



# 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 13/3/2023</b>	<b>Meeting Opened: 19:01 Meeting Closed: 20:12</b>	<b>Location : Burley Model Allotments</b>
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<b>Present</b>	<b>Initials</b>	<b>Apologies</b>	<b>Initials</b>	<b>Non-Attendees</b>	<b>Initials</b>
I Banner	IB	H White	HW		
T Hanby	TH	E Hanby	EH		
J Wilson	JW				
T Randles	TR				
F Turpin	FT				
T Wilford	TW				
K Barrett	KB				
S Kind	SK				
I Smith	IS				
P Scholey	PS				
<b>Guests Attending</b>					
<b>Present</b>					<b>Initials</b>

<b>MINUTES OF COMMITTEE MEETING</b>			
<b>No</b>	<b>Item</b>	<b>Action By</b>	<b>Due Date</b>
<b>1</b>	<b>Apologies and Non Attendance</b>		
1.	EW and EH		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed by TW, Seconded by JW		
<b>3</b>	<b>Matters Arising from Last Meeting</b>		
3.1	Inspections (7.2) TW emailed ploholders regarding start of inspections for 2023		
3.2	Plot 114A (7.3) TW reported work has been started on plot		
3.3	TR contacted LCC regarding changes to trustees (9.2)		
3.4	Obtain seeds (10.3) IB/JW obtained seeds for children's section of the show		
3.5	Marquee's (10.5) SK contacted site in Kirkstall. KB advised that the rear two marquees require stitch repairs. SK to take measurements of required marquee in order to obtain a quote.	4/23	
3.6	Pumpkin Carving (10.6) IB purchased 1 adult and 2 childrens carving tools.		
3.7	Locks and keys (12.1) FT suggested end of May for changeover; email due to be sent in email, IB to draft	4/23	
3.8	Insurance (12.2) certificated acquired		



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<b>3.9</b>	Compost Deliveries (12.3) Unanimous decision against emailing plot holders regarding manure deliveries (arranged through a plot holder)		
<b>3.10</b>	Website upgrade (12.4) KB to invite developers to attend April's meeting to discuss changes to the site.	4/23	
<b>4</b>	<b>Vacant plots</b>		
<b>4.1</b>	Currently 4 vacant plots		
<b>5</b>	<b>Lettings</b>		
<b>5.1</b>	KB to check the portal for plot applications due to an issue with form submission. A note will be put on the application portal to email lettings directly rather than filling in the form. Aiming to go back to using the form after the website upgrade has been completed.	4/23	
<b>6</b>	<b>Inspections</b>		
<b>6.1</b>	FT to send TW full list of new starters and vacant plots in advance of inspections, starting early April.		4/23
<b>6.2</b>	TW due to begin plot inspections early april		5/23
<b>7</b>	<b>Treasurers Report</b>		
<b>7.1</b>	Savings: £13,111.37 Current: £5065.33		
<b>7.2</b>	HW reports nothing has been heard from HSBC regarding change of treasure - will follow up.		
<b>7.3</b>	LAF have been paid, we are owed 100 of 164 cards (64 received).		
<b>7.4</b>	HW still trying to get in touch with Business Stream regarding a £700+ bill. Attempts have been made to give them meter readings, taken by FT and TW, but to no avail.		
<b>7.5</b>	Cardigan Centre have been paid their fee for mailbox service		
<b>9</b>	<b>Correspondence</b>		
<b>9.1</b>	26A have requested a new polytunnel - approved by committee, pending polytunnel being move to be situated 1.5m from adjoining plot, as suggested by FT		
<b>9.2</b>	56B requested to put a greenhouse on their plot. Decided that IB and SK would inspect the plot to assess suitability	4/23	
<b>10</b>	<b>Annual Show</b>		
<b>10.1</b>	HW has begun paperwork for the show. We have enough rosettes, and the Best New Plot trophy is to be ordered ready to be engraved.		



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<b>11</b>	<b>Sub Committees</b>		
<b>11.1</b>	FT to send rules, constitution, risk assessments and procedures to KB	4/23	
<b>12</b>	<b>Any Other Business</b>		
<b>12.1</b>	Ways of Working; decided that should you be unable to attend a meeting, and you supply a report, that you should email this in advance of the meeting.		
<b>12.2</b>	TW, IS and SK would all like a BMAA email address	4/23	

<b>SUMMARY OF ACTIONS</b>			
<b>No</b>	<b>Item</b>	<b>Action By</b>	<b>Due Date</b>
13.1	IB to draft email regarding keys and locks	4/23	5/23
13.2	KB to arrange with website developers to attend meeting	4/23	4/23
13.3	KB to add a note to the application portal to advise applicants to email lettings directly, rather than submit a form	4/23	
13.4	FT to send list of vacant plots and new starters to TW		4/23
13.5	TW to begin conducting inspections	4/23	
13.6	KB to make email addresses for TW, IS and SK	4/23	
13.7	FT to send rules, constitution, risk assessments and procedures to KB	4/23	

## INSPECTIONS - TABLE OF LETTERS SENT 2023

<b>Month</b>	<b>Letter 1</b>	<b>Letter 2</b>	<b>Letter 3</b>	<b>Letter 4</b>	<b>Letter 5</b>
<b>April</b>					
<b>May</b>					
<b>June</b>					
<b>July</b>					
<b>August</b>					
<b>September</b>					
<b>October</b>					



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## Agenda

<b>1</b>	<b>Attendance and Apologies</b>		
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<b>1.1</b>	<b>Committee</b>	✓		✓
	I Banner (IB)		F Turpin (FT)	
	T Handby (TH)		T Willford (TW)	
	S Hollington (SH)		K Barrett (KB)	
	E Willford (EW)		E Handby (EH)	
	J Wilson (JW)		I Smith	
	H White (HW)		S Kind	
	T Randles		P Scholey	

<b>1.2</b>	<b>Guests Attending</b>		
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<b>2</b>	<b>Minutes of last meeting</b>		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
<b>3</b>	<b>Items to be discussed at the Annual General Meeting</b>		
3.1	Items to be added to the A.G.M Agenda		
3.2			
<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 21 vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are currently 21 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	Will Start in April 2023. See table of letters sent.		
<b>8</b>	<b>The Treasurer reported at the last meeting that the funds are</b>		
	Current: £4,303.83		
	Savings: £13,064.63		
	Of this we require approximately £5,400.00 for Key deposits.		
<b>9</b>	<b>Secretary's Report</b>		
<b>10</b>	<b>Correspondence</b>		
<b>11</b>	<b>Annual Show</b>		
<b>12</b>	<b>Sub Committees</b>		
<b>13</b>	<b>Any Other Business</b>		
13.1	<b>Annual General Meeting</b>		
<b>14</b>	<b>Date of Next Meeting</b>		



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