



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 10/10/2022	Meeting Opened at :- 7.00 Meeting Closed at :- 7.40	Location :- Burley Model Allotments
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Present	Initials	Apologies	Initials	Non-Attendees	Initials
Frank Turpin	FT	Helen White	HW		
Tony Handby	TH	Eileen Handby	EH		
Barry Raw	BR	Iain Smith	IS		
Tom Randles	TR	Colin Halliwell	CH		
Indira Banner	IB	Elaine Wilford	EW		
Keith Barrett	KB				
Sue Hollington	SH				
Jackie Wilson	JW				
Tim Wilford	TW				
Guests Attending					

MINUTES OF COMMITTEE MEETING			
No	Item	Action By	Due Date
1	Apologies and Non-Attendance		
1.1	Helen White, Eileen Handby, Frank Turpin, Colin Halliwell, and Iain Smith.		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by BR and seconded by JW and agreed unanimously.		
3	Items for the A.G.M.		
3.1	Items to be discussed at the A.G.M.		
3.2	Deposit for Keys - Helpers Keys to be increased to £50 and £30 for new starters and replacement keys. KB stated that as this is not a change to the Rules or Constitution it should be covered at the A.G.M. under Any Other Business. This item is for information only as the change has been implemented.	All	29/11/22
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Vacant Plots		
5.1	There are currently no vacant plots. These will be let after all new invoices have been sent out.		
6	Lettings		
6.1	We have a waiting list of 21 applicants.		
7	Inspections		
7.1	Started in April, see separate table of letters sent.		
7.2	There are a number of plots that require action. These will be sent letters prior to the A.G.M.	TW/FT	30/09/22
8	Treasurers Report		
8.1	The Treasurer reported that we have the following in the bank Current £4,303.83 Savings £13,064.63 of this £5,400 is required for key deposits.		
8.2	Transfer of Duties – Elaine and Helen are continuing to meet regarding transferring responsibility for the treasurer roles and the Bank Account transfer details there are problems with the bank.		



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9	Secretary's Report		
9.1	TR reported that he had been in touch with the plot holder of 11.1 and the matter was resolved.	TR	10/10/22
10	Correspondence		
10.1			
11	Annual Show		
11.1	Lessons Learned – It was agreed that another meeting in February 2023 may be required to review some of the details from the Show.	ALL	13/02/23
12	Sub Committees		
12.1	There were no subcommittee reports.		
13	A.O.B.		
13.1	Lock and Keys – This was discussed at some length. FT to arrange purchase of the locks and keys.	FT	14/11/22
13.2	Banking Arrangements – EW and HW to meet with the bank to resolve issues with on-line banking and the transfer of authority to the current treasurer.	EW/HW	14/11/22
13.3	DT Brown and Kings Seed Catalogues – SH stated these will be available soon and we will only get 30 Kings catalogues. Orders should be in by Saturday 19 th November.	SH	19/11/22
13.4	Notes for New Members – JW and IB to review and report back.	IB/JW	30/10/22
13.5	Flowers for Show Secretary – IB and JW mentioned that the Show Secretary did not receive a bouquet of flowers this year and that this needs to be rectified at the A.G.M.	IB/JW	29/10/22
13.6	Date of Next Meeting – The next meeting will be on Monday the 14th November 2022 at 7pm.	ALL	14/11/22

SUMMARY OF ACTIONS FROM THE LAST MEETING

No	Item	Action By	Due Date
13.1	Locks and Keys – FT to arrange purchase of locks	FT	14/11/22
13.2	Banking Arrangements – EW and HW to meet with the bank to resolve transfer of authority.	EW/HW	14/11/22
13.3	DT Brown and Kings Orders – SH reported that we will only get 30 catalogues from Kings and all orders need to be in for Saturday 19 th of November.	SH	19/11/22
13.4	Notes for New Members – To review and report back	JW/IB	14/11/22
13.5	Flowers for the Show Secretary – To be presented at the A.G.M.	IB/JW	29/10/22
13.6	Date of Next Meeting – This will be held on Monday the 14 th November 2022 at 7.00 p.m.	ALL	14/11/22



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INSPECTIONS - TABLE OF LETTERS SENT 2022					
Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April	10				
May	7	2			
June	5	3		2	
July					
August					
September					
October					



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Agenda 14/11/2022

1	Attendance and Apologies		
1.1	Committee	✓	✓
	C Halliwell (CH)		F Turpin (FT)
	T Handby (TH)		T Willford (TW)
	S Hollington (SH)		I Banner (IB)
	E Willford (EW)		B Raw (BR)
	Jackie Wilson (JW)		K Barrett (KB)
	H White (HW)		E Handby (EH)
	Tom Randles		Iain Smith
1.2	Guests Attending		
2	Minutes of last meeting		
2.1	Proposed By	Seconded by	Unanimous (Yes/No)
3	How the Meetings Should be Run		
3.1	As this is a brand new Committee voted for at the A.G.M. on the 29th October 2022 it needs to decide the format the meetings should follow.		
3.2	Meetings can be run using		
	<ul style="list-style-type: none">• A Formatted Agenda – one that is the same for every meeting• A Free Form Agenda – one that is changed for each meeting		
4	Items to be discussed at the Annual General Meeting		
4.1			
5	Matters Arising		
5.1	See summary of actions from last meeting.		
6	Vacant Plots		
6.1	We have a number of vacant plots which can be discussed after all rent payments have been made.		
7	Lettings		
7.1	There are currently 21 applicants on the waiting list.		
8	Inspections		
8.1	Will continue in 2023.		
9	The Treasurer reported at the last meeting that the funds are		
	Current: £4,303.83		
	Savings: £13,064.63		
	Of this we require approximately £5,400.00 for Key deposits.		
10	Secretary's Report		
11	Correspondence		
12	Annual Show		
13	Sub Committees		
14	Any Other Business		
15	Date of Next Meeting		