



Minutes of Committee Meeting
Tuesday 04th October 2022. Tesco Extra Consett. 19.00.

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 August meeting: Proposed KL Seconded ST	Agreed
2	<p>Actions List</p> <p>MR went through the action log and the below were updated.</p> <ul style="list-style-type: none"> ● Storage container procedures remain ongoing TT working on format and will be completed for next meeting. ● Graeme Moor equipment collection. KL has made contact and this is in hand, collection arranged for next week. ● AK has sorted laptops and this was agreed to be closed. ● Inactive members, SH is still working on this. Agreed to be closed. ● As a follow on to bike collection for shift the following day MR advised that there had been a few requests. JC to write up and ensure garage checks are included. JC advised that some have already been completed. JC advised that he was unaware of this as he was not at the meeting where this had been discussed previously. MR advised as to where the action points could be located. ● Work continues as to looking to source acceptable vehicles of either electric or hybrid. Careful consideration will be needed as to storage location including a designated charging point. MR added that it may be more feasible to lease as opposed to purchase. ● Committee Role Allocations. Interested parties gave their opinions as to what they could bring to the roles and which vacancies would be their preference. Following this, it was agreed that with immediate effect. 	<p>TT</p> <p>KL</p> <p>Closed Closed</p> <p>JC</p> <p>Ongoing</p> <p>Agreed</p>

<p>3</p>	<p>MR Chair AK to remain ICT RB Rota Manager TT Fundraising Officer AJ2 Vice Chair</p> <ul style="list-style-type: none"> MR requested that events are updated on a regular basis with emails confirming these and requesting interested members to book. <p>Committee Updates.</p> <p><u>Treasurer.</u></p> <ul style="list-style-type: none"> ST updated all accounts are in order and up to date. Transactions reconciled (except Equals cards) through Xero accounts software. Need to reconcile Equals accounts with Ribchesters, telephone meeting to be set up with accountant. Government Gateway finally set up with HMRC to process Gift Aid. Treasurer has manager rights. Doreen Lawrence continues to provide great support with donations and banking to NBB and is always willing to take on extra duties, specifically GIFT Aid and input to HMRC template. ST to add her access to Government Gateway as a manager, this was agreed. Need to create another CH1 form to have Ronnie and Chris removed as we need to add new trustees. As it currently stands ST AJ RP <p><u>ICT</u></p> <ul style="list-style-type: none"> AK advised that contact has been made with ICT assistants who have a wealth of experience and that this will greatly assist us. The assistants will assist with ICT requests allowing AK space to complete other tasks. Paul Curran Wilf Moralee and Ruth Atkinson continue to support shift controllers. NBB laptops are now set up for issue and should only be used for their intended purpose. Work continues to progress on V2 OLRs. There are still updates to complete on the main website AK to speak to our new hosts. Templates started for public and members site. <p><u>Training</u></p> <ul style="list-style-type: none"> SW updated there are currently 5 members requiring shadow shifts and 2 have requested a further shadow. SW raised a question as to new members requesting to purchase air vests. MR advised that they are directed to him. SW to also speak to Geoff Spencer. <p><u>Fleet</u></p> <ul style="list-style-type: none"> JC updated that all was well at the moment and fleet was cracking on. 	<p>TT</p> <p>ST ST</p> <p>AK</p> <p>SW MR</p>
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	<p><u>Membership</u></p> <ul style="list-style-type: none"> ● SH updated that work continues on membership stats and active / inactive members. ● SH also raised the issue about members who have had their access closed and the return of ID cards, particularly the NHS ones. KL suggested that we could have the cards amended to say that they were NBB property. It was agreed that this as a good idea ● NEAS Keys was also discussed. RB to complete an audit.. <p><u>Fundraising</u></p> <ul style="list-style-type: none"> ● TT updated that she had noted a question raised at the AGM about a possibility of obtaining some free items of uniform, there may be grants available to support this also assistance with advanced training. TT to progress and update at the next meeting. ● Also that there are events coming up, these will be added to calendar and emails sent out for members interested. <p><u>Publicity</u></p> <ul style="list-style-type: none"> ● KL has been in touch with Sunderland University however so far has received no response from the students union to attend Fresher's ● There is a new hospital request from Ferndene on the toy run this year. So far no response from Durham and Darlington. ● KL asked SS about numbers for Hospital mouse mats SS gave a rough estimate of 200 – 500 as these go to numerous departments. <p><u>Secretary</u></p> <ul style="list-style-type: none"> ● All minutes up to date with the exception of AGM <p><u>Hospital liaison</u></p> <ul style="list-style-type: none"> ● SS advised that milk runs continue and are getting more frequent. Need to look at locations for milk boxes for these runs. We currently only have 1 box but hopeful we can get another 2. SS advised that it's difficult to plan specific days for the runs and that sometimes we get 48 hours notice, It was suggested that RB set up a Whats App group? <p><u>Chair</u></p> <ul style="list-style-type: none"> ● Welcome to RB and AJ2 to the committee ● MR advised that he will the annual return for HMRC has been completed well ahead on schedule and he will upload and send. 	<p>RB</p> <p>TT</p> <p>AJ</p> <p>RB</p> <p>MR</p> <p>MR</p>
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Complaints

None

Major Events

Nothing to record

AOB

- H&S roles, 2 appointed. Aims of role agreed
- Action plan to add to drive.
- Laptops all have anti-virus installed, serial numbers to be acknowledged from recipients
- JC queried collections have dropped from GP surgeries and many are closed and not making contact. Paul Curran has asked for Controller feedback. Also reduced COVID collections. SS to take this up with Hospitals once we have the data.

SS

	<p>Date and Time of Next Meeting November 3rd 18.30 via Teams.</p>	
	Meeting closed at 21.10	

Chair / Vice Chair Print Name:

Date:.....