

**Committee Minutes Meeting**  
**07/01/25 2025**  
**18-30 Online**

Present: Mick Redpath, Jason Cooper, Ian Jamieson, Kirsty Lawrence, Clive Franklin, Chris Mann

Apologies for absence: Lee Smith, Mike Thompson, Sean Storey, Paul Curran

No	Item	Action required
1	Minutes of December meeting approved. Proposed by Jason Cooper seconded by Clive Franklin	
2	<p>Action Log,  Website content ongoing – MT has list of people who have agreed to help, he now needs to arrange with them what is required. Testing will be ready to start this month on public website.</p> <p>Google drive clean up – ongoing, and will be for some time. Folders set up seem to have permission issues when MR has added some. MT to review if any reason for this.</p> <p>Committee on Call number diverted. Set up but not yet in place. Need to go to multiple numbers on divert with the list of everyone’s number on 2<sup>nd</sup> group to remain same and we only alter the first one to actual person who is on call. IJ progressing this. PDF been developed with instructions. Tested during meeting and did not work (2 people got missed calls but phone did not ring). IJ to look at it again</p> <p>GNAAS delays due to BBC being late. SS advised GNAAS will not consider further handover in process. Therefore if BBC are going to be too late, we will return blood to RVI and they will need to collect. Determined process, action closed</p> <p>Fundraising H&amp;S procedures – PC has sent to KL who has to yet review.</p>	<p>MT</p> <p>All</p> <p>IJ</p> <p>PC/KL</p>
3	<p>Committee Updates:  Jason Cooper:  Services etc done  Unpaid fuel bill by driver, to be paid.</p>	

Sniperley fire station, our car to be parked outside. Parking will be tight, and will need to be park like for like as we do at Blucher. If we have issues we can approach NWL to see if we could temporarily relocate car to there car park.

No issues with bikes as procedure will be same.

Access will need to be via main doors rather than through the drive in gate, to collect keys etc.

Chris Mann:

All DBS up to date, I ongoing then decision needed over Phil Austin. Insurance declaration and driving licence complete August, no shift since June 25. Has not done survey and is on list to block so we will allow block. If he returns we can then do DBS if needed.

Clive Franklin:

Definite improvement seen in shift cover (except for late half on split shifts) but over Xmas period was covered without a lot of pushing. Would like stats on rejected calls, but controllers do not report on this so nothing available.

Some overbooking, but probably due to doing it on phone and not seeing full screen.

Ian Jamieson:

Inductions

- Next induction will be in late Jan/ early Feb, date TBC as awaiting availability feedback from inductees
- We currently have 13 on the waiting list but 3 of these have not been added as Members as they wish to become Rider/Drivers with no existing advanced qualifications. They have been advised to complete their advanced training then they will be attending an induction session

Leavers

- Leaver, mutually agreed, Eddy Hough. All equipment collected but has now asked for reimbursement of costs and Lee is awaiting his bank details. He can be reimbursed via Zettle

- Leaver, Alex Beacock, hadn't attended induction.

Complained that he couldn't use the website to complete the survey as he was neurodiverse

2025 Annual Survey

- 189/242 returns, first cut of comments in the shared drive. These will be updated with all responses once time allows
- Proposal was to block non-respondents on website & OLRS & FB
- Changed the approach,
  - o anyone not visiting the NBB website since February 25 (10 months) was blocked on all NBB sites (11)
  - o email reminder to complete the survey to continue NBB Membership was sent to 41 members on 17/12/25

<p>o 15 of the 41 have completed the survey</p> <p>o 25 are going to be blocked on all systems in addition to the original 11 blocked – the exception is Martin Price who hasn't responded!! (Martin will not respond as he is the developer working with Mike on the new website)</p> <ul style="list-style-type: none"> <li>• Detailed analysis to take place and to be shared with Committee</li> </ul> <p>Laptops</p> <ul style="list-style-type: none"> <li>• Returned Simon's to NBB stock</li> </ul> <p>Committee on Call</p> <ul style="list-style-type: none"> <li>• Updated process in today's meeting folder</li> <li>• Test</li> </ul> <p>Events Attended</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Shadow Shifts</p> <ul style="list-style-type: none"> <li>• Claire Hillen – ongoing SC shadow shifts</li> <li>• Mike Perry – last SC support shift next week then he should be good to go</li> <li>• Paul Howell – wants to start his SC training in Feb 26 after his hols</li> </ul> <p>Actionable Items</p> <ul style="list-style-type: none"> <li>• Fleet – Andrew Polkinghorn (5544) has made me aware today that he has been diagnosed with Parkinson's Disease (early stages). He has been advised by his GP to contact both DVLA and his insurance companies so we need to inform our insurers. For info - Andrew has the following Hexham Run shifts booked: 9 &amp; 16th Jan, 6th Feb, 6 &amp; 20th March &amp; an Ops Support shift booked for 27th March – Our insurers will go with whatever DVLA says as they did that last time we asked, so we need to wait for their response before doing anything</li> </ul> <p>Kirsty Lawrence:</p> <p>All new merchandise (key rings and pin badges) here, priced at £3 each. Good quality.</p> <p>Andrea set up ready for events which will reduce Kirsty's involvement in that.</p> <p>Kirsty will have to take over the Talks Co-ordinator role as Ian stands down now as he is going to be out of country most of the year. Need fuel costs for Oct – Dec, and Stats for same period to do returns on grants. Lee to provide, and Mike to provide</p> <p>Sold all 25 places for GNR. No tent this year. £200 target for each runner. KL designing items to help with fundraising for each runner.</p> <p>No real grants available at the moment. Not heard from the 3 we have in.</p> <p>360 challenge to be organised (May 16<sup>th</sup>) and will be the 10<sup>th</sup> year. Just need a checkpoint at Berwick. GNAAS going to allow us to have a start point this year.</p>	<p>LS/MR</p>
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<p>Idea to do features of a shift for our socials. Let us know what a shift looks like to give people more idea of what we do.  Looking at all riding/driving/controller roles and will look for volunteers.  Thanks to Dan for his time on the Santa Run, for his work on the photos. He has also volunteered to redo all of the videos for location access and then get them uploaded.  Storage no longer available for Santa Runs next year.</p> <p>Paul Curran:  <u>Policies/Procedures:</u>  Currently updating the Dispatcher &amp; Google Authenticator guides.  Fundraising Risk Assessment updated, just awaiting sign off from Kirsty and/or Mick.  <u>Since the last meeting:</u>  - Members currently awaiting Advanced Qualifications:-  Drivers – 14  Riders – 13  <ul style="list-style-type: none"> <li>• <u>E- Vouchers issued</u> - 5 Driver.</li> </ul> Have 1 rider &amp; 1 driver voucher in hand to issue.  Several Driver vouchers issued on back of Mick’s email, no further requests to date.  Current balance (inc vouchers being held back for some members not quite ready, including Kirsty) is £609 by my reckoning.  Ian &amp; I have discussed offering partial funding at next induction depending on number of vouchers requested, in order to deplete the fund to zero (bar those being held as above) <ul style="list-style-type: none"> <li>• <u>Shadow shifts completed</u> – 2 in total (Bike &amp; Car). 2 further planned for January, probably 3 depending on weather for Rider shadows</li> </ul> - <u>Shift Controller training</u>  The 8 who attended last workshop in early November are now underway with training. 1 now signed off with others nearing sign off. Possible 7 more to come so looking at another workshop realistically in February to allow current batch to complete.  <u>Other business</u>  Motorola Dispatch shared folder – This has been created.</p> <p>Mike Thompson:  There is a version of the new website now installed in the new hosting account. It can be viewed at :  <a href="https://stage.nbbpublic.org.uk">https://stage.nbbpublic.org.uk</a>  This site will become the live site once we are happy with it and it will takeover the northumbriabloodbikes.org.uk web address. Being in a</p>	<p>SS</p> <p>LS</p>
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<p>completely separate hosting account will allow us to separate all traffic from the existing site. All changes/fixes to content will be made on this site.</p> <p>This staging site has a working news feed where articles created in Drupal are imported into the Public site. The link currently feeds news from our staging site but will be switched to take news items from the live site once we are happy with the layout in the news site.</p> <p>We are working on the feed for calendar events into the new site. We have come across some events (for example, the setup and teardown at Stormin the Castle) which we might not want to make public. I will add a simple toggle to the existing website to allow the creator of an event to choose whether, or not, to publish it to the public site.</p> <p>The version of the new site located at <a href="https://public.nbbdev.org.uk/">https://public.nbbdev.org.uk/</a> will now be used purely for development and testing of new features. Content fixes won't be made here (or won't be cascaded from here to the staging site if they are).</p> <p>We are, therefore, ready to start having the site checked by the working group we talked about at the end of last year. My aim is to keep the group focused so we can keep developing while checking / testing to expedite a launch of the new site</p> <p>There is a version of the new website now installed in the new hosting account. It can be viewed at : <a href="https://stage.nbbpublic.org.uk">https://stage.nbbpublic.org.uk</a></p> <p>This site will become the live site once we are happy with it and it will takeover the <a href="http://northumbriabloodbikes.org.uk">northumbriabloodbikes.org.uk</a> web address. Being in a completely separate hosting account will allow us to separate all traffic from the existing site. All changes/fixes to content will be made on this site.</p> <p>This staging site has a working news feed where articles created in Drupal are imported into the Public site. The link currently feeds news from our staging</p>	
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Lee Smith:

All accounts are in order and up to date. All transactions are reconciled through Xero accounting software.

HSBC Current Account = £18,304

HSBC Savings Account = £50,529

Lloyds Savings Account = £89,790

Equals Balance for top ups = £424

Equals Allocated funds = £1,022

Total Funds = £160,069

- Monthly running costs are £11,460 this is calculated by vehicle running costs for FY 24/25
  - We have reserves to cover 14 months of running costs
- A drop from last month due to us still having the money in our account allocated to the Santa run

Mick Redpath:

Relays seem to be increasing. Particularly milk runs. Clive doing most of these. Having to schedule these as difficulties since closure of hub.

Potential sponsorship of bike been received via Jeff Ormiston. I have passed my details to him for the company to contact me to discuss.

4	Complaints - Nil	
5	Major events – January Open Meeting – slides to Mick for inclusion in slide deck by Monday 19 <sup>th</sup> January Updates required from anyone not attending to let MR brief out PC has volunteered to man the gate to check id etc	All
6	AOB JC has been asked to do a case study with Centrad (Tracker/camera supplier) in collaboration with them. JC to get more details and discuss with KL.	JC/KL
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