

**Committee Minutes Meeting**  
**03/03/25 2025**  
**18-30 Online**

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

Apologies for absence: Mike Thompson, Sean Storey

| No | Item   | Action required |
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| 1  | Minutes of February meeting approved. Proposed by Jason Cooper seconded by Ian Jamieson  |                 |
| 2  | <p>Action Log,<br/> Website content ongoing – The public website (<a href="https://stage.nbbpublic.org.uk/">https://stage.nbbpublic.org.uk/</a>) has moved forward. The user testing with members has commenced and is ongoing (See IT Update)</p> <p>Google Drive – This is ongoing so action closed as will be long term.</p> <p>All other outstanding actions were completed and closed</p>   | MT              |
| 3  | <p>Committee Updates:<br/> Jason Cooper:<br/> 2 Toyota Corollas recalls completed<br/> BDS have closed showroom and will be changing their name. No effect on us.<br/> Bus lane infringement ticket North Tyneside, appeal unsuccessful. Ticket will need to be paid. If driver cannot be contacted NBB to pay and then issue invoice to driver to avoid fine doubling.<br/> No dates on Sniperley Fire Station work.</p> <p>Ian Jamieson:<br/> Inductions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Induction held on Sat 21 st Feb with 3 attendees</li> <li>o 1 new Fundraiser – already attend event at M&amp;S</li> <li>o 1 new SC</li> </ul> |                 |

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| <p>o 1 rider resigned – didn't realise how much was involved and personal life does not allow volunteering at this time</p> <p><input type="checkbox"/> We currently have 14 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</p> <p><input type="checkbox"/> 2 prospective members on the waiting list have been removed due to lack of attendance/comms</p> <p>Leavers</p> <p><input type="checkbox"/> 3 Thomas Dodd, Robert Howe; Jamie Watson</p> <p>Members on a break</p> <p><input type="checkbox"/> Have several (6) members currently on a break from NBB:</p> <p>2025 Annual Survey</p> <p><input type="checkbox"/> From the 17 members currently blocked, none have attempted to log into the website or contacted me regarding being blocked</p> <p><input type="checkbox"/> Work will commence to remove these individuals as members and have any outstanding kit returned</p> <p><input type="checkbox"/> We do have a number of members currently undergoing their Advanced training, once completed they will have to complete the survey before progressing any further</p> <p>Laptops</p> <p><input type="checkbox"/> Laptops collected from</p> <p>o Rebecca Grey, Ruth now using as test LT</p> <p>o Ian Muirhead, stepped down from Talks Coordinator – Peter Barron using his own LT</p> <p>Committee on Call</p> <p><input type="checkbox"/> No further testing on this</p> <p>Events Attended</p> <p><input type="checkbox"/> None</p> <p>Shadow Shifts</p> <p><input type="checkbox"/> Claire Hillen – Solo SC shift completed – ready to sign off</p> <p><input type="checkbox"/> Mike Perry – Solo SC shift completed – ready to sign off</p> |  |
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□ Paul Howell – first supported shift completed with no issues, solo SC shift

Chris Mann

5 DBS checks completed

2 Renewals ready to be checked.

No further requirements until April

Paul Curran

### **Procedure list**

A number of recent updates added to library with following docs either outstanding or due:-

- FUNDS001-003 - All still require a full review, several years out of date
- OPS001 – Mike updated in line with new job recorder
- ROTA012 – On Call Clinician due for review this month
- Several RA's due for review next month – I'll have a look and circulate for comments
- VP001 – Volunteer proc due for review next month (Vice Chair or Membership?)
- MEMB05 – Uniform Policy – any progress?
- ROTA004(ii) - BoB run late handover proc – approved for upload to library

**Exceptions & Variations – do they need to be at the start of a policy/procedure.**

### **Training**

- Members awaiting Advanced Qualifications:-

Drivers – 10 (2 drivers passed IAM test last month)

Riders – 12

**Since the last meeting:**

- No E- Vouchers purchased or issued.
- No vouchers requested from last induction so still have 1 x Rider in hand (expires Oct '26)
- Shadow shifts – 2 Riders completed. 2 Driver shadows arranged for March.

- Several controllers currently completing their training.

Further information

- Controller Workshop is being planned for March 12th, only 5 from 8 have currently responded.
- New GP collection sorted via Sean for Saville Row (Newbiggin Hall) as per email circulated. Issue last Tuesday night – when I went to collect they had already been collected, presumably by their old courier but receptionist couldn't confirm. Passed to Sean to investigate.
- Dan Millard is looking at updating OLRs video to better portray the new format (with Mike's approval).
- 2 rider uniforms returned to me (due to locality) - no deposits requested back.

Kirsty Lawrence:

360 Challenge, looking at dates, but no time this month to undertake much work.

Has managed to bank some monies and send some thank you cards out

Andrea has said Bebside is going ahead, but they haven't contacted us or got back to us following a call from her. Hence, not on the calendar.

Clive Franklin

Main issue is still late bookings at 11<sup>th</sup> hour after repeated asks for help.

Dan Millard now on board and sharing the load which is helping, and he is stepping in to do shifts if needed as the rest of the committee do.

Had complaints people can't get shifts on a weekend as always booked. We reviewed the rota and there were 6 shifts available up until start of May. We cannot bend over backwards for everyone and shifts are available up to 12 weeks in advance so people need to organise their own time. We will not introduce any more shift times and it would be completely unmanageable.

Asked about if we could reorganise OLRs so it works better, i.e. all vehicles at a base together or all vehicle types together. Advised this not possible, but was being looked at with new OLRs work. Could we use dashboard? It could be set up to send people to dashboard first if necessary. This would complicate things so better to leave it as is until we have new OLRs. People do not use (or in some cases understand) the dashboard. Dashboard is a nice to have nothing more.

Did a drop at Wansbeck and comment was we were starting to do this again. Told him we never stopped, it was down to your courier taking over. CF will ask Sean to speak to them as it is a communication issue internally with the Trust.

Sean Storey:

Unable to attend due to illness, but nothing new to report

Lee Smith:

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

HSBC Current Account = £23,232.94

HSBC Savings Account = £50,702.99

Lloyds Savings Account = £90,171.38

Equals Balance for top ups = £443.49

Equals Allocated funds = £835.01

Total Funds = £165,385.81

- 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
- Due to continued instances of fraud on an Equals card we have ordered Business Debit Cards against our HSBC Business Current Account for Kirsty Lawrence, Barry Bullas, Jason Cooper & Paul Curran as was agreed at this meeting to resolve the issue. Cards will have spending limits attached to them. The fraud refund etc needs sorting out, the latest was on a closed card, and refund is in dollars when the fraud took pounds.

Mike Thompson (absent so update was sent):

**1. Activity Recorder for Standard Jobs**

The new activity recorder went live at the weekend 1/3/26 without any problems. All members have updated their February job records so the old input forms are now closed and the links have been removed from the various pages.

I'll leave the links to access the reports from the old forms in place for a month or so, before I move those links to a less prominent place, leaving the new forms and reports front and centre.

**2. Activity Recorder for Newcastle GP Run**

A dedicated recorder for the GP run is developed and being tested. This recorder makes it much simpler to record the data for the GP run, removing much of the duplication that occurs when entering the data as several standard jobs. As well as being easier for the members it should reduce the number of errors we see and thus make monthly reporting quicker too.

A user guide is written, and a training video is underway.

I'm aiming to release this on 1<sup>st</sup> April. With hindsight, I would have released this first, to reduce the number of jobs going through the new standard recorder. However, it was only, while trying to find ways to get Drupal to do more data validation for the standard recorder that I thought of this way to accommodate the GP run.

### 3. **Driving License and Insurance Checks**

After a conversation with PC about these forms and the number of errors that he and JC encounter I have made some changes to the descriptions on the forms to try to make it as clear as possible what it is we need the members to provide. I've also added in some data validation that prevents entries that are in the wrong format from being submitted. If there is no discernible improvement, we will look at what can be done with more extensive development effort.

### **Public Website**

The member working group is now in place.

My intention was to use Slack as a way to a) run the validation in a structured way and b) generate discussion amongst the group to get consensus on any changes they think are necessary and then c) bring interested committee members into the group to mediate/approve the changes.

It hasn't, so far, been successful.

I'm not sure if the members a) don't like/understand Slack b) love the new website as it is or c) simply can't follow instructions; but I'm just getting limited individual feedback in a scatter gun approach. Now that the job recorders are, more or less, finished, I can spend more time this month trying to coach the working group. If things don't improve, then I think we can simply start planning a launch with the new site as it is and then make changes as feedback comes in from a wider audience.

The launch itself will need careful planning and lots of member comms as we'll be moving the northumbriabloodbikes.org.uk web address to the public site and giving the current website a new address. Any browser shortcuts that members have will stop working, as will any passwords that are saved in google chrome or other browsers, so we can expect some disruption if

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|    | <p>we don't plan/handle the change properly.</p> <p>Mick Redpath:<br/> We have had 2 volunteers enquiring about becoming a banking assistant. Closing date is 12<sup>th</sup> March. MR &amp; LS will discuss and interview.<br/> Query received via NABB regarding videos we hold of access to NHSBT. MR has responded and asked for NHSBT to come direct to him to discuss.</p>   | MR/LS |
| 4  | Complaints - Nil  |       |
| 5  | Major events –<br>None at present   |       |
| 6  | <p>West Denton, have requested we remove the car and van as they are planning to demolish the training tower. The bike can stay there as it is stored inside the apparatus room. Procedure to be updated to reflect this as access may need to change.</p> <p>Alternative option is Swalwell, as closest to the A1 and PC has discussed with the Station Manager who is open to this and we are planning to move the vehicles at the weekend.</p> <p><b>**Update**</b> this may not be possible as station is a PFI site so landlord has to approve. They are trying to get this permission for us, but if it is not forthcoming quickly, there is an alternative at Gosforth that we could utilise and PC will manage this if necessary.</p> <p>Discussion around use of Faraday pouch for keyless vehicles, and if we can get lock cases to protect these when stored at bases. This will be investigated to see if anything cost effective is available.</p> |       |
| 7  | AOB – there will be at least 1 defib battery to replace soon, and the pads will need to be looked at as well in each one as they will also need replacing soon.   |       |
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