

## LEBBS Committee Meeting 04/19

### MINUTES

7<sup>th</sup> April 2019

14:00

Admiral Rodney - Horncastle

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

### Item 1 - Introduction

<b>1.1</b>	The chairperson opened the meeting and welcomed all those who were present.
------------	---

### Item 2 - Ongoing Actions

<b>ACTION</b>	<b>DETAILS</b>	<b>STATUS</b>
Action 08/18 6.1	DF to source a new replacement key for FY13. £120.17 for a new one from Grantham Honda.  <b>Action: DF to take bike to Grantham Honda and purchase key</b>	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.  <b>Action: All committee members to review paperwork before next meeting. PB has added committee members to the HMRC Website. PD still to be added.</b>	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.  <b>Action: All Committee members to email PB with a suitable photo.</b>	Ongoing
Action 11/18 5.7	WH has been asked if LEBBS has contacted LOOK NORTH to appear in their feel good section.  <b>Action: The committee felt that later on in the year they could make contact.</b>	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><b>Actions: WH to investigate Barclays mandate change – PB to issue further directions to the missing committee members. PB has now sent off a new mandate.</b></p>	Closed
Action 02/19 7.2	<p>JT asked if some more blank cards can be ordered.</p> <p><b>Action: PB to arrange purchase of blank ID cards. These have now been purchased and handed over to JT.</b></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><b>Action: ID to visit the hospital and discuss their needs.</b></p>	Closed
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><b>Action: ID to visit with posters/flyers. PB to print off some posters – These have been handed out.</b></p>	Closed
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><b>Action: KT to carry on with discussions – More information in Marketing report</b></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><b>Action: KT to investigate other companies and obtain quotes</b></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><b>Action: PB/WH to create wish list in Dropbox.</b></p>	Ongoing
Action 03/19 3.1	<p>PB reported that he has submitted an application to Help for Health, this is for 2 x FJR's and a Ford Kuga.</p> <p><b>Action: The original application was declined with a request for more information. PB will respond with a reapplication for consideration in the next quarter.</b></p>	Ongoing
Action 03/19 3.2	<p>After further inspection of the Zafira it has been discussed and agreed by the committee that the following Items are purchased</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> <p><b>Action: All the above items have been purchased.</b></p>	Closed
Action 03/19 4.2	<p>CD has been liaising with AM and is forwarding on photocopies of receipts until full handover is completed.</p> <p><b>Action: CD to continue with liaising with AM.</b></p>	Ongoing

Action 03/19 4.3	<p>Wonderful.org has been chosen to replace my donate, this means that CD will have to claim back any gift aid. The committee agreed to Close the My Donate page down at the end of May 2019.</p> <p><b>Action: PB to inform WH and change the information on the website.</b></p>	Ongoing
Action 03/19 5.2	<p>WH was contacted by a fellow LEBBS member who suggested that the Charity apply 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.</p> <p><b>Action: WH is still waiting for a response and will update the committee when a response is received.</b></p>	Ongoing
Action 03/19 5.3	<p>WH mentioned that we have the following events coming up :-</p> <p><b>06/04/19</b> – Marshalls Yard in Gainsborough, <b>Action : The committee are happy for the nearest duty / non duty bike to attend</b></p> <p><b>10/04/19</b> – Olivers Motorcycle Night, Sleaford. <b>Action: The committee all agreed that it was not possible for a bike to attend this event.</b></p> <p><b>11/04/19</b> – Young at Heart, Ruskington. <b>Action: CD is doing the presentation and the committee agree that VF could take a bike to this presentation.</b></p> <p><b>12/04/19</b> – Tesco Scunthorpe bucket shake. <b>Action: It was agreed that AS could take the BMW – this was agreed by the committee.</b></p> <p><b>16/04/19</b> – Boston Classic Car Club. <b>Action: PB is attending this event and will be in contact with the organiser.</b></p> <p><b>20/04/19</b> – Hogs at the Wave. <b>Action: DF has said he will attend but all agreed that we will not be attending with a bike.</b></p>	Closed
Action 03/19 5.4	<p>After attending a networking event with HSBC WH has been approached from a couple of contacts and has asked for some ideas on how/where we can raffle these kind donations which are as follows:</p> <p>a) Bespoke Easter egg b) £50 voucher from Sports Bike shop c) Pledge from a computer shop.</p> <p><b>Action: It was agreed that the above donations would be raffled at the Marshalls Yard Event being held on the 6<sup>th</sup> April 2019. Tickets costing £2.00 per ticket.</b></p>	Closed
Action 03/19 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 &amp; District Lioness Golf Club Boston Buccaneers RLFC.</p> <p><b>Action: The Committee agreed it should use the Donation spreadsheet.</b> <b>PB said he will discuss with WH on how she would like this done.</b></p>	Ongoing
Action 03/19 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><b>Action: PB to arrange delivery of posters to Boston Buccaneers RLFC.</b></p>	Closed

Action 03/19 6.2	<p>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:-</p> <p>Rubber plate to cover the boot entrance</p> <p><b>Action: Jack &amp; compressor £40.00 – Amazon PB to source- These cost £23.75</b></p>	Closed
Action 03/19 6.3	<p>On duty handover DF was informed that the following cars have the following issues :-</p> <p>FJ58 ZXC 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.</p> <p>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.</p> <p><b>Action:All the committee agreed that DF to purchase tyres. – These now have been purchased</b></p>	Closed
Action 03/19 6.4	<p>DF has been looking into fold up bike trailers, and has come across Motolug Bike trailers costing either :</p> <p>£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).</p> <p>Both trailers come with a spare tyre, delivery and straps.</p> <p><b>Action: The committee agree to put the purchase on hold for the time being.</b></p>	Ongoing
Action 03/19 7.1	<p>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.</p> <p><b>Action:- DF to contact The windmill and see if we can hold an induction &amp; Committee meeting on the 7<sup>th</sup> or 14<sup>th</sup> April and will let LB &amp; JT know. This was arranged and held at the Admiral Rodney – Horncastle on the 07/04/2019.</b></p>	Closed
Action 03/19 9.1	<p>KT is looking into the pricing of pin badges. So far he has had a quote through for £156.00 + VAT for 100 badges.</p> <p><b>Action: KT to keep gathering quotes.</b></p>	Ongoing
Action 03/19 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><b>Action: PB to take photos of the trailer. – update AM /AH have been emailed 3 times and asked to take photos with no response. DF has agreed to take photos.</b></p>	Ongoing
Action 03/19 10.4	<p>PB &amp; 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 the 23<sup>rd</sup> June was suggested to be held at Rushtons Sports hall – Lincoln LN 6 8RN.</p> <p><b>Action: DF to book Rushtons, PB to send out AGM calling notice.</b></p>	Ongoing
Action 03/19 10.5	<p>Whilst discussing Boston Classic Car Club, it was raised that NW would like to give the presentation and that he would like a copy of PB's presentation to deliver. PB raised concerns that his presentation is built around his experience and does not think it is in a suitable position for another member to use, especially as there are no notes to accompany it. KT suggested that NW puts a presentation together and then brings it to the next committee meeting and presents it, enabling the committee to feel confident that the information is accurate. All agreed.</p> <p><b>Action: LB to inform NW of the committee decision. NW has responded with a long letter stating his reasons why he should do it but has declined the offer of attending the next Committee meeting.</b></p>	Closed

### Item 3 – Chairman’s Report (PB)

3.1	PB reported that the NABB refund for the Hi-Viz Jackets had been applied for and received.
3.2	PB Reported that the Public Liability Insurance has been renewed and NABB refund has been applied for.
3.3	PB attended the presentation at Lincolnshire South WI, approx. 350 people in attendance. We also received a cheque for £200. Subsequently a further 3 presentations have been requested and
3.4	PB has received a cheque from Leasingham WI following a quiz night they held which raised £156. They are looking to raise further funds for LEBBS in 2019.
3.5	<p>Further to action 03/19 5.10 PB received a request for posters from St Ediths Church in Grimoldby who were holding their Annual Charity Sale on the 6<sup>th</sup> April; the profits of which will be donated to LEBBS. Due to the short notice, PB approached Woodhall Spa Print and Copy Shop to help. They agreed to produce 2 x A2 posters and 6 x A3 posters for £23.80 (cost price). A further conversation was held where they requested a collection pot to place on the till area.</p> <p>PB has delivered the posters to both St Ediths Church and Boston Buccaneers RLFC and given the Woodhall Print and Copy Shop a collection Pot. Collection Pot Spreadsheet has been updated. PB recommended that future requests for posters should be made to Woodhall Printers where practical. KT requested contact information.</p> <p><b>Action: PB to provide KT with contact information for Woodhall Print and Copy Shop.</b></p>
3.6	<p>Upcoming presentation to the Young at Heart Group in Ruskington,</p> <p><b>PB recommended RJ61 attend. All agreed.</b></p>
3.7	PB reported that further to the wonderful.org fundraising page set up, Virgin Money Giving were offering free setup prior to the end of March (Their usual fee of £150 being waived). There are benefits over wonderful.org as regular donations can be set up as well as Gift Aid claims will be made on our behalf. There is however a percentage charge per donation. With this in mind PB has setup a LEBBS Virgin Money Giving page which is now live.

### 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 =£12997.00 Paypal = £464.33</p> <p><b>Total: £13,461.33</b></p>
-----	---

4.2	<p>It has been noted by WH that there has been a sum of £280 has been paid into the LEBBS bank account in reference to the Kenwick Park Golf Day. At present the Committee do not have visibility of the income/expenditure for this event and as Trustees it was felt that there should be more information to evaluate any potential liability.</p> <p>The committee discussed with the result of the following propositions:</p> <ul style="list-style-type: none"> <li>a) Cash Flow for the Golf Day showing the funds going into/out of the LEBBS Account be made available to the Committee.</li> <li>b) Money for the Golf Day not paid into the LEBBS account and a cheque for the profit made following the event.</li> <li>c) The Organisers of the event been given the option of a) or b) but better transparency be given either way.</li> </ul> <p>The committee voted with the following result :</p> <p>5 Members voted for option b) 2 Members voted for option c)</p> <p><b>Action: CD to inform AM of the decision made.</b></p>
4.3	<p>AM reported that the annual VAT reclaim has been submitted to HMRC</p>

## Item 5 - Event Coordinators/Fundraising Report (WH)

5.1	<p>WH reported that the following events were coming up and if possible a bike could attend:</p> <p>07/05/19 South Elkington WI Meet – <b>PE to attend with nearest bike</b></p> <p>12/05/19 Waddington Inspire Ride – <b>PB &amp; PE are acting as Marshalls 2 bikes required.</b></p> <p>17/05/2019 Kenwick Park Golf Day – <b>AH has requested FX65- this was agreed that the rota had to be completed first.</b></p> <p>17/05/2019 Cleethorpes Tesco's Bucket Shake – <b>GP15</b></p> <p>18/05/2019 Morrisons Scunthorpe Bucket Shake – <b>GP15</b></p> <p>18/04/2019 Humberside International Womens Club Cheque Presentation – <b>WH to Collect</b></p> <p>Date TBC Gainsborough Rotary Club – <b>WH to advise when date arranged.</b></p> <p>13/07/2019 – Rescue Day – <b>The Committee agreed that due to logistics and funds raised at previous events we would not attend this year.</b></p>
5.2	<p>WH informed the committee that Match Funding has been applied for the following Buckets shakes;</p> <p>Laceby Morrisons collected £962.66 Lincoln Tescos Collected £739.51</p> <p>The committee agreed that it had been 2 good Collections. Thanks to WH for organising match funding.</p>
5.3	<p>WH raised a concern as to why we were not supporting two bike events, Hogs at the Wave and Olivers bike Night, but we would send a bike to a presentation which would raise possibly £30.00.</p> <p>During further discussion it was highlighted that there had been some confusion as to whether the Hogs at the Wave event was raising funds for LEBBS. All agreed for the duty rider to locate himself at the Wave. Members of the Committee also raised concerns about attending Bike nights as this then sets precedence when members request taking LEBBS vehicles to their local Bike Nights.</p> <p>PB mentioned that the presentations also open doors for further other talks/presentations generating further awareness and income.</p>

5.4	On 9 <sup>th</sup> April 19 WH is attending the Lincolnshire Co-Op Community Champions members meeting with another member to which she is grateful for his support in attending this meeting with her.
5.5	<p>WH raised that she had been contacted by Michelle Harrison who is raising money for LEBBS by doing the Lincoln Triathlon on the 28<sup>th</sup> April. Having been in contact with the organisers of the event, they are content for a LEBBS bike to attend with a collection bucket. Member Stuart Harrison has offered to take the bike and a bucket as he will be there supporting anyway. Having consulted the April Rota it was agreed that LD18 UZN is close to the event and not in use.</p> <p><b>Action: PE to contact Stuart Harrison and inform him of the Committee decision.</b></p>
5.6	<p>WH asked when the Bank Mandate change was progressing as she had forwarded the paperwork at the beginning of March.</p> <p>PB advised that the paperwork has been submitted.</p>

## Item 6 – Fleet Report (DF)

6.1	<p>DF reported that the Zafra was going to cost £193.08 + vat to service</p> <p><b>Action: All agreed it needed to be done DF to complete.</b></p>
6.2	<p>DF mentioned that whilst some of the Fleet bikes have been serviced there have been reports coming back that the brake discs are pitted and the possible cause could be the grip lock we use.</p> <p><b>Action: The committee discussed this and agreed that DF to look at alternative options of locking the Bikes, chain &amp; Lock costs £40.00 from sports bike shop.</b></p>
6.3	<p>DF has mentioned that the fleet Bikes /cars have the following problems          KP10 BUH – Front Tyre needs replacing          FX09 PEO – due a service / gear box is noisy          FJ58 ZXC front bottom arm bushes require replacement. Cost approx. £270.45 to replace</p> <p><b>Action: All the committee agreed that the above need fixing and asked DF to carry out the repairs. With the exception of FX09 PEO Gearbox noise. It was agreed to monitor for further fault.</b></p>

## Item 7 - Membership Report (JT/PE)

7.1	<p>PE/JT jointly reported that the membership has now risen to 90 members and 1 member needed a 3XL polo shirt.</p> <p><b>Action: KT to source a 3XL polo shirt.</b></p>
7.2	<p>It was mentioned by the membership team that the database was now up to date. PB mentioned that the old database in dropbox was now obsolete.</p> <p><b>Action: PE/JT to delete old membership database/information from dropbox.</b></p>

## Item 8 - NHS Liaison Report (ID)

8.1	ID reported that the Hospitals are more than happy with our service and posters have been distributed.
-----	--

## Item 9 – Marketing Report (KT)

9.1	KT mentioned that on the 9/4/2019 that there are 14 people attending a Biker down course at RAF Waddington.																				
9.2	<p>KT has costed the price of enamel pin badges and they are as follows</p> <p>The other options are 16mm, 18.5mm, 22mm or 25mm</p> <p>To put these sizes into context, a 5p is 18mm, a 1p is 20.3mm &amp; a 2p is 25.9mm, so we were looking at something smaller than a 5p.</p> <p>Prices for the above (MOQ 100) with the free butterfly fitting are:</p> <table style="margin-left: 40px;"> <tr> <td>12.5</td> <td>77p</td> <td>x 100</td> <td>£77</td> </tr> <tr> <td>16</td> <td>82p</td> <td>x100</td> <td>£82</td> </tr> <tr> <td>18.5</td> <td>84p</td> <td>x100</td> <td>£84</td> </tr> <tr> <td>22</td> <td>92p</td> <td>x100</td> <td>£92</td> </tr> <tr> <td>25</td> <td>96p</td> <td>x100</td> <td>£96</td> </tr> </table> <p>Badge prices increase by 7p for a brooch/pin fitting, taking the above prices to £84 - £103</p> <p>The difference between the smallest &amp; the largest is only £19+VAT (regardless of fitting) Die cost is a static £39 &amp; postage £6.95</p> <p><u>Prices do not include VAT.</u></p> <p><b>Action: All of the committee agreed for the badges to be purchased and will email KT their choice of size and he will then choose the most popular size.</b></p>	12.5	77p	x 100	£77	16	82p	x100	£82	18.5	84p	x100	£84	22	92p	x100	£92	25	96p	x100	£96
12.5	77p	x 100	£77																		
16	82p	x100	£82																		
18.5	84p	x100	£84																		
22	92p	x100	£92																		
25	96p	x100	£96																		
9.3	<p>KT has also priced up feather flags and has placed the information in dropbox, he has asked if the Committee can take a look and choose the one they prefer. This will then be discussed at the next meeting.</p> <p><b>Action: Committee members to vote on their choice of feather flag.</b></p>																				

## Item 10 - Any Other Business

10.1	KT had been approached from Woodthorpe Kart Club via our social media for some posters as they are fundraising for LEBBS. He has passed on some posters and leaflets to them.
10.2	PE asked if we had/needed a standards officer? This was in part to ensure check rides are carried out. PB responded that he feels it would be incumbent on the Membership managers to maintain the list of members that are due a check ride and report to the Committee so that dates can be arranged.
10.3	DF informed the committee that the venue for AGM had been booked for 23 <sup>rd</sup> June at Rushtons sports club in Lincoln. From 11:00 to 14:00 hrs. The cost will be £40. All agreed to hold the AGM here.  <b>Action: DF to confirm booking and pay for the venue.</b>
10.4	WH mentioned that she had been approached by a LEBBS member about using their own cars as this had been sanctioned by thir controller on 2 occasions. The committee agreed that this is not acceptable and is in contravention of the Membership Manual  <b>Action: PB to email all members reminding them that only LEBBS vehicles are to be used on duty.</b>

<b>NEXT MEETING</b>	5 <sup>th</sup> May at the Admiral Rodney – Horncastle 14:00 Start.
<b>DISTRIBUTION</b>	All Members
<b>ACTIONS</b>	All Committee Members
<b>PRODUCED BY</b>	Lisa Bagwell