



# Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ  
 Email: bmaasecretary@gmail.com www.burleymodelallotments.org

<b>Date</b> 10/02/2020	<b>Meeting Opened at :- 19.05</b> <b>Meeting Closed at :- 19.50</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB	Iain Smith	IS		
Helen White	HW	Elaine Wilford	EW		
Tony Handby	TH				
Barry Raw	BR				
Sue Hollington	SH				
Frank Turpin	FT				
Josh Elliff	JE				
Sarah Gill	SG				
Colin Halliwell	CH				
Tim Wilford	TW				
<b>Guests Attending</b>					

MINUTES OF COMMITTEE MEETING				
No	Item	Action By	Due Date	
<b>1</b>	<b>Apologies and Non-Attendance</b>			
1.1	There were apologies from EW and IS			
<b>2</b>	<b>Minutes of Last Meeting</b>			
2.1	Proposed as a true record by HW and seconded by TH and agreed unanimously.			
<b>3</b>	<b>Matters Arising from Last Meeting</b>			
3.1	See summary of actions from the last meeting.			
<b>4</b>	<b>Items For The Annual General Meeting</b>			
	At present there are no items to be brought forward for the A.G.M. in 2020.			
<b>5</b>	<b>Membership Secretarie's Report</b>			
5.1	We have 0 vacant plots. A huge amount of thanks go to Lesly and Iain for this. All of their hard work does not go unnoticed.			
5.2	The Membership Secretary went on to report We have 119 plots subdivided into 189 with 170 tenants. Payments Collected Membership £835.00 Water £1,198.91 Rent £6,968.11 - of this we pay L.C.C. £4,908.93 – B.M.A.A. £2,059.18 Lockers £246.00 Total Collected £9,248.02 Greenhouse one off £240 Keys £4,648 this is required should we need to reimburse all members key deposits.			
<b>6</b>	<b>Lettings</b>			
6.1	There are 9 applicants on the waiting list.			
<b>7</b>	<b>Inspections</b>			
7.1	Next year's inspections will start in April 2020. By BR TW and CH			
<b>8</b>	<b>Treasurer's Report</b>			
8.1	The Treasurer reported that the funds are			
8.2	Current: £7,161.48 Savings: £13,052.33			
8.3	Of this we require approximately £4,648.00 for Key deposits.			
<b>9</b>	<b>Site Improvements</b>			
9.1	<b>Obtaining a Defibrillator</b> – Get a quote. <b>Painting Hut</b> – Decorate internally - Obtain a quote for the artwork. <b>Painting Container</b> – Paint container to stop rust. <b>Main Gates and Wicket Gates</b> – Obtain quotes and hire a contractor.	HW JE/SG ALL IS	09/03/20 09/03/20 09/03/20 09/03/20	



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<b>10</b>	<b>Secretary's Report</b>														
<b>10.1</b>	The Secretary was not in attendance so this item was not discussed at the meeting.														
<b>11</b>	<b>Correspondence</b>														
<b>11.1</b>	<b>Plot 60</b> – After delivering some items to their plot, some damage was caused to the main roadway. After some discussion, it was agreed that this damage would better be rectified by adding where possible new turf and rolling the ground rather than removing the turf back to the hardcore. KB to provide a roller for this. HW to contact the plot holder.	KB/HW	09/03/20												
<b>11.2</b>	<b>Plot 83A</b> – Greenhouse application proposed by FT, seconded by KB and agreed unanimously. The Secretary will inform the plot holder of the decision of the committee.	IS	09/03/20												
<b>12</b>	<b>Annual Show</b>														
<b>12.1</b>	<b>Annual Show</b> – It was agreed that next year's Annual Show be held on the 6 <sup>th</sup> September 2020	ALL	06/09/20												
<b>13</b>	<b>Nature Watch</b>														
<b>13.1</b>	SG agreed to take this project on to the relief of everyone.	SG	09/03/20												
<b>13.2</b>	KB proposed that a budget of £100.00 be set for the project to obtain bird boxes, hedgehog homes, insect hotels, butterfly gardens, and any other Nature Watch items deemed necessary. This was seconded by BR and agreed unanimously.														
<b>14</b>	<b>Sub Committees</b>														
<b>14.1</b>	<b>Annual Show</b> – It had already been agreed to set up a Show Sub Committee to look into where things can improve. See separate report. After much discussion it was felt that the following items should be explored further.														
<b>14.2</b>	<b>Layout</b> – KB expressed concern about changing the layout as we need to allow for disabled access to the site and emergency vehicles need reasonable and quick and easy access to the site.														
<b>14.3</b>	<b>Xmas Cards</b> – It was felt that this could be explored and used as a way to promote B.M.A.A. and to gain extra funding.	SG/JE	09/03/20												
<b>14.4</b>	<b>Review of Marquees</b> – Given the opportunity to resite certain areas after a review of the marquees and their lifespan is deemed necessary. New or replacement items need to be assessed.	ALL	13/04/20												
<b>15</b>	<b>A.O.B.</b>														
<b>15.1</b>	<b>Burley St Matthias Visits</b> – It was reported that future visits will be made to Burley St Matthias to increase our engagement with the local schools. BR stated that it was hoped next year to increase this to other schools in the area.														
<b>15.2</b>	<b>Seed Scheme Report</b> – SH reported the following <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Company</th> <th>Seeds</th> <th>Non Seeds</th> <th>Total Inc. Discount</th> </tr> </thead> <tbody> <tr> <td>DT Brown</td> <td>£724.06</td> <td>£99.25</td> <td>£463.59</td> </tr> <tr> <td>Kings</td> <td>£295.00</td> <td>£24.00</td> <td>£185.00</td> </tr> </tbody> </table> <p>A big thank you to SH for all her hard work in running the scheme and ensuring that members get the best discounts.</p>	Company	Seeds	Non Seeds	Total Inc. Discount	DT Brown	£724.06	£99.25	£463.59	Kings	£295.00	£24.00	£185.00		
Company	Seeds	Non Seeds	Total Inc. Discount												
DT Brown	£724.06	£99.25	£463.59												
Kings	£295.00	£24.00	£185.00												
<b>15.3</b>	<b>Newsletter</b> – KB stated a Newsletter would be produced including items on the Show. This will also state that last year's letters still in force and we also need raffle prizes for the Coffee Mornings. A discussion was held regarding our zero tolerance of discrimination in any form and that this would also be highlighted in the newsletter.	KB	09/03/20												
<b>15.4</b>	<b>Plot 9</b> – Thanks were received from the neighbouring plots for all who helped clearing this prior to it being re-let.														
<b>15.5</b>	<b>Forthcoming Events</b> – It was agreed that the following events be held on these dates. <b>Coffee Mornings</b> – 2/05/20 & 6/06/20 <b>Apple Pressing</b> – 12/09/20 <b>A.G.M.</b> – 24/10/20 These dates will be added to the Newsletter and the Website.	KB	09/03/20												



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SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
11.1	<b>Plot 60</b> – Provide roller to repair the roadway	HW/KB	09/03/20
11.2	<b>Plot 83A</b> – Approve greenhouse application	IS	09/03/20
14.3	<b>Xmas cards</b> – Use existing photos and create new ones to promote the site	JE/SG	09/03/20
14.4	<b>Marquees</b> – Review existing marquees and their use.	ALL	09/03/20
15.3	<b>Newsletter</b> – Produce Newsletter	KB	09/03/20
15.4	<b>Forthcoming Events</b> – Publicise on website	KB	09/03/20

INSPECTIONS - TABLE OF LETTERS SENT 2020					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April					
May					
June					
July					
August					
September					
October					



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## Agenda 09/03/2020

<b>1</b>	<b>Attendance and Apologies</b>			
<b>1.1</b>	<b>Committee</b>			
	<b>Name</b>	<b>✓</b>	<b>Name</b>	<b>✓</b>
	H White (HW)		T Willford (TW)	
	F Turpin (FT)		B Raw (BR)	
	S Hollington (SH)		K Barrett (KB)	
	T Handby (TH)		C Halliwell (CH)	
	E Willford (EW)		Josh Elliff (JE)	
	Sarah Gill (SG)		Iain Smith (IS)	
<b>1.2</b>	<b>Guests Attending</b>			
<b>2</b>	<b>Minutes of last meeting</b>			
2.1	Proposed By _____	Seconded by _____	Unanimous (Yes/No)	
<b>3</b>	<b>Items for the A.G.M.</b>			
<b>4</b>	<b>Matters Arising</b>			
4.1	See summary of actions from last meeting.			
<b>5</b>	<b>Vacant Plots</b>			
5.1	We have 0 vacant plots.			
<b>6</b>	<b>Lettings</b>			
6.1	There are currently 9 applicants on the waiting list.			
<b>7</b>	<b>Inspections</b>			
7.1	See separate table			
<b>8</b>	<b>The Treasurer reported that the funds are</b>			
	Current: £7161.48			
	Savings: £13052.33			
	Of this we require approximately £4,500 for Key deposits.			
<b>9.1</b>	<b>Site Improvements</b>			
	<b>Obtaining a Defibrillator</b> – Get a quote from British Heart Foundation			
	<b>Painting Hut</b> – Decorate internally - Obtain a quote for the artwork			
	<b>Painting Container</b> – Paint container to stop rust.			
	<b>Main Gates and Wicket Gates</b> – Obtain quotes and hire a contractor.			
	<b>Colway Security</b> Total £3,000.00 + vat			
	<b>Troydale Fabrications Ltd</b> To supply and install three 2 metre high x 1 metre wide pedestrian palisade security gates. Total cost each £890.00 x 3 = £2,670.00.			
	To supply and install three 2 metre high x 1 metre wide pedestrian palisade security gates. Total cost £768.00			
	<b>Bernard Fletcher</b> £2465			
<b>10</b>	<b>Secretary's Report</b>			
<b>11</b>	<b>Correspondence</b>			
<b>12</b>	<b>Annual Show</b>			
12.1	Next Year's Annual Show will be held on the 6 <sup>th</sup> September 2020			
<b>13</b>	<b>Nature Watch</b>			
	Obtain bird boxes, hedgehog homes and butterfly gardens.			
<b>14</b>	<b>Sub Committees</b>			
14.1	<b>Annual show</b> – See separate report.			
<b>15</b>	<b>Any Other Business</b>			



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## Minutes of the Show Sub-Committee Meeting

February 1<sup>st</sup> 2020

Present: Helen, Sue, Tim, Elaine

After the brainstorming meeting last September, we met again to think about changes and ideas that might be most beneficial.

### **1. Publicity**

Using the children's artwork on the posters seems to have been well received and we would like to do this again this year.

We felt it would be a nice gesture to provide simple flyers about the Show to give to the year groups whose drawings were entered in the competition. Flyers could also be posted to the houses that circle the allotments.

### **2 Thank you**

Elaine sent Christmas cards with a thank you letter and a list of all those who had contributed to all the businesses that had provided prizes for the raffle. The feedback we have had suggests this was appreciated.

### **3 Layout**

We have limited space for the Show and we all felt that the wide path from the main gate was wasted with just a few cars on it. Do we have enough marquees/tents/awnings to make this an integral part of the Show? The people who have stalls would be far more visible and would also be better sheltered from the elements.

### **4 Letter**

We would like to propose having a letter - on paper rather than an email - to give to all new allotment holders. This would tell them about the committee and the Show and encourage them to take part, but would also highlight the Saturday sessions at the Hut and give them information about how they can get any help they need to get the best from their plot. We would be happy to produce a draft of a letter for the committee.