

# LEBBS Committee Meeting 07/19

Minutes

11:00hrs

Yondar

<b>CHAIRMAN</b>	Smiler Hutson	
<b>Secretary</b>	Irene Douse	
<b>PRESENT</b>	Smiler Hutson Irene Douse Charles Douse Alison Millington Don Ford Paul Dudhill Wendy Hunsley Neville Wright James Taylor Kev Turner Stuart Harrison Simon Thom Paul Bagwell (Part time)	Chairman Secretary Deputy Chair Treasurer Fleet Manager Deputy Fleet Fund raising and Events co-ordinator Deputy fund and Events Membership Manager Marketing and PR NHS Liaison Deputy NHS Liaison Outgoing Chairman
<b>APOLOGIES</b>	Richard Taylor	Deputy Membership

## Item 1 - Introduction

1.1	The chairman thanked Paul and Lisa for all their hard work in helping to make Lebbs a success, he extended good wishes on behalf of us all for their future and hopes they have a good time in California. He then opened the meeting and welcomed all present.
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## Item 2 - Ongoing Actions

ACTION	DETAILS	STATUS
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. The original application was declined with a request for more information.</p> <p><b>Action: Wendy / Paul B PB will respond with a reapplication for consideration in the next quarter.</b></p>	Ongoing

03/19 6.46	<p>DF has been looking into fold up bike trailers, and has come across Motolug 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).</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>	Closed
04/19 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>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.</p> <p><b>Action: DF to see them and advise the committee</b></p>	Ongoing
04/19 10.4	<p>WH mentioned that she had been approached by a LEBBS member about using their own cars as this had been sanctioned by their controller on 2 occasions. The committee agreed that this is not acceptable and is in contravention of the Membership Manual</p> <p><b>Action: PB to email all members reminding them that only LEBBS vehicles are to be used on duty.</b></p>	Ongoing
05/19 3.2	<p>PB raised a discussion on What3Words following a members email requesting further information including instructions its use be placed on the LEBBS website. The Pros and Cons were considered with the committee in agreement that this should not be included.</p> <p><b>Action: PB to provide feedback to the member that suggested it.</b></p>	Closed
05/19 4.2	<p>CD informed the committee that he is in the process of creating a “An Agreed spending” spreadsheet in Dropbox. This is to make it clearer for all to see any agreed spending and budget accordingly.</p> <p><b>Action: CD to inform the committee when this is up and running</b></p>	Closed
05/19 5.8	<p>WH Mentioned that the Charity has had the following donations of goods made and has asked for suggestions</p> <p>£50.00 Sports Bike Shop Voucher  British Cycling shirt – mens size 4 (L) – Donated by HSBC  British Cycling water bottles x 4  British Cycling mini bike pumps x 2  British Cycling mini bike lights x 2  Pledge of an item for Computer shop.....to be ascertained.</p> <p>We are possibly planning something for Barton Bike night for the voucher &amp; computer item.</p> <p><b>Action: All Any ideas for British Cycling stuff???</b></p>	Ongoing

05/19 6.3	<p>DF asked if the tracker needs to come off the BOB car FJ58 ZXC and put onto the Zafira. KT asked if NABB Recommended any particular tracker system's as our current contract with ABAX expires in February 2020. This was discussed and all agreed that an alternative system needed to be looked for.</p> <p><b>Action: DF to remove tracker from BOB car and place into Zafira and to also look into alternative Tracker systems and come back to the committee when he has some information.</b></p> <p><b>Action: Ali to gain an update</b></p>	Ongoing
05/19 7.1	<p>JT reported that we have had no new members join, but we do have 3 waiting for induction.</p> <p><b>Action: JT to contact the 3 members and ask them for some dates when they are free to attend so an induction date can then be set.</b></p>	Ongoing
05/19 10.4	<p>WH asked the committee if she could be reimbursed for the purchase of certificate card &amp; posters. All the committee agreed that she should be reimbursed.</p> <p><b>Action: WH to submit receipts for the above and CD to reimburse WH.</b></p>	Ongoing

### Item 3 – Chairman’s Report (SH)

3.1	<p>The Chairman commented that we should continue the good work and stick to our own jobs any errors will be got over and we need to specialise in our own areas</p>
3.2	<p>SH suggested we look for a central venue for future meetings possibly in the Wragby area . He would look into it. Ideally we should nominate a set day each month . eg the first Monday 12<sup>th</sup> August at Yondar 7pm</p>
3.3	<p>The LEBBS fleet all now have access to RAF Waddington, car passes are no longer required. Those members who are on active LEBBS duty (BOB), just need to show their ID cards. DF to keep RAF Waddington updated with any fleet changes.</p>
3.4	<p>PB suggested a refresh of the LEBBS policy for bikes to attend events. The rota will always take priority it is therefore difficult to allocate bikes far enough in advance, however for liability reasons it should be agreed by the Committee which events we are attending in an official capacity and whether a bike should attend.</p> <p>In principle the events list in Dropbox is available to all Committee members, PB suggested that as long as the event is confirmed on the list and a bike requested it should be agreed that a bike will attend, Committee members can raise any objection prior to the event. Secondly the nearest bike that is not on duty at the time of the event (including night shift) should be the bike that is used. All agreed to implement this policy.</p> <p><b>Action: Smiler/CD Policy update to be formalised.</b></p>

## Item 4 - Treasurers Report (AM)

<p><b>4.1</b></p>	<p>Current account £32,523.30            PayPal £392.27            £1,500 from the Sleaford Lionesses            There are some new memberships            The accounts are back from the accountant and uploaded to the charities commission.</p> <p><b>Action: AM will produce a simplified version for the membership.</b></p>
<p><b>4.2</b></p>	<p>It was discussed regarding a financial plan before the next meeting.</p> <p><b>Action: AM to prepare a financial plan</b></p>

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

<p><b>5.1</b></p>	<p>WH reported funds raised so far £39,979:34            Gearbox festival £3,242.78            Solenity £2,534:11            We have been invited to spares event in Doncaster 28<sup>th</sup> September even though not our area they have also invited other groups.</p>
<p><b>5.2</b></p>	<p>We have been invited to spares event in Doncaster 28<sup>th</sup> September even though not our area they have also invited other groups.</p>

## Item 6 – Fleet Report (DF)

<p><b>6.1</b></p>	<p>FY13VTN needs tyres</p>
<p><b>6.2</b></p>	<p>LD18UZN is due a service soon</p>
<p><b>6.3</b></p>	<p>PO65GXF battery on key fob – no spare battery</p>
<p><b>6.4</b></p>	<p>FX09PEO front strobe doesn't work –</p> <p><b>Action: DF to price up and discuss price for replacement LED</b></p>

<b>6.5</b>	<p>A question was raised if we are insured when the bikes are left unattended</p> <p><b>Action: AM / Smiler to check</b></p>
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### Item 7 - Membership Report (JT)

<b>7.1</b>	<p>95 Current members 8 need induction 1 fund raiser ( Sally) introduce to Wendy / Neville</p> <p>The current membership system is arduous he is looking at a system for members to self-populate changes . Automatic email to new / all members he has a system mind that is possibly free he will investigate Next Induction Sat e31stv August at Yondar</p>
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### Item 8 - NHS Liaison Report (SH)

<b>8.1</b>	<p>Plans to contact hospitals and arrange a local contact as champion. Will look at getting us in the ULH magazine to raise our profile and plans a presentation to management .</p>
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### Item 9 – Marketing Report (KT)

<b>9.1</b>	<p>Pin badges - enamel £197:94 for 100 badges ( photo print) size of a 2p coin on going to be discussed further. Cloth badges logo and website Looking into mugs. Look into countryside art Splisby. Baseball caps £5 for 10 or more 26 @ £4 Stock control for merchandise cost to be notified. Members to pay upfront to account</p>
<b>9.2</b>	<p>There is a facebook page for all members to natter and exchange information currently Dave Lennox-Taylor is admin , willing to step away if committee wish Kev to joint admin . Dave to stay. Whats app page for committee only</p>

## Item 10 - Any Other Business

<b>10.1</b>	Deputy Chair asked with reference to trustees Smiler and Ali confirmed as changes in banking process have been made they are now willing to be trustees .
<b>10.2</b>	<p>Rota manager has a tool for the rota and will implement changes he has advised the cut off time for availability will be the 20<sup>th</sup> of the month. Duty committee member's numbers will be added to the rota. Members needing to make urgent changes must inform the Rota manager . The shift log should now be returned to the Chairman and the Rota manager.</p> <p><b>Action: SH to prepare a revised rota sheet and Controllers log incorporating these changes</b>  <b>Action: CD to publish on the web site when complete</b></p>
<b>10.3</b>	The Chairman asked the committee to consider an approach that had been made for a permanent loan of a motorcycle. We would need to livery it / insure it and save it for one specific rider. The decision was unanimous No.

<b>NEXT MEETING</b>	Monday 12 <sup>th</sup> August 19:00hrs at Yondar
<b>DISTRIBUTION</b>	All Committee Members
<b>ACTIONS</b>	All Committee Members
<b>PRODUCED BY</b>	Irene Douse