

Committee Minutes Meeting
07/05/25 2025
18-30 Online

Present: Ian Jamieson, Lee Smith, Chris Mann, Paul Curran, Sean Storey, Jason Cooper, Clive Franklin

Apologies for absence: Mick Redpath, Kirsty Lawrence, Mike Thompson,

No	Item	Action required
1	Minutes of April meeting approved. Proposed by Ian Jamieson seconded by Lee Smith	
2	<p>Action Log, 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>Receipt book stickers. MR sent email to RS but no response. MR to chase.</p> <p>Rota Assistant updated permissions. JD was to be updated. (Note this was done and put in procedure reviews, just needs signing off). The login to OLRs with admin rights to be allocated to Rota Assistant not direct to Dan. IJ to action.</p> <p>Note – Ruth Atkinson has admin access to Rota. Not sure why. She asked for it to be able to book student slot and her slot, without asking PC or IJ. Going to give her OLRs admin access on her RA email address.</p> <p>NABB Fuel update – closed</p> <p>Airvest increased contribution increased to £150. To be advertised at open meeting</p> <p>Banking Assistant – Paying in card needed. Lee will order this straight away.</p> <p>Half shifts – booking late one in advance. To be presented at open meeting. MR to confirm (document updated and needs agreement)</p>	<p>MT</p> <p>IJ</p> <p>MR</p> <p>IJ</p> <p>IJ</p> <p>LS</p> <p>MR</p>

3	<p>Committee Updates:</p> <p>Fleet:</p> <p>Bike servicing starting to stack up Delay due to £3.5k saving BDS are trying to do on the ignition barrel.</p> <p>Issue with Skoda Scout. May have to look for replacement, as parts getting expensive. Quoted £1k, and there are 2 on the car. We have used it with a stop gap for a year. Went in for rear windscreen arm. Noticed one of the shock absorber had gone and the other looked as though well worn. Bolt holding shocker in is steel into a aluminium 4 wheel drive hub (£400 each) plus labour. May fail MOT in July. Need to decide if it worth replacing or not. Hubs take time to order, so need to be in before work starts. If not needed then 20% restock charge. Should we go for a new vehicle (or used) LS would support a nearly new Toyota. Should we consider a Toyota hybrid van as it could be cheaper. TBC Tyne tunnel charges up but we are exempt</p> <p>Hospital Liaison:</p> <p>Health innovations to look at a potential software solution for Newcastle hospitals. We need to know how it will affect us. Just to highlight it that it may come.</p> <p>Do we have a contact for car park side of Darlington, they are moving to Parking Eye system. SS will try to find a contact and check. Volunteer driving bays are regularly parked in by everybody. Normally only deal with path labs.</p> <p>Treasurer:</p> <p>All accounts are in order and up to date. All transactions are reconciled through Xero accounting software.</p> <table data-bbox="272 1554 922 1697"> <tr> <td>HSBC Current Account</td> <td>=</td> <td>£15,189.51</td> </tr> <tr> <td>HSBC Savings Account</td> <td>=</td> <td>£50,702.99</td> </tr> <tr> <td>Lloyds Savings Account</td> <td>=</td> <td>£90,575.09</td> </tr> <tr> <td>Total Funds</td> <td>=</td> <td>£156,467.59</td> </tr> </table> <ul style="list-style-type: none"> • Monthly running costs are £11,460 this is calculated by vehicle running costs for FY 24/25 • We have reserves to cover 13.65 months of running costs <p>Points to note</p> <ul style="list-style-type: none"> • Equals account is closed 	HSBC Current Account	=	£15,189.51	HSBC Savings Account	=	£50,702.99	Lloyds Savings Account	=	£90,575.09	Total Funds	=	£156,467.59	SS
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- Xero remains out of sync with current account balance. I have not been successful in identifying why and have requested assistance from RMT accountants.
- Radio licensing 3yr renewal paid this month = £14360

Fleet insurance due. Checking with other insurers and got history from Gallaghers so will get an alternative quote. Guy from Gallaghers wants to meet up to make sure they can give us the best possible quote. Hopeful of getting cost of this bill down.

Membership:

Inductions

- 2 Induction Session held in April – new format
- We currently have 22 on the waiting list but 11 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
- 1 prospective member on the waiting list have been removed due to lack of attendance/comms

Leavers

- 1 leaver in total in April – Jonathan Dixon - GNR

Members on a break

- Have several members currently on a break from NBB:
 - o One – stage 4 pancreatic cancer
 - o Two – taking a 3 month break till May 26
 - o Three - taking a 3 month break till May 26
 - o Four – work & family issues
 - o Five - taking a 3 month break till April 26

2025 Annual Survey

- 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
- About to send 3 x recorded delivery letters to Gareth Hopper, Ian Perks & Andrew Cross as no response to emails
- We do have several members currently undergoing their Advanced training, once completed they will have to complete the survey before progressing any further

Laptops

- Had to swap out 2 x laptops as Dispatch wouldn't work on them (connection kept dropping out despite correct set up). Amazingly, Motorola said there were no issues but released an updated login link following our contact with them. The same as they did last year!!

- Also met with Clair O'Brien to get Dispatch working on her personal laptop
- Need to collect spares from Committee, wipe and add to spares
- Committee on Call
- No further testing on this
- Events Attended
- None
- Shadow Shifts
- Paul Howell – Solo SC shift; signed off
- David Mann - first supported shift completed with no issues, solo SC shift next
- Actionable Items
- See Confidential Agenda – Rejoining member.

Training:

Procedure list

Recent updates added to library and docs either outstanding or due:-

ROTA012 – On Call Clinician overdue from March
 Outstanding RA's all reviewed & uploaded to library
 (Discussion on criteria was agreed so we can do home to hospital and hospital to hospital, but not hospital to home)

VP001 – Volunteer proc due for review last month (Vice Chair or Membership?)

FUNDS001-003 - All still require a full review, several years out of date

Training

- Members awaiting Advanced Qualifications:-

Drivers – 17 (with 1 driver passing IAM test last month)

Riders – 12

It appears that outstanding members are being allocated observers so hopefully more passes to come over next few months.

Since the last meeting:

- No Rider E- Vouchers issued
- 3 x Dvr vouchers issued (2 were retrieved)
- No Shadow shifts in April. 3 currently planned for May
- Several controllers currently completing their training from last workshop

Further information

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

Rota:

One suspension half day BH Monday. CF and 2 others on. CF approved half shift as an exception. Was actually very busy

Just same issues getting people to book on.

Should we push again at open meetings (usually they are the people who do the shifts)

Nicholas Andre is a works planner and has offered to share his knowledge (He has some system, but not sure it will work for us and become more complicated in CM opinion)

Have had enquiries from Wansbeck as to what we provide. Can we find out volume of traffic we might expect? SS advised Lifeline used to do their stuff so NSECH and they should know our working hours, there is a potential for work, but will never be able to estimate as most will come from A&E. We have to just do what we can with the volunteers on shift.

Vice Chair:

One DBS ongoing

Publicity/Fundraising

- We've just received Gift aid £1,235 from a gift aid claim Doreen and I submitted.
- M&S Arnison managed to raised an incredible £9711 over the 6 months we had in store. Steven laws had put in a request to the prison service charity to top this up and is awaiting to hear back from them.
- Ultramarathon runner Rob Coulson raised £1,035 plus £81.25 gift aid. Our thanks to him not only for

LS/KL

	<p>completing an ultramarathon but for how much he raised for our charity.</p> <ul style="list-style-type: none"> • 56 people signed up for the 360 Challenge which is much better than I was expecting. We only had 43 people registered ahead of the event last year. A few have raised over £100 in sponsorship. • Thank you to Paul and Ian for the information for the Newcastle Charities grant returns form. Just waiting for some testimonies from volunteers and I can then submit this. That will finalise our £30,000 grant donation. • I had to order more new wheel chocks as they've gone walkabout again from the merchandise box at an event. • I have everything ready to pass over to Judith but need to know if a paying in card has been sent to her. She won't be able to begin as a banking assistant without it. • I'm still not being sent any information about the relays as promised in the last meeting. I really need this information so I can sort out sharing this as it's really good engagement for the charity. 	
4	Complaints - Nil	
5	Major events – May Open Meeting – Booked for 27 th at TWFRS SS and LS will be away. CF may be able to make it as returns from holiday that day.	
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
7	BoB run – People turning up early. Rachel emailed where turning up a bit early and caused a couple of issues. More issues in summer months as aircraft out longer. Going to allow drivers to go to Darlington before GNAAS. Needs to BoB recorder change to allow times on Darlington run to be input before GNAAS drop off.	
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