

BBP DM / Oct 13th / 18:00 Agenda

Chair: ML

Minutes: ML

Invited: JP (Finance)

Agenda:

- ☒ ~~Check-In~~
- ☒ ~~Finance (JP)~~
- ☒ ~~Overtime discussion (JP)~~
- ☒ ~~Review of previous actions~~
- ☒ ~~BBP Updates~~
- ☐ AOB

Meeting commenced: (virtual)

Minutes (Action (A)/ Decision (D)/ Message (M))

| Apologies | GC CW | |
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| Present | TR, ML, JP | |
| Check in | <input checked="" type="checkbox"/> TR <input checked="" type="checkbox"/> ML <input checked="" type="checkbox"/> JP | |
| Agenda point | Notes | To be actioned by |
| Review of Previous Actions: | Possibility of three coordinator roles using overtime (paid). E.g. a set maximum of days/hours per year. DG to look into viability of this. ML to ask JP | Done |
| | 2-year rolling calendar: TR to seek input from AD and new appointee | Done |
| | TR to research legal working temperatures. | Done |
| | TR to look into BBP's insurance policies Who are we with? Has it lapsed? What do they require in terms of fire checks, etc? Do we have cover for legal issues regarding Dr Bike/ mechanics' errors, etc? | Done |
| TA: | <p>Report here.</p> <p>TA turn-over against target</p> <ul style="list-style-type: none"> Turnover slightly below target. Approx £25k gross actual vs. £26.5k gross target. <p>Gross profit against target</p> <ul style="list-style-type: none"> Not known as I'm still waiting on expenditure figures from JP, so I don't know what we used in stock. <p>Staffing issues/concerns:</p> <ul style="list-style-type: none"> Zara started at the beginning of the month, doing four days a week.. | |

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| | <ul style="list-style-type: none"> • Julien dropped his one day a week in the shop. • Net effect is that we have three additional person days per week. That's helped to get on top of sale bikes a little more after a difficult month being very understaffed in August. • Rob was away for two weeks because of a family emergency, but with no other notable absences it was easily covered. <p>Challenges:</p> <ul style="list-style-type: none"> • Zara's still being trained and getting up to speed, so we're not quite as efficient as we should be over the next few weeks, but that's normal. • Lots of demand for sale bikes because students have arrived back, which we're struggling to meet. • Rob was on hols for two weeks, then away for family reasons for another two weeks, so no ebay activity. <p>Opportunities:</p> <ul style="list-style-type: none"> • There's plenty of work available, but we need to up our output a bit to make the most of it. <p>Other TA-related revenue streams (e.g. Wheels to Work) : Some enquiries for ongoing serving coming through the email but need to discuss at staff meeting</p> <ul style="list-style-type: none"> • No eBay income in Sept. • W2W quite quiet due to lack of sale bikes. • Courses selling very well, which is helping to offset slightly below par shop performance. | |
| HR/Volunteers/ Governance | <p>Adam and Drew have started their new jobs</p> <p>Request a calendar of future DG meetings (propose using central GCal to allow planning other meetings with time to feed in and back</p> <p>https://calendar.google.com/calendar/u/0?cid=aGVsbG9AdGhYnJpc3RvbGJpa2Vwcm9qZWNOlM9yZw</p> | |
| Community/comms | <p>Dan and Tania will be going to Eastside Community Trust, Thank You Awards 2022 on Thursday 15th to accept award for BBP. Each year ECT organise an awards ceremony to say thank you to the people who make our community a better place to live and work!</p> | |
| <p>Extraordinary agenda points:</p> <p>Paid overtime</p> <p>Tash paid leave</p> | <p>Question of community/volunteer/HR coordinators using a set amount of paid overtime</p> <p>Tash in need of additional leave 4-6 weeks</p> | <p>Defer to priority rota work</p> <p>ML – talk to Drew (Still need data on T's leave)</p> |

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| <p>PWG</p> | <ol style="list-style-type: none"> 1. Dan and Jayde will complete the Thankyou board in the next two weeks. 2. Bike Map and parts coding work nearing completion. Very good feedback received and acted upon. Large map and simplified version of it will be installed in community workshop and entrance 3. Important decision made on Parklet at meeting this week. <p>In the light of the CIL rejection and what we have learned, it was agreed that a number of key areas would need to be worked on to successfully deliver a parklet. They include:</p> <ul style="list-style-type: none"> • Ownership, governance and accountability for the installation: • Assessment of risks in relation to installation • Design and costing of the installation • Develop a relationship with BCC Transport dept (and others?) to encourage proposal acceptance and/or utilise work done within East Bristol Liveable Neighbourhood Project • Agreeing what is right for BBP or the street or the collective of partners <p>In response to this:</p> <ul style="list-style-type: none"> • There is limited capacity to address these within BBP • Possible have been invited to support other parklet development work in Bristol • BBP AND POSSIBLE WE WILL CEASE WORKING TOGETHER ON THE PARKLET IDEA <p>Final thoughts:</p> <ul style="list-style-type: none"> • Developing the idea has been a stimulating and interesting activity for all concerned • Good BBP outreach, getting to know local people and organisations and seeding parklet idea • Consider something smaller and mobile for the road to keep the idea live? • Review in 2024 with East Bristol Liveable Neighbourhood Project findings • Await new administration in BCC more sympathetic to proposal | |
| <p>Finance</p> | <p>JP attending to update - report here</p> <p>Overview:</p> <ul style="list-style-type: none"> • The last 3 months have all been very close to budget in terms of operating profit, and the balance sheet (in terms of both Net Current Assets and Cash) • The stability in the finance over the last few months is a good sign <p>Operating profit:</p> <ul style="list-style-type: none"> • In the 3 months we made £5.1k profit vs a budgeted profit of £5.2k • Our operating profit therefore hit budget almost exactly • The TA performed to budget in July, but fell short of budget by £2k in Aug and £3k Sept. Overall TA gross profit in the 3 months was £17k vs a budget of £22k • This shortfall was compensated for by lower overheads in the 3 months, including lower staff admin costs | |

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| | Non operating profit <ul style="list-style-type: none"> The training costs for the Business Support Programme (funded by Power to Change) were zero this month | |
| Ops Group | Meeting took place on 12/10/22 Meeting minutes here | |
| A.O.B | Cost of living crisis - possibility to bring forward next year's pay review - discuss with JP at next meeting | ML - liaise with JP about benchmarking against BWRP and get the ball rolling |
| Next meeting (date/time) | 17th November 18:30 | |
| Next meeting non DG invitee | JP Drew (Adam for December) | |