



Minutes of Committee Meeting
Thursday 07th January 2021 – 19:00 to 22:00
Online via Teams due to Covid 19

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

No	Item	Action required
1.	<p>Minutes of December meeting</p> <p>accepted as an accurate record and approved Proposed by: KL Seconded by: ST</p>	
2	<p>Actions List</p> <p>MR went through the action log and the below were updated.</p> <p><u>Storage Container.</u> This has now been installed at West Denton. TT is currently working on the policy. MR has asked for an update. TT not at this meeting.</p> <p><u>Job Logger.</u> Currently on hold.</p> <p><u>Anti Bullying Policy.</u> There is a draft on SLACK with a poll attached. If everyone has a look and is happy then it can go live.</p> <p><u>Xero Account.</u> This is all sorted. Good work from ST and Doreen. ST to sort read only access for trustees.</p> <p><u>Merchandise.</u> Unsure where we are with this, will chase up with TT.</p>	<p>MR to follow up with TT</p> <p>ST</p>

Assessments

None taking place and will be reviewed mid February. ST advised that ROSPA have suspended theirs.

Insurance Policy.

There still remain some outstanding licence checks. There were originally 8 however some have been supplied. It is believed there may be 4. AK has set up a system whereby SW can see information. SW to speak to Andy Watson to tighten the process up. Committee asked for information as to how many were outstanding, when were checks requested. It may be that a block is applied.

Fundraising Accounts.

TT now has the card machine back. This needs to be returned to KL.

Monzo – Equals.

GM balance to new card, JC now has access to funding ST has closed Monzo off.

NEAS Key Audit.

CM advised that he will wait until the members survey has been completed. AJ has supplied the spreadsheet he uses. It may be worthwhile speaking to Steve and Barry who also issued keys.

Emergency Lights Procedure Review.

CM for next meeting

Apple Devices.

AK no progress as yet.

NHS Dayshifts.

These are now recognised towards award badges. The system has been updated up until end of November.

Key Safe Codes.

JC to complete by end of January. Durham and Spennymoor stations have confirmed that they are happy to change codes.

GDPR

6 still to complete.

Auxiliary Roles

CM to have a discussion with Aaron. GDPR training when we see who else steps up.

Expenditure Ideas

The link has gone live on the website RP to chase up.

500 Shift Award

Derek Henderson currently on 445

Alan Johnson 414

Agreed to go ahead with paper weight purchase.

Text to Donate.

MR to chase up with TT

Job Receipt Books.

We currently pay £5-64. We may have a price of £3-70 ex vat.

3

Committee Updates.

Vice-Chair

MR provided the following updates

- MR presented a PowerPoint slide which gave useful information on the DBS process. There are certain categories including Standard or Enhanced, depending on the role. MR has taken information from gov website; also other blood bike groups have been extremely helpful. NBB would sit within the child and adult workforce setting. Currently the price is £10.40 and we would not hold copies of certificates. MR & RP have a zoom call tomorrow with SERV who will complete a check on MR and highlight their process. It was agreed that NBB would pay the checking fee. KL advised that this should be renewed after 3 years. New members should be advised of this and check should be completed prior to first shift.
- MR has sent out an email in relation to booking shifts. He has had reply from someone offering to use their own car for 45p a mile'

A query as to if we plan to base a car further north. This was a no.

A question asking if a member could use Hexham car for duty at the end of its evening run. This would be complicated for OLRs. Also a member asking to use one of our vehicles to travel to RVI for day shift whilst his car is in the garage for repair. This was declined by committee.

- Some of our new drivers who have not been able to complete assessments have requested to do the NHS day shifts. There was some debate as to what the expectations of the Trust are. MR to speak to SS.

ICT

AK provided the following updates

- Security updates AK will give notice to everyone and this should take about half a day on website.
- Policy reminders are currently not working.
- Insurance declarations only shows new ones. More tests to be done.
- AK to consult further with Revolution web company in Gateshead for specifications for public site. RP reminded we had approved £2k
- GDPR outcome is NFA, will email all members.
- AK has asked iPad users for their assistance with current web issues.

Fundraising

TT provided the following updates

Apologies received.

Treasurer

ST provided the following updates

- This month we have expenditure of £4018 out and £4854 in.

Facebook £268 – Lottery £146 – Corbridge Medical £2400 – UING £1156. £830

Payroll giving.

- Working Account £23550 - £119273 Virgin accounts no change.
- Ribchester accountants have been paid.
- Bank accounts sorted JC waiting for a fob
- Virgin account RP to go to branch
- ST attending charity investment webinar 12th Jan.
- I Zettle ST to check
- MR to be set up on HSBC as a full user.
- MR to chase up TT reference GM outstanding items.

Hospital Liaison

SS provided the following updates
Not at the meeting.

Training

SW provided the following updates

- 21 attended online induction last night.
- MR to collect laptop from HS on Saturday. Laptop to go back to NB.
- We have potentially 10 controllers to bring on..
- SW has discussed with AK about having a monthly online quiz for members currently waiting.
- Problems with Zoom. Will test out dispatcher 1 & 2

Publicity

KL provided the following updates

- Stagecoach have now contributed over £20k Big thanks to A Morris. Possibility of Stagecoach naming a vehicle discussed.
- Yearly review hopefully issued next weekend, all information and pictures have been collected.
- It appears we surpassed the 70k jobs completed in September. System glitch.
- Carol Snee fund us has reached £1176.09 which will net both charities £999.34. Amazing.
- Job logger numbers for new receipt books and format discussed.

Fleet

JC provided the following updates

- FJR x 2 at Alf England for gearbox recall. Due to pannier issues and camera system transport can only carry 2 at a time. No costs for transportation incurred by NBB.

Rota

CM provided the following updates

- Couple of hiccups over the Christmas period but okay.
- BOB Run okay, slight problem with Cumbria but now sorted.
- UHND – BAGH now using their own courier.
- Changes to scheduled weekend run. Discussed shifts. We will probably go to 3 full shifts. GP runs may start again. CM to send an email.

	<p><u>Membership</u> SH provided the following updates</p> <ul style="list-style-type: none"> • Steady flow with 11 new members • Membership survey AK to activate form with link. Discussed cut off end of January. Should be out in the next few days. • We had gone from a previous 570 members to 240 • Mentors going okay but only limited take up from them. Reminders that they should be checking their NBB email account. <p><u>Chair</u> RP provided the following updates</p> <ul style="list-style-type: none"> • 19 / 20 accounts are with charity commission, • RP has almost completed a user guide for new committee members. 	
4	<p>Complaints</p> <p>See Confidential Addendum</p>	
5	<p>Major Events</p> <ul style="list-style-type: none"> • Open Meeting March 15th. 	
6	<p>Dec Open Meeting Review</p> <p>RP asked how everyone thought the Dec meeting went.</p> <p>Consensus was that it went well although a bit to long, due to all the minutes and financial approvals and the 2 patron's messages, although it was agreed that these needed to be done and meeting was an exemption rather than the norm.</p>	
	<p>AOB</p> <ul style="list-style-type: none"> • Any plans for COVID vaccinations. – No • JC We have not been allocated a new FJR so the new BMW will be Morpeth Bike. • RP asked members for their opinions of how things are. Much improved with great communication. All working together and on track. 	
	<p>Date and Time of Next Meeting</p> <p>Day 04thFebruary 2021 at 18:00</p>	
	<p>Meeting closed at 22:00</p>	

Chair / Vice Chair Print Name:

Date:.....