





# Trustees' Annual Report

for the period

From (start date) **0 1 0 7 1 7** to (end date) **3 0 0 6 1 8**

## Section A Reference and administration details

Charity name **Northumbria Blood Bikes**

Other names the charity is known by

Registered charity number (if any) **1 1 6 6 6 8 9**

Charity's principal address

**Northumbria House**  
**Abbey Road,**  
**Pity Me,**  
**Durham,** Postcode **D H 1 5 F J**

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Thompson	Chair		elected by membership
2	Graham Moor	Fundraising Officer		elected by membership
3	Steve Rawlings	Rota Manager		elected by membership
4	Kirsty Lawrence	Publicity Officer		elected by membership
5	Sean Storey	NHS Liaison Officer		elected by membership
6	Geoff Spencer	Training Officer		elected by membership
7	Rob Wilks	Membership Secretary		elected by membership
8	Alan Kinghorn	ICT Officer		appointed by trustees
9	Alan Johnson	Fleet Manager		appointed by trustees
10	Brian Slassor	Charity Secretary		elected by membership
11	Ronnie Paton	Vice Chair		elected by membership
12				
13	Monty Burton	Treasurer	to Jan 18	appointed by trustees
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Section A**

**Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (optional information)

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**Section B**

**Structure, governance and management**

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

<b>Constitution</b>
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How the charity is constituted  
(eg trust, association, company)

<b>Charitable Incorporated Organisation</b>
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Trustee selection methods  
(eg appointed by, elected by)

<b>elected by membership / appointed by committee</b>
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Additional governance issues (optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
  - relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p><b>Northumbria Blood Bikes is a member of the Nationwide Association of Blood Bikes. We follow their membership standards and, when necessary, work with other member groups to facilitate long-distance transport of packages by relays.</b></p>
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## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

**Northumbria Blood Bikes' objective is to advance health or save lives, primarily in Northumbria, (Northumberland, Tyne and Wear, County Durham and Darlington), by providing a volunteer courier service ancillary to transport provided by the statutory authorities for the transfer of blood, blood products and other medical resources between hospitals and medical facilities.**

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

**Outside normal office hours, hospitals rely on taxis or couriers to transfer urgent medical supplies or test samples between hospitals and other sites. Northumbria Blood Bikes carries out this service free of charge, ensuring the limited resources of the NHS can be used where it makes a difference. Trustees ensure all activities contribute to assisting the NHS in our area and thus provide a public benefit.**

Additional details of objectives and activities (optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**in order to provide the service:**

**We recruit, train, and motivate volunteers to work with us**

**We run a fleet of over a dozen vehicles**

**We organise fundraising and awareness events, and solicit donations, sponsorship and grants from our local community.**

**We do our own publicity: Newsletters, radio & TV interviews, banners, posters, promotional items, talks & presentations**

**We negotiate with Health Trusts, NEAS, NHSBT, GNAAS.**

**We record statistics, legal administration, evidence-backed with receipts, activity logs & recordings**

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

**During the period we delivered 13,300 packages for the NHS and Great North Air Ambulance Service which represented a 20% increase in deliveries over the previous period. We are confident that this has saved the NHS hundreds of thousands of pounds in taxi/courier fares and has improved the healthcare (or helped save the lives) of people in the North East of England.**

**Section E**

**Financial review**

Brief statement of the charity's policy on reserves

**We aim to hold in reserve:**  
**Sufficient funds to cover six months operating costs to allow an orderly close of the charity if required.**  
**Sufficient funds to cover replacement of any vehicle unexpectedly rendered unusable or uneconomic to repair.**

Details of any funds materially in deficit

[Empty box for details of any funds materially in deficit]

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**We have two principle sources of income. The first source is large donations (usually tied to the purchase of capital items like vehicles or equipment) which come from grant-making trusts, corporations or staff societies. Otherwise we have a steady flow of smaller, direct, donations to the charity postbox, or to charity representatives at publicity events which come from individuals.**

**The vast majority of our expenditure supports the charity objectives as it covers maintenance and running costs for our vehicle fleet and the IT systems which support our operations. Typically less than 2% of our expenditure goes on non-operational items.**

**Section F**

**Other optional information**

**Northumbria Blood Bikes was proud to be chosen to receive the Queen's Award for Voluntary Service in June 2017.**

**The award reflects the importance of the work that we do and the commitment and professionalism of our volunteers.**

**Section G**

**Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

**Brian Slassor**

Position (eg Secretary, Chair, etc)

**Charity Secretary**

Date

**3 0 0 9 1 8**