

Committee Minutes Meeting
01/10/25 2025
18-30 Online

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

Apologies for absence: Clive Franklin, Simon Whitmore, Sean Storey

No	Item	Action required
1	Minutes of September meeting approved. Proposed by Jason Cooper seconded by Ian Jamieson.	
2	<p>Action Log, Website content ongoing – agenda item to discuss later</p> <p>Google drive clean up – ongoing, but needs committee members to start to move items into their folders and arrange as they think best.</p> <p>Lee Smith to give update on amount spent on Advanced Driver/Rider training from the grants received and hence how much left. We will then have a decision to make to see if we continue to fund this. KL has an application in with the Road Safety Trust which could potentially extend the funding if successful.</p>	<p>All</p> <p>LS</p>
3	<p>Committee Updates.</p> <p>Jason Cooper – September bills paid and up to date 2 defib batteries replaced Dobbies partially repaired so could be used as a starter bike at Sniperley. Had a call with a potential offer to pay for the repair of the F800, from Gary Bagnall’s company (IKM Testing). They want to pay direct. JC to liaise with Joe at BDS and to come up with a figure to communicate to them. They would like a picture outside of their premises in Cramlington. They have</p>	

senior management attending site in November so they may approach for more future funding.

Chris Mann –

Everything up to date. Only couple of DBS checks for existing members at the end of this month.

Ian Jamieson –

Induction Saturday with 10 confirmed attendees

Scooter discussion from last month. Volunteer is selling his scooter and buying a motorbike and will be training on that.

Setting up a new laptop for Clive and will get it to him over the weekend.

Annual Survey, anything underway. Only thing is to ask people if they have changed address, to update. Next of kin captured so do we need? Could just ask if any updates from previous submission. To be sent out at the end of the month.

All kit back from Tiger and Ria, except for Ria's NEAS key.

She says handed in but no one can find it. Check the policy on it and follow through using that. She can't remember if she gave it to someone or it is lost, but she stopped driving and riding some time ago. Ria had completed key audit prior to her leaving.

Lee Smith –

HSBC Current Account = £20,244

HSBC Savings Account = £50,367

Lloyds Savings Account = £88,959

Equals Balance for top ups = £274

Equals Allocated funds = £1197

Total Funds = £161,041

- Monthly running costs are £14,697 this is calculated by total expenditure from last FY divided by 12
- **We have reserves to cover 9.1 months of running costs**
- Equals detected fraud on Jason's card (no transactions showing that substantiate this), this has been cancelled and re-issued

Transferred some money from savings to current account.

Total funds £161,041

Monthly running costs shown as total expenditure from last FY, divided by 12. Running costs then at 9.1 months in bank.

Discussion around what constitutes running costs, would we include capital expenditure, what would we take out. During covid we used the actual running costs without fundraising or capital expenditure. If we consider only actual running costs then we would have more than 12 months in the bank.

<p>Lee to confirm what this figure would be and we keep both figures in mind so the committee can see the full picture, then we have a full figure and an essential figure that we need. Lee then provided this figure.</p> <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 14.1 months of running costs <p>Lloyds account over the £85k limit. Lee to look at another product and get under the £85k limit and top up the other account.</p> <p>Equals detected fraud on JC card. Cancelled and reissued, and LS has a new card for JC and will get it down to him.</p> <p>Still need figure on how much outstanding from the advanced driver grants, so we know how much we still have to spend and we can then make a decision on when/if we have to fund it ourselves.</p> <p>Paul Curran – Procedure list, and updated some of those. Few outstanding. Assume everyone can see the list shared. Everyone to check and review where necessary. KL to look at fundraising ones. Just arranged 3 shadow shifts, 1 to arrange. Not expecting too many DBS checks as waiting on people passing advanced qualifications. Are we any further forward with uniform review. What do we want to do with it. CM will review stock and then determine if we commence a review. Gilets for drivers and tee-shirts for riders, and potentially black polos. Need to review what we still have, as we cannot afford to change soon due to stock. CM to check uniform policy, only thing to add in should be to add in dark tailored shorts as far as aware. Riders jacket will need to change wording as new jackets have blood stitched on. We will let people wear them to and from base only, and if blood sign can be removed it should be. Wave radio guide needs review. MR to do this as Bill reports in to him, rather than Vice Chair (hang over from Ronnies days of managing it) Dispatcher 1 running smoothly on Windows 11 so need to update this.</p> <p>Kirsty Lawrence – Durham Freeman charity trust closing down, donating £1600 to us. Getting Steven Laws to do the cheque presentation. Nothing back from any other grant submissions yet. Waiting for responses from supermarkets for events during winter</p>	<p>L.S</p> <p>CM</p> <p>MR</p>
---	--------------------------------

	<p>No update on new merchandise at present. Purchased a new display stand for key rings to be used at events, to hopefully present better. Need figures for jobs and fuel costs for September so KL can submit return for Saturday Fund to cover the cost of fuel that they gave us £2k for. Just advertised GNR places for 2026. Santa run still planning and will get this underway shortly. Launching Xmas card competition this month. We will keep numbers to corporate customers we send to plus a minimal amount for sale. Speakers – emailed everyone who showed interest and responses from all but 2, so will get this underway Designing bingo cards to help raise money. One of our GNR runners this year raised £100 in 30 minutes, so making these for next year to include in fundraising pack to support them. Potentially could be used elsewhere, such as workplaces etc.</p> <p>Mike Thompson – Final changes to BoB recorder made live today. Been communicated to the volunteers. Last months minutes mentioned a video to strap boxes to bike. Had a go, but was not successful, will do it again. Potentially we missed a trick at AGM in not recognising Rob Wilkes as he was a founder member. Just an omission from us.</p>	
4	Complaints - Nil	
5	Major events – None planned	
6	<p>NBB Data MT wants to encourage all committee members to use NBB equipment (laptops). We pay a lot for ESET protection, so we shouldn't use our own PC to hold NBB information. There is no way we can protect this from hacking etc, and if data lost through this then we could be in trouble. If necessary, we can provide some sort of docking station to ensure people can switch etc. Committee members to discuss individually with MT to get a solution so we can all comply, and if anyone has any issues with the laptop etc they can be resolved. MT/PC to discuss database to replace spreadsheet, once OLRS bits resolved.</p>	All
7	OLRS Updates	

	<p>Any objections to change milk run to supply run so we can use it to cover any relays, GNAAS resupply etc. Scheduled shift types then be for BoB and Hexham (i.e. we have defined a run) Spreadsheet in meeting folder and in Slack Channel. This is a list to test OLRs for errors (green has code written). Plan is to have a page we can check to see mistakes, and also to send messages to volunteer who has made a mistake in booking a shift. Routine to run every 5 minutes so volunteer would get a message within 5 minutes, and then every 24 hours until fixed. This will let members know they have made an error and they can fix it. Will make them more aware so they do not repeat. MT has working demo of working gateway to send SMS messages. Couple of opportunities to use this, so first OLRs becomes a text message, people are more likely to respond. Also could be useful for getting close to suspending service we could send a text message, as not everyone on Facebook, or read emails straight away. Cost is approx. 3.5pence per text. Could also be used for those who don't respond to survey. Agreed we should try this and see if it is successful with a review in January (need to make people aware that the suspension of service goes to all so people don't respond thinking it has only gone to them)</p>	
8	<p>Committee on Call Rota</p> <p>Need to amalgamate fundraising and publicity – done</p> <p>Rota added to list for Clive to then undertake this as well. All committee members now do CoC</p> <p>We were going to have CoC number if not answered, then it diverts to another number that rings every committee members mobile at the same time and whoever answers it first is the one who takes the call. This would be the secondary number on CoC - When we update the number we have to remember to only update the first number.</p>	???
9	<p>Allocation of Committee Roles</p> <p>As part of the constitution we do not apply for roles but a position we then agree who does what. Everyone agreed that they were happy to carry on doing the roles they are currently doing and Clive would cover the Rota role</p>	
10	<p>New Website</p> <p>Making lots of progress and by end of October we will have the semblance of the new website (public). Want to get all pages proofread and agreed. Should we include some expert volunteers, as they will pick up something we miss etc. We need them to follow the rules and keep it confidential.</p>	MR/MT

	<p>It was agreed we would approach 6 named volunteers. MR to email the people and then we can set up a group.</p> <p>People we should approach are:</p> <p>Ruth Atkinson, Eammon Toland, Carol Nelson, Ian Muirhead, Steven Laws, Neil Hunter</p>	
11	<p>Sponsors</p> <p>Need a procedure so we can pull out who can be the best supporters over the past 12 months</p> <p>JC wants Service Providers/Sponsors on permanently, JC/IJ have that list.</p> <p>Need the criteria to state what is the way we do this. Need a report that we can use, so that we can update the website regularly. If you refresh the list regularly it keeps it top of the google search. Does Xero have such a report we could use.</p> <p>Everyone to think about this and we can discuss next month</p>	All
12	<p>BoB Run Training</p> <p>We had a recent issue where the person doing the BoB run got a puncture on his way to collect the vehicle. It created a situation where we were scrabbling around to find someone, and the other people on shift were not BoB trained to switch to that shift. It is the one we need to complete each day.</p> <p>Also had an issue when BBC were extremely late, and we were then late at GNAAS Teesside, so need a solution of this happens again.</p> <p>Discussed various options.</p> <p>1 – If we couldn't get someone to step up at short notice to cover, can we ask BBC to come all the way to RVI to collect. MR to discuss with BBC</p> <p>2 – We could then get one of the operational shifts to do the run to Teesside from the RVI, and if they do not know the procedure, they can read it, and the controller can also have it open and talk them through it. Treat it as a resupply.</p> <p>3 – If it is BBC going to be late can we leave the box at Hexham for them to pick up (say at Urgent Care) and we then return to collect the returned box when it has been swapped by BBC (usually have another relay later in the night with samples)</p> <p>SS to speak to GNAAS and Trust for Hexham and see if we could implement with the drop off at Hexham. This is likely to be very rare, but we need to have a contingency.</p> <p>Once SS has spoken to them, then MR can speak to BBC to confirm with them.</p>	SS MR
13	<p>CM had an email from a member regarding a replacement shirt he was charged for and he says he was told it was a returnable deposit. CM to put this into Slack to discuss. He is also a member of Daft as a Brush charity, who give 6 items free.</p>	All

	<p>Also, this person thinks we should have someone who checks the vehicles.</p> <p>Uniform is not mandatory, can wear plain white shirt they have, so long as they adhere to the uniform colours.</p> <p>Previous conversations around existing members getting free replacements. We need to discuss this, so will be done on Slack.</p>	
14	<p>Anyone looking after H&S?</p> <p>Our 2 H&S assistants both left, and we have been unable to recruit new ones despite advertising.</p> <p>PC happy to update procedures, so long as some experts review and confirm changes. Funding has 2 outstanding procedures that need confirming. KL will discuss with PC and they will determine how to move that forward.</p>	KL/PC
15	<p>Relays</p> <p>MR currently looking after them. Not been sending info to KL, so needs to up his game, as this gets us a lot of shares and likes when we publicise it.</p>	
16		
17		
18		
19		
20		
21		

22		
23		
24		
25		
26		
27		
28		
30		
31		
32		
33		
