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| **Date**  **04/12/2022** | **Meeting Opened at :- 11.30**  **Meeting Closed at :- 12.45** | **Location :-**  **Burley Model Allotments** |

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| **Present** | **Initials** | **Apologies** | **Initials** | **Non-Attendees** | **Initials** |
| Keith Barrett  Frank Turpin  Tim Wilford  Iain Smith  Sue Hollington  Tony Handby  Barry Raw  Colin Halliwell | KB  FT  TW  IS  SH  TH  BR  CH | Helen White  Jackie Wilson  Indira Banner Elaine Wilford  Tom Randles | HW  JW  IB  EW  TR |  |  |
| **Guests Attending** | | | | | |
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| **MINUTES OF COMMITTEE MEETING** | | | |
| No | Item | Action By | Due Date |
| **1** | **Apologies and Non-Attendance** |  |  |
| **1.1** | Helen White, Elaine Wilford, Jackie Wilson, and Indira Banner. |  |  |
| **2** | **Minutes of Last Meeting** |  |  |
| **2.1** | Proposed as a true record by TW and seconded by FT and agreed unanimously. |  |  |
| **3** | **Matter for A.G.M.** |  |  |
| **3.1** | At present there are no items to be discussed at the A.G.M. |  |  |
| **4** | **Matters Arising from Last Meeting** |  |  |
| **4.1** | See summary of actions from the last meeting. |  |  |
| **5** | **Vacant Plots** |  |  |
| **5.1** | Approximately 13 plots are currently vacant. |  |  |
| **6** | **Lettings** |  |  |
| **6.1** | We have a waiting list of roughly 30+. |  |  |
| **7** | **Inspections** |  |  |
| **7.1** | To start in April, email all plot holders in March. | TW/FT | 31/03/22 |
| **8** | **Treasurer’s Report** |  |  |
| **8.1**  **8.2**  **8.3** | Elaine provided a written report for the meeting which stated that Helen and Elaine are planning the hand-over.  Banks work very slowly and if anyone requires money have queries etc. please contact Helen.  Eileen is a signatory for the bank, SH volunteered and it was agreed if any more people are required then other volunteers will come forward. | EW/HW | 05/02/22 |
| **9** | **Secretary’s Report** |  |  |
| **9.1**  **9.2** | The secretary was not available at this meeting.  KB advised that the Secretary now has access to the Secretary’s email account. |  |  |
| **10** | **Correspondence** |  |  |
| **10.1** | There was a letter requesting a new plot for NHS - IS to deal with and invite to the next meeting. |  |  |

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| **11** | **Annual Show** |  |  |
| **11.1** | The Annual Show will take place on Sunday September 4th 2022 |  |  |
| **12** | **Sub Committees** |  |  |
| **12.1** | There were no subcommittee reports. |  |  |
| **13** | **A.O.B.** |  |  |
| **13.1**  **13.2**  **13.3**  **13.4** | Committee Members - Eileen Handby to become a Committee Member again for legal reasons.  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.  Annual Show Photos - KB to negotiate with the guys who took Annual Show photos - they should be on our website in January.  Date of Next Meeting – The next meeting will be on the 5th December 2022 at 11.30 a.m. | KB  ALL | 31/01/22  04/12/21 |
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| **SUMMARY OF ACTIONS FROM THE LAST MEETING** | | | |
| **No** | **Item** | **Action By** | **Due Date** |

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| **7.1** | Inspections – Send 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 | 04/02/22 |
| **10.1** | New Plot – IS to invite to next meeting | IS | 04/02/22 |
| **13.3** | Show Photo’s – KB to arrange upload to website | KB | 04/02/22 |
| **13.4** | Date of Next Meeting –  This will be held on Saturday the 5th December 2022 at 11.30 a.m. | ALL | 05/02/22 |

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| INSPECTIONS - TABLE OF LETTERS SENT 2022 |

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

**Agenda 05/02/2022**

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

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| **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 |  | Iain Smith |  |
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| **1.2** | **Guests Attending** |
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| **2**  2.1 | **Minutes of last meeting**  Proposed By Seconded by Unanimous (Yes/No) |
| **3**  3.1 | **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 26 vacant plots. |
| **6**  6.1 | **Lettings**  There are currently 60+ applicants on the waiting list. |
| **7**  7.1 | **Inspections**  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** |