



**Minutes of Committee Meeting**  
**Wednesday 10<sup>th</sup> July 2024**  
**Online via Teams at 18:30**

Present:	Jason Cooper (JC) Rob Wilkes (RW) Mick Redpath (MR) Kirsty Lawrence (KL) Paul Curran (PC) Sean Storey (SS) Alan Kinghorn (AK)
Apologies:	Alan Johnson (AJ2) Tiger Taylor (TT) Lee Smith (LS) Rianne Burnett (RB)

No	Item	Action required
<b>1.</b>	<p><b>Minutes of June Meeting</b>            Minutes of June meeting            Proposed by JC            Seconded by SS</p>	Agreed
<b>2</b>	<p><b>Action List.</b>            MR went through the Action list (see document for more detail)</p> <ul style="list-style-type: none"> <li>● Milk Bank SLA received and approved MR/SS agreed RB could sign off and return on behalf of NBB</li> <li>● NEAS Key Audit ongoing, almost complete</li> <li>● Events Assistant JD to be resent by TT to PC for formatting – still waiting</li> <li>● Now have list of those who did not complete the survey. RB to update (RW blocked 23 today – all non operational)</li> <li>● Airvests, 1 collected (With MR), 1 to be collected by Ria, 1 being returned this week via Jim Robson, 1 still being chased by MR</li> <li>● Procedure updates ongoing.</li> </ul>	RB  RB  T RB  MR/RB  All
<b>3</b>	<p><b>Committee Updates.</b></p> <p><b>Treasurer</b></p> <p>All accounts are in order and up to date. All transactions are reconciled through Xero            HSBC Current Account = £53,766.53 (still kept high as the invoice for the fleet insurance renewal has not yet been received. I have chased)            HSBC Savings Account = £50,924.11            Lloyds Savings Account = £85,432.71            Total in accounts = £190,123.35            Equals</p>	

<p>Balance for top ups = £1292.63 (£800 just added for more IAM vouchers)  Allocated funds (on cards) = £1,506.42  Total = £2,799.05  Total Funds = £192,922.40  Notable events:</p> <ul style="list-style-type: none"> <li>•For Jason, could I get last months invoices please, the VAT form needs to be updated every 6 months and I need to have Xero balanced</li> <li>•The formal annual accounts require me to send over all statements to Ribchesters at the end of our financial reporting period (end of June each year). These have just become available so will be with them by the weekend with a view to ‘turning around’ the accounts imminently</li> </ul> <p><b>Rota</b></p> <p>Key audit almost complete, another few days will have a clearer picture. RW will send some details to Ria to go with this over people who have left and likely to still have keys. Also details of who he has blocked.</p> <p><b>Fundraising</b></p> <p>No update</p> <p><b>Publicity</b></p> <p>Morpeth NFU have supported us as a charity and we will be receiving a cheque for £3,254.50. KL will be organising presentation with bike 360 challenge has raised £5,063.25 plus gift aid. Most raised for a while so great result GNR – we had 2 people drop out as they have broken limbs so will be unable to undertake the run. That left 5 spare places and we have sold them to GNAAS, and therefore not lost any money.  BBQ – the people who attended thoroughly enjoyed it, it was good fun. Food was very good. Disappointing that 30 people did not turn up, and only 1 apology received. We will have to carefully consider if we run another in in the future.</p> <p><b>Membership</b></p> <p>23 people blocked today, all non-operational who have not responded to emails etc,</p> <p><b>Training</b></p> <p>Spreadsheet issues, which means manually sending out emails individually which is not sustainable. It is being done, but ICT are working on the spreadsheet at the moment to get it working correctly, and sending the emails out through our domain.  Controller workshops – 4 people interested so one will be set up.  Inductions – 3 dates proposed and invitations sent  Assessments, emails sent to those people who need to arrange.  MR &amp; PC are working on a simplified process for new members to try and get people through quicker, once they have their advanced qualification. Also reviewing the workload, to then take Sam on to assist. We think there is scope for an AUX role to support training and membership by managing the spreadsheet once this is up</p>	<p>JC</p> <p>LS</p> <p>RB/RW</p>
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and running to our satisfaction. A JD will be produced and then advertise for a volunteer to assist.

### **Fleet**

Everything ticking over and repairs, servicing etc all in hand

### **Vice Chair**

DBS 3 yearly rechecks almost up to date and will be ongoing as more required when they become due.

Procedure for use of new airvests has been updated and ready to issue once we receive the order. No date on when this will be. £10 deposit for this version as cheaper, and we will encourage all fundraisers and drivers to have them.

### **Hospital Liaison**

All running okay with no issues at present. SS had not picked up on actions from previous meeting due to holidays but will address them. See action log for updated details

### **ICT**

External Support – AK updated on our proposed outsource of this:

- Best quote from System Horizons which is owned by the guy who originally helped set up our website
- It is for general support, maintenance, updates, bug fixes etc and it will be £30 per month. AK & MR have seen this and agreed it was reasonable.
- Slack channel to be set up, quote put in for all committee to review and agree.
- There will be details to sort once we re ready to go ahead, such as who calls them when required, ability to explain the issues etc. Unless urgent it should go through the ICT team, but we will detail a process for this.

### **Website Migration**

- Again looking to obtain a quote for this work from System Horizons. AK has done some work, but they will quote as though from scratch
- NDA has been signed and they have been given access to review what is required.
- We will need to pick out what is current and required so we do not migrate unnecessary data. This will require each member of the committee to review content and agree what needs to go across.
- Support will then transfer to new site, and likely to be cheaper as software more modern and easier to support.
- SLA to be agreed for this
- Committee will be able to continue to do everything they can currently.

Training sheet – This is ongoing work as per training comment. Needed to ensure we comply with GDPR

### **AOB**

### **AGM**

Agreed tentative date of 25<sup>th</sup> September. MR to invite Heidi, Bob and Rachel to see if

All

MR

	<p>they want to attend or put together a video message. Also MR to review previous minutes etc and work out who should be standing down. We will have Training (PC co-opted at present) and Secretary vacant</p> <p><b>Recognition for CoC shifts</b> JC raised that he thinks committee should get recognition for CoC shifts as we do a lot of work and not recognised. It is a small thing but should count towards badges/awards. All agreed it should happen. MR to ask Barry Bullas to include and it should be backdated to when each committee member took up post.</p> <p><b>Procedure update</b> RW advises that he has found MEMB099 is incorrect. Section 3 states executive Committee and 3 trustees which is incorrect. MR to review and correct.</p> <p><b>Complaints</b></p> <p>Ongoing complaint discussed and closed (Confidential so no notes in here)</p>	<p>MR</p> <p>MR</p>
	<p><b>Date and Time of Next Meeting</b> Thursday 1<sup>st</sup> August 2024 at 18.30 via Teams</p>	
	<p>Meeting closed at 19:35</p>	

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

Date:.....