



Minutes of Committee Meeting
Thursday 04thFebruary 2021 – 18:00 to 20:00
Online via Teams due to Covid 19

Present:	Ronnie Paton (RP) (c), Mick Redpath (MR), Stephen Winn (SW), Susanne Hitchinson (SH), Steve Tulloch (ST), Jason Cooper (JC), Alan Kinghorn (AK), Alan Johnston (AJ), Chris Mann (CM)
Apologies for Absence:	Tiger Taylor (TT), Kirsty Lawrence (KL) Sean Storey (SS)

No	Item	Action required
1.	<p>Minutes of January meeting</p> <p>accepted as an accurate record and approved Proposed by: SH Seconded by: ST</p>	
2	<p>Actions List MR went through the action log and the below were updated.</p> <p><u>Storage Container.</u> No update, MR to chase up TT.</p> <p><u>Job Logger.</u> Still on hold.</p> <p><u>DBS Checks</u> Completed for committee. MR to move forward with membership. A number of people have declined a check. MR to email as to the reason behind this. MR requested information as to who has declined. Committee is in agreement that this should be compulsory. MR to email all members.</p> <p><u>Membership List.</u> The list is still to be updated. MR to work through this in stages.</p> <p><u>Anti Bullying Policy.</u> Document still to be updated. MR to contact TT for update.</p>	<p>MR to follow up with TT</p> <p>MR</p> <p>MR</p> <p>MR TT</p>

	<p><u>Merchandise.</u> No update.</p> <p><u>Training.</u> <u>Assessments</u> No update due to lockdown on driver / rider assessments.</p> <p><u>Insurance / Licence Checks.</u> AK has provided a new form for recording these. It's not as bad as previously thought. Various returns have been received with typos, errors and incorrect codes. Andy Watson has also had some problems with emails. SW suggested possibly a PDF format.</p> <p><u>Fundraising.</u> TT to return card machine to KL / Doreen.</p>	<p>MR TT</p> <p>TT</p>
<p>3</p>	<p>Committee Updates.</p> <p><u>Rota.</u></p> <p><u>NEAS Keys.</u> AK has provided CM with details that match up keys. There are approximately 41 keys outstanding. 30 potential others. CM to check numbers. Brian Clements has sadly passed away. ST to make enquiry. CM to contact SS to ascertain if we know how many keys have been issued.</p> <p><u>Emergency Lights Procedure.</u> Currently with Gary Tait.</p> <p><u>Training.</u></p> <p><u>Insurance / Licence Checks.</u></p> <ul style="list-style-type: none"> ● AK has provided a new form for recording these. It's not as bad as previously thought. Various returns have been received with typos, errors and incorrect codes. Andy Watson has also had some problems with emails. SW suggested possibly a PDF format ● Online training going well. There have been 23 inductions since January with 7 controllers signed off. ● Talks are ongoing with Jeff Ormston re controllers. <p><u>Membership.</u></p> <ul style="list-style-type: none"> ● 15 new members since our last meeting with 2 currently waiting. ● Membership audit completed, there are 57 no replies. SH to chase these up. 	<p>CM</p> <p>ST CM</p> <p>SW</p> <p>SH</p>

- 30 suggestions for expenditure have been put forward from members. SH to draft a document.

ICT

- Work is currently in progress on web updates
- Milestones disciplinary and DBS has now been removed from forms as shared. Link has been forwarded to RP MR.
- Web site., there are 2 possible companies from Gateshead and Newcastle for when we look to update members site to Google Mind. Further update in due course.
- Virtual log in problem last week. Should relay be etiquette to use alternative number.
- AK printer needs toner which would mean a cost of approximately £300. Committee all agreed for AK to replace printer as a more cost effective replacement.
- Paul Curran had made a request for money for controller lap tops. A suggestion also was to upgrade memory. Agreed as it's an NBB computer.
- Member survey, list to be blocked to tie in with SH. Suggestion was to give this a couple of weeks.
- Insurance declaration form – happy.

Treasurer.

Update on Accounts

- HSBC £18,839 £2,260 in £6,842 (£600 in the equals account) resulting in a £4,711 reduction from the current account.
- 2 large fuel bills and accountant bill.
- No fuel bills to pay until end of March.
- Savings account £119,273 (no change)
- Not drawing on savings, only working account.
- Equals cards £536 balance + £1483 on the cards.
- Virgin new updated passbook at 26th January 0.15%pa
- £55,918 switch to online account
- £7580 in deposit account no increase.
- Virgin accounts now accessible
- New trustees appointed. Treasurer, Vice Chair, Chair.
- Xero all sent invite to join read only yes/no
- IZettle old account deleted, new charity account operational. All trustees named, 3 to manage. Treasurer, Chair, Publicity.
- Fleet Manager set up as secondary user on HSBC account. Suggestion that JC requests all future invoices are emailed directly to treasurer email.
- HMRC reminder re corporation tax return due end of June. Accountant has this in hand.
- Investment webinar update on global outlook, nothing for NBB.
- Treasurer advice – ensure access to monies with accounts split to different

banks max £85000 in each.

- Move Virgin accounts to give online access. Several banks are not taking on new businesses / charities during the pandemic.
- Do we need a confidential file with with treasurer log in and password details with very limited access.

Publicity.

Update received by text from MR sent by KL.

- KL apologized that she is unable at the moment to carry out any voluntary work for NBB whilst on sick leave from work.
- There is currently 1 person interested in the newsletter editor position, however after requesting that they contact Gareth Hopper to find out more about the role, they have got back. They also joined last April but as yet have not completed any training including induction or signed the social media policy. This will need to be completing before joining the auxiliary role if they are to be considered.
- Thanks to Kim for her work on the newsletter, and I wish her luck for the future.
- New stickers and presentation cheques have arrived.
- A few members have come forward for the NHS day reading, however we are unable to proceed at this stage.
- Merchandise received from an ex volunteer – fundraising officer to sell when restrictions lift. Caps x 10 Beanie hat x 1 and wrist bands.
- Thanks to Barry Bullas for putting out the 7 year anniversary message whilst I was unable to.
- KL requested that the minutes show she is on things as much as she can.

Fleet.

- All of the FJRs are now back from recall
- New bike graphics to support.

Vice Chair.

- Update from KL_– a woman from Health watch_would like to conduct a series of video interviews with volunteers in order to raise NBB profile. She will call tomorrow.

5	Major Events <ul style="list-style-type: none"> • Open Meeting March 15th. 	
	AOB	
	Date and Time of Next Meeting Day March 2021 at 18:00	
	Meeting closed at 20.00	

Chair / Vice Chair Print Name:

Date:.....