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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 HandbyBarry RawColin Halliwell | KBFTTWIS SHTHBR CH | Helen White Jackie Wilson Indira Banner Elaine Wilford Tom Randles | HWJWIBEWTR |  |  |
| **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. | KBALL | 31/01/2204/12/21 |
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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: £10,045.55Of 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**  |