



# Burley Model Allotments

<b>Date</b> 10/05/2021	<b>Meeting Opened at :- 19.00</b> <b>Meeting Closed at :- 19.45</b>	<b>Location :- Burley Model Allotments</b>
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB	Colin Halliwell	CH	Chung Pham	CP
Helen White	HW	Josh Elliff	JE		
Tim Wilford	TW	Sarah Gill	SG		
Elaine Wilford	EW				
Iain Smith	IS				
Frank Turpin	FT				
Sue Hollington	SH				
Tony Handby	TH				
Barry Raw	BR				
<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 Colin, Josh and Sarah who were unable to attend this meeting.		
<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>Items for the Annual General Meeting</b>		
3.1	<b>Sprinklers</b> - Proposing to ban the use of sprinklers on the site.		
<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 currently have 3 vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are 63 people on the waiting list for a plot.		
<b>7</b>	<b>Inspections</b>		
7.1	Inspections will continue next week.	TW	14/06/21
<b>8</b>	<b>Treasurer's Report</b>		
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 <b>Savings</b> £13062.03 (This includes £5000 needed for key deposit) <b>Current</b> £2330.39		
<b>9</b>	<b>Site Improvements</b>		
	There are no plans for site improvements at the moment.		
<b>10</b>	<b>Secretary's Report</b>		
10.1	This item was not discussed at this meeting		
<b>11</b>	<b>Correspondence</b>		
11.1	There was no correspondence discussed at this meeting.		
<b>12</b>	<b>Annual Show</b>		
12.1	Quotes for new gazebos/marquees, are approx. £200 - £300 each.		
12.2	Arrange for trophies to be returned	EW	14/06/21
12.3	Help required this year to run the café.		
12.4	After much discussion it was agreed to keep the same schedule		
12.5	It was agreed to contact L.C.C. to get their views on holding a show.	EW	14/06/21
12.6	Contact the local Councilor to open the show	EW	14/06/21
12.7	Look into QR Code for track and Trace poster for entrance gates	KB	14/06/21



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<b>13</b>	<b>Nature Watch</b>		
13.1	To add to next newsletter to see if we can get a volunteer to take over.	KB	14/06/21
<b>14</b>	<b>Sub Committees</b>		
14.1	There were no subcommittee reports.		
<b>15</b>	<b>Any Other Business</b>		
15.1	<b>Sprinklers</b> - There was a long discussion regarding this it appears that a number of plot holders are using sprinklers and leaving the plot with them still running. It was agreed to add this to the AGM as a rule change to ban their use on the site. For now an email will be sent asking plot holders not to use them.		
15.2	<b>Date of Next Meeting</b> - The next meeting will be on the 14 <sup>th</sup> June 2021	ALL	14/06/21

## SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
8.1	<b>Treasurer</b> – Find a replacement for the Irreplaceable HW	ALL	14/06/21
12.3	<b>Trophies</b> – Arrange for return of all trophies	EW	14/06/21
12.4	<b>Running the café</b> - Arrange volunteers	EW	14/06/21
12.5	<b>Contact L.C.C.</b> – Contact Lynn Rogers regarding running the show	EW	14/06/21
12.6	<b>Opening the Show</b> – Contact Local councilor	EW	14/06/21
12.7	<b>Track and Trace QR Code</b> – Set up posters for gates	KB	14/06/21
15.1	<b>Sprinklers</b> – Email plot holders advising not to use.	FT/TW	14/06/21
15.2	<b>Date of Next Meeting</b> – This will be held on the 12 <sup>th</sup> April 2021.	ALL	14/06/21

## INSPECTIONS - TABLE OF LETTERS SENT 2021

Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April	5		2		
May	8	4			
June					
July					
August					
September					
October					



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Agenda 14/06/2021

<b>1</b>	<b>Attendance and Apologies</b>		
	<b>Committee Members</b>		
	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		
<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 3 vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are currently 63 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	Will continue monthly.		
<b>8</b>	<b>Treasurer Report</b>		
8.1	<p>The Treasurer reported at the last meeting. that the funds held are</p> <p style="text-align: center;"><b>Savings: £13,062.03</b></p> <p style="text-align: center;"><b>Current: £2330.39</b></p> <p>Of this we require approximately £5,000.00 for Key deposits.</p>		
<b>9</b>	<b>Site Improvements</b>		
9.1			
<b>10</b>	<b>Secretary's Report</b>		
10.1			
<b>11</b>	<b>Correspondence</b>		
11.1			
<b>12</b>	<b>Annual Show</b>		
12.1	See Summary of Actions		
<b>13</b>	<b>Nature Watch</b>		
13.1	Add to Newsletter asking for volunteers to run this.		
<b>14</b>	<b>Sub Committees</b>		
14.1			
<b>15</b>	<b>Any Other Business</b>		
15.1			