



Minutes of Committee Meeting
Tuesday 06th December 2022 18.30 Tuesday Online via Teams.

Present:	Mick Redpath (MR) Alan Johnston (AJ) Steve Tulloch (ST) Kirsty Lawrence (KL) Suzanne Hitchison (SH) Tiger Taylor (TT) Stephen Winn (SW) Alan Johnson 2 (AJ2) Ria Burnett (RB) Sean Storey (SS) Alan Kinghorn (AK)
Apologies for Absence:	None

No	Item	Action required
1.	Minutes of November Meeting Proposed SW Seconded AJ2	Agreed
2	<p>Action List</p> <p>AJ2 went through the action log and the below were updated.</p> <ul style="list-style-type: none"> ● Storage issue policy still to be reviewed. MR to add a poll ● Equipment recovery completed. ● New Laptops AK has updated review post and on a poll ● JC collection of bikes prior to shift. Still in progress ● New vehicles. No Hybrid possible. "Would need to be diesel transit type van for fundraising. BOB preference still for electric if we can due to potential grant funding. TT to explore this. TT added that she already has grant availability however unsure as to how much we would require. MR we could look at hybrid potentially. Only issue to BOB is mileage. ● Milk Run RB developing procedure. ● Complaints procedure carried and approved. Forward tom Gary Tait ● Uniform review in New Year. MR agenda for AGM possibly set up a group. ● Key audit RB still to finish. ● Member survey discussed. Social media policy SW raised qualifications which 	<p>RB</p> <p>AJ2</p> <p>RB</p>

<p>may be outdated. TT mentioned member's commitment to shifts.</p> <ul style="list-style-type: none"> ● Assistants events policy TT in progress completing review. <p>Committee Updates.</p> <p><u>Chair.</u></p> <ul style="list-style-type: none"> ● MR gave updates from the action plan. Work has started on updates to policies and procedures. H&S updates to follow. AJ & ST have spoken and will meet to discuss all insurance policies. Committee CVs short and sweet to AJ. Just highlight skills will be sufficient. ● Trustee code of conduct ongoing. ● Trustee training SW is on this. ● Job descriptions to review. ● Finance policy review ● MR AJ2 have met with our 2 reps. an item will be prepared for January meeting. Risk assessments will be covered. KL raised NABB access for information. Andy Nash. MR will contact. This may reduce workload. Safeguarding concern rose in relation to minimum staffing levels. TT to be involved. <p><u>Other Issues MR</u></p> <ul style="list-style-type: none"> ● MR raised a point relating to some confusion from riders and drivers centred on the use of split shifts which are occurring more frequently recently. RB added that this has eased and that she had been advising controllers of late /last minute additions. RB felt that another colour code on OLRS may be difficult for JC to monitor. RB advised that it is always preferable to have 2 on full shifts at least however more so for a rider and duty of care, particularly when Vocare do not track. MR stated that he is not opposed to this however we have managed to cover shifts sometimes at short notice, however riders and drivers have looked at the rota and seen shifts appear to be covered. It was suggested that the situation be monitored for a few months with more chance of full shifts being covered. AJ2 added that rota booking shifts affects statistics for awards. ● Potentially Saturday GP temporary trial for 2 runs. 4 /5 collections 11am and 15.00. Starting 17th. MR to forward to RB. SS gave feedback on run requirements. AJ2 is on shift so will feedback. ● Defer enhanced access Newcastle Trust. ● Accidents KL from NABB AGM groups need to have incident and near miss records reported and recorded. This was previously done on a SLACK 	<p>TT AJ ST All</p> <p>SW MR AJ ST</p> <p>Monitor</p> <p>MR</p> <p>KL</p>
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	<p>channel. Another group have had a civil case. Possibly a task for H&S.</p> <ul style="list-style-type: none"> MR has done a slide deck for open meeting anyone wishing to add. Questions the week before. End 31st December. <p><u>Membership</u></p> <ul style="list-style-type: none"> SH advised that things were quiet with a bit of a lull. 3 new members. MR has forwarded a request. <p><u>Rota,</u></p> <ul style="list-style-type: none"> Couple of items from RB. Information is in shift controller notes, not all riders and drivers have access to this. Info as to GP runs etc. AK can have a look at permissions. COVID data, do we still need 2 runs. SS awaiting word back from the Trust. Virtual local went down during a shift and this had caused problems. Question as to how we should contact hospitals. Issue with hospitals not ringing back on SKYPE. AK suggested a potential alternative to hopefully assist. MR raised the practicality of this. A lengthy technical discussion followed. Use hospital line number. RB has been trying to contact Gareth to discuss how they can better tie up. Agreed MR to contact to facilitate. <p><u>Publicity</u></p> <ul style="list-style-type: none"> KL fed back on an issue that had been discussed at a NABB meeting. This related to further injuries received to an operational rider involved in an RTA whilst wearing a lanyard. Agreed AJ to send an email to ensure that this ceases to be the case. NABB have formally partnered with IAM and looking to do the same with ROSPA. Problems with ROSPA around the country reference advertising. IAM looking to review lifetime qualification. Fleet check may be useful to us for licence checks. Santa Runs, great news, we now have 8 hospitals including South Tyne & Sunderland. KL to narrow dates. Awaiting confirmation from Peter Kippax for a substantial donation for toy purchase. KL shared information reference Beatrix a child awaiting a heart who loves motorbikes. See confidential agenda. <p><u>Fleet</u></p> <ul style="list-style-type: none"> JC having communication issues this evening. <p><u>Hospital Liaison</u></p>	<p>SS RB</p> <p>SS</p> <p>TT</p> <p>RB</p> <p>AK SW</p> <p>AJ RB</p>
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- SS Milk runs are becoming more popular so linking with RB. Hopefully reduced to a weekly basis. SS may not be as active over the next few months until March. SS to forward information for day shifts as per Barry Bullas request.

Fundraising

- TT discussed an event for new year from IAM which may be the closest we get to Bikewise. MR suggested we step up requests for bag packing event.

ICT

- AK updated 3 assistants Mike Thompson Graema Bowser and Graham Weeks. Meeting most weeks. ICTteamatnorthumbriabloodbikes
- Laptops Graeme and Mike looking at this
- New site on live server.
- Shift Controller notices should be accessed by all work ongoing.
- OLRS running on old software with problems sending emails to certain domains. RB suggested a North West BB handover. AK asked RB to send email
- Data base update Thursday morning. Question from SW what 3 words have gone. AK to have a look. SW agreed to update this. TT question access to members directory for fundraisers. TT to email
- AK no longer has a landline. KL gave thanks for assistance with Xmas card addresses.

Training

- SW note from Barry relating to shadow riders also information given as to assessors
- All going well thanks to SH & AJ for assistance.

Secretary

- House move and internet problems
- RB AJ to sort out old driver jackets

Vice Chair

- DBS checks progressing as is air vests

Treasurer

Virtual update from ST by MR

- Big thanks to Doreen and KL
- All accounts in order and up to date
- Charities account £21,122 BMM acc £184,445 Equals balance £742 Total funds £207,634 Income £6,011 Outgoings £11,585. Expenditure £4,013 fuel £3,085 fleet £2,190 kit purchase £1,809 publicity £11,096 total
- Currently in the process looking at other bank accounts in case we have problems with HSBC closures. Santander looks promising however this cannot be done online.
- Looking at the distribution of HSBC of excess funds in HSBC account (new account)
- Gift Aid reclaim is now ongoing with a potential to date of claiming £3,787. Big thanks to Doreen & Kirsty.
- KL: added that from NABB Lloyds appear to be the only bank representing charities.

Complaints

None

Major Events

Open Meeting January 11th 2023. 19.00 Via Teams

AOB

See Confidential Section.

	<p>Date and Time of Next Meeting Wednesday 04th January 18.30 via Teams</p>	
	Meeting closed at 20.47	

Chair / Vice Chair Print Name:

Date:.....