



**Minutes of Committee Meeting**  
**Thursday December 05<sup>th</sup> 2023 at 18.30.**  
**Venue: Ravensworth Arms.**

|            |   |
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| Present:   | Alan Johnson (AJ2) Alan Johnston (AJ) Ria Burnett (RB) Kirsty Lawrence (KL) Jason Cooper (JC) Tiger Taylor (TT)<br>Online Sean Storey (SS) Stephen Winn (SS) Lee Smith (LS) |
| Apologies: | Alan Kinghorn (AK) Rob Wilkes (RW) Mick Redpath (MR)  |

| No        | Item   | Action required  |
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| <b>1.</b> | <b>Minutes of November Meeting</b><br>Proposed: JC<br>Seconded: SW   | Agreed   |
| <b>2</b>  | <p><b>Action List.</b></p> <p>AJ2 went through the list.</p> <ul style="list-style-type: none"> <li>• BOB Car update, AJ2 asked for an update on potential funding. TT advised that this was still ongoing.</li> <li>• Milk Run, RB has spoken to Vicky who has been on holiday and she is going to sort this out.</li> <li>• NEAS Keys RB advised that she had been away and that this task will take some time to complete.</li> <li>• Survey, AJ2 has not had time to complete this however will attempt to get it out this month. A discussion followed in relation to the next survey, KL advised that this will not be sent out. TT advised that there was one on the web site. This was last year's AK will be asked to close this one down. AJ2 advised that there was a list of items that we can revisit to go into the survey. KL agreed to take the lead on this.</li> <li>• Events Assistant, TT advised that this was with Paul Curran. MR had agreed at a previous meeting to chase this up.</li> <li>• Driver training, SW advised that applications are coming through thicker and faster, no specific information as to numbers. SW agreed to take over the spreadsheet.</li> <li>• Hospital line, AJ2 advised that this has been completed and that there were a few comments and some amendments are required. Discussion followed reference relay requests if we were to suspend normal service. TT made a suggestion that we could utilise one of our spare lines for this. RB agreed to take this forward.</li> <li>• Receipt book mailing error, SS has spoken to those concerned; this was a miss addressed mail. Receipt book can be destroyed.</li> </ul> | TT<br><br>RB<br><br>RB<br><br>AJ2<br><br>AK2 AK<br><br>KL<br><br>AJ2<br><br>SW<br><br>RB<br><br>Closed |

### Committee Updates.

#### Fundraising.

- Not a lot to update, there are still some pending grants in. There are not many events this time of the year. KL asked if the Sniperley event was going ahead. TT advised that the woman had not been back to her. This had been confused with the South Shields event JC has sorted this. TT raised a question reference bank statements and that as trustees we are required to see these. They are also required to obtain certain funding. AJ2 will look in to this and speak to LS. TT discussed GDPR and security however would like this noted as it is not a good look when a treasurer refuses a trustee access to this information. It may be possible to obtain these by paper copies which KL could collect from our mail box.

AJ2 LS MR

#### Rota.

- Lots of relays in the last couple of weeks which we had to use the event vehicle to cover one as BOB car was in for repair. JC and KL had agreed this. It was agreed that it was a good idea to use this vehicle now and again, especially at this time of year as it keeps the vehicle running as opposed to standing for lengths of time. All agreed to this JC advised that he can the ISO decal to the vehicle and that a job book can be added. The use of this vehicle frees up shift vehicles if they are required on the evening. RB agreed as this was the case when it was used. RM mentioned the Phoenix collection on a Saturday as some drivers are having problems with this and have to ring a number SS queried this as it has only been running for a short period. RB asked if the collection could be taken to the Victoria wing at RVI. SS agreed to speak to David however could not promise that this will happen. RB asked if there is any update on moving vehicles further north to assist if Morpeth bike is booked to assist rota. JC advised that this is under discussion.

#### Publicity.

- KL is going to BBC Newcastle on Thursday morning to the Breakfast Show to discuss the forthcoming Santa Run, this may generate further resources.

#### Fleet.

- BOB car has been off the road, the fear was that this was the timing belt, it has had a radiator fitted and a crank shaft seal. All bikes are on the road. JC has sent an email reference south Shields oil caps which on a number of occasions has been dropped or not replaced.

#### Training.

- Previous applicants to which we had about 23. 11 have signed up for induction which SW will do on Thursday night. Further dates are to be arranged. This will be via Teams. Discussion followed reference the decision to remove the interview process, JC gave his opinion as to why the interviews were originally agreed. KL advised that we had a back log of

applicants as these had not been progressed in a timely manner. KL was of the opinion that these could be reinstated when we are up to date with current applicants. It was agreed that we would look at this in January. It was also highlighted that this was not a formal interview and was more of a friendly chat. JC raised a point that previous discussions with applicants that there had been no mention of our mentors. SW advised that we have encountered a few problems with the mentor scheme and information passed on. However the scheme in most cases has been helpful. There is an information guide available on the web site. This should be a requirement prior to shadow shift.

Hospital Liaison.

- Everything running as normal currently SS to send an email reference collections to new run path labs.

SS

Treasurer.

- LS will email financial update and AJ agreed to add to minutes. LS thanked KL for her assistance with the issue reference Stripe. LS raised an issue with a request received from TT reference sharing bank statements. LS believed that there was an agreement with a previous treasure relating to this. After about a dozen messages which became frustrating which LS felt was a fair representation. LS was not appreciate of the content mentioning legal rights. And one thing or another insinuating that he was doing something underhand and not being transparent. LS did not appreciate this and he was not going to be sending out emails with statements attached which may occur a data breach. LS has checked with AK and others for advice including the previous treasurer. LS felt that he could not be a part of something which in his opinion was wrong. AJ replied that we need to resolve this issue and was not trying to take away anything from anyone however certain things that TT was involved with required a method to do this. LS felt that the easiest way to do this was to allow TT access to the full HSBC account and Xero and that this was the only request that had been made. AJ suggested that we use paperv statements that had been discussed earlier in the meeting which KL could collect. LS advised that he had no problem with this and had offered to print statements however he was not going to potential put himself in a bad position by sending this information electronically. AK had confirmed that this was not a secure means and could not suggest a resolution. LS added that he has no problem with TT having this information, or anyone having access to accounts. What he did not appreciate was the way that this has been done and the level of stress this has caused him. AJ suggested we request paper statements of the accounts which could be mailed and collected by KL from NWB postal point. This would alleviate any pressure on LS.
- All accounts are in order and up to date. All transactions are reconciled through Xero accounting software.
- HSBC Current Account £333171.65
- HSBC Savings Account £80446.12
- Lloyds Savings Account £85043.00
- Total in accounts £198660.77
- Equals balance for top ups £355.89

AJ

Agreed.

Agreed.

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|   | <ul style="list-style-type: none"> <li>• Allocated funds on cards £2391.75</li> <li>• Total £2747.64</li> <li>• Total Funds £201408.41</li> <li>• Santa Run notable donations</li> <li>• Reece Foundation £5000</li> <li>• USDAW £2000</li> </ul> <p><u>Vice Chair.</u></p> <ul style="list-style-type: none"> <li>• Following uniform review and discussions AJ2 has requested samples from NABB. He was hoping these would arrive for the Open Meeting. Also spoken to SERV. Waterproof and mesh jackets ranging from £45 - £60. Possibly looking at £100 mark for samples. 1 outstanding DBS has now been completed. AJ2 has dealt with information requests for MR.</li> </ul> <p><b>Complaints.</b></p> <ul style="list-style-type: none"> <li>• 1 received. AJ2 left the room and recording paused. Refer to confidential addendum.</li> </ul> <p><b>Major Events.</b></p> <ul style="list-style-type: none"> <li>• KL asked for it to be minuted that a huge thanks to Reece Foundation for the £5000 donation which is amazing. AJ2 suggested that the vehicles pay a visit for a photo session. Running total currently £5142.82. Also thanks to Darlington Lions for £200. Crown funder still open for 11 days with £160 also £17.50 Gift Aid. Hospitals are all happy and 10 wards to visit. KL will add dates and routes to social media.</li> <li>• Barry has confirmed we have been offered 35 places for GNR. 9 signed up so far. Awaiting total from last year. SS advised that what with security concerns there may be an issue with photographs at the Reece Foundation.</li> <li>• Open meeting invitations have gone out now.</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Request for approval to replace South Shields Car discounted at 14.5% agreed to allocate £23,800 which we can claim VAT to reduce to around £21,000 vehicle is new Skoda Octavia Estate. JC asked KL about naming rights from the money received as a result of an estate. KL advised not as yet. It was noted that the current South Shields car would not be offered for sale to members.</li> <li>• Moving vehicles north. AJ” raised the point that we have money from NEAS which we have had for a while. Suggestion and research has identified potentially a Hybrid Toyota Yaris Cross. This would suit the ‘Green’ requirements for purchase. TT advised that if we decide to go that route she could definitely secure us the money for that. AJ2 advised that this would free up the BOB car to move north. TT asked for the pricing for the Yaris which will run at around £25,700 minus graphics and graphics and advised that she was almost 100% sure we could secure the money for this 2-3 months. AJ2 advised we have £11000 from NEAS. Purchase agreed.</li> <li>• In lieu of the NBB Xmas party AJ2 suggested we look at providing a buffet at the next open meeting of an Easter / Summer BBQ. This was agreed KL to take the lead on this.</li> </ul> | <p>Agreed</p> <p>Agreed.</p> <p>Agreed</p> <p>TT</p> <p>KL</p> |
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|  | <b>Date and Time of Next Meeting</b><br>Wednesday 3 <sup>rd</sup> Jan Online via Teams 18.30 |  |
|  | Meeting closed at 20.15  |  |

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Chair / Vice Chair ..... Print Name: .....

Date:.....