

LEBBS Committee Meeting 03/19

MINUTES

3rd March 2019

14:00

Half Moon Pub - Alford

CHAIR	Paul Bagwell	
NOTE TAKER	Lisa Bagwell	
PRESENT	Paul Bagwell (PB) Lisa Bagwell (LB) Irene Douse (ID) Don Ford (DF) Kev Turner (KT)	Chairman Secretary NHS Liaison Fleet Manager Marketing Manager
APOLOGIES	Charles Douse (CD) Paul Evans (PE) Wendy Hunsley (WH) James Taylor (JT)	Treasurer/Deputy Chair Membership Manager Events and Fundraising Deputy Memberships

Item 1 - Introduction

1.1	The chairperson opened the meeting and welcomed all those who were present.
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Item 2 - Ongoing Actions

ACTION	DETAILS	STATUS
Action 5/17 7.6	AH to arrange revamp of mini moto DF has now taken on revamping the mini moto	Closed
Action 08/18 6.1	DF to source a new replacement key for FY13. £120.17 for a new one from Grantham Honda. Action: DF to take bike to Grantham Honda and purchase key	Ongoing
Action 09/18 7.5	PE raised the requirement to review the trustees of LEBBS. WH stated that Committee members must be trustees. PB suggested a full discussion and paperwork review be carried out at the next meeting. Action: All committee members to review paperwork before next meeting. PB has added committee members to the HMRC website.	Ongoing
Action 09/18 9.2	The website committee page now requires updating. Rather than the current 'rogues gallery' type images it was suggested that a picture of the committee member with a LEBBS vehicle would be better. Action: All Committee members to email PB with a suitable photo.	Ongoing
Action 11/18 5.6	WH has been approached by a member asking if we have approached Lincoln City Football club to collect at a home match. Action: WH to make contact with the club to see if this is a possibility. WH has approached the club and the committee suggested that the person who made the suggestion makes further contact if they wish.	Closed

Action 11/18 5.7	<p>WH has been asked if LEBBS has contacted LOOK NORTH to appear in their feel good section.</p> <p>Action: PB to make contact.</p>	Ongoing
Action 01/19 7.1	<p>Action: PE to send out emails inviting all to the next Induction day on 03/03/2019.</p>	Closed
Action 02/19 3.3	<p>Following AH and AM's resignation from the Committee, further discussion was held as to the best way forward</p> <p>Actions: PB to submit CHV-1 to HMRC notifying of Responsible persons changes.</p> <p>WH to investigate Barclays mandate change – PB to issue further directions to the missing committee members.</p>	Closed Ongoing
Action 02/19 5.7	<p>WH has asked if a report for My Donate can be generated for her to look at.</p> <p>Action: PB has placed the report in dropbox</p>	Closed
Action 02/19 6.3	<p>PB has got a quote for the Zafira to be liveried £669.90 inc VAT. The committee agreed for this to be carried out,</p> <p>Action: PB and DF have arranged for the car to be taken up to Hull on the 08/03/19.</p>	Closed
Action 02/19 7.2	<p>JT asked if some more blank cards can be ordered.</p> <p>Action: PB to arrange purchase of blank ID cards.</p>	Ongoing
Action 02/19 7.3	<p>New induction date has been set for 03/03/19 at the Half Moon Pub in Alford.</p> <p>Action: PE and JT to liaise and to send out the invitations/update dropbox induction list. Invites have been sent and induction held</p>	Closed
Action 02/19 8.2	<p>ID has been approached about LEBBS going to Johnson Community Hospital and asked did we need an SLA. under the current SLA – the hospital is part of ULHT so the current SLA covers the hospital.</p> <p>Action: ID to visit the hospital and discuss their needs/requirements.</p>	Ongoing
Action 02/19 8.3	<p>PB mentioned that it was worth visiting the Medical records departments of the hospitals to see if they can use our services.</p> <p>Action: ID to visit with posters/flyers. PB to print off some posters</p>	Ongoing
Action 02/19 9.1	<p>KT has been approached about a "Biker down" course and is liaising with another member about this going ahead, he will update the committee at the next meeting.</p> <p>Action: KT to carry on with discussions</p>	Ongoing
Action 02/19 10.1	<p>DF has mentioned that there is a member who may be interested in the vacant Deputy Fleet position. Following discussion the committee agreed for DF to discuss further with the person concerned.</p> <p>Action: DF has spoken to the person concerned and reported back that he was happy to join the committee. A vote was carried and the member was voted on. DF will invite him to the next meeting.</p>	Closed

Action 02/19 10.3	<p>KT asked if it was worth looking into purchasing "Feather Flags" the committee agreed this worth investigating. KT was quoted £120.00 – £150.00 for a 2.1m double sided flag.</p> <p>Action: KT to investigate other companies and obtain quotes</p>	Ongoing
Action 02/19 10.4	<p>WH mentioned that she would like to have a "wish list" this will enable fundraising to be targeted for items that LEBBS require.</p> <p>Action: PB to create wish list in Dropbox.</p>	Ongoing

Item 3 – Chairman’s Report (PB)

3.1	PB reported that he has submitted an application to Help for Health, this is for 2 x FJR’s and a Ford Kuga.
3.2	<p>After further inspection of the Zafira it has been discussed and agreed by the committee that the following Items are purchased and completed on the car</p> <p>1 x Wheel and Tyre (no more than 75.00) Mirror cover, Bumper Cover and Towing eye cover (no more that £75.00) Tracking to be carried out.</p>

Item 4 - Treasurers Report (CD), Book Keeper (AM)

4.1	<p>AM reported the current finances as follows:</p> <p>Account Totals:</p> <p>A/C =£14303.44 Paypal = £345.57</p> <p>Total: £14649.01</p>
4.2	CD has been liaising with AM and is forwarding on photocopies of receipts until full handover is completed
4.3	Wonderful.org has been chosen to replace myDonate, this means that CD will have to claim back any gift aid. The committee agreed to Close the MyDonate page down at the end of May 2019.

Item 5 - Event Coordinators/Fundraising Report (WH)

5.1	WH reported that she has applied to HSBC for match funding, this is for the recent the collection made at ASDA in Scunthorpe which raised £727.31
5.2	WH was contacted by a fellow LEBBS member who suggested that the Charity applied to The Woodhall Spa 1940's Festival committee. Wh has confirmed that she has asked for £500 to help us purchase a collapsible Motorbike trailer. WH is awaiting a response and will update when she has had a response.
5.3	<p>WH mentioned that we have the following events coming up :-</p> <p>06/04/19 – Marshalls Yard in Gainsborough, the committee are happy for the nearest duty / non duty bike to Attend.</p> <p>10/04/19 – Olivers Motorcycle Night, Sleaford. The committee all agreed that it was not possible for a bike to Attend this event.</p> <p>11/04/19 – Young at Heart, Ruskington. The committee agree that VF could take a bike to this presentation.</p> <p>16/04/19 – Boston Classic Car Club, PB will be in touch with the organiser.</p> <p>20/04/19 – Hogs at the Wave, DF has said he will shake a bucket as the Committee has agreed that we will not be attending with a bike.</p>
5.4	After attending a networking event with HSBC WH has been approached from a couple of contacts offering the Following an Bespoke Easter egg, £50 voucher from Sports Bike shop anda pledge from an computer shop. WH has asked for ideas on how/where we can raffle these kind donations.
5.5	WH reported that Lincolnshire Co-op community Champions voting is now open from 11/03/19-12/04/19 so all Members to vote please.
5.6	The following certificates have been sent for their kind donations:- Parker Hannifin Manufacturing Ltd - £250.00 Louth Inner Wheel - £100.00
5.7	WH has sent out posters and Flyers to the Sleaford Lionesses as they are holding a Charity Golf day, as we are their Charity of the year.
5.8	<p>WH has asked where we can record our Charity of the year Links as the following Charities have made LEBBS Their Charity of the Year :-</p> <p>Boston Classic Car Club Lindum Colonia UK Chapter Sleaford & District Lioness Golf Club Boston Buccaneers RLFC.</p> <p>The Committee agreed it should use the Donation spreadsheet. PB said he will speak to WH and discuss.</p>
5.9	WH has now placed a "work in progress" cash flow document in dropbox –this is read only.
5.10	<p>PB has been in contact with the manager of Boston Buccaneers Rugby League Club. The club are going to support LEBBS and the Air Ambulance and have collections at each home game. Our logo is to be placed on their club shirt and they have requested posters to display.</p> <p>Action: PB to arrange delivery of posters to Boston Buccaneers RLFC</p>

Item 6 – Fleet Report (DF)

6.1	DF reported that RJ61XCL has now had its mot and is being serviced on the 04/03/19, whilst undergoing its mot. It was noted that the front discs are pitted. The committee agreed to wait and see what else is picked up at its servicing. Invoice has been passed to CD.
6.2	DF mentioned that the charity now have a new events car – Vauxhall Zafira it needs the following items the committee voted that these should be purchased:- Rubber plate to cover the boot entrance Jack & compressor (£40.00 – Amazon PB to source)
6.3	On duty handover DF was informed that the following cars have the following issues :- FJ58 XCS has a cracked front tyre and another is losing pressure. He has priced up that it will cost £30.00 inc Vat to replace with part worn Tyres. All the committee agreed that DF to purchase two tyres. DY61 VXJ has a crack in a tyre, it was agreed that the car should be off the road at the end of March so replace with a budget tyre costing £49.85.
6.4	DF has been looking into fold up bike trailers, and has come across Mololug Bike trailers costing either £985.00 at cost price but we can get for £865.00 (small) £1045.00 at cost price but we can get it for £905.00 (large). Both trailers come with a spare tyre, delivery and straps. The committee agree to put the purchase on hold for the time being.

Item 7 – Membership Report (JT)

7.1	JT mentioned that there are another 3 members awaiting induction. DF has offered to contact the Windmill in Lincoln. To see if it's possible to hold an induction day and Committee meeting. Action:- DF to contact The windmill and see if we can hold an induction & Committee meeting on the 7 th or 14 th April and will let LB & JT know.
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Item 8 - NHS Liaison Report (ID)

8.1	Nothing to report
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Item 9 – Marketing Report (KT)

9.1	KT is looking into the pricing of pin badges. So far he has had a quote through for £156.00 + VAT for 100 badges. Action: KT to keep gathering quotes.
9.2	KT has been updating the twitter/face book pages with the progress of a wife who is fundraising by running a Triathlon on behalf of LEBBS.

Item 10 - Any Other Business

10.1	DF has now collected the remaining events kit from the trailer, it was agreed by the committee to meet Up and go through all of the event equipment and to make one set. Date to be confirmed
10.2	PB attended the latest NABB meeting and will publish on the Web page its latest newsletter
10.3	<p>PB has spoken to Nottingham Blood Bikes about them possibly purchasing the trailer. Their chairman seems interested and has asked for some further information and photos. PB will liaise with him and send over information and pictures.</p> <p>Action: PB to take photos of the trailer.</p>
10.4	<p>PB & LB have announced that they are resigning from the Committee due to PB being posted in September. Because of this and a handover is required they both suggested that an AGM is called. The committee agreed and 2nd June was suggested to be held at the Windmill in Lincoln.</p> <p>Action: DF to book the Windmill, PB to send out AGM calling notice.</p>

NEXT MEETING	7 th or 14 th April 2019 at 14:00 The Windmill Lincoln
DISTRIBUTION	All Members
ACTIONS	All Committee Members
PRODUCED BY	Lisa Bagwell