

Committee Minutes Meeting
06/08/25 2026
18-30 Online

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

Apologies for absence: Chris Mann, Mike Thompson

No	Item	Action required
1	Minutes of July meeting approved. Proposed by Paul Curran seconded by Clive Franklin	
2	Action Log, Website content ongoing – The public website (https://stage.nbbpublic.org.uk/) is ongoing with the developer. Awaiting update CoC Update – Ongoing, IJ still not managed to resolve it. May be down to using iPhone so going to try a Samsung. Rota Assistant updated permissions. JD was updated. CF still to approve, PC will then upload. Banking Assistant – Paying in card needed for JR. Card has still not arrived. MR has managed to get to the bottom of issue with HSBC. Signatories on account need changing, but MR & KL has signed a new application for the deposit card and this was posted today. Awaiting confirmation from HSBC. Collecting from HMP before delivering to NSECH, all now in place, action closed. Costs to be obtained for new laptops and projectors for new speakers. MT to obtain. There is a potential grant for this but needs submitting by 14th August and KL will not be able to meet this timescale. IJ to submit this. App for booking jobs – MT has reviewed and thinks this may work for us for ad hoc jobs. Needs introduction to developer and access to a test database. SS to confirm via Newcastle Trust that we would like to investigate and pass MT contact details to arrange contact.	MT IJ CF/PC MR IJ SS

	Chad has offered a prize of Charcuterie to the value of £50, from his wife's business, to see if we can generate any new fundraising ideas. MR to confirm with him and then put out email to members.	MR
3	Committee Updates: Publicity/Fundraising: Still struggling to get fundraising volunteers to events, and had to cancel our attendance at another this week. Same issue as getting shifts filled. Issue with merchandise being returned from events as all not separated properly and taking KL a lot of time to sort before going to the next event. Needs a bit more care to be taken. MR due to send email about a few things so will include. Issue with Events van being full of milk boxes as making life difficult for fundraisers. Agreed CF will store and as part of relay, the person undertaking will need to collect/drop off at CF's before/after relay. Ferndean Hexham (Mental health location) has asked to be included in Santa Run this year. Could be difficult due to restrictions they place on what can be sent, and how many patients they have. Needs consideration. Volunteer of the year needs to be underway so we can vote on it at next committee meeting prior to AGM in September. KL will put email out. Hospital Liaison: SS has had a call with Rachel from GNAAS, following a resupply request we received overnight when only 1 person on shift and they were busy on other urgent (and standard) jobs. MR had taken initial call and as it was a normal resupply request agreed to get a volunteer to do it during the morning. In the interim GNAAS were sent to a stabbing and needed blood, so wanted priority but Vocare not had this before so could not get driver to cover it as would have taken him over his shift time, with the other jobs. SS has agreed with GNAAS, that if the case arises where it is desperately needed then they must call it in as an emergency, and controller will action as such and divert volunteer to cover, at expense of dropping other jobs in hand. CM to speak and email to Vocare to make them aware of this so we do not have a repeat. HMP collection prior to going to NSECH from Hexham on scheduled run was agreed by NSECH Lab Manager, and is now in place. Some staff at NSECH have complained to our volunteers, these are to be referred back to their Lab Manager. SS to send email to our volunteers advising this (Sent 7/8/26) Rota: Still difficulty getting shifts filled. Mainly getting people at 11th hour to avoid suspension. There is a lack of commitment from	MR KL KL CM

volunteers. We used to have regular people doing regular night shifts, but these volunteers have aged and are the older ones and no longer feasible for them. Email from MR to go out asking people to plan in advance wherever they can (we would rather they cancelled if necessary) and reminding them of expectations around shifts. CF and DM to reduce emails chasing. They will send Sunday/Wednesday and ask for half shifts to be given to them before if possible so they can have a view of suspensions. This may mean more suspensions so we will monitor and follow up. Also, IJ/PC to review how many volunteers have not completed shifts in last 3&6 months and if no reasons or contact advising they are unable to help us then we will look to recover kit. There is a great deal of work involved in keeping volunteers on who are not doing shifts and we need to reduce this workload. Issue recently with 3 relay jobs on one receipt. We need to reinforce 1 receipt for each job as relays are to different hospitals. Treasurer: Accountants are doing the year end, and LS has supplied all information they have requested. He is chasing and has set a deadline for them to have them back for us to approve. Ribchesters has changed name, and staff on our account. This month's report: All accounts are in order and up to date. All transactions are reconciled through Xero accounting software. HSBC Current Account = £21,143.16 HSBC Savings Account = £30,868.07 Lloyds Savings Account = £91,177.50 Total Funds = £143,188.73 • Monthly running costs are £11,460 this is calculated by vehicle running costs for FY 24/25 • We have reserves to cover 12.5 months of running costs Membership: Inductions ☐ 2 Induction Sessions held in July, 1 at The Garage and Paul completed a 1:1 induction ☐ Arranging next Session in August, possibly 15th August depending on availability ☐ We currently have 34 on the waiting list but 17 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	MR IJ/PC
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	Leavers ☐ 0 leavers in total in July, the late Brian Smith's account was closed after I collected his uniform & NEAS key ☐ One member has asked to leave (today) due to health and change in personal circumstances Members on a break ☐ Have several members currently on a break from NBB: - o One – work & family issues - o Two - 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 ☐ Sent 3 x recorded delivery letters to members who have left 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 ☐ "old" NBB laptops have zero residual value, HP Probook with an Intel 2 core & 4Gb RAM would attract a payment of £1 if I post it!! ☐ Need to collect spares from Committee, wipe and add to spares Committee on Call ☐ Could be down to my iPhone but cannot get this to work – issues with my answer machine & Sky provider! Coffee morning booked for Sunday 23rd August at The A68 Cafe Events Attended ☐ None Shadow Shifts ☐ None Actionable Items ☐ None Training: Procedure list Documents either outstanding or due:- - VP001 – Volunteer Proc (In progress with Ian) - Memb06 – Safeguarding procedure (in progress with Ian) - ROTA012 – On Call Clinician – completed and uploaded - OPS003 – Incident procedure – due end of August (Can Clive have a look at please) - ROTA021(i) - Access to WD (Events Veh) - on hold until work complete at WD (New tower currently being	
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erected). Jason & I are favouring to leave Events Van at Swalwell as a more secure site. - ROTA016 – Hexham Run revised to switch collection route. Trg & job logger updated. Training Since the last meeting: - Members awaiting Advanced Qualifications: - Drivers – 11 (5 being current riders) Riders – 13 (1 being a current driver) No further replies to previous update email sent out so will look to contact those and possibly move to ‘Removals List’ - 1 Driver E- Voucher reclaimed from parting member (expiry date is Dec’26) - No Shadow shift carried out in July. 3 currently planned for August. Several others at uniform stage. - Another controller workshop being planned over next couple of weeks with 7 possible attendees. Further information - None Fleet: 19 licence & Insurance Checks completed. Overheating issues on F800 Genesis sorted. Parts swapped from the donor bike only 2 hours labour charged. FJR Arnie collapsed wheel bearing changed when in for a puncture. R1250 Rush – Side stand bushes replaced. Charged only for parts Free fitting. Thanks to BDS for keeping the costs down on labour. Numerous Tyres – National Bike Tyres. Allstar cards replaced – Thanks to Ian Jamieson for doing the running around. South Shields Skoda Camera / Tracker unit replaced. Only charged for fitting not for the new unit even though the old unit was out of warranty. Thanks to the following for their assistance with vehicle issues/movements. Peter Kippax / Alan Thirlwell / Rob Pattinson / Ruth Atkinson / Paul Curram / Gary Tait / Malcolm Cramman / Colin Matthews / Neil Hunter LS advised BP cards being used more, so saving us on fuel costs. ICT: (update given prior to meeting as unable to attend) Following last month's meeting I put out some notes on the dispatch / job handling system we discussed. From what I can	
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	tell it could work for us for ad-hoc jobs. If we want to move forward we'd need admin access to a test system for more analysis. I'd need an introduction to the authors/vendors if I'm to arrange that. Activity recorders for Hexham run route change were updated along with the user guide. The other related items will be updated once I'm home. I'd like to make the point that changing a scheduled run involves quite a bit of work over and above getting the rider/driver to do something differently so changes made at short notice without the associated materials could make us look disorganised. Vice Chair: (update given prior to meeting as unable to attend) There are currently only two outstanding DBS requests: • Ian Brown • Ryan Hollocks I'm still awaiting a response from both following the initial request email. I'll chase them again over the weekend if required.	
4	Complaints – Nil	
5	Major events – AGM – date required. MR to place poll in Slack with potential dates, hopefully to be held at TWFRS HQ again. Potential dates are 16/17/24/25 September. MR has reviewed past 5 years of elections and the following will be those put forward for election/re-election: Secretary – Currently vacant MR SS LS Email to be prepared to go out with minutes from last year etc.	MR
6	Assessor qualifications and members of their respective organisations One assessor was threatening to leave IAM's on a point of principle. The individual has rejoined, as told they would fall off National Observer register. PC advises he has a copy of all riders/drivers advanced qualifications but nothing for assessors. Should we have these. LS stated that from Insurance perspective we are not asked for that, we have taken it on to have our volunteers assessed each year. Agreed we should have copy of their individual qualifications so we know they are National Observer (IAM) or Instructor (RoSPA). PC to request this evidence. It is then down to the individual to maintain their qualification as it is with riders/drivers for their normal advanced qualification.	PC

7	HSBC Signatories MR has established that only MR & KL are current signatories on HSBC accounts. We need to remove the 2 members who were signatories and have left. We will then need to add new signatories. It was agreed that the following would be added: Lee Smith (LS) Jason Cooper (JC) Ian Jamieson (IJ) MR to complete form and submit to HSBC to get this in place.	MR
8	Vehicle Usage split and support shifts: We did agree that we would not use same vehicle on split shifts. As this was a support shift and a late ops shift, we allowed the same vehicle. It was agreed that it should also apply to this. OLRs cannot handle with 2 names in as would not give credit for the shift. Also should not use a different vehicle on OLRs as this creates audit problems also. Could be harsh on the volunteer, but if something happens then it means we could struggle to find who was using etc. We have to maintain the rule across the board. Need to update Rota 010 policy to show this.	MR
9	JC will be leading the GNR this year, as Jonathan Dixon has left the charity.	
10	HMB to be contacted to see if they can get update/chase RVI to see if any progress on establishing the new hub. MR will speak to Gillian at HMB.	MR
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