



Minutes of Committee Meeting
Wednesday 04th October 2023– 18:30 .Online via Teams.

Present:	Mick Redpath (MR) Rob Wilks (RW) Lee Smith (LS) Ria Burnett (RB) Stephen Winn (SW) Alan Kinghorn (AK) Jason Cooper (JC) Alan Johnson (AJ2) Tiger Taylor (TT)
Apologies for Absence:	Alan Johnston (AJ)

No	Item	Action required
1.	<p>Minutes of September meeting</p> <p>Proposed MR Seconded JC</p>	
2	<p>Action List</p> <p>MR went through the action list and the below were updated.</p> <ul style="list-style-type: none"> ● New vehicles BOB car. TT has a meeting with a potential funder in about a week and is looking to earmark possibly £25,000. TT to update for next meeting. ● Milk Run SLA. RB has tried to contact twice but has had no reply. RB will try again to contact. ● Key audit is still ongoing RB has met with Mike. The ones that have been taken off the system, we have no way of finding out. RB added that this is very time consuming. Mike to add in on milestones when keys are returned as this will make it easier to track. AK advised that some were removed to maintain GDPR and storage of information. RW advised that he may still have a copy of the original spreadsheet. AK advised against this due to GDPR. RB advised that at least 100 are outstanding. This is more of a security issue. ● Membership Survey. AJ2 to issue to relevant people. ● Events Assistant. TT advised that Paul Curran should have received this. ● Advanced Driver training spreadsheet. SH forwarded her information to RB TT. RB has contacted relevant people. 2 vouchers issued to riders, also 3 / 4 drivers. The vouchers are with IAM & ROSPA. TT to forward spreadsheet to SW and discuss with RW purchase of vouchers for the future. TT thanked RB for her support. Voucher to be activated within 14 days of issue. There were a few on the list who did not wish to proceed. RW has contacted all 	<p>TT</p> <p>RB</p> <p>AJ2</p>
3		

	<p>outstanding applicants to join NBB to advise of changes and that he will be in touch.</p> <ul style="list-style-type: none"> ● Events Van. JC has spoken to Jim Robson and it would not be worth claiming or deducting from the company who supplied the graphics. Other jobs have been done. LS to check to see if the bill has been paid, outline the issues and express our disappointment. ● Hospital line announcements. AK to follow up. ● Qualifications Recording. SW asked if this could go with the members survey. Going forward this would be easier for newer members. AK advised that this is shown on driver profiles. JC advised this could be done at annual assessments or licence / insurance declarations. <p>Committee Updates.</p> <p>Rota.</p> <ul style="list-style-type: none"> ● Changes to OLRS RB has spoken to Mike who will look in to this to accommodate split shifts. AK also meeting with Mike. <p>Training.</p> <ul style="list-style-type: none"> ● SW advised that all is okay he has been looking at the descriptions for assessors and would like to take away the need to add assessments on milestones as they already input information on to a spreadsheet. SW can do this from that information. Agreed. MR asked SW to update the procedure and send it over to Paul. Also brief assessors. <p>Fleet.</p> <ul style="list-style-type: none"> ● Not been too bad vehicle repairs completed. 3 bikes have been in for service, 2 cars have had MOT 14 licence and insurance checks completed since the last meeting. 1 bike recorder replaced. 2 bikes off the road. <p>Publicity.</p> <ul style="list-style-type: none"> ● Radio advertisements have now finished. We have had quite a lot of applications since they went live. ● Beside bike photo shoot confirmed for the 14th time to be confirmed. ● Earl bird GNR places, at least half a team signed up. 19 registrations. On a good track. KL awaiting Barry to come back with a total; however it is believed to be over the £10,000 mark. <p>Fundraising.</p> <ul style="list-style-type: none"> ● No major updates other than 2 meetings arranged relating to funding. Possible BOB car and hopefully a base to stand down. Possibly 3300,000. <p>ICT</p> <ul style="list-style-type: none"> ● Outsourcing update. AK has quite a bit of information about the functioning of the current website, putting specifications together. Hopefully we may have a cost estimate for the next meeting. AK to send RW a link. 	<p>LS</p> <p>SW</p> <p>SW</p>
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- Current OLRs being updated as it is now antiquated.

Vice Chair,

- AJ to discuss in item 7.

MR welcomed Rob and Lee to the Committee.

Treasurer.

- All accounts are up to date and reconciled.
- Current account £40,054. BMM account £80,000. Lloyds account £85,143. Total accounts £205,197. Equals cards £1,156 balance for top up. Total VAT claim £100,827.
- KL raised a question from Doreen, there has been a problem with Xero doubling transactions. This has been a nightmare and we may need to have a word with them in relation to software to find what is going on. LS to ask ST to contact Doreen in the short term. Also post collected today with a Gift Aid claim, also over £1,000 to be submitted.

Membership.

- As stated earlier, RW has contacted everyone who has been awaiting applications.
- RW still working through membership handover.

JC asked that a record be made to thank ST & SH for their service. MR agreed and that an award may be pertinent to recognise this. KL to look into this.

KL

	<p>Complaints None received.</p>	
4	<p>Major Events</p> <ul style="list-style-type: none"> ● KL mentioned Santa Runs. Responses awaited from hospitals. 3 more have been added. ● TT mentioned a Xmas party for volunteers. Agreed TT to look into this with a £1,000 spending limit. MR asked that a suitable venue centrally to be looked at. 	KL TT
5	<p>AOB</p> <ul style="list-style-type: none"> ● Uniform review, AJ2 discussed NABB hi viz specific clause. We have jackets in the cars as a stop gap. Some comments received as to the uniform policy, poor quality polo top, No fittings for women. Fundamentally we need to look at individual roles and be flexible in our approach. Reference was made to GNAAS. AJ2 to share the document. KL advised that NABB are waiting for final samples. Hopefully this will reflect a reduced cost reduction to members. ● Email received and responded to. Garage checks discussed as the procedure is specific and for collection of bikes prior to shift. MR to prepare the response for AJ to reply. Bases have been reviewed and continue to be done Vehicle graphics discussed. JC advised they come pre packed and other groups use the same. Smaller bike funding via Tesco. ● KL from NABB meeting. Earlier in the year an email went out for members to join the forum. This is a member's forum to look at discounts, templates for policies and procedures. A better way to communicate. To be used as an engagement tool. ● We are unable to use our publicity Tyne Bridge photo as blue lights were used. ● 3 positions are still available for the NABB committee. MR to send an email out. 	MR AJ MR

	Date and Time of Next Meeting 18.30 Thursday November 02 nd Online via Teams	
	Meeting closed at 20.10	

Chair / Vice Chair Print Name:

Date:.....