



Committee Meeting 07th March 2023. Durham University. 19.00.

Present:	Mick Redpath (MR) Alan Johnston (AJ) Steve Tulloch (ST) Kirsty Lawrence (KL) Suzanne Hitchison (SH) Tiger Taylor (TT) Stephen Winn (SW) Ria Burnett (RB) Jason Cooper (JC)
Apologies for Absence:	Sean Storey (SS) Alan Johnson (AJ2) Alan Kinghorn (AK)

No	Item	Action required
1.	Minutes of January Meeting Proposed MR Seconded ST	Agreed

2

Action List

MR went through the action list:

- The laptop policy has been reviewed and ready for AJ2 to publish.
- Possible collection of bikes early prior to shift. There has not been a great deal of requests so far. JC has this in hand.
- Event van was discussed was discussed at length. ST had forwarded a potential vehicle. Committee agreed a 20k ceiling for this purchase. It was suggested that an automatic vehicle would be the preference and side sliding doors. TT and ST to look further in to this and feedback to JC. TT agreed to make enquiries at motability dealerships. RB raised an issue and suggested a refrigerated van for use on milk runs. Another lengthy discussion followed however the request to potentially purchase was disagreed. TT mentioned possible funding for this and will look in to this. TT and RB to look at storage space at West Denton for milk boxes.
- BOB car was replacement was discussed, JC advised that the logistics of an electric vehicle was still unknown. Committee suggestion as to a hybrid purchase. RVI offer of a dedicated parking bay with electric charging point was raised JC to discuss with SS and AJ2. Agreed to defer until next month.
- RB has an SLA for milk run and will forward to Gary Tait.
- Complaints procedure completed and with Gary Tait.
- Uniform discussed, this is with AJ2. AJ advised that there were quite a few requests from members interested in joining a working group to look at this and that AJ2 was going to select people and arrange a group meeting. MR to speak to AJ2. KL gave feedback from NABB in relation to hi viz for drivers. JC to arrange purchase of various cat 3 sizes for vehicles.
- Key audit. RB has a list however there are no records of returns and there are former members blocked from OLRs. It was suggested by MR that AK may be able to generate a list.
- Survey returns - SH to send an email requesting information and that if no replies are received from individuals, they will be removed from the active list.
- Auxiliary Events Assistants with TT. MR asked that this be completed for the next meeting.

AJ2

JC

TT ST JC

TT RB

JC SS AJ2
RB

MR AJ2
JC

MR AK

SH
TT

3

Committee Updates.

Training.

- SW advised that all was okay currently. He has received a request from Jim Robson to join the shadow team, however he is happy with whom we have at the moment. SW to inform Jim of this and that consideration would be given if we get a vacancy.

SW

AJ

Secretary

- Open meeting venue confirmed at Fire Station Headquarters with provisional numbers approximately of 40 – 60 attendees. Fire station has requested names in advance. MR suggested that this is included in the invitation email.

Membership.

- SH asked for clarification on controller mentors, SW advised that we have 6 currently with 3 trainers. Agreed that Paul Curran could take over this task and that SH concentrate of riders and drivers. A query was raised as to confliction information given by some mentors. SH to keep a log of this.

Publicity

- KL discussed her professional working relationship with the father of a young girl called Bea who is currently awaiting a transplant. An organised marshalled ride has been arranged from the biking community on the 23rd April. This will follow a predetermined route commencing at Wetlands in Washington to the Freeman. KL requested that committee agree that a blood bike be included and that Frank Soulsby be allowed to escort. This was unanimously agreed and the inclusion of a car also.
This event is named 'Gift Of Life Ride'

Fleet.

- JC advised that repairs to bikes have been completed and some graphics to add. Access to West Denton is proposing a change to access arrangements with the addition of a key fob access box. A suggestion had been made that the station be informed if a member was to leave NBB in order to facilitate a code change. JC to chase up. SW asked if NBB receive an insurance reduction for completing annual assessments. JC advised that this was a NABB requirement ST gave feedback that we have a 6k reduction this year following changing companies.

Treasurer

- ST gave details of our current financial position.
- Attend insurance renewal imminent
- Requested to open a Lloyds bank account minuted and agreed by all committee. MR to sign consent letter
- A big thanks to KL and Doreen with a tremendous effort on the Gift Aid to get this off the ground.
- All accounts are in order and up to date. Transactions reconciled through Xero accounts software,
- Charitable account £23,517
- BMM Acc £204,877
- Equals balance £892 top up balance £1,609 allocated funds on individual

Agreed

JC

Agreed.
MR

<p>4</p> <p>5</p> <p>6</p>	<p>cards. £2,502 equals tota.</p> <ul style="list-style-type: none"> ● Total funds £230,896 (£14,281) Transferred £20,000 into BMM acc. ● Income £17,731. Notable donations £3,802 HMRC charities £9,387 VAT rebate. ● Outgoings £4,685. £2,411 fleet. £510 fuel. BP fuel savings £1,952+ £3,488+ £2,910 = £8,350 ● VAT reclaim £9,397 June – Dec total to date £89,133 <p><u>ICT</u></p> <ul style="list-style-type: none"> ● Update from AK by MR. Shift notices tested and are fine on NBB stage. These can be found under operations and will run parallel, Members survey, Graeme Bowser to speak to SH. <p><u>Fundraising.</u></p> <ul style="list-style-type: none"> ● TT advised that events continue. And asked about the Safeguarding Policy. MR had this under a.o.b. MR proposed the one we have and that TT complete this to add to SLAC. This can then go to H&S reps. <p><u>Rota</u></p> <ul style="list-style-type: none"> ● RB reported all okay. <p><u>Chair.</u></p> <ul style="list-style-type: none"> ● MR to draw up slides for open meeting. ● GP runs, MR suggested that this is deferred as SS not here. RB raised the scheduled covid run issue and asked if SS could ask labs to contact us if there is a collection as sometimes there are none. ● MR discussed bike loading issues. JC MR to complete a list of every single modification for insurance. A discussion followed relating to load weights. KL discussed that a group has raised their trustee liability insurance to 2 million, as a fall back plan. ● The radio renewal contract is due for renewal on March 27th. NE radio comms have provided a quote with 3 and 5 year examples. Basic cover 12k and safeguard cover 14.3k. TT mentioned Tetra handsets as previous. JC asked if Bill Deacon could check our radios to see if they are programmable. Agreed that we would request a demo from NE comms to include ST & TT <p>Complaints None</p> <p>Major Events</p>	<p>Graeme SH</p> <p>TT</p> <p>MR</p> <p>MR</p> <p>KL</p>
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Open Meeting.

AOB

- SW discussed the rider and driver assessors we currently have. MR advised that we have some members currently completing training. JC enquired if the assessors meet and advised of a member who had failed an assessment. Assessor had recommended extra training before reassessment. The person in question had cancelled a number of appointments then arranged his own assessment with another assessor. It was agreed this should have been the original assessor.
- KL advised that she is awaiting a reply from BBC morning live and has been inundated with requests following her email. KL will select appropriate candidates. Also discussed Rav Wilding KL has contacted Morpeth Mayor who has a friend as Bea has featured previously. Also to contact Bob Jarman. The BBC were also unaware that we covered milk runs and are keen on this. The format will be a 7 minute pre recorded session. NBB will be representing NABB. KL as well as a rider, driver and controller will be involved.
- JC raised a control issue which re-occurs where riders are allocated jobs which take them past their allotted finish times. MR to email Riders Drivers and Controllers.
- MR to select some dates for future meetings online and face to face and suggested we meet prior to the open meeting. Face to face will be 19.00 Teams at 18.30.

MR

MR

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	<p>Date and Time of Next Meeting MR to provide suggestions.</p>	
	<p>Meeting closed at 21.00</p>	

Chair / Vice Chair Print Name:

Date:.....