



Burley Model Allotments

Annual General Meeting	Date 24/10/2020 Time 11.35 - 12.08	Location Via Zoom
-------------------------------	---	------------------------------------

Present (Name and Plot Number)
Please see the separate Attendance Sheet (Page 7)
Apologies
Guests Attending
There were no guests at the meeting.

MINUTES OF ANNUAL GENERAL MEETING	
No	Item
1.	Introduction
1.1	Introduction to the meeting - The Chair of the meeting, Helen White (HW), introduced herself and the officers and members of the Committee who would be presenting reports to the A.G.M. She went on to outline the reports these officers would present.
1.2	Given the technology we are using this year the Chair stated she would present the officer reports if they were not present. The secretary Iain Smith (IS) would be presenting his report this year.
1.3	As the Membership Secretary Frank Turpin (FT) could not be present, he is collecting rents at the allotment site his report would be presented by the Chair (HW). As Treasurer, (HW), would deliver the last of the officer reports.
1.4	The Chair explained the order the meeting would take and reviewed the agenda items.
2.	Matters arising from the Minutes of the Last Meeting
2.1	Minutes of last year's A.G.M. - The minutes from last year's meeting were circulated and proposed as a true record by Helen White (HW) and seconded by Colin Halliwell (CW).
2.2	Matters Arising (from last year's minutes) - There were no matters arising from last year's minutes.
3.	Secretary's Report
3.1	As secretary I receive the correspondence and deal with it, after consultation with the committee. It has been a quiet year, as you can imagine. One or two problems required different levels of diplomatic conflict resolution. We had new gates installed on St. Michael's Lane. Shortly we hope to move the main gates to the right to allow easier vehicle access and install a new pedestrian gate.
3.2	Keith Barrett does the vital work of recording the minutes of meetings and writing newsletters, on top of his other responsibilities.
3.3	I work closely with the lettings secretary, Lesly Best. We have had full occupancy this year. We now have over seventy on the waiting list. Shortly we will begin a new round of lettings as we find how many vacant plots we will have after invoices have been paid.



Burley Model Allotments

4.	Membership Secretary's Report
4.1	We have 119 plots divided into 189 plots with 172 plot holders.
4.2	We had 21 vacant plots at the start of November and at the end of January 2020 all the plots had been let, this is thanks to the efforts of Iain and Lesly.
4.3	Due to the Covid-19 restrictions we had to cancel many of the things we do during the year, Plant Sales, Show, Shop being closed due to shortages of stock and other things.
4.4	Running of the site did not stop and the grass and hedges did not stop growing and still needed cutting, the toilets were kept clean. So thank you to everyone who has given their time in helping to run the site during these difficult times.
5.	Treasurer's Report
5.1	See separate report appendix 1
5.2	<p>The significant points from the report are as follows:-</p> <ul style="list-style-type: none"> • Capital Expenditure This year we have purchased new gates from Troydale Fabrications, to complete all the gate renovations with the exception of the main gate, where we plan to centralise the entrance on to Lumley Place, with a smaller gate for pedestrians, to make access easier. We also bought a solar powered light for outside the hut. • Show In last year's report it stated that The total money collected from the Annual Show (2019) was not banked in time to add to the report and that these would will be included in next year's (2020) accounts. The Show payments appearing in the accounts are for the 2019 show.



Burley Model Allotments

6.	Election of Officers
6.1	Election of Officers and Committee Members - The Chair outlined the rules of the Association with regard to the election of Officers and Committee Members. At this point the outgoing committee resigned.
6.2	<p>Nomination of Officers and Committee Members - The Chair stated that, although nomination should be made prior to the A.G.M., if anyone wants to join the Committee they are more than welcome and that we currently have vacancies for a Treasurer of the Association. Committee Meetings are held at 7.00 p.m. on the second Monday of the month and that everyone is welcome to attend them. Three new committee members joined at this time.</p> <p>The Chair reported that nominations had been received for the following positions:-</p> <p>Secretary:, Iain Smith Treasurer: Vacant, Membership Secretary: Frank Turpin, Hut Officer: Tony Handby, Show Secretary: Elaine Wilford, Lettings Secretary: Lesly Best, Publicity Officer: Keith Barrett, Committee Members: Sue Hollington, Tony Handby, Colin Halliwell, Sarah Gill, Josh Elliff and Tim Wilford.</p>
6.3	<p>The following people were elected to the committee:</p> <p>Chair: Vacant Vice Chair: Vacant Secretary: Iain Smith Treasurer: Vacant Membership Secretary: Frank Turpin Stores Manager: Tony Handby Show Secretary: Elaine Wilford Lettings Secretary: Lesly Best Publicity Officer: Keith Barrett Committee Member: Sue Hollington Committee Member: Tony Handby Committee Member: Colin Halliwell Committee Member: Sarah Gill Committee Member: Josh Elliff Committee Member: Tim Wilford</p>
6.4	<p>As there is no Chair or Vice Chair it was agreed these positions will be filled at meetings by members of the current Committee on a rolling basis.</p> <p>Trustees - The trustees of the Association will remain as: Trustee: Barry Raw Trustee: Iain Smith</p>



Burley Model Allotments

7.	Changes to the Rules
7.1	There were no proposed changes to the Rules.
8.	Changes to the Constitution
8.1	There were no proposed changes to the Constitution.
9.	Any Other Business
9.1	
10.	Closure of the Meeting
10.1	Closure of the Annual General Meeting. - The Chair thanked everyone for their attendance.
10.2	The meeting officially closed at 12.03 p.m.



Burley Model Allotments

Appendix 1 Treasurers Report

1. Donations

Thank you all for your donations this year. Do to Covid-19 restrictions we had to close the hut, and didn't have our popular coffee mornings.

2. Capital Expenditure

This year we have purchased new gates from Troydale Fabrications, to complete all the gate renovations with the exception of the main gate, which is planned for the coming year. We also plan to centralise the entrance on to Lumley Place, with a smaller gate for pedestrians, to make access easier. We also bought a solar powered light for outside the hut.

3. Savings

We need to keep approx. £5,000 in our reserves to pay for key returns, should everyone want their money back at the same time .

4. Miscellaneous expenses

This covers skip hire (£200), and a donation of £200 to Burley Banksy. His decorations of the bridge by the stadium made us all smile so much! We also support young growers at Burley St Matthias, although there have been no visits in 2020.

5. Show

You didn't miss anything! The Show payments appearing in the accounts are for the 2019 show.

6. Other things of note

More and more of you are paying your plot rent on line (thanks!)



Burley Model Allotments

Appendix 1 Treasurers Report

Income	2019-2020	2018-19	2017-18
Rents	10293.56	7627.03	10726.17
Sales and seeds	2633.47	3690.12	3715.78
Keys	560	605	700.00
Bank interest	17.15	20.06	6.65
Show	628.70	0	701.80
Donations	382.81	458.54	613.74
Grants	0	0	300.00
TOTALS	14515.69	12400.75	16764.14

Expenditure

Capital expenditure	1791.99	358.77	1121.55
Electricity to hut	186	154.00	144.00
Grass cutting	34.15	25.41	50.14
Insurance	119.60	109.60	109.60
Keys: refunds and locks	455	360.00	588.30
Maintenance	115.42	321.71	362.13
Membership	181	220	644.00
Misc.	646.93	132.65	74.54
Rents to LCC	4892.57	4770.19	4744.64
Shop supplies & seeds	2739.88	3552.27	3559.43
Show	48.16	227.39	759.93
Stationery	96.52	342.98	138.83
Water	768.14	467.10	2082.33
Web (inc Nature Watch)	575.86	958.32	525.86
TOTALS	12651.22	11800.39	14905.28
bal. of bank acc	5685.03	7381.81	6795.04
bal. of savings acc	13061.05	10045.55	10023.84
Total funds	18746.08	17427.36	16818.88

Rents: forthcoming year	2021.63	1331.02	2857.47
-------------------------	---------	---------	---------



Burley Model Allotments

Appendix 2

Attendance Sheet for Annual General Meeting held on 24th October 2020

Date -24 th October 2020	ANNUAL GENERAL MEETING	Location - Via Zoom
-------------------------------------	------------------------	---------------------

Attendance Sheet (Page 1)

Name	Plot Number(s)
Helen White	-
Colin Halliwell	74b
Iain Smith	39
Tim Wilford	116
Elaine Wilford	116
Keith Barrett	80
Sarah Gill	87b
Josh Elliff	87b
Judith Weymont	29a
Kerry McMann	107a/107c
Hazel Smoczynska	67b
Indira Banner	54
Frank Turpin	88
Jackie Wilson	54
Phil Gadsby	72b/73b
Gillian Eden	72b/73b
Dianne Cunningham	10b
Brendan Cunningham	5a