

Committee Minutes Meeting
08/07/25 2025
18-30 Online

Present: Ian Jamieson, Paul Curran, Clive Franklin, Mick Redpath, Kirsty Lawrence, Sean Storey, Mike Thompson

Apologies for absence: Chris Mann, Lee Smith, Jason Cooper

No	Item	Action required
1	Minutes of June meeting approved. Proposed by Clive Franklin seconded by Ian Jamieson	
2	Action Log, Website content ongoing – The public website (https://stage.nbbpublic.org.uk/) is being discussed again next week with the developer. CoC Update – Ongoing, IJ will have one more attempt to see if we can get this working as we required. Rota Assistant updated permissions. JD was updated. CF to has approved, PC will then upload. Banking Assistant – Paying in card needed for JR. Card has still not arrived. HSBC proving very difficult to get information on why the delay. MR to chase again. To check if we can collect from HMP before delivery to NSECH of Hexham samples.	MT IJ PC MR SS
3	Committee Updates: Publicity/Fundraising: Had to cancel 2 events this week, first of the year, due to no cover. Everything ticking over. Thank you cards all sent. Just need Judith up and running so not reliant on KL to do everything in terms of banking, if Mike and Denise away. Rota: Difficulty getting shifts filled. Mainly getting people at 11th hour to avoid suspension. Looks bad for the next week. Dan	

	been doing 3-4 shifts per week, and he is going on holiday. People is relying on him to fill the gaps. CF just chasing constantly. Messages about rider only using small bike and Netherby off the road. Need it in use for Saturday to avoid suspension. Agreed we would move Sniperley small bike up to Netherby on Friday to allow her to do the shift. Just needed to check JC happy. Currently inundated with relays but we are covering these okay. Hospital Liaison: SS sent David the recording and he was disgusted. Emergencies only and on-call clinicians only. Staff have been briefed and we adhere to that. Blood sciences and timings for scheduled runs etc. Timings not on regular basis and some only short gaps between them. Some times unrealistic, and some said “no Freeman” and asked for clarity. They need to get timings correct and come back with a better proposal. Prudhoe GP surgery will be making a donation to us for the work we do. Membership: Inductions ☐ 0 Induction Sessions held in June ☐ Arranging next Session in July, looking like Sat 25th ☐ We currently have 28 on the waiting list but 19 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 members on the waiting list have been removed due to lack of attendance/comms Leavers ☐ 4 leavers in total in June/early July – Stephen Ellaby, Derek Farrow, Ian Sandford & Sean McEldon Members on a break ☐ Have several members currently on a break from NBB: - o #1 – work &; family issues - o #2 - 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 regarding being blocked ☐ Work is ongoing to remove these individuals as members and have any outstanding kit returned	
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	☐ Sent 3 x recorded delivery letters to GH, IP & AC 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 issue laptop to Bill Deacon as his personal LT would no longer log onto Dispatch & 1 to be issued to new SC JW as her personal LT mike doesn't work ☐ Need to collect spares from Committee, wipe and add to spares Committee on Call ☐ No further testing on this Coffee morning booked for Sunday 12th July at The Garage (15 signed up) Events Attended ☐ None Shadow Shifts ☐ BoB Fam Run with CH Actionable Items ☐ None Do we need any more laptops? Getting down on them. MT to get costings for laptops and projectors and KL will look to see if any grants available for us. (Approx a month before KL has time to do this). Has some old laptops for disposal as well. Will look to see if any of the sites (Recycle for good causes) will take them. Training: <u>Procedure list</u> Documents either outstanding or due:- • VP001 – Volunteer proc due for review last month (Vice Chair or Membership?) • Memb06 – Safeguarding procedure (currently sitting with Vice Chair) #moving to membership ownership. • ROTA012 – On Call Clinician – up for further discussion • All other main ops based procedures up to date <u>Training</u> <u>Since the last meeting:</u> - Members awaiting Advanced Qualifications:- Drivers – 12 (6 being current riders) Riders – 12 (1 being a current driver)	MT
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	Emailed all 24 last week for an update on advanced trg, only had 10 replies. • 1 Rider E- Voucher issued (which was a reclaimed one) • 1 x Dvr exemption awarded (paid for on back of rider voucher above) • 1 x Shadow shift planned for June but cancelled. 3 currently at uniform issue stage - Several controllers currently completing their training from last workshop. 4 more awaiting controller workshop. <u>Further information</u> - None ICT: Job recorders work okay, but more ways volunteers can make errors, and time for reconciliations is onerous. Can pull together so we can tell people but a bit of a balancing act as to how we do this. Suggested we do a monthly reconciliation and share that generally with the volunteers, and say that the following month we will identify errors and send them to the individuals the following month to try and correct reporting behaviours. Versions of reports where you can see just your entries and if they can see all of their entries laid out they may see their own errors. Might be optimistic but worth trying. Some not using the correct job logger (GP run) Emails now going out in batches as Google only allows 50 at a time (to stop spam) and as Drupal 7 is an old system it is making it difficult. Sending email to all members means it goes out over a few hours. MT thinks he can get round this (and will also fix the OLRs not sending to Gmail addresses). Workaround is to send emails to individual groups rather than all. So send to riders first, then drivers and then shict controllers. Google will see that as separate emails. Talking to Virtually Local to try and get support during our working hours, as we struggle if the routing change does not work. They advertise 24hour support but this is not happening for us. Treasurer: All accounts are in order and up to date. All transactions are reconciled through Xero accounting software. HSBC Current Account = £24,001.89 HSBC Savings Account = £30,868.07	
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	Lloyds Savings Account = £90,974.05 Total Funds = £145,844.01 ☐ Monthly running costs are £11,460 this is calculated by vehicle running costs for FY 24/25 ☐ We have reserves to cover 12.7 months of running costs Points to note ☐ Fleet insurance renewed Gallagher's renewal was £27,502, this was reduced by 10% to £24,751 once they understood we were saving approx. £2k. Howden's quoted £24,367, same terms. Saving from the original quote = £3135 ☐ The action on me from the last committee meeting regarding running expenses: Overall (everything) = £12,458 per month Fuel = £2,300 per month These are current monthly figures averaged over the last 12 months Fleet: Nothing much from fleet side apart from Netherby Small bike still in for heating issue. Hopefully it has been sorted but requires a road test once BDS is open again. Alnwick also in for repair/service as it looks like it has been dropped and damaged. Cannot determine who has done it. Vice Chair DBS checks up to date, 3 ongoing.	
4	Complaints – Nil	
5	Major events – None at present	
6	App for recording/sending jobs MT needs to look at this to determine if suitable or can be customised for our use. Long discussion around this, and MT will review and send notes for all to consider. It is a job booking system, to get rid of paper receipts? Freewheelers have been testing and using it, so we could contact them to get update on it.	MT
7	Fundraising Ideas Competition. Chad has offered a £50 prize from his wife's delicatessen in North Shields if we want to run a competition to see about getting any new fundraising ideas from the volunteers. We agreed we could try it, MR to put an email out to see what comes in and can then present back to the committee to see if any ideas relevant for use.	MR

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