

# LEBBS Committee Meeting 18/07/2020

Minutes

14:00

Yondar Field

<b>CHAIRMAN</b>	Smiler Hutson	
<b>SECRETARY</b>	Irene Douse	
<b>PRESENT</b>	Smiler Hutson -AH Charles Douse -CD Irene Douse -ID Alison Millington -AM Don Ford -DF Kev Turner -KT James Taylor -JT Kev Turner -KT Paul Dudhill -PD Simon Battram -SB	Chairman Deputy Chair Secretary Treasurer Fleet Manager Marketing and PR Membership Manager Marketing and PR Dep Fleet Rota Manager
<b>APOLOGIES</b>	Dave Taylor -DT Simon Thom -ST	Dep Marketing and PR Deputy NHS Liaison

## Item 1 - Introduction

<b>1.1</b>	<p>The Chairman opened the meeting. Apologies were noted. The minutes of the previous were accepted as an accurate record</p> <p>Proposed : Alison Millington      Seconded: James Taylor</p>
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## Item 2 - Ongoing Actions

<b>ACTION</b>	<b>DETAILS</b>	<b>STATUS</b>
10.2	<p>ID Brought up the subject of the trailer as the buyer has not come forward with the money. The trailer is back on the market and will be brought pout again in the improved weather.</p> <p><b>Action SH</b> This will be rearranged for the spring/summer <b>Sold and paid in full £1,300 Will be collected on Tuesday</b></p>	Closed
10.4	<p>ID commented that during a conversation with Neville Wright on a vehicle handover he had commented that he had been to a few wards that appear to have no knowledge of Lebbs and that we should do more "at the coal face "promotion. It was discussed that the departments mentioned do have knowledge of us as they have used us but are not obliged to. .</p> <p>Simon Battram had personal reasons to visit the Grimsby Neonatal unit in discussion with a midwife it would appear they are not aware of us. Simon got contact details for the department. ID has given them to NHS Liaison team to contact them.</p> <p><b>Action ST</b> Simon has emailed the head of department and has yet to receive a response. He will continue to attempt to make contact. No further action has been taken.</p>	On Going

3.1	<p>The Chairman voiced his concern with reference to the current Covid-19 Pandemic and opened the floor to a general discussion.</p> <p>The committee agreed that the service would continue business as usual. ID advised she would contact Infection control for guidance and then email all members</p> <p><b>Action ID</b>  <i>The information was passed to all members and weekly updates have been forwarded.</i></p>	Closed
3.2	<p>Don and Charles attended the NABB committee meeting on behalf of the Chairman and Committee. A copy of the minutes will be forwarded when available. Highlights as advised by Don and Charles:</p> <p>NABB are actively looking for an approved alternative to the FJR1300 which had gone through an approval process. They are considering approaching Yamaha to see if they are willing to go through the same process with the Tracer 900 (Chain). They have been approached by Motto Guzzi with the suggestion of the 850 TT (Shaft Drive)</p> <p>NABB are looking into the DBS as if an organisation needs 1000 per year this can be free of charge so may be undertaken by NABB</p> <p>Barnsley NBTS becomes active Leeds services WEF 12.06.2020 Sheffield services WEF 26.06.2020</p> <p>Road Closures –NABB in discussion with highways to potentially include Blood bikes so if safe to do so could pass through road works.</p> <p>Blue Lights – No current change – If changes in the future there will be no exception to speeding and any training at own expense.</p> <p>Milk runs- If a relay the milk boxes MUST be handed over to the next rider ( arrange the return of the box) under NO CIRCUMSTANCES must the box be opened as this affects the cold chain and constitutes interference with the consignment.</p> <p>Hi-Viz Vests must ONLY be worn on duty not on own bikes.</p> <p>Changes in senior management for the NHS have indicated their approval for blood bikes it is essential groups maintain a professional service.</p> <p>We should have a policy for who posts on official social media to ensure a professional approach.</p> <p>NABB membership is due renewal – <b>Action AM</b> The requested information was passed to NABB . Response from NABB awaited</p>	Closed
4.1	<p>The bank has now sent paying in cards to allow paying in at the post office. The cards are restricted to paying in only. A paying in slip is still required to itemise monies.</p> <p>Liability insurance is due historically band 5 ( 10 to 34 Volunteers) costing £751 the committee queried if this means total volunteers or those attending events or on duty. If not we need to change the band AM to contact the insurer for clarity, <b>Action AM.</b></p> <p><b>Banding changed as needed</b></p>	Closed
8.1	<p>We have been given details of possible collections for the renal unit; this would involve mid-week day time collections.</p> <p>We need further information to see if this would be feasible.</p> <p><b>Action ST</b>  <b>This was discussed in detail and agreed that we could not support this ST to feedback</b></p>	Closed
8.2	<p>It has been noted that our NHS Liaison member has been unable to attend meetings and at times respond to his Deputy. The committee have been advised there are personal commitments that are preventing this. The Chairman was asked to write to him to discuss whether he would prefer to step down at this time.</p> <p><i>No action was taken due to the Covid-19 situation. The committee remain concerned due to lack of responses and engagement.</i></p>	Closed

### Item 3 – Chairman’s Report (SH)

3.1	<p>The Chairman thanked all for all the hard work and stepping up to help cover 24/7 during the Covid -19 situation. All have gone above and beyond. He felt that no one should be singled out for thanks as we work as a team.</p>
3.2	<p>Historically the role of rota manager has been held additionally by a committee member so there was no requirement for this to be a committee. When SH had to step down from the committee he was happy to continue as Rota manager .It became evident that not having the rota manager as a committee post presented difficulties, the committee feel the way forward is to have the rota manager as a committee post . The current rota Manager Simon Battram has indicated his willingness to join the committee. <b>Proposed Don Ford Seconded Kev Turner</b></p>

3.3	The AGM has had to be delayed in line with the recommendations of the Charities Commission due Covid-19. It may be possible to hold an AGM late October / November. Venue to be arranged PD has a contact for a large room. <b>Action PD</b>
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#### Item 4 – Treasurers Report (AM)

4.1	<p>Current Account £84,114:21 PayPal £546:87</p> <p>We have had significant fuel and vehicle repair costs as a comparison :- 2019 FROM April 1st Fuel £1,283 2020 £3,613 Note fuel was free courtesy of BP for March , Apr up to 6<sup>th</sup> June Repairs 2019 1.4.2019 £68:22 Repairs 2020 to date £2,271:85 Donations to date 2019 £482 Donations to date 2020 £15,000</p>
4.2	We were asked by the round table to put in a bid for a donation £1,000 has been requested. No decision has yet been made but we are on the short list.

#### Item 5 – Acting Event Coordinators/Fundraising Report (ID)

5.1	<p>NHS ride of thanks April 12<sup>th</sup> 2021. Lebbs , Air Ambulance and NHS charities to benefit . The committee discussed the request for as many Lebbs bikes to be on the ride as possible. Cars will be on the road that weekend to release bikes.</p> <p>ID has requested to take the Zafira as she has been asked to assist on the day collecting donations. Full details to follow. The start is likely to be the Lincolnshire show ground. Don Ford suggested that some Lebbs members could act as Marshalls if needed. The committee present agreed.</p>
5.2	James Taylor has approached his company for another donation.
5.3	We have had a member offer to take on the role of fundraising. AM to approach them to see if they are still willing. <b>Action AM</b>
5.6	We will remain The Seniors Golf Captains charity of the year for the Kenwick Golf club
5.7	We will remain Charity if the year for the South Kyme golf club
5.8	We have two talks booked via Zoom for the Reepham WI and the Inner Circle
5.9	PD will discuss rebooking Marshalls Yard.

#### Item 6 – Fleet Report (DF)

6.1	The vehicles have taken a hammering with working the additional hours during the Covid situation, Two bikes have needed tyres. Two bikes have needed clutches, front discs. There is front damage to a care MH16 DVL. Two cars have had coil packs. Two are awaiting tyres.
6.2	Thanks to Chains and Sprockets parts have been provided free

6.3	A Garage has provided free servicing we provide the parts
6.4	The focus is due a MOT later in the year as we had previously agreed to "run it into the ground" due to low value it was agree to MOT the vehicle to see what needs to be done . If up to £400 proceed if much more than £400 to dispose of the vehicle.
6.5	Some members have commented on the Headlights on the NC750's . They are standard and no action to be taken
6.6	Add tool kits to the check list as one has been misplaced
6.7	Suggest purchasing another car under £10,000 to prevent the delay of having to call an EGM to poll the members. <b>Action DF</b>

## Item 7 – Membership Report (JT)

7.1	20 Inductions in total have taken place within the government recommendations for social distancing. A further session is planned for 8 <sup>th</sup> August. Thanks to Aaron Services for providing a room.
7.2	Membership now stands at 142 135 Operational 7 Support
7.3	The membership manager pointed out the fees has remained the same since Lebbs started but there has been an increase in costs. He suggested an increase for operational members as they require a DBS which should be repeated at 3 yearly intervals. Current fees £25 Operational new starters £10 Renewal this should increase to £30 new starters and £15 Renewal .Support fees to remain at £15.
7.4	Two DBS have come back with comments 1. Caution Assault, ABH 2004. Discussed, isolated incident Rehab of offenders information seen, time served. All agreed no issue 2. Burglary/ attempts to gain entry False representation, 60 Hrs community service. Discussed. Agreed not appropriate to ask for further information. All agreed not suitable. JT to inform them. <i>Addendum the party has appealed the decision they have been asked if they wish to offer further comment.</i>

## Item 8 – Deputy NHS Liaison Report (ST)

8.1	Deputy NHS provided an email of how he and the NHS liaison wished to take the role as a starting point. In view of neither being at the meeting ID was requested to forward the email to all other committee members for them to read and this will be discussed at the next meeting.
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## Item 9 – Marketing Report (DTL)

9.1	Still issues obtain Hi Viz . KT has also asked if they are able to add the volunteer badge
9.2	The shop is back on line

## Item 10 - Any Other Business

10.1	<p>The committee discussed the issue of speeding. Currently we receive an advisory on speed over 70MPH however which does not take into account speeds on minor roads eg 30MPH. It is felt that it would not be possible to have a penalty system that would be fair to all as riders could be speeding on minor roads without penalty. It has been agreed to look into this further and continue to look at the tracker systems for appropriate reports. Any alerts currently for the high speeds will be notified. ID will forward the email alert to the rider concerned. ID will continue to maintain the log. Riders are aware that they are responsible for the any speeding fines and there details will be given on request from the Police in accordance with the road traffic laws. <b>Action ID - warnings Action DF / PD Trackers</b></p>
10.2	<p>CD discussed the IT systems, website, email and drop box - The latter wishes to impose a monthly fee of £10 per user. We have a new member who runs an consultancy service who is able to assist with all our IT needs. CD to investigate further and feedback to the committee.</p>
10.3	<p>CD advised that to comply with the charities commission the three main committee posts should be held for a period of three years and elected annually. Other changes are also needed. This would require changes to the constitution. CD to prepare the relevant documentation and feedback to the committee <b>Action CD</b></p>
10.4	<p>ID noted the planned runs are somewhat problems ID reported she had been able to delay runs with agreement of the sites to coincide with the planned runs and by doing relays, though without the goodwill have day time riders this would not have been possible. AM discussed the point that we are as urgent service not a routine courier service. It was understood these were during the covid as the sites held back samples to theses times to ensure less runs. It was agreed by all that post Covid "planned regular runs" would not be accepted. ID noted the NHS Deputy Liaison had asked that controllers contact the hospital to check the size of the consignment as a care may be required. ID commented that she would not have had time to do that due to volume of calls and time it takes to get a response ties up the phone line and adds to the controller's phone bill. Cars are not usually in the rota in the spring summer and autumn months. The committee agreed the controller should not be doing this. And that most pre warned the riders so they were at the pick-up point for the agreed or amended times.</p>

NEXT MEETING	Saturday 22 August 2020 at 14:00hrs. Yondar Field
DISTRIBUTION	All Committee Members
ACTIONS	All Committee Members
PRODUCED BY	Irene Douse