



# 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> 14/12/2020	<b>Meeting Opened at :- 19.00</b> <b>Meeting Closed at :- 19.30</b>	<b>Location :-</b> <b>At Home</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB			Sue Hollington	SH
Helen White	HW			Tony Handby	TH
Frank Turpin	FT			Barry Raw	BR
Josh Elliff	JE			Sarah Gill	SG
Colin Halliwell	CH			Iain Smith	IS
Tim Wilford	TW				
Elaine Wilford	EW				

## Guests Attending

## MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
<b>1</b>	<b>Apologies and Non-Attendance</b>		
1.1	There were no apologies this meeting was held on Zoom		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1	Proposed as a true record by HW and seconded by TW and agreed unanimously.		
<b>3</b>	<b>Items for the Annual General Meeting</b>		
3.1	At present there are no items for the A.G.M.		
<b>4</b>	<b>Matters Arising from Last Meeting</b>		
4.1	See summary of actions from the last meeting.		
<b>5</b>	<b>Membership Secretary's Report</b>		
5.1	We now have 16 vacant plots to let.		
<b>6</b>	<b>Lettings</b>		
6.1	There are 16 plot holders waiting to transfer		
6.2	There are over 70 people on the waiting list for a plot.		
<b>7</b>	<b>Inspections</b>		
7.1	Inspections will start again in April 2021		
<b>8</b>	<b>Treasurer's Report</b>		
8.1	We still need to find a replacement for Helen.	ALL	14/12/20
8.2	The Treasurer reported that we have the following in the bank <b>Savings</b> £13061.38 (which includes £5000 for key deposit) <b>Current</b> £10853.36 (LCC rent not been paid out yet)		
8.3	A payment of £35.00 has been made to Troydale for work on the main gates.		
<b>9</b>	<b>Site Improvements</b>		
9.1	<b>Obtaining a Defibrillator</b> – It was agreed to review this in February.	CH	08/02/21
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 reviewed in February.	ALL	08/02/21
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 reviewed in February.	ALL	08/02/21
9.4	<b>Main Gates</b> – IS to appoint a contractor (Wayne from Troydale) to re-site the main gate and add a single pedestrian gate.	IS	08/02/21
9.5	<b>CCTV</b> – FT to purchase a camera.	FT	08/02/21
<b>10</b>	<b>Secretary's Report</b>		
10.1	This item was not discussed.		
<b>11</b>	<b>Correspondence</b>		
11.1	Greenhouse on plot 85b - Agreed unanimously.		
<b>12</b>	<b>Annual Show</b>		
12.1	<b>New Award</b> – EW to contact plot 54 about the creation of a new award.	EW	08/02/21
<b>13</b>	<b>Nature Watch</b>		
13.1	This was not discussed at this meeting.		



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<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>Locks</b> – FT reported that the replacement locks is ongoing and that the security chain is being worked on. TW asked how secure these would be FT stated that to remove them would require bolt cutters or an angle grinder.	FT	08/02/21
<b>15.2</b>	KB asked about replacement keys and barrels in the locks for future use FT to get quotes for the next meeting.	FT	08/02/21
<b>15.3</b>	<b>Date of Next Meeting</b> – The next meeting will be on the 8 <sup>th</sup> February 2021	ALL	08/02/21

## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
<b>8.1</b>	<b>Treasurer</b> – Find a replacement for the Irreplaceable HW	ALL	08/02/21
<b>9.1</b>	<b>Defibrillator</b> – Get a quote from the British Heart Foundation.	CH	08/02/21
<b>9.2</b>	<b>Paint Hut</b> – In Spring 2021.	ALL	08/02/21
<b>9.3</b>	<b>Paint Container</b> – In Spring 2021	ALL	08/02/21
<b>9.4</b>	<b>Main Gates</b> – Appoint contractor (Troydale).	IS	08/02/21
<b>9.5</b>	<b>CCTV</b> – Purchase camera for site.	FT	08/02/21
<b>10.1</b>	<b>Grant For Gates</b> – Apply to Wades charity for a grant.	IS	08/02/21
<b>12.1</b>	<b>New award for Show</b> – Contact plot 54 to discuss.	EW	08/02/21
<b>15.1</b>	<b>Locks</b> – Update on renewal of Locks to site.	FT	08/02/21
<b>15.2</b>	<b>Locks</b> – Renewal of keys and barrels	FT	08/02/21
<b>15.3</b>	<b>Date of Next Meeting</b> – This will be held on the 8 <sup>th</sup> February 2021	ALL	08/02/21

## 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>	2	7			
<b>August</b>					
<b>September</b>					
<b>October</b>					



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## Agenda 08/02/2021

<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 to be discussed at the Annual General Meeting</b>			
3.1	Items to be added to the A.G.M Agenda			
<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 16 vacant plots.			
<b>6</b>	<b>Lettings</b>			
6.1	There are currently over 70 applicants on the waiting list.			
<b>7</b>	<b>Inspections</b>			
7.1	Will start in April 2021.			
<b>8</b>	<b>The Treasurer reported at the last meeting. that the funds held are</b>			
	Current: £10,853.36			
	Savings: £13,061.38			
	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.			
9.5	<b>CCTV</b> – Purchase a camera for the site			
<b>10</b>	<b>Secretary's Report</b>			
<b>11</b>	<b>Correspondence</b>			
<b>12</b>	<b>Annual Show</b>			
12.1	<b>Marquees</b> – Review state of old ones and purchase new ones if necessary.			
	<b>New Award</b> –For under 16 year olds A new trophy/shield to be donated from plot 54			
<b>13</b>	<b>Nature Watch</b>			
<b>14</b>	<b>Sub Committees</b>			
<b>15</b>	<b>Any Other Business</b>			
15.1	<b>Locks</b> – Renewal of keys and barrels			