Cafe	214.85	117.50
Lucky Dip	69.00	93.00
Auction	90.15	47.60
Totals	£667.50	£574.10