

Committee Minutes Meeting
05/02/25 2025
18-30 Online

Present: Mick Redpath, Jason Cooper, Ian Jamieson, Kirsty Lawrence, Clive Franklin, Lee Smith, Sean Storey, Paul Curran

Apologies for absence: Mike Thompson, Chris Mann

No	Item	Action required
1	Minutes of January meeting approved. Proposed by Clive Franklin seconded by Paul Curran	
2	<p>Action Log, Website content ongoing – The public website (https://stage.nbbpublic.org.uk/) has moved forward. The News and Calendar feeds from the Drupal website are now working. Now that they're in place I'm beginning the user testing that we've spoken about earlier.</p> <p>Google Drive - Still issues with documents not being able to be accessed by anyone on the committee.</p> <p>Committee on Call number diverted. Not yet managed to get working IJ to continue working on it.</p> <p>Fundraising H&S procedures – PC has resent to KL and MR who have to yet review.</p>	<p>MT</p> <p>All</p> <p>IJ</p> <p>PC/KL</p>
3	<p>Committee Updates: Jason Cooper: 2 Toyota Corollas recalled for update. Booked in. Bus lane infringement ticket North Tyneside, appeal and request for exemption submitted. Most cars been in for service in January BDS have closed showroom, but advising garage remaining open.</p> <p>Clive Franklin: Not a lot to report, relays response quick, wish it was same for shifts. People wait until we chase. Dan Millard set up as Rota Assistant, and Clive needs to meet and agree how they work.</p>	

Good to see not struggling for controllers now with the new influx.

Ian Jamieson:
Inductions

- Next induction will be on Sat 21st Feb
- We currently have 18 on the waiting list but 5 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
- If 3 of these do not attend their application to join will be declined due to lack of attendance/comms

Leavers

- None!!

2025 Annual Survey

- Final numbers are in - 211/242 returns
- Draft cut of comments in the shared drive with responses to them all. Intention is to final proof these, convert to PDF and host on site with a mail to all with their location
- Non – respondents
 - 10 members were blocked on all our sites on 17/12/25:
 - Jared Morris
 - Chris Tolley
 - Steph Holland
 - Mark Burgess
 - William Brumwell
 - Simon Byrne
 - Andrew Lloyd
 - John Neailey
 - David Askew
 - Luke Rowe
 - 7 members were blocked on 02/02/26 following a further email sent on 16/12/25 advising of impending block:
 - Steve Rawlings
 - Phil Austin
 - Kevin Rowntree
 - Stephen Lamb
 - Molly Mackie
 - Adam Bell

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Terry Peacock <ul style="list-style-type: none"> ○ 19 members who are either new or currently going through their Advanced training were contacted by Paul; 2 of these, Rob Cannon & Terry Peacock, have since completed their survey • Detailed analysis to take place and to be shared with Committee <p>Laptops</p> <ul style="list-style-type: none"> • No movements <p>Committee on Call</p> <ul style="list-style-type: none"> • Another failed test!! <p>Events Attended</p> <ul style="list-style-type: none"> • None <p>Shadow Shifts</p> <ul style="list-style-type: none"> • Claire Hillen – First solo SC shift booked for Sunday • Mike Perry – final support shift next week then he should be good to go • Paul Howell – booked in for 2 SC for training, competent Rider/Driver so not expecting any issues <p>Actionable Items</p> <ul style="list-style-type: none"> • none <p>Paul Curran <u>Procedure list</u></p> <p>A number of recent updates added to library with following docs either outstanding or due:- ROTA023 _ Access to Pegswood due March 2026 FUNDS001-003 - All still require a full review, several years out of date HS001 – Handling Bike on/off centre stand – was due Aug 2025 RA03 – RA at Fundraising Events – updated draft done but no feedback on it as yet (Kirsty & Mick) CONST001 – Discipline & Complaints proc due Jan 2026 AUX 2301 – Rider/Driver assessor due Oct 2025</p> <p><u>Training</u></p> <p>- Members awaiting Advanced Qualifications:- Drivers - 12</p>	<p>LS/MR</p> <p>SS</p>
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<p>Riders – 12</p> <p>Email sent out on Monday for update on their trg since most of them are holding E-Vouchers with varying expiry dates and not completed the survey after several reminders. Had several replies reacting to Email and completing the survey. Most have activated the vouchers, several riders are waiting for better weather but aware of expiry dates.</p> <p><u>Since the last meeting:</u></p> <ul style="list-style-type: none"> - E- Vouchers purchased: 1 Rider voucher issued. Remaining budget (with some money set aside for 3 members) is around £609. Awaiting next induction to sort out final issue of money but likely to be part funding rather than full funding depending on numbers and selected trg group as RoSPA are the cheapest rates. - Shadow shifts – 1 Driver completed. 2 Rider & 3 Driver shadows arranged for Feb & March. Riders could be cancelled due to weather over next 2 weekends. - Several controllers currently in training. <p><u>Further information</u></p> <ul style="list-style-type: none"> - Controller Workshop is being planned for end of February, just waiting to see if current group can be cleared first. - New CFO appointed for TWFRS (he was the DCFO) but don't envisage any issues with ongoing use of facilities at SHQ. - New GP collection sorted via Sean for Saville Row (Newbiggin Hall) as per email circulated. Their current courier NE1 has suddenly decided to cancel collections stating we were their couriers which came as a surprise to them and me, unless they are confused with Saville Row (Newcastle). <p>Kirsty Lawrence: Applied to Health Lottery for grant New Talks Co-ordinator, Peter Barron, all set up and handover now ongoing from Ian Muirhead. Stats for Oct-Dec needed to do return on grant of £5k. IJ will send over. Events Calendar filling up, Andrea has taken some of the load of. Been invited to host another afternoon tea at Snods Edge.</p>	<p>LS</p>
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Sean Storey:

Email from Carol about deliveries to blood science labs. Few riders/drivers complaining that samples standing at reception for long periods of times. Stance is same and he will reply, no, at Newcastle Trust it is reception only.

Morpeth GP after Tuesday and Thursday pickup. Have cut off at 20:00 as no access after that. Conversation to be held, but may struggle to get to them by 20:00 (Hexham Run?)

Gateshead SLA being reviewed and discussion with them, concerned about us carrying other hospitals products at the same time. SS will discuss further.

Lee Smith:

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

HSBC Current Account	=	£18,565
HSBC Savings Account	=	£50,529
Lloyds Savings Account	=	£89,990
Equals Balance for top ups	=	£424
Equals Allocated funds	=	£848
Total Funds	=	£160,356

- 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**

Only point to raise is concerning the radio bill – MR/LS to have call with Bill Deacon. 3 year licence renewal due c.£12k

MR/LS

Mike Thompson (absent so update was sent):

As noted last time, the routine is now live which promotes the OLRs additional information to the job description to be available when a mouse hovers on the main grid. Error checking routines will now follow.

A new job recorder for standard jobs is just about ready, This should greatly reduce the number of errors that come through in the forms. I'm making some minor adjustments following feedback from initial testing. A training video and new user guide are also ready. I'm aiming to launch this for jobs from 1st March so comms with members will start later this week. As a result of discussions around the form and feedback from the 2025 member survey, we're suggesting that we now record job times in 5 minute intervals. I've put a discussion point on the Agenda which Paul and Ian can talk about.

The public website (<https://stage.nbbpublic.org.uk/>) has moved

	<p>forward. The News and Calendar feeds from the Drupal website are now working.</p> <p>Now that they're in place I'm beginning the user testing that we've spoken about earlier.</p> <p>As a result of this work, I'll make couple of changes to the Drupal website:</p> <ol style="list-style-type: none"> 1. I'll add a new field to the calendar entries where the event creator can decide NOT to publish an event to the new website. There are some events (eg the set up and tear down for Stormin' the Castle, or the photo shoot at Harrison and Harrison) where we might not want/need the event to be shown on the public site. This new field will allow us to 'tell' the export utility not to copy the event to the public site 2. The new website layout for events works much better if all events have a graphic. I'll add a field to allow the creator to give each event a category (eg Fundraising, Talk, Meeting) and then if the event doesn't have a dedicated graphic uploaded, the new website will show a default graphic for that event type. <p>Mick Redpath:</p>	
4	Complaints - Nil	
5	Major events – None at present	
6	<p>Use of private cameras on our bikes.</p> <p>Discussed and we have concerns on this, we would need to vet any footage that was being circulated publicly. We cannot have patients in any pictures. SM policy is clear, and we cannot film/photos. We say no attaching to our bikes. Our bikes have cameras on for our protection, and that is really enough. MR will respond to say we cannot allow this. Could open up a problem area if we allow</p>	
7	<p>Job Recorders – Proposal from MT/PC/IJ to move to recording jobs in 5 minute intervals (as we currently do for BoB Run). The form for rider/driver/shift controller use a combined form. Will be dropdown menu (currently typing in if you want to put 55 minutes, you have to hit the 5 to get to 50 then hit the 5 another 5 times to get to 55). This will simplify things, and there is no need to be more specific. Agreed we could move to this</p> <p>Also raised about blood, plasma, platelets being separate. The hospitals don't need the breakdown, all are classed as blood products, so we can combine them, and we should only have one ticket for the delivery.</p>	

	<p>Also some issues with NBB internal relays (mainly Darlington/UHND to NSECH as initial job comes in as standard). New controllers taking time to understand as well. CF has corrected a few relays as well. This is comms more than anything.</p> <p>Relay shift controllers – At present MR doing this, apart from odd time CF will pass to shift controller and ask them to add. Propose that whoever organises the relay should be shift controller (going forward this is mainly going to be Clive or Dan)</p>	
8	<p>Survey results:</p> <p>These have been circulated, and some comments added. Discussed individual ones further and agreed answers, IJ will tidy these up, anonymise them, and turn into PDF and host on our site. We will advise all volunteers that all questions raised in the survey have now been answered, and are available to view. People will then recognise their own questions and the answer provided. If they wish to comment further they can then send an email in.</p>	
9	<p>New location videos to be taken. Dan Millard to do these for us (Possibly Mike Perry as well). If internal ones in hospitals then we would need to seek permission first.</p>	
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