



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 09/11/2020	Meeting Opened at :- 19.00 Meeting Closed at :- 19.36	Location :- At Home
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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
Sarah Gill	SG				
Josh Elliff	JE				
Colin Halliwell	CH				
Tim Wilford	TW				
Elaine Wilford	EW				
Iain Smith	IS				

Guests Attending

MINUTES OF COMMITTEE MEETING

No	Item	Action By	Due Date
1	Apologies and Non-Attendance		
1.1	There were no apologies this meeting was held on Zoom		
2	Minutes of Last Meeting		
2.1	Proposed as a true record by HW and seconded by CH and agreed unanimously.		
3	Running of Meeting's		
3.1	Meeting 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 It was agreed that in future meetings would be run using a formatted Agenda.		
4	Matters Arising from Last Meeting		
4.1	See summary of actions from the last meeting.		
5	Membership Secretary's Report		
5.1	Breakdown of Rents for 2020 Collected £8379.12 Rent, Water, Lockers, Membership. To LCC £4780.42 ----- = £3598.70 £2103.86 (Water £1102.86 Mem £755 Lockers £246) ----- £1494.84 BMAA (we keep)2020 The Total Site rent is £7030.02 LCC £4780.42- £2249.60 Max to BMAA 2020 At this moment we have a shortfall of £754.76. Plots not let. This is money we do not have to spend Membership and Water would also be added to any additional rents but would cover themselves. I hope you all can see that it is vital we have 100% let every year. We have 3 Tenants not paid. We now have 18 Plots to let should we keep the same configuration.		
6	Lettings		
6.1	There was a long discussion regarding how to allow viewings during the current Covid restrictions after a long debate it was agreed that Lesly and Iain should carry on as normal and carry out viewings on a one to one basis.		
6.2	It was agreed that the Membership secretary and the Letting Officer liaise to review plot holders wanting a transfer.	IS/FT	14/12/20



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7	Inspections		
7.1	Inspections will start again next Year 2021		
8	Treasurer's Report		
8.1	We still need to find a replacement for Helen.	ALL	14/12/20
8.2	The Treasurer reported that nothing has changed from the A.G.M.		
9	Site Improvements		
9.1	Obtaining a Defibrillator – It was agreed to review this in February.	CH	08/02/21
9.2	Painting Hut – 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	Painting Container – 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	Main Gates – IS to appoint a contractor (Wayne from Troydale) to re-site the main gate and add a single pedestrian gate.	IS	14/12/20
9.5	CCTV – FT had done some preliminary investigation of cameras for the site but now with the rent collection season in full flow will not be able to advance this JE offered to carry out further work on this project.	JE	14/12/20
10	Secretary's Report		
10.1	I do not wish to continue as secretary. I will deal with the unfinished business of the gates but I will do that with my personal email, so please switch off my access to the bmaa account. I will continue as trustee and am quite prepared to do the heavy lifting that is occasionally involved with that role.	KB	14/12/20
10.2	I will continue to work with Lesly on lettings. How we do that at the moment is difficult as we can only meet one person at a time and we do not deal with the membership paperwork. We don't want that responsibility either.		
10.3	It was agreed that the Secretaries role would be rotated round the committee.	All	14/12/20
11	Correspondence		
11.1	As there was no correspondence this item was not discussed.		
12	Annual Show		
12.1	Trophies – These are ready to be picked up from the hut.		
13	Nature Watch		
13.1	This was not discussed at the meeting.		
14	Sub Committees		
14.1	There were no subcommittee reports.		
15	A.O.B.		
15.1	Locks – There was a long discussion regarding replacement of the locks for the site. KB had proposed that these be replaced with a combination style padlock so the code can be easily changed. After noting that over 70 plot holders currently do not use email and we would need to contact these by post every time the code was changed it was felt that this proposal would not work. It was therefore proposed by FT that we either:- <ol style="list-style-type: none"> 1. Use the existing barrel and key in the locks (HW, CW, TW, EW, JE and SG) 2. Change the barrel and use new keys (KB) (The votes are in brackets). FT and IS abstained from the vote. It was agreed to replace the barrels with the old lock but that some way to secure the lock to the gate must be found. This will be discussed at the next meeting.	FT	14/12/20
15.2	Chair – CH agreed to be Chair	CH	14/12/20
15.3	Date of Next Meeting – The next meeting will be on the 14 th December 2020.	ALL	14/12/20



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SUMMARY OF ACTIONS FROM THE LAST MEETING			
No	Item	Action By	Due Date
6.2	Lettings – Review plot holders wanting a Transfer	IS/FT	14/12/20
8.1	Treasurer – Find a replacement for the Irreplaceable HW	ALL	14/12/20
9.1	Defibrillator – Get a quote from the British Heart Foundation.	CH	08/02/20
9.2	Paint Hut – After the A.G.M.	ALL	08/02/20
9.3	Paint Container – After the A.G.M.	ALL	08/02/20
9.4	Main Gates – Appoint contractor (Troydale).	IS	14/12/20
9.5	CCTV – Investigate further cameras that can be used on site.	JE	14/12/20
10.1	Grant For Gates – Apply to Wades charity for a grant.	IS	14/12/20
15.1	Locks – Update on renewal of Locks to site.	ALL	14/12/20
15.2	Chair of Next Meeting – CH agreed to become Chair	CH	14/12/20
15.3	Date of Next Meeting – This will be held on the 14 th December 2020	ALL	14/12/20

INSPECTIONS - TABLE OF LETTERS SENT 2020

Month	Letter 1	Letter 2	Letter 3	Letter 4	Letter 5
April					
May					
June	8				
July	2	7			
August					
September					
October					



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Agenda 14/12/2020

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 to be discussed at the Annual General Meeting			
3.1	Items to be added to the A.G.M Agenda			
4	Matters Arising			
4.1	See summary of actions from last meeting.			
5	Vacant Plots			
5.1	We have 18 vacant plots.			
6	Lettings			
6.1	There are currently 9 applicants on the waiting list.			
7	Inspections			
7.1	Will start in April 2021.			
8	The Treasurer reported at the A.G.M. that the funds as at A.G.M. are			
	Current: £5,685.03			
	Savings: £13,061.05			
	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 – Hire a contractor.			
9.5	CCTV – Look into cameras for the site			
10	Secretary's Report			
11	Correspondence			
	Greenhouse Plot 85b			
	Leeds Urban Allotment Survey			
12	Annual Show			
12.1	Marquees – Review state of old ones and purchase new ones if necessary.			
	New Award –For under 16 year olds A new trophy/shield to be donated from plot 54			
13	Nature Watch			
14	Sub Committees			
15	Any Other Business			