

## BBP DM /May 21st / 18:30 Minutes

**Chair:** Mildred Locke (ML)

**Minutes:** Tom Ramsden (TR)

**Also attending:** Grainne Canavan (GC)

**Also invited:** James Perrott (JP), Chris Woodward

**Apologies:** Chris Woodward

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### Agenda

- ☐ **Check-In**
  - ☐ **Finance update**
  - ☐ **Review of previous actions**
  - ☐ **AOB**
  - ☐ **Date and invitees for next DG meeting**
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### Check-in

- ☐ **TR:** Good.
  - ☐ **GC:** Yeah fine!
  - ☐ **ML:** Enjoying her wrap and this is her third meeting back to back
  - ☐ **JP:** Had a gap to fill...
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### Review of previous actions

| Action  | Who | Status          |
|---|-----|-----------------|
| Bring discussion of budgets to an <b>all-staff</b> meeting. What things would we like to have a budget for? | GC  | Carried forward |
| All agreed to make ML Secretary. <b>Action:</b> ML to confirm this with DR                                  | ML  | Done            |
|   |     |                 |
| Use DRs pay benchmarking to write proposal RE pay-rise  | GC  | Done            |

### Updates

#### **Finance**

JP attended to update us on the finance report.

Overall:

- The last 4 months (Feb, Mar, Apr, May) are new
- Over that period the project has made an overall £6k loss
- NB - The finance end of year was 31/3/23, and the figures are subject to change in due course.

JP advises against creating a new funding and marketing role as this work should be happening already within existing roles. Suggestion of temporary (e.g. contractor fundraiser) to work on overhauling the sponsors/supporters scheme and finding some funding streams (even if temporary) to help fund the community side. Marketing is within the CCC role/job description. Action ML to inform GHRC (DR).

Review of Social Cycle is now due (after extended 6 month trial). In light of continued financial losses, DG suggest pausing this programme unless funding can be found. Action ML to ask GHRC (DR). Could DP's Social Cycle person hours (+ the hours of the new WC role - note: this would need to be put in their contract) be used for sourcing funding streams for Social Cycle and other community projects? DG would like to set this as a priority.

The overall financial performance is below expected. Therefore we are using up our reserves. Part of the reasoning the DG can see for this is that there are limited funding streams other than the TA. The DG suggest that with the new recruitment there is a renewed expectation of regular (at least weekly) community/admin team meetings and that within these meetings the group should prioritise the key objectives for the following three months (suggested). The directors advise that there seems to be a lack of cohesion across the team and these meetings may help with performance against collaboratively set objectives. DG suggest that these objectives can then be used to inform a more rigorous performance management element of the peer review process. Action: collective email. GC to draft this for review by DG.

## **HR**

No update provided, notes from Mildred:

- Recruitment underway for multiple roles at BBP (Volunteer Coordinator and Workshop Coordinator)
- Final interviews taking place today, decisions should be made imminently

## **Community / Comms**

- Social impact report is underway with roughly two thirds of written content ready. Chris Woodward is going to design a pdf only document.
- Earn a Bike continually booked up to capacity. There is more demand than we can fulfil in a single day so have flagged the possibility of a second session as potential SC alternative to DG in email.
- Freedom of Movement is currently on hold while Zara takes a break but hoping we'll be able to restart in late August.
- YPEAB and ASB are steady on Fridays and I've had increased referrals after outreach to schools for YPEAB.
- Flagging that I'm almost always having to let people know that BBP are unable to assist with potential programme/course proposals or attend community events and

provide a DR Bike e.g. “Welcome to Stapleton Road” street fair and Bristol Refugee Festival in Queen’s square. This is a combination of being without a Volunteer Coordinator again and having no extra capacity within staff for people to take on extra work and/or low motivation to do it. It’s almost impossible to do anything beyond social media and flyering for outreach atm.

## Social Cycle

- Numbers continue to vary but are consistently low
- Could be due to the location and lack of outdoor space, and also Fridays are a sacred day for Muslims, making it difficult for them to attend if they want to
- Decision on what to do next needed before Julien leaves on 21st July
- Suggestion:
  - Do we make it a purely volunteer session for prepping YPEABs?
- Strategic direction needed

## Trading Arm

- Rob’s update is here: [Trading Arm Update to Directors June 2023](#)
- Overview:
  - Shop has been short staffed over May and June after Adam left, but is now easing with the recruitment of Beth
  - Turnover 21.5k vs target of 23k.
  - Wheels to Work has died off almost completely since Travelwest changed the system so that everyone has to have a referral.
  - eBay’s been really good. Consistently 1k a month recently. Plenty of stuff to sell.
  - A few commercial Dr Bikes booked over summer.
  - KD and RW are doing a bike jumble at BBP on Sunday July 9. Should be a good opportunity to turn some clutter into money.

## Maintenance courses

- While it’s not been raised with us directly, there’s talk of discontent about the solution we suggested previously for the course syllabus to be reworked
- How do we address this? Action: check in with ML (courses coordinator) about the status of course delivery and/or recruitment (GC)
- Action: Ask GHRC for ops group minutes (ML).

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## AOB

- **Pay rise:** DG agree to a **8% increase (bringing pay to 24,379.59 - starting next month and including freelancers)** but advise they are aiming for more (we are aware that this is still not in line with inflation but we cannot afford even this raise. Therefore, the DG will review again in 6 months time). Action: communicate this (GC).
- Action: ML to draft thanks to the staff and membership for their work (possibly including data from latest impact report).

- TR thanks all for the super-fun times as a director. x

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Date and invitees for next DG meeting

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Actions for next meeting

| Action   | Who | Status |
|--|-----|--------|
| Action ML to inform GHRC (DR).   | ML  |        |
| Action ML to ask GHRC (DR). Could DP's Social Cycle person hours (+ the hours of the new WC role - note: this would need to be put in their contract) be used for sourcing funding streams for Social Cycle and other community projects? DG would like to set this as a priority. | ML  |        |
| Action: collective email. GC to draft this for review by DG.   | GC  |        |
| Action: check in with ML (courses coordinator) about the status of course delivery and/or recruitment (GC)   | GC  |        |
| Action: Ask GHRC for ops group minutes (ML).   | ML  |        |
| Action: communicate pay rise to staff (GC).  | GC  |        |
| Action: ML to draft thanks to the staff and membership for their work (possibly including data from latest impact report).   | ML  |        |