



# 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 14/11/22</b>	<b>Meeting Opened: 19:00</b> <b>Meeting Closed: 20:06</b>	<b>Location :</b> <b>Burley Model Allotments</b>
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<b>Present</b>	<b>Initials</b>	<b>Apologies</b>	<b>Initials</b>	<b>Non-Attendees</b>	<b>Initials</b>
Frank Turpin	FT	Iain Smith	IS		
Tony Handby	TH	Elaine Wilford	EW		
Tom Randles	TR				
Indira Banner (Chair)	IB				
Keith Barrett	KB				
Sue Hollington	SH				
Jackie Wilson	JW				
Tim Wilford	TW				
Steve Kind	SK				
Pauline Scholey	PS				
<b>Guests Attending</b>					
<b>Present</b>					<b>Initials</b>

<b>MINUTES OF COMMITTEE MEETING</b>			
<b>No</b>	<b>Item</b>	<b>Action By</b>	<b>Due Date</b>
<b>1</b>	<b>Apologies and Non Attendance</b>		
1.1	IS and EW		
<b>2</b>	<b>Minutes of Last Meeting</b>		
2.1			
<b>3</b>	<b>Matters Arising from Last Meeting</b>		
3.1	SH is still looking to increase seed orders in order to get 50% off from DT Brown and Kings		
3.2	FT confirmed notes for new members – new ploholders will receive a physical printed copy. KB to add a file of the notes to the website.		
3.3	For January – FT to pass over mailing list to KB. KB stressed the need for the mailing list to be updated by both parties		
3.4	IB raised the point of meeting formatting – Committee voted unanimously in favour of the current format as opposed to an open one.		
<b>4</b>	<b>Vacant plots</b>		
4.1	FT announced there were 21 vacant plots		
<b>5</b>	<b>Lettings</b>		
5.1	Waiting list was last known to consist of 21		



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<b>6</b>	<b>Inspections</b>		
<b>6.1</b>			
<b>7</b>	<b>Treasurers Report</b>		
<b>7.1</b>	<p>FT provided following figures:          Rents collected £8,445.76          Membership Fees £745          Water £1076.29          Lockers £250</p> <p>Payable to Leeds City Council (LCC) = £4988.68</p> <p>Predicted income if all plots let £9,614.14          Predicted total rent £,7336.29</p>		
<b>7.2</b>	IB proposed looking at the treasurer report, scheduling for 2023 to take place at next meeting		
<b>8</b>	<b>Secretaries Report</b>		
<b>8.1</b>	No report presented		
<b>9</b>	<b>Correspondence</b>		
<b>9.1</b>	None		
<b>10</b>	<b>Annual Show</b>		
<b>10.1</b>			
<b>11</b>	<b>Sub Committees</b>		
<b>11.1</b>	JW to look into forming a sub-committee to look into the constitution, due for December.		
<b>11.2</b>	Committee to think of any other ideas for sub-committees and feed back to JW before next meeting.		
<b>12</b>	<b>Any Other Business</b>		
<b>12.1</b>	Alec posted 3 letters on 12/11		
<b>12.2</b>	91A failed to pay fees for their plot on time. FT proposed a letter to send, TW amended. Committee voted unanimously to allow the plotholder opportunity to pay by BACS by noon 18/11, or to pay at the hut between 10am and 11am on Saturday 19/11		
<b>12.3</b>	KB brought forward a quote to recalibrate the website in accordance with the Google/Microsoft upgrades. Costs given of £275 per day, 2 days to complete – Committee voted unanimously in favour. KB also suggested slimming the website down to make it clearer.		



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<b>SUMMARY OF ACTIONS</b>			
<b>No</b>	<b>Item</b>	<b>Action By</b>	<b>Due Date</b>
13.1	IB to email IS for trustee job descriptions	IB	
13.2	FT to send mailing list to KB	FT	1/23
13.3	IB to look into treasurer report	IB	12/22

<b>INSPECTIONS - TABLE OF LETTERS SENT 2023</b>					
<b>Month</b>	<b>Letter 1</b>	<b>Letter 2</b>	<b>Letter 3</b>	<b>Letter 4</b>	<b>Letter 5</b>
<b>April</b>					
<b>May</b>					
<b>June</b>					
<b>July</b>					
<b>August</b>					
<b>September</b>					
<b>October</b>					



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## Agenda

<b>1</b>	<b>Attendance and Apologies</b>		
<b>1.1</b>	<b>Committee</b>	✓	✓
	I Banner (IB)		F Turpin (FT)
	T Handby (TH)		T Willford (TW)
	S Hollington (SH)		K Barrett (KB)
	E Willford (EW)		E Handby (EH)
	J Wilson (JW)		I Smith
	H White (HW)		S Kind
	T Randles		P Scholey
<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		
3.2			
<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 21 vacant plots.		
<b>6</b>	<b>Lettings</b>		
6.1	There are currently 21 applicants on the waiting list.		
<b>7</b>	<b>Inspections</b>		
7.1	Will Start in April 2023. See table of letters sent.		
<b>8</b>	<b>The Treasurer reported at the last meeting that the funds are</b>		
	Current: £4,303.83		
	Savings: £13,064.63		
	Of this we require approximately £5,400.00 for Key deposits.		
<b>9</b>	<b>Secretary's Report</b>		
<b>10</b>	<b>Correspondence</b>		
<b>11</b>	<b>Annual Show</b>		
<b>12</b>	<b>Sub Committees</b>		
<b>13</b>	<b>Any Other Business</b>		
13.1	<b>Annual General Meeting</b>		
<b>14</b>	<b>Date of Next Meeting</b>		