



Minutes of Committee Meeting
Wednesday January 3rd 2024 18.30.
Online via Teams.

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

No	Item	Action required
1.	Minutes of October Meeting Proposed: AJ2 Seconded: RB	Agreed
1	<p>Action List.</p> <p>AJ2 went through the list:</p> <ul style="list-style-type: none"> As discussed at the previous meeting funding was approved by committee to replace the South Shields car (this has now been purchased) TT to look at part funding towards the purchase of the BOB car replacement along with the money received from NEAS. MR asked if we were to go ahead with a purchase prior to the funding approval would this suffice. RB added that she was sure we are to await funding approval and that she was meeting with TT tomorrow. JC added that potentially we would be looking at a March / April delivery date on this. Milk Run SLA RB is still awaiting word from Vicky. MR asked as this has been ongoing for a while is it worth using a different approach. RB advised that currently Vicky is on holiday. RB will send MR a copy of the SLA which she has amended in places, also a copy to SS. Event Assistant AJ2 to chase up with Paul Curran. Advanced training. SW advised that this is going really well with a number of people reaching the end. SW has also forwarded information to TT of others who are interested. SW to work on a spreadsheet. RB to forward the information she has to SW for inclusion. This should be done before the end of the month. MR asked if costing could be included on this for reference. Hospital line number. RB advised that Paul has updated the suspension procedure. Message to change to advise that committee can be contacted in an emergency. MR advised that this should only be for emergency blood to GNAAS. This is separate to relay requests. JC added the options available i.e. service suspended until 07.00 or 19.00. AJ2 to speak to AK. Xero. LS to update at an appropriate time. Receipt books. Discussed at previous meeting. 	<p>TT</p> <p>RB</p> <p>AJ2</p> <p>SW RB</p> <p>AJ2 LS Closed</p>

2

- Membership survey. Currently closed down pending amendments. KL has requested next of kin information to be included. This was agreed. MR to draw up a draft and ask opinion in SLAC. NEAS Key number also to be included and driver or rider qualifications. Also Social Media Policy.
- NBB summer event. KL has lead on this.

MR
KL

Committee Updates.

Training.

- All going well, there were 2 inductions held in December with 6 attendees. 3 more inductions are on the cards and 17 awaiting induction.

Rota.

- Rota was covered pretty well over the Christmas period with minimal cover at times. Generally looking pretty good at the moment.

Fleet.

- Blucher car has an ignition barrel fault at currently has a temporary fix. New barrel on order (2-3 weeks) North Shields car has had a water pump replacement and is back on the road as of today. South Shields new replacement has been purchased whilst the deal was on offer prior to end of December. Graphics and camera system are on order. Fuel cards are sorted and various exemptions, awaiting word back from an email to our insurance company. Misplaced access card to Sniperley has now been recovered (rider had it in his pocket) BOB car JC has looked in to this 4x4 Toyota Yaris Hybrid Cross £33198 (1 available) There is also a demonstrator available not 4wd, all specs £28000 and available February. JC to check on VAT reclaim. AJ2 advised that we needed to see what TT had to say reference grant funding. MR advised that we can discuss this on SLAC and use the initial £10000 ant top up. JC opinion was that the 4wd was probably over the top and not essential. It was agreed that the hybrid option was a better move. SS queried if we have the £10000 available from NEAS why did we need the grant funding option also. It was discussed that as there were potential options available then this would save us going in to NBB funds. LS would also need to be involved with this expenditure.

JC
RB TT

Hospital Liaison.

- Wolfson building collection on a Saturday SS advised that riders and drivers access cards should now work at the entrance to the building. RB advised that AJ had done this run on Saturday and advised that the collection was more suited to a car due to the amount of samples that may be collected.

Vice Chair.

- NABB update. It was voted in that for the next 3 months Tyrone would act as chair until a further ballot. Vice Chair role not filled and there is talk of looking outside of the group.

Chair.

- MR has spoken to AK, still looking at a price to outsource IT work and will manage the contract not from a committee based role. AK has been doing work on the new rota and will have an update for next month with the ability to split a shift. Advanced training going really well. Procedure updates

	<p>MR has picked up on 2. Cancellation of shifts. An insert is needed to request a phone call if this is within 24 hours ton rota and COC as well as an email. Rota 002 minimums staffing numbers requires changing. RB advised that this has been done. MR advised that a dayshift should be a minimum of 2 unless agreed for a holiday period with approval of Rota and COC. Scheduled shifts are not included in this. 00.00 – 07.00 minimum of 1.</p> <p>3 Complaints None received.</p> <p>4 Major Events.</p> <ul style="list-style-type: none"> • Summer BBQ to be confirmed. <p>5 AOB</p> <ul style="list-style-type: none"> • JC asked if the event vehicle could be used more for milk and relay runs. Stickers are now applied. • Discussion reference MR email. 	<p>RB</p> <p>Agreed</p> <p>Closed</p>
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	<p>Date and Time of Next Meeting</p> <p>Thursday 1st February 18.30 Online via Teams.</p>	
	Meeting closed at 19.28	

Chair / Vice Chair Print Name:

Date:.....