



Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ
 Email: bmaasecretary@gmail.com www.burleymodelallotments.org

Date 09/03/2020	Meeting Opened at :- 19.05 Meeting Closed at :- 19.50	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Keith Barrett	KB	Iain Smith	IS		
Helen White	HW	Sarah Gill	SG		
Tony Handby	TH	Sue Hollington	SH		
Barry Raw	BR				
Frank Turpin	FT				
Josh Elliff	JE				
Colin Halliwell	CH				
Tim Wilford	EW				
Elaine Wilford	TW				

Guests Attending

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MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non-Attendance		
1.1	There were apologies from SG, SH and IS		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by TW and agreed unanimously.		
3	Matters Arising from Last Meeting		
3.1	See summary of actions from the last meeting.		
4	Items For The Annual General Meeting		
	At present there are no items to be brought forward for the A.G.M. in 2020.		
5	Membership Secretary's Report		
5.1	We have 0 vacant plots.		
6	Lettings		
6.1	There are over 10 applicants on the waiting list.		
7	Inspections		
7.1	This year's inspections will start on 2 nd April 2020. By BR TW and CH	CH/BR/TW	02/04/20
8	Treasurer's Report		
8.1	The Treasurer reported that the funds are		
8.2	Current: £6,546.94		
	Savings: £13,054.27		
8.3	Of this we require approximately £5,000 for Key deposits.		
9	Site Improvements		
9.1	Obtaining a Defibrillator – HW – working on a quote from the British Heart Foundation.	HW	06/04/20
9.2	Painting Hut – Decorate internally - Obtain a quote for the artwork.	JE/SG	06/04/20
9.3	Painting Container – Paint container to stop rust.	ALL	06/04/20
9.4	Main Gates and Wicket Gates – Obtain quotes and hire a contractor. Colway Security Total £3,000.00 + vat Troydale Fabrications Ltd To supply and install three 2 metre high x 1 metre wide pedestrian palisade security gates. Total cost each £890.00 x 3 = £2,670.00. To supply and install three 2 metre high x 1 metre wide pedestrian palisade security gates. Total cost £768.00 Bernard Fletcher £2465 It was agreed to discuss with IS, who met with the contractors, his views before appointing a contractor. It was stated that prior to any work, the preferred contractor be made aware that any damage caused be at their expense.	IS KB	06/04/20



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10	Secretary's Report		
10.1	The Secretary was not in attendance so this item was not discussed at the meeting.		
11	Correspondence		
11.1	Plot 5b – Greenhouse application proposed by FT, seconded by KB and agreed unanimously. The Membership Secretary will inform the plot holder of the decision of the committee.	FT	06/04/20
12	Annual Show		
12.1	Annual Show – It was agreed that this year's Annual Show be held on the 6 th September 2020	ALL	06/09/20
12.2	Poster Design – Change the font and area of the posters for the children. JE to redesign and KB to supply original poster.	JE/KB	06/04/20
12.3	Show Schedule – Item 22 to be renamed as "Any Other Vegetable". FT to change the printed schedule and KB to change the Website version.	FT/KB	06/04/20
12.4	Marquees – Review existing marquees and their use.	ALL	06/09/20
13	Nature Watch		
13.1	Bird boxes – It was agreed that plot holders could put up their own	All	06/04/20
13.2	Hedgehog Homes – CH to provide text for a next/future newsletter	CH	15/03/20
13.3	Butterfly Gardens – To add information to the newsletter	KB	15/03/20
14	Sub Committees		
14.1	There was no sub committee report.		
15	A.O.B.		
15.1	Burley St Matthias Visits – The next visit from Burley St Matthias will be on the 31 st March 2020 at 1.30 p.m. – this will be added to the newsletter <i>Sadly, in view of the closure of all schools, the visit from Burley St Matthias Primary School staff and pupils will not take place as planned nor, in all probability, will there be a follow up visit in the summer.</i>	KB	31/03/20
15.2	Newsletter – KB stated a Newsletter would be produced including items on the Show. This will also state that last year's letters still in force and we also need raffle prizes for the Coffee Mornings. A discussion was held regarding our zero tolerance of discrimination in any form and that this would also be highlighted in the newsletter.	KB	15/03/20
15.3	Date of Next Meeting – Due to the Bank holiday the next meeting will be the 6 th April	ALL	06/04/20



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SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
11.1	Plot 83A – Approve greenhouse application	FT	06/04/20
12.3	Show Schedule – Item 22 to be renamed as “Any Other Vegetable”	FT/KB	06/04/20
13.1	Bird Boxes – All plot holders can put up their own boxes	All	06/04/20
13.2	Hedgehogs Homes – Add to Newsletter	CH/KB	06/04/20
13.3	Butterfly Gardens – Add to newsletter	KB	06/04/20
15.1	Burley St Matthias Visit – 31 st March 2020	ALL/KB	06/04/20
15.2	Newsletter – Produce Newsletter	KB	06/04/20

INSPECTIONS - TABLE OF LETTERS SENT 2020

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



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Agenda 06/04/2020

1	Attendance and Apologies			
1.1	Committee			
	Name	✓	Name	✓
	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)	
1.2	Guests Attending			
2	Minutes of last meeting			
2.1	Proposed By	Seconded by	Unanimous (Yes/No)	
3	Items for the A.G.M.			
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 9 applicants on the waiting list.			
7	Inspections			
7.1	02/04/20 See table.			
8	The Treasurer reported that the funds are			
	Current: £7161.48			
	Savings: £13052.33			
	Of this we require approximately £5,000.00 for Key deposits.			
9	Site Improvements			
9.1	Obtaining a Defibrillator – Get a quote from British Heart Foundation			
9.2	Painting Hut – Decorate internally - Obtain a quote for the artwork			
9.3	Painting Container – Paint container to stop rust.			
9.4	Main Gates and Wicket Gates – Obtain quotes and hire a contractor. Review with IS			
10	Secretary's Report			
11	Correspondence			
12	Annual Show			
12.1	This year's Annual Show will be held on the 6th September 2020			
12.2	Marquees – Review state of old ones and purchase new ones if necessary			
12.3	Xmas cards – Use existing photos and create new ones to promote the site			
12.4	Annual Show Poster Design – Redesign poster template for Burley St Matthias			
13	Nature Watch			
13.1	Obtain bird boxes, hedgehog homes and butterfly gardens.			
14	Sub Committees			
14.1	Annual show – See separate report.			
15	Any Other Business			