



# 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> 10/08/2020	<b>Meeting Opened at :- 19.00</b> <b>Meeting Closed at :- 19.40</b>	<b>Location :-</b> <b>Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB	Colin Halliwell	CH	Tony Handby	TH
Helen White	HW			Barry Raw	BR
Frank Turpin	FT			Tim Wilford	TW
Josh Elliff	JE			Elaine Wilford	EW
Sarah Gill	SG			Iain Smith	IS
Sue Hollington	SH				

## Guests Attending

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## 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 CH		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by HW and seconded by FT 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>		
4.1	There was a general discussion on how the A.G.M. will be run in 2020. An online meeting using Zoom or some other video conferencing software or a physical meeting. After much deliberation and taking into account the date of the A.G.M. Saturday 24 <sup>th</sup> October 2020 it was felt this would be a suitable time for a meeting to be held on site. HW proposed this and it was seconded by FT and agreed unanimously.		
<b>5</b>	<b>Membership Secretary's Report</b>		
5.1	We have 3 vacant plots.		
5.2	KB proposed that we keep one vacant until after bonfire night to use to burn rubbish on the site. This was agreed unanimously. KB to add to newsletter	KB	14/09/20
<b>6</b>	<b>Lettings</b>		
6.1	There are over 10 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	The last inspections were on the July 20 <sup>th</sup> 2020. By TW and CH and 7 letters were sent. The first inspection was on June 15, when 8 first letters were sent out.		
<b>8</b>	<b>Treasurer's Report</b>		
8.1	The Treasurer reported that she would be leaving in September and a new Treasurer would need to be found.	All	14/09/20
8.2	The Treasurer reported that the funds are Current: £3,595.94 Savings: £13,060.87		
8.3	Of this we require approximately £5,000 for Key deposits.		
<b>9</b>	<b>Site Improvements</b>		
9.1	<b>Obtaining a Defibrillator</b> – HW is working on a quote from the British Heart Foundation.	HW	14/09/20
9.2	<b>Painting Hut</b> – Decorate internally – As this was to be done for this year's Annual Show KB proposed this could be postponed until after the A.G.M.	ALL	24/10/20
9.3	<b>Painting Container</b> – Paint container to stop rust. Prior to this being done the scrap metal needs to be removed KB proposed this could be done after the A.G.M.	ALL	24/10/20
9.4	<b>Main Gates</b> Obtain quotes and hire a contractor. It was agreed HW would contact IS, to appoint a contractor to renew the main gate	IS HW	14/09/20



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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 1</b> – A email from the plot holder was discussed it was agreed that HW would contact the plot holder to advise that a helper would be allowed on the plot and that the appropriate forms can be downloaded from the website and the helper can call in on a Saturday morning to pay for and collect a key for the site.	HW	14/09/20
<b>12</b>	<b>Annual Show</b>		
<b>12.1</b>	<b>Annual Show</b> – This year's Annual Show has been postponed.		
<b>12.2</b>	<b>Photos of the Site</b> – KB proposed that pictures of the plots should be taken (by the Web developers who usually photo and video the Annual Show) given this will entail more work in identifying each plot and collating all the photos £100.00 should be made available for this. HW seconded this and it was agreed unanimously.	KB	14/09/20
<b>13</b>	<b>Nature Watch</b>		
<b>13.1</b>	<b>Photos</b> – It was suggested that while creating photos of the plots on the site some additional photos of wildlife be added.	KB	14/09/20
<b>14</b>	<b>Sub Committees</b>		
<b>14.1</b>	There were no subcommittee reports.		
<b>15</b>	<b>A.O.B.</b>		
<b>15.1</b>	<b>Newsletter</b> – KB stated a Newsletter would be produced including items regarding the A.G.M. bonfire plot, photos of the site, recipes scrap to move by the container and dog fouling on the site.	KB	14/09/20
<b>15.2</b>	<b>Date of Next Meeting</b> – The next meeting will be the 14 <sup>th</sup> September 2020.	ALL	14/09/20

SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
<b>5.2</b>	<b>Bonfire Plot</b> – It was agreed to keep a plot available for a bonfire on the 5 <sup>th</sup> November	ALL	05/11/20
<b>8.1</b>	<b>Treasurer</b> – Find a replacement for the Irreplaceable HW	ALL	14/09/20
<b>9.1</b>	<b>Defibrillator</b> – Get a quote from the British Heart Foundation.	HW	14/09/20
<b>9.2</b>	<b>Paint Hut</b> – After the A.G.M.	ALL	24/10/20
<b>9.3</b>	<b>Paint Container</b> – After the A.G.M.	ALL	24/10/20
<b>12.2</b>	<b>Photos of the plots</b> – Contract out the work for £100.00	KB	14/09/20
<b>13.1</b>	<b>Nature Watch Photos</b> – Contract out the work	KB	14/09/20
<b>15.1</b>	<b>Newsletter</b> – Produce Newsletter	ALL/KB	14/09/20
<b>15.2</b>	<b>Date of Next Meeting</b> – This will be held on the 14 <sup>th</sup> September 2020	ALL	14/09/20

INSPECTIONS - TABLE OF LETTERS SENT 2020					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
<b>April</b>					
<b>May</b>					
<b>June</b>	8				
<b>July</b>		7			
<b>August</b>					
<b>September</b>					
<b>October</b>					



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## Agenda 14/09/2020

<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 3 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	02/04/20 See table.			
<b>8</b>	<b>The Treasurer reported that the funds are</b>			
	Current: £3,595.87			
	Savings: £13,060.94			
	Of this we require approximately £5,000.00 for Key deposits.			
<b>9</b>	<b>Site Improvements</b>			
9.1	<b>Obtaining a Defibrillator</b> – Get a quote from British Heart Foundation			
9.2	<b>Painting Hut</b> – Decorate internally - Obtain a quote for the artwork			
9.3	<b>Painting Container</b> – Paint container to stop rust.			
9.4	<b>Main Gates</b> – Hire a contractor.			
<b>10</b>	<b>Secretary's Report</b>			
<b>11</b>	<b>Correspondence</b>			
<b>12</b>	<b>Annual Show</b>			
12.1	This year's Annual Show Has been postponed			
12.2	<b>Marquees</b> – Review state of old ones and purchase new ones if necessary			
12.3	<b>Xmas cards</b> – Use existing photos and create new ones to promote the site			
12.4	<b>Annual Show Poster Design</b> – Redesign poster template for Burley St Matthias			
<b>13</b>	<b>Nature Watch</b>			
<b>14</b>	<b>Sub Committees</b>			
<b>15</b>	<b>Any Other Business</b>			