

Committee Minutes Meeting
01/04/25 2025
18-30 Online

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

Apologies for absence: Jason Cooper, Sean Storey

No	Item	Action required
1	Minutes of March meeting approved. Proposed by Chris Mann seconded by Ian Jamieson	
2	<p>Action Log,</p> <p>Website content ongoing – The public website (https://stage.nbbpublic.org.uk/) has moved forward. The user testing with members has commenced and is ongoing (See IT Update)</p> <p>CoC Update – Ongoing</p> <p>Radio contract – Call with MR, LS and Bill Deacon held. Going with North East Radio Services, due in May – Action closed</p>	<p>MT</p> <p>IJ</p>
3	<p>Committee Updates:</p> <p>Ian Jamieson:</p> <p>Inductions</p> <ul style="list-style-type: none"> • No Inductions held in March • We currently have 17 on the waiting list but 7 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 • 2 prospective members on the waiting list have been removed due to lack of attendance/comms • 1 new member Duncan Russel as Banking Assistant <p>Leavers</p> <ul style="list-style-type: none"> • 9 leavers in total in March • Andrew Cross & Tony Gent were productive • Remainder were non-productive or had not attended Induction session despite numerous invites <p>Members on a break</p>	

<ul style="list-style-type: none"> • Have several members currently on a break from NBB: <ul style="list-style-type: none"> ○ One has stage 4 pancreatic cancer ○ Two are taking a 3 month break till May 26 ○ One has work & family issues ○ One taking a 3 month break till April 26 <p>2025 Annual Survey</p> <ul style="list-style-type: none"> • From the members currently blocked, none have attempted to log into the website or contacted me regarding being blocked • Work is ongoing to remove these individuals as members and have any outstanding kit returned • We do have several members currently undergoing their Advanced training, once completed they will have to complete the survey before progressing any further <p>Laptops</p> <ul style="list-style-type: none"> • 4 laptops prepped for Peter Barron, just need to get them to him • Collect spares from Committee, wipe and add to spares <p>Committee on Call</p> <ul style="list-style-type: none"> • No further testing on this <p>Events Attended</p> <ul style="list-style-type: none"> • None <p>Shadow Shifts</p> <ul style="list-style-type: none"> • CH Solo SC shift & signed off • CH – signed off as Driver • M – Solo SC shift & signed off • PH – first supported shift completed with no issues, solo SC shift next <p>Actionable Items</p> <ul style="list-style-type: none"> • Member with DVLA query has had confirmation back from DVLA re notifiable condition and is ok to drive <p>Clive Franklin:</p> <p>Issue with drivers/riders not carrying NEAS key with them in case of needing to go to a base during shift. CF sent email with regard to this.</p> <p>Issue with receipt books and not following process to renew, by exchanging at RVI, and letting RS know that vehicle has got a new one. Shadowers do tell people. Potential options are an additional sticker on the Fly Leaf we use to separate the receipts with details of what to do, as this will be seen every time book is used, or a webform to report it. MR to ask RS if a further sticker could be used?</p> <p>Shifts getting covered, but at last minute at times.</p> <p>Dan not able to edit OLRs and could really use it. Agreed these rights be given to him and JD to be updated to reflect that. CF to update JD.</p>	<p>MR</p> <p>CF</p>
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Paul Curran:

Have NABB indicated anything about fuel prioritisation from NABB – Nothing received. MR to contact NABB and ask them.

Procedure list

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

- ROTA004(ii) - BoB run late handover proc – uploaded to library
- 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 – Ongoing
- FUNDS001-003 - All still require a full review, several years out of date

Exceptions & Variations – Started to move them to beginning of a policy/procedure as they are reviewed.

Training

- Members awaiting Advanced Qualifications:-
Drivers – 16 (2 drivers passed IAM test last month)
Riders – 12

Had a conversation with Steve Ellis (IAM ADSM) ref: delayed trg. N/cle IAM group now back online and he is prioritising Blood Bike candidates so hopefully be seeing more advanced quals soon.

Since the last meeting:

- 2 x Rider E- Vouchers issued (1 in hand & 1 purchased)
- 2 x Dvr vouchers retrieved (to be re-allocated)
- Shadow shifts – 6 Drivers completed.
- Several controllers currently completing their training with several more underway from recent workshop.

Further information

- No further reports of issues with new GP collection for Saville Row (Newbiggin Hall).

- Mike has updated OLRIS video to better portray the new format.

- 2 rider uniforms returned to me last month now with Rob - no deposits requested back.

Jason Cooper (given on his behalf by PC)

All MOT's up to date

New battery for Sniperley RT ordered.

Durham Mason FJR defective ignition barrel still being worked on.

New Defib battery ordered for Sniperley car.

Another issue with Corolla windscreen on BoB car. Booked in for a new one through Toyota, but cost is £960. Potentially these are now thinner than they used to be so more prone to damage? Should we go through insurance (excess is £500).

Chris Mann:

DBS all up to date, only 1 to do today. 1 due in a weeks time but is one of the guys taking a break until July, so no rush to do. Just need confirmation he is coming back before we request another one.

Lee Smith:

All accounts are in order and up to date. All transactions are (NOT CORRECTLY, due to Treasurer interference!) reconciled

through Xero accounting software.

HSBC Current Account = £23,777.44

HSBC Savings Account = £50,702.99

Lloyds Savings Account = £90,171.38

Equals Balance for top ups = £0

Equals Allocated funds = £0

Total Funds = £164,651.81

- 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

Equals account is almost closed, just completing final steps.

Xero currently out of sync with current account balance due to me making an error in process regarding monies incoming, this is being rectified

	<p>Are we going to continue to subsidise airvests? Been going on a long time. We never put a time limit on it. As costs have increased (it costs NBB £360 in addition to the deposit) we agreed to increase member contribution to £150. We have ordered 12 in last year. KL to look for grant to cover our costs on these.</p> <p>LS going to check with another fleet insurer to see if we can get a better deal this year as insurance costs have reduced over the last year.</p> <p>LS/KL to speak to Judith and get her up and running as a banking assistant.</p> <p>Kirsty Lawrence: 360 Challenge, sign ups slow, only 34 so far. Fuel situation may be a reason behind this. Was undecided if we put it on, but as year 10 decided we should. Costs are covered from fees received, so sponsorship will hopefully give us some income. Events calendar filling up, every weekend covered, and volunteers coming forward to cover. Been pushing monthly donation online to try and help us for more regular income. Advertise in high footfall areas, at a relatively low cost (£99 per week) Agreed we would review this after we get back to some normality with the fuel situation.</p> <p>Mike Thompson: Standard job logger gone live without a hitch, and we appear to have fewer areas. GP run job logger has gone live today and controllers and GP run drivers/riders will be reminded for rest of this week. On call week was unusually busy, and the issue with VL. Will not say what the fault was but it has been fixed. VL going to be changed, so going to set up a new profile as shift controller which cannot make any changes other than log on and change routing. We have carried risk that could have changed numerous things. Not a lot of traction on public website. Going to try and enthuse the group who agreed to test, but if doesn't work then will just work with Martin and get it live as it currently stands.</p> <p>Mick Redpath: Potential donation of several thousand pounds from a friend of a member. MR to confirm with person of how they can do this.</p>	<p>KL</p> <p>LS/KL</p>
4	Complaints - Nil	

5	Major events – May Open Meeting – MR to put dates in Slack so we can agree date when most can attend. We will go to Fire HQ if available	MR
6	Booking Ops half shifts – Drivers/Riders wanting to book ½ shift further in advance so they can book it in and not have to always respond at last minute. Agreed we would run a trial to allow 1 late half shift to be booked in advance within the normal 12 week limit. The early shift can only be booked in advance if the late shift is already booked, and preference will always be given to full shifts. MR to look at process/rules for this. To be communicated at Open Meeting.	MR
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