

Committee Minutes Meeting
09/06/25 2025
18-30 Online

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

Apologies for absence: Mike Thompson, Sean Storey, Chris Mann

No	Item	Action required
1	Minutes of May meeting approved. Proposed by Clive Franklin seconded by Ian Jamieson	
2	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) CoC Update – Ongoing, IJ will review again after his holidays Receipt book stickers. MR still to speak to RS as holidays on both parts have made it difficult. Rota Assistant updated permissions. JD was updated. CF to review and approve, PC will then upload. Airvest contribution increased to £150. Was communicated at open meeting and by email – Action closed Banking Assistant – Paying in card needed for JR. Been some problems trying to obtain but has been ordered 10/06/26 by MR Half shifts – booking late one in advance. This was presented at open meeting, and criteria confirmed in email to all riders and drivers. Action closed	MT IJ MR CF/PC
3	Committee Updates: Training: Members currently awaiting Advanced Qualifications:- Drivers – 15 Riders – 12 • <u>E- Vouchers issued</u> - 5 Driver & 1 Rider	

NHS funding for further vouchers has now ended so going forward new members will require an advanced qualification before being added to our members list. Final details of NHS fund spending has been sent to Kirsty to populate a final report back to the trust. • <u>Advanced Tests passed</u> - 5 Drivers. This has been problematic due to some internal issues with IAM northern groups but this has now been resolved and outstanding members are being allocated observers. • <u>Shadow shifts completed</u> – 9 Driver and 3 Rider - <u>Shift Controller training</u> Further workshop run on 12th March with currently 4 in training and 2 others awaiting training. There have been some instances of duplicate job inputs and incorrect details on OARS, PC has addressed this with the volunteer concerned Had a “nil” collection at HMP last week. Need to remind them that if no collection needed they must let us know as a long journey on the Hexham run for nothing, SS to speak HMP. Also staff at NSECH have said they would be okay if we collected from HMP prior to delivering Corbridge/Hexham samples to them (we were informed they should be there by 20:30), so need to clarify this with NSECH management. SS to enquire. Fleet: Everything ticking over, lots of work done on bikes and cars. One of our volunteers is developing a tracking system for vehicles and has requested to trial it in one of our vehicles. We have agreed subject to receiving documentation showing what it is expected to do, where placed etc. It will only be allowed subject to JC being able to review it and no details shown to any other person. JC will progress and keep committee informed. Treasurer: All accounts are in order and up to date. All transactions are reconciled through Xero accounting software. HSBC Current Account = £27,735.70 HSBC Savings Account = £50,868.07 Lloyds Savings Account = £90,764.55 Total Funds = £169,368.32 ☐ Monthly running costs are £11,460 this is calculated by vehicle running costs for FY 24/25 ☐ We have reserves to cover 14.8 months of running costs	SS SS
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Points to note ☐ Spoken to HSBC today regarding Judith Russel's deposit card. The problem is that I am not a signatory on the bank accounts (even though I am the lead account holder). At length it was explained that I need to fill out the 12 page mandate form and only then can I re-apply for a deposit card. I suggest that Judith's card could be expedited by Mick or Jason applying. ☐ I am meeting with Gallacher's insurance at lunchtime 10th June to receive their fleet insurance quote for 26/27 ☐ I have a meeting set up with Howdens Insurance at 2pm 10th June to see if they can beat Gallacher's quote ☐ We currently have the most positive bank balance versus monthly spend figures in the past 12 months. However we do have our annual fleet insurance bill coming soon Discussion around running costs. £11k is average for everything except fundraising, expenditure, admin etc. Website and speaker presentation differs with £5.5k and £6k showing. Agreed there will be 2 figures, £11k, and a lower one which is simply fixed operating costs, Fuel, servicing, average consumables (tyres etc) and insurance. LS to provide these and IJ to update website. Membership: Inductions ☐ 1 Induction Session held in May – 5 new starts, a good mix of Riders/Drivers/Fundraisers & SC ☐ We currently have 23 on the waiting list but 12 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 ☐ 0 prospective member on the waiting list have been removed due to lack of attendance/comms Leavers ☐ 3 leavers in total in May – Brian Smith, Andrew Blackett, Chris Torbitt Members on a break ☐ Have several members currently on a break from NBB: - o Nic Andre – back on rota with shifts completed - o Ryan Simpson – work & family issues - o Tom Pratt - taking a 3 month break till April 26 - no comms 2025 Annual Survey ☐ From the members currently blocked, none have attempted to log into the website or contacted me	LS/IJ
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regarding being blocked ☐ Work is ongoing to remove these individuals as members and have any outstanding kit returned ☐ Sent 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 1 x laptops as Dispatch wouldn't work on them (connection kept dropping out despite correct set up) ☐ Need to collect spares from Committee, wipe and add to spares Committee on Call ☐ No further testing on this Events Attended ☐ None Shadow Shifts ☐ David Mann - Solo shift completed with no issues, one more shift then sign off Rota: Still having difficulties filling shifts, with default almost always 1 full shift on overnight. Even struggling to get additional ½ early shift covered. Worried hospitals will lose faith in our service, and we will end up turning too many jobs down. MR to send another email to all riders/drivers/controllers stressing the need to try and help, particularly as holiday time approaching. Publicity/Fundraising • Andrea away on holiday so KL having to cover at present. Have a few events need covering so will be sending email to try and secure volunteers to help. • The Ghost Walks organisers have secured a signed Sunderland football and shirt for us to use as fundraising items. Need a bike to visit and collect in office hours so they can get some photographs. KL will ask for a volunteer • KL has been very well supported by Gail and Alan Thirlwell who are running the tombola at Snods Edge. And have secured 150 prizes so far including some excellent ones (10 £40 silver jewellery sets as an example). Huge thanks to Gail and Alan. Some volunteers still needed to help at the event. • KL still needs relay information and pictures for social media as they are very effective in getting us views and keeping our profile high. MR added KL to NBB Relay	MR
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	WhatsApp group so she can see when we are doing relays. • GNR fundraising packs are out, and early indications are that we will raise similar amounts of money despite less runners as we no longer have our own tent at the finish. • Thanks to Peter Barron for his IronButt 1000mile challenge which will raise over £600 for NBB, with a similar amount for 2 other charities he supports. • M&S Arnison final total is in excess of £10k over the 6 months we had in store. • KL looking to open an online store to sell our merchandise if it is worth it after she has discussed with other groups what potential sales could be made.	
4	Complaints - Nil	
5	Major events – None at present	
6	Carrying clinicians in cars: There was a call from RVI wanting us to bring a “person” from Freeman to RVI as they wanted them to work at RVI, and staff had been told that we would do this, recording shows that they would not tell us who the person was or what role they performed. We only had 1 car and 1 bike on duty at the time. When the service was introduced it was only for clinicians who were needed in for emergency operations etc. Long discussion but agreed we will withdraw the service and we will not carry any staff in our vehicles for the following reasons: • Potential insurance issues as we have stated to the insurers only NBB volunteers in car • When this was agreed there wasn’t Uber or any similar services so much easier and cheaper to get transport now • It will have a limited impact on the Trusts, as we haven’t done it very much, but it could increase and we are seen as a taxi service which is not our remit. Procedure will be updated (Rota 12) to say we will no longer do this. SS to inform Trust of our decision.	SS
7	Job Recorders: GP run, if we get a collection cancelled, and we therefore get to Freeman early we cannot put a delivery time before 20:05. Need to remove this rule to allow us to capture correct time of delivery and match with receipt books. BoB run, we need to remove the rule that stops BoB car from collecting at Darlington before going to GNAAS as there are often times when this could be done without detriment to the	MT

	BoB run and save us time and mileage. Also drivers end up sitting at GNAA's for 20+ minutes waiting until 20:00 for returned blood to arrive and then having to go back to Darlington.	
8	Freeman Staff will still not sign receipt books, and all other hospitals will. Need to ensure that they do sign for them again. SS to discuss with Trust	SS
9	Pillion Experience Volunteer has suggested that some members could run pillion experiences to raise funds for NBB. After discussion we agreed not something we want to be associated with. NBB reputation at risk Potential liability to NBB Riders using own bikes, need pillion insurance, liability insurance, business insurance, kit in various different sizes. If something goes wrong it would reflect badly on NBB when press get hold of it. Agreed we would not sanction	
10	£10k donation Discussion around what we use for. Donor did not specify what it has to be used for, but as such a sizeable amount agreed we would ringfence it towards our next vehicle replacement. MR to call Linda and let her know, and if she wishes we could take it for her to see it, and potentially naming it after her.	
11	Kings Award for Voluntary Service Letter received from Lord Lieutenant of Northumberland inviting a representative (+1) to attend a celebration on afternoon of Saturday 18th July. CF to go as our representative and to invite another member to accompany him.	
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