

LEBBS Committee Meeting 09/19

Minutes

19:00hrs

Admiral Rodney Hotel

CHAIRMAN	Smiler Hutson		
SECRETARY	Irene Douse		
PRESENT	Smiler Hutson -AH Irene Douse -ID Charles Douse -CD Alison Millington -AM Don Ford -DF Paul Dudhill -PD Wendy Hunsley -WH James Taylor -JT Richard Taylor -RT Kev Turner -KT Simon Thom -ST		Chairman Secretary Deputy Chair Treasurer Fleet Manager Deputy Fleet Fund raising and Events co-ordinator Membership Manager Deputy Membership Marketing and PR Deputy NHS Liaison
APOLOGIES	Neville Wright -NW Stuart Harrison -SH		Deputy fund and Events NHS Liaison

Item 1 - Introduction

1.1	The Chairman opened the meeting. Apologies were noted. The minutes of the previous were accepted as an accurate record. Proposed : Don Ford Seconded: Adrian Hutson
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Item 2 - Ongoing Actions

ACTION	DETAILS	STATUS
05/19 7.1	JT reported that we have had no new members join, but we do have some waiting for induction. It was discussed that we now have a few members waiting for induction. Action: JT to contact the members a date was set at 31.08.2019 10:00hrs at Yondar CD to deliver the induction	Closed

05/20	<p>A question was raised if we are insured when the bikes are left unattended</p> <p>Ali checked the insurance the bikes must have the steering lock on and the key MUST be REMOVED at all times when not being ridden.</p>	Closed
05/21	<p>It was discussed regarding a financial plan before the next meeting</p> <p>Action Ali Ali will discuss in her report</p>	Closed
06/08	<p>It was discussed the rota manager was not given the information as to who drives / BOB / can handle larger bikes / who really needs smaller ones that to ensure folk have the vehicle they can manage is being interpreted as what do you want. In future this should no longer be asked vehicles will be allocated according to proximity of the rider. SH will be aware of the need for lady or short riders and now has the information of BOB / and those who must have a car.</p> <p>Subject to availability attempts will be made to keep a big and smaller bike in each zone. Stuart was congratulated for the work he has put in as he had no formal handover.</p> <p>JT asked if this could be on the website.</p> <p>CD to action JT to add this to the membership requests</p>	Ongoing

Item 3 – Chairman’s Report (SH)

3.1	<p>The Chairman commented that the hard work continues and we have good communication. He feels the “what’s app” group is beneficial in keeping us updated with information and general communications. It is not for committee matters and any agreements needed in between meetings should be done via the Email system to allow for reference.</p>
3.2	<p>The induction took place as planned. The Chairman thanked the membership manager for organising and the Membership Manager for organising it . The chairman kindly offered the facilities for future inductions and all agreed the venue was excellent. The chairman thanks CD for a job well done.</p>
3.3	<p>The Chairman commented that Wendy has worked really hard and we are in a good place financially.</p>
3.4	<p>AH has two cheques to collect 1 from Carlton Beer Festival .1. The Lions He also has to attend the Grimoldsby village hall</p>

Item 4 – Treasurers Report (AM)

4.1	<p>The treasurer reported the current account stands at £ 57,387.62 (which includes the £14,700 gifted by Morrisons foundation)</p> <p>The paypal account stands at £1,100.22 due to the influx of membership renewals. This will be transferring funds to the current account as we try to keep it at £300 for incidentals</p>
4.2	<p>The car Insurance has been paid £3,760 and the repair and service to the FJR after it was dropped was £888.93</p>
4.3	<p>The servicing of the cars is due and we have a price of £137.78 including MOT. Don is getting them at trade price.</p>
4.4	<p>Currently we need to add as Trustees Paul Dudhill , Neville Wright, Stuart Harrison, Simon Thom and Richard Taylor agree to be trustees. The website information was given to them so they can access the information should they need to read it . The meeting was reminded that all the committee need to be trustees. The committee were informed that Paul Evans was still on the trustees list it was agreed by all present that he should be removed; all agreed that only committee members were to be trustees.</p>

Item 5 – Event Coordinators/Fundraising Report (WH)

5.1	<p>WH forwarded her report before the meeting covering events for the next two months she thanked members for attending events and has the arrangements for future events in hand. We were updated on amounts raised that were not available when the report sent. She has written to Lincoln Christmas market organisers to ask for a free pitch in view of our charity status but so far has not received a reply.</p>
5.2	<p>JS spares event in Doncaster 28th September on track they have asked us to run their raffle and collection on the day.</p>
5.3	<p>WH has written to Siemens in Lincoln to request sponsorship but so far no reply.</p>
5.4	<p>Lindum Colonia UK Lincoln Chapter are planning to attend Lincoln Pride on 28th September and would like a mini moto and buckets to fund raise for us . They have covered the cost of the pitch Wendy would like a Bike to go as well. Wendy will arrange handover of items. Al Severn taking a bike.</p> <p>All present agreed,</p>
5.6	<p>WH has contacted the Morrisons foundation and they are happy for us to purchase two bikes with the grant.</p>

5.7	<p>John Wilkins a previous founder members is doing a rowing challenge for his sixtieth birthday 02.11.2019 and would like to fund raise for us at the event . WH has provided leaflets . WH would like to send a bike ./ Mini Moto advised needs to see Rota we will support with whatever we can.</p> <p>All present agreed</p>
5.8	<p>WH would like to register us for Amazon Smile as another method of fund raising this is no cost to LEBBS but may bring in some monies.</p> <p>All present agreed</p>
5.9	<p>A Biker Guest House (Pit-Stop 66) in Skegness has asked for leaflets and a collection pot.</p> <p>All present agreed JT to deliver the pot Action JT</p>
5.10	<p>We have had an offer for bespoke Christmas cards to be sold at the Scunthorpe event . A discussion was held as to how this should be managed. Option A. we sell them / Lady joins as associate member. Option B Lady sells them herself and donates the money to Lebbs, Option C Lady sells them and puts the money in the pot at the end of the day. Option B – Donation is the preferred option. The lady cannot wear a Lebbs top as not a member.</p> <p>Action Wendy to discuss this with her</p>

Item 6 – Fleet Report (DF)

6.1	<p>BOB car appears to have either been hitor someone has had a "dink" and not reported it . Reflective tape has been applied as damage minimal</p>
6.2	<p>FJR has been repaired after it was dropped and it has a non-urgent recall to go back to Webbs</p>
6.3	<p>A Bike and cars are in need of a service</p>
6.4	<p>The Kawasaki has been serviced and no fault found the switch must but be "funny"</p>
6.5	<p>A radiator was flushed out that improved the overheating and a further treatment may be needed.</p>
6.6	<p>Steve H is happy to donate heated grips to replace the faulty ones on a bike. An estimate for fitting is to be obtained by WH at her local garage</p>
6.7	<p>It was commented by the chairman in light of a recent breakdown that the entire committee does not need to be informed. The rider notifies the Controller who contacts the Duty committee member and it is reported to the Fleet manager and deputy ONLY. So that recovery / replacement vehicle and then repairs can be affected. The person should not leave themselves without a vehicle while attempting to affect repairs. Should further committee members need to be involved urgently this will be done by the Fleet team.</p>
6.8	<p>Where practical try and prevent vehicle movement over large distances between the rota. It was discussed the rota manager was not given the information as to who drives / BOB / can handle larger bikes / who really needs smaller ones that to ensure folk have the vehicle they can manage is being interpreted as what do you want. In future this will no longer be asked vehicles will be allocated according to proximity of the rider. SH will be aware of the need for lady or short riders and now has the information of BOB / and those who must have a car. Subject to availability attempts will be made to keep a big and smaller bike in each zone.</p>

6.9	Honda Grantham have quoted £7.500 each for the NC750X and £75 each for a centre stand. Additional costs for decal / panniers/ in the region of £1000.00 Other quotes have been requested and are the same value. We have yet to here from Honda Directly . It had already been agreed that we would add to the funds . WH will need a full breakdown of costs in order to respond to the Morrisons foundation. It was discussed that these would replace bikes currently in the fleet this is to be confirmed. AM is to contact Grantham Honda as DF is away. Action:- AM Contact Grantham Honda to see if 2 bikes can be purchased
6.10	The Zafira needs a recall after the Waddington event and will also have the Tow Bar fitted at the same time.

Item 7 – Membership Report (JT)

7.1	99 Paid up members . (96 are operational and 3 fund raisers) 14 have not renewed and the new system automatically sends two reminders. 7 new members but only 5 have paid the fee so far.
7.2	GMP training is due it was not possible to do this at the AGM this year. It will be given to members on induction. We need to request if the update can be done on line Action SH NHS Liaison – to clarify if recertification can be done by an on-line system This was not commented on at this meeting as SH sent apologies. ST commented he was taking responsibility for this. Since the meeting he has advised the secretary that he misread the action and this will be looked into and not added as he had thought.
7.3	The need for check rides was discussed for those members who do not have a three yearly retest. IAM observers among the committee were identified Don Ford / Alison Millington / Stuart Harrison/ James Taylor. Clarification was asked for It is to maintain a safe and legal standard.
7.4	JT clarified the membership £25 for new full members £15 for support staff both include a polo shirt
7.5	The insurance company have been provided with any medical conditions and those aged over 70 . A question regarding medical conditions /licence restrictions will be added to the application and renewal form.

Item 8 – NHS Liaison Report (SH)

8.1	As the NHS Liaison and deputy live one in the North the other South they have divided into areas to achieve raising our profile.
8.2	ST has been reviewing the SLA and suggesting updates. The chairman asked that no action was taken but suggestions when ready were put in drop box for us all to review and then discuss. He was advised this is a standard NHS document and therefore we cannot alter it but it could be discussed once the committee have reviewed the suggestions. ST suggested it was no longer fit for purpose for example discussed 24 / service. AM read the document out and pointed out that we do hold the phone 24/7 and can be contacted but the document also states weekend service.

8.3	<p>ST reported that they were, also looking for ideas to fully raise our profile as still folk think we are employed or do not realise our involvement .</p> <p>RT suggested a sticker on the item "delivered by Lebbs". He was reminded that would constitute "interfering with the package "which we are not allowed to do. (GMP training refers).The person who organises the run would know about us as they called and they notify the drop point. The person who may be called upon to then deliver it internally would be told here is the delivery from the blood bikers.</p> <p>ID suggested maybe we could have the details added to the patient admission leaflets?</p> <p>ST will Liaise with SH.</p>
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Item 9 – Marketing Report (KT)

9.1	<p>KT brought a spread sheet of merchandise possible costs and charges .He has a 15% mark up. A discussion about holding stock was held and who should be allowed buy. After a long discussion it was agreed that clothing could only be purchased by members due to not holding stock and a not returns policy. Mugs, hats and other items could be held as stock and sold at events. It is essential that stock control is maintained and WH has provided sheet sales at events can be recorded. At events collections are to be counted separately but could be paid in together as one total.</p>
9.2	<p>KT advised as the role has grown and he has the only role without a deputy he asked the committee if a member could be approached for the post, KT suggested Dave Taylor-Lennox, he has been a member for a long time, was in the set up group and has arranged events for us EG the have a photo with a Vulcan day. It was agreed that if he agreed to accept the post the committee would then vote.</p>

Item 10 - Any Other Business

10.1	<p>CD advised that at the Bicker event we were invited into the arena /parade which gave the opportunity for a small talk over the tannoy to a larger audience raising our profile. We should utilise this at events we attend and ask for arena time.</p>
10.2	<p>CD advised that the WI are now asking us to wait a few years before we go back as they have heard us we may need to seek other clubs etc.</p>
10.3	<p>ID commented at Bicker she was given a mug. Agreement was asked for to put names in a hat for members that had attended to have the mug. Frank was the winner.</p>
10.4	<p>The question of blue lights was raised. As we are not permitted to use them and have no exemption for the road traffic act it has been agreed the fuse will be removed rendering them unusable.</p>

NEXT MEETING	Monday 21 st October 19:00hrs. The Admiralty Suite. By the generosity of The Admiral Rodney Hotel Horncastle.
DISTRIBUTION	All Committee Members
ACTIONS	All Committee Members
PRODUCED BY	Irene Douse