

Minutes of Committee Meeting
Wednesday 05th April 2023.18.30 Online via

Present:	Mick Redpath (MR) Alan Johnston (AJ) Steve Tulloch (ST) Kirsty Lawrence (KL) Suzanne Hitchison (SH) Tiger Taylor (TT) Ria Burnett (RB) Jason Cooper (JC) Sean Storey (SS)
Apologies for Absence:	Alan Kinghorn (AK) Stephen Winn (SW)

No	Item	Action required
1.	<p>Minutes of March Meeting</p> <p>Proposed ST Seconded MR</p>	Agreed
2	<p>Action List</p> <p>AJ2 went through the action list:</p> <ul style="list-style-type: none"> ● Policy to complete ready for next meeting reference Storage Container. This has now been completed. ● New Laptop user policy has been sent out. ● Collection of bikes evening before shift. MR has sent the list to JC. This can be added too as we progress. ● Events Vehicle to be discussed as an agenda item ● BOB Car still under review. ● Milk run updates have been sent out. RB has locations and what 3 words information to build in. ● Complaints procedure review has been completed. ● Uniform issue review AJ2 to arrange meeting this month. ● NEAS Key audit RB has this almost finished to send across by next meeting. ● Survey SH has issued a list. Comments to be collated for next meeting. ● Events Assistants TT has made some changes for May meeting. ● Hi Viz jackets needed for cars. JC awaiting costing however we are covered at the moment. Not necessary for logos. ● Safeguarding document H&S reps are happy with this, just some minor amendments required.MR has met with Gary Tait and all documents that were sent have been completed. 	<p style="text-align: center;">Closed</p> <p style="text-align: center;">Closed</p> <p style="text-align: center;">Closed All Ongoing</p> <p style="text-align: center;">RB</p> <p style="text-align: center;">Closed</p> <p style="text-align: center;">AJ2 RB</p> <p style="text-align: center;">AJ2 TT</p> <p style="text-align: center;">JC ST</p> <p style="text-align: center;">MR</p>

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- COVID runs. SS still in conversation with the Trust.
- Radio renewal completed price was £500 cheaper and the other company could not arrange a demonstration. MR advised that the radios can be set up to facilitate emergency calls. We will need to test this and see what functionality we may lose.
- Start and finish of shifts. Email has been sent to all.
- SLA Milk Run RB awaiting a copy from another group.
- Bike trays following NABB. ST added. Alterations to be sent to broker, they will clarify as they do not affect performance. Public liability, a bespoke quotation may be needed however we are covered until April 30th. ST also added that computer insurances are now in place.

Closed
RB

ST

Committee Updates.

Treasurer

- ST updated that all is fine with accounts.
- Charitable account £23,421 BMM Acc £204,877 Equals balance £1,821 Total funds £230,119 Income £4,745 received. Outgoings £4,361 £2,287 Fleet £0 Fuel (£3,323) pending. VAT reclaim total due to date £89,133. Attend insurance renewal request from an increase from £500k to £2,000,000
- Lloyds Bank waiting processing. HSBC new trustee signatories delivered to branch for processing.
- KL asked if we had sent a letter of thanks to BP. MR to do this.

MR

Membership.

- No major updates from SH. Some accounts have been closed down and work is in progress. SW has sent a list of people who have not attended inductions. There has been no feedback from members removed from OLRS.

Rota.

- RB updated that we have had a shortage of controller availability lately.

Fleet.

- JC updated. Fleet repairs have been completed and reported that it has been a 'hectic' week.

Fundraising.

- TT updated. Everything good with events ticking over, waiting to hear back about a few events.

Publicity

- KL updated and is okay, bit disappointed in relation to the egg run as only one additional volunteer. TT agreed to assist. 360 challenge, another email and FB post to assist Frank. Card machine (new one) used for the first time with over £40 taken. Little bikes sold really well at Brockbushes. No word as yet from BBC. MR may be able to assist with 360.

Hospital Liaison.

- Ss updated.
- Swarland Ave and Lane End surgery not on scheduled runs. 2 additional surgeries to add from April 12th. Shift notices to update.

Secretary.

- Nothing to update. Looking forward to Bebside at the weekend.

Vice Chair.

- AJ2 updated.
- DBS checks coming through steadily
- Couple of air vests issued.

Chair.

- MR updated.
- Query from an auxiliary assistant we may need to rewrite the form as it adds that it may be a requirement to be a Trustee.
- Apologies from AK. Graeme Bowser supporting well.

Complaints

None Received

Major Events.

- TT has received the email from Stormin the Castle this year and will respond to that as they are asking for space requirements etc. County Show have offered us a spot.

AOB

- Events vehicle TT asked if everyone had seen the channel. There is an opportunity of a VW Caddy and has had a look, it will hold all kit that we carry. The vehicle can carry 5 people. MR happy with the size of the vehicle however would prefer a van as opposed to a converted car. TT has looked at a base and has 2 lines of enquiry. Also places offering free storage. AJ2 suggested a van may be preferable for safety with bulk head storage and compartments. The

KL

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	<p>vehicle is designed for wheel chair storage; AJ2 added that these are anchored for safety. MR asked if we are more likely to carry more than 3 persons. TT said that this is not always the case. ST could not envisage events where we have 5 persons travelling together. TT preferred the ability to carry more than 3 if required. The vehicle is in Whitley Bay or Longbenton. Discussion followed reference larger events and parking. ST discussed similarities and preference for a van. TT discussed targeting larger events and transporting volunteers. MR suggested a poll on SLAC and respond by Friday. RB suggested TT identify 4 / 5 different vans. MR advised we need to act quickly. KL added her view and can see the benefit of extra seating. JC has been looking at vans for over 2 weeks. The Caddy if £19k with no VAT and is in budget. It was agreed ST AJ TT go for a closer look JC would be unavailable and Jim Robson would be available to assist and offer an opinion.</p> <ul style="list-style-type: none"> ● GP Runs have been discussed. RB discussed the Trust financing GP services to support this. MR advised that we are unaware of this and that the Trust have specifically requested this. Finance and politics are not our concern. TT asked if this could be quantified. This request has been made specifically from the Trust. We have had no donations from surgeries. ● Bike loading previously discussed. ● Radio renewal previously discussed. MR to arrange demo with Bill Deacon for emergency calling. ● Member ride along on shift received from a member. Agreed by committee on call and controller aware. AJ2 discussed DRB clearances which is mandatory. If not then they would need to remain in the vehicle. In reality this would not be viable. ● Grants for advanced tests. MR made a couple of comments. Reporting back needs to be regular. We need to track this closely perhaps on a quarterly basis for justification. In principal the progression for riders and drivers etc is a great idea. Agreed either ROSPA or IAM. From a new applicant perspective we may need criteria. Also have ROSPA and IAM got capacity. We need also to think about a receipt mechanism. Agreed membership and test fees. MR suggested we draw up expectations and we require more assessors. AJ2 suggested a simplified document with a breakdown and an acknowledgement. KL advised that there are other groups who provide this opportunity and could make contact with them via NABB. MR would like to push this out for an indication as to numbers. ● ST discussed the bank holiday weekend and if equals cards need topping up. KL advised cards are due to expire. ST to check this out. ● JC whoever is dealing with van contact Jim Robson. ● RB is off to London so unavailable from the next few days. ● AJ asked Committee check the draft open meeting minutes in the shared file. ● JC discussed new member locations and distance to travel to vehicles. This is open to members to decide on geographical areas. May make sense for Barry Bullas to run a software update for locations used. 	<p>Agreed</p> <p>Closed</p> <p>MR</p> <p>Not agreed.</p> <p>TT KL</p> <p>ST</p> <p>All</p> <p>AJ2</p>
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	Date and Time of Next Meeting 04 th May 18.30 Online via Teams.	
	Meeting closed at 20.30	

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Chair / Vice Chair Print Name:

Date:.....