



Burley Model Allotments

| | | |
|---------------------------|--|-------------------------------|
| Date 10/05/2021 | Meeting Opened at :- 19.00 Meeting Closed at :- 19.35 | Location :- At Home |
|---------------------------|--|-------------------------------|

| Present | Initials | Apologies | Initials | Non-Attendees | Initials |
|-------------------------|----------|-----------------|----------|---------------|----------|
| Keith Barrett | KB | Colin Halliwell | CH | Tony Handby | TH |
| Helen White | HW | Sue Hollington | SH | Barry Raw | BR |
| Tim Wilford | TW | | | Chung Pham | CP |
| Elaine Wilford | EW | | | | |
| Iain Smith | IS | | | | |
| Frank Turpin | FT | | | | |
| Josh Elliff | JE | | | | |
| Sarah Gill | SG | | | | |
| Guests Attending | | | | | |
| | | | | | |

Join Zoom Meeting

<https://us02web.zoom.us/j/82273369422?pwd=ekZTaFpMam5CNDZhYW80K2k2WE9RQT09>

Meeting ID: 822 7336 9422

Passcode: bmaa

| MINUTES OF COMMITTEE MEETING | | | |
|------------------------------|---|-----------|----------|
| No | Item | Action By | Due Date |
| 1 | Apologies and Non-Attendance | | |
| 1.1 | There were apologies from Colin and Sue who were unable to attend this meeting. | | |
| 2 | Minutes of Last Meeting | | |
| 2.1 | Proposed as a true record by HW and seconded by TW and agreed unanimously. | | |
| 3 | Items for the Annual General Meeting | | |
| 3.1 | At present there are no items for the A.G.M. | | |
| 4 | Matters Arising from Last Meeting | | |
| 4.1 | See summary of actions from the last meeting. | | |
| 5 | Membership Secretary's Report | | |
| 5.1 | We now have 9b vacant. | | |
| 6 | Lettings | | |
| 6.1 | There are 43 people on the waiting list for a plot. | | |
| 7 | Inspections | | |
| 7.1 | Inspections will started in April 2021 | | |
| 8 | Treasurer's Report | | |
| 8.1 | We still need to find a replacement for Helen. | ALL | 14/06/21 |
| 8.2 | The Treasurer reported that we have the following in the bank Savings £13062.03 (This includes £5000 needed for key deposit) Current £2330.39 | | |
| 9 | Site Improvements | | |
| 9.1 | CCTV - Chung to do additional research for CCTV and to report back to the next meeting with suggestions of what might be required. | CP | 14/06/21 |
| 10 | Secretary's Report | | |
| 10.1 | This item was not discussed at this meeting | | |
| 11 | Correspondence | | |
| 11.1 | Plot 98a - A recent complaint was made by the plot holder letter was distributed to the committee prior to the meeting. It was suggested that a letter be sent to the perpetrator advising we are aware of their actions. After much discussion it was suggested the plot holder should be contacted before any action is taken. | FT | 14/06/21 |



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|-------------|--|-----|----------|
| 12 | Annual Show | | |
| 12.1 | This year's Annual Show - Agreed to wait till nearer the time before more plans could be made. | | |
| 12.2 | Quotes for new gazebos/marquees, are approx. £200 - £300 each. | EW | 14/06/21 |
| 13 | Nature Watch | | |
| 13.1 | To add to next newsletter to see if we can get a volunteer to take over. | KB | 14/06/21 |
| 14 | Sub Committees | | |
| 14.1 | There were no subcommittee reports. | | |
| 15 | Any Other Business | | |
| 15.1 | DT Brown and King Seeds Sales - SH reported to the meeting that the following were paid to Kings and D.T.Brown's for seed orders including postage and after %50 discount from D.T. Brown's. | | |
| 15.2 | Kings Seeds £274.80 14 orders D.T. Brown's seeds £570.96 24 Orders SH went on to Thank TH and EH for their help as the orders are delivered to them. Date of Next Meeting - The next meeting will be on the 14 th June 2021 | ALL | 14/06/21 |

SUMMARY OF ACTIONS FROM THE LAST MEETING

| No | Item | Action By | Due Date |
|-------------|---|-----------|----------|
| 8.1 | Treasurer – Find a replacement for the Irreplaceable HW | ALL | 14/06/21 |
| 9.5 | CCTV – Chung to report back on what we require. | CP | 14/06/21 |
| 11.1 | Plot 98a – Contact plot holder. | FT | 14/06/21 |
| 12.2 | Annual Show – Quotes for gazebos. | EW | 14/06/21 |
| 13.1 | Nature Watch – add to Newsletter . | KB | 14/06/21 |
| 15.2 | Date of Next Meeting – This will be held on the 12 th April 2021. | ALL | 10/05/21 |

INSPECTIONS - TABLE OF LETTERS SENT 2021

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



Burley Model Allotments

Agenda 14/06/2021

| | | | |
|------------|--|-------------|--------------------|
| 1 | Attendance and Apologies | | |
| | Committee Members | | |
| | Helen White | | Colin Halliwell |
| | Frank Turpin | | Tony Handby |
| | Elaine Wilford | | Barry Raw |
| | Tim Wilford | | Sue Hollington |
| | Iain Smith | | Josh Elliff |
| | Chung Pham | | Sarah Gill |
| | Keith Barrett | | |
| 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 | | |
| 4 | Matters Arising | | |
| 4.1 | See summary of actions from last meeting. | | |
| 5 | Vacant Plots | | |
| 5.1 | We have 0 vacant plots. | | |
| 6 | Lettings | | |
| 6.1 | There are currently 43 applicants on the waiting list. | | |
| 7 | Inspections | | |
| 7.1 | Will start in April 2021. | | |
| 8 | Treasurer Report | | |
| 8.1 | <p>The Treasurer reported at the last meeting. that the funds held are</p> <p style="text-align: center;">Savings: £13,062.03</p> <p style="text-align: center;">Current: £2330.39</p> <p>Of this we require approximately £5,000.00 for Key deposits.</p> | | |
| 9 | Site Improvements | | |
| 9.1 | CCTV - CP to review and report on what is required. | | |
| 10 | Secretary's Report | | |
| 10.1 | | | |
| 11 | Correspondence | | |
| 11.1 | | | |
| 12 | Annual Show | | |
| 12.1 | Marquees - Review state of old ones and obtain quotes for new ones. | | |
| 13 | Nature Watch | | |
| 13.1 | Add to Newsletter asking for volunteers to run this. | | |
| 14 | Sub Committees | | |
| 14.1 | | | |
| 15 | Any Other Business | | |
| 15.1 | | | |