



**Minutes of Committee Meeting**  
**Thursday 04/06/ 2020 - 19:00 to 21:00**  
**Online via Teams due to Covid 19**

Present:	Graham Moor (GM Chair) Alan Kinghorn (AK IT) Gary Annan (GA Secretary) Kirsty Lawrence (KL Publicity) Tiger Taylor (TT Fundraising ) Alan Johnston ( AJ Fleet) Chris Mann ( CM Rota ) Stephen Winn ( SW Training ) Sean Story (SS Hospital Liaison ) Julian Brown (JB Treasurer)
Apologies for Absence:	Ronnie Paton

No	Item	Action required
<b>1.</b>	<p><b>Minutes of last meeting</b></p> <p>May minutes not approved due to lateness of publication... Review at the July meeting.</p>	
<b>2</b>	<p><b>Actions / Matters Arising</b></p> <p>Could not be confirmed from the last meeting due to the minutes of that meeting being published late.</p> <p>GM asked if anyone had updates on actions they were involved with, then went around those with unfinished business.</p> <p><b>Storage Container</b></p> <p>TT agreed with him that because of the covid 19 pandemic, the storage container for West Denton Fire station was still on hold.</p> <p><b>Events Vehicle</b></p> <p>TT said she may have possible funding in place for adaptations and graphics to a new vehicle and she would hopefully be able to update by the next meeting.</p> <p>AJ asked TT to keep him informed on what was needed.</p> <p>GM apologized for just recently bringing TT into the chat room group chat on this</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">TT</p> <p style="text-align: center;">TT</p>

	<p>subject.</p> <p><b>Job Logger</b> AK stated that they still have not been able to progress the testing of the job logger, but everything was in place and ready for testing.</p> <p><b>New location for committee meetings</b>  GA informed GM that this was discussed before he joined the May meeting, and that it was in the minutes of the meeting that had just been published, but unfortunately no one had had time to review, GA spoke about the collaboration with the UK head of facilities for SJA, and assured GM that the SJA facilities at Bensham were big enough.</p> <p><b>GNASS Base move /EVS relays.</b> SS reported that there was no further new on the GNASS base move, obviously due to the current pandemic</p> <p><b>June open meeting</b> GM stated that we would all be recording a piece to published in a joint video presentation at the open meeting and asked if Teams worked for us. SW agreed that so far it had but wondered how well it would work with larger numbers. GM stated that it would need the full attention of the chair, to make things flow, but also another committee member to control the Teams application. CM compared it with large meetings he had at work and stated that it won't be easy. SW and GM suggested an organized Q&amp;A session at the end of the meeting. GM asked GA if they could get together and arrange this. GA agreed</p> <p><b>Trustees DBS Checks.</b> GM stated that we had all agreed to do DBS checks, but there had also been discussions at NABB level. He advised that in his opinion, we should just progress at local level and have our own DBS checks done with an update service included. He asked if it was something we agreed on, sooner rather than later. JB asked if anyone had a DBS check on themselves at the moment, a number of trustees stated that they had. JB went on to say that NABB had agreed that groups could ask their trustees source their own DBS and that would suffice.</p>	<p>AK</p> <p>GA/GM</p> <p>SS</p> <p>All</p> <p>All</p>
<p><b>3</b></p>	<p><b>IT Standing Item</b>  AK Stated that following a request by KL at the previous meeting, to introduce something to the website, whereby members could confirm they'd read a policy, he had put something in place and asked if KL had seen it. KL had seen the addition but had not had time to check it out yet.</p> <p>AK informed the committee that the wording may need to be tweaked, but that it</p>	<p>KL</p>

was basically ready to use, so that members could be asked to confirm with a tick box that they had read and agreed to the policy concerned. AK went on to explain that once ticked, you could not untick it and would have to get in touch with the committee to do that.

SW asked if it would be possible to have a questionnaire at the end of each policy, as was the case with the blood handling test, to make sure the document had been read and understood. AK replied that once someone agrees to a policy or procedure, they have signed up to abide by it, and would therefore strongly advise members to fully read them before ticking the box.

AK informed us that the insurance declaration form on the website needed some more categories added to it and said that the google form we use to collect the personal information, was not GDPR compliant, so we shouldn't really be using google forms as such. He explained that the main server for google was out in America, and that we didn't have any control over who sees that data. He advised that we would be creating our own web forms for our website, to keep all personal data safe. He advised that once we transfer the data from existing forms to our own web forms, we could add to things like the license check form, to include things like insurance information too. AJ advised that he had tried the web form and said that it worked well. SW stated that he would like to have the license and Insurance checks done before new members went on assessments.

SW

GDPR. AK stated that we have had problems getting replies from the free service at McKeegs solicitors, he told the committee that McKeegs were giving good advice when they did reply, but quite often he would have to chase them up for answers. He stated that he had advised some time ago, that we really need a paid professional service. GM suggested that we could pay for their services at times when we need it quickly. AK stated that the time he spends on the phone to the ICO and the time he spends chasing McKeegs is getting to much and he would prefer to not to be chasing them up each time. GM said he would chat to AK about the matter later.

AK/GM

AK went on to inform us that virtually local had updated their portal, and that although it was working, there was a problem with the routes they take. He said that this does not affect the controller number or committee on call number, but it will cause problems if we wish to amend any of the other numbers. He advised that it become difficult and would mean having to re-enter everything, every time we wished to change a redirected number to the VL numbers we have. He asked that no one change any of our numbers except the controller and committee on call, until such time as VL resolve this problem. AK continued that VL now had a new pricing structure and that I could be quite expensive given the amount of numbers we have with them, AJ asked if we needed all the numbers and AK said it was something he thought we should discuss. AJ stated that he thought 8 numbers seemed a lot and asked if we needed them all. KL said there were numbers for talks and fundraising numbers, GM said we also have a general inquiries number, AJ stated that 8 numbers

	<p>seemed a lot to him, GM said that it does seem a lot, but as some were never really touched much, it didn't matter so much, and that there were only three that were fully maintained, so it might not be such a big problem. AK said we could look at some of the numbers, to see if there were any, we could get rid of, and maybe sweet talk VL into giving us some more discount. GM said that given the pricing structure, he thought the charges were not that bad, AK replied, so long as we are aware of it. AK suggested that we have a review of the numbers we have, and see if we need them all, and if not, do away with the ones we do not need. GM said we could review that in the July meeting, this was agreed.</p>	
<p><b>4</b></p>	<p><b>Complaints</b></p> <p>See Confidential Addendum</p>	
<p><b>5</b></p>	<p><b>Major Events</b></p> <p>KL said that she had advertised that we have 7 vacant places for the great north run. She told the committee that we did have a full GNR team, but because of people dropping out due to covid 19, she was placed in the awkward position of having to advertise those places, even though there was a good chance the event may be canceled, because as yet it has not been officially canceled, and we are still liable to fill and pay for those 7 places. GM mentioned that he had heard of another charity in a similar position regarding a sponsored event, so they had allocated the places to anyone, so as not to lose the number of places for the following year. AJ suggested the committee filled the places, but it was felt that this could lead to complications if the GNR did go ahead. KL stated that even if the event did go ahead, we would still be losing out since sponsorship would be down with people losing their jobs and such like.</p> <p>KL informed the committee that she had had a few people inquiring about their 360 patches. She had chased these up and found out that the "patch person" had been in full lock down due to his health issues.</p> <p>KL stated that she had two inflatable gazebos in her garden shed, that she would like to get rid of before they were chewed by rats. AK said he could get the trailer back to Spennymoor if she wanted, GM asked where it was now, AJ said it was somewhere safe. GM was unaware it had been moved and AJ explained that it had gone for repair just before the lock down, and to date, it has proved difficult to return it, but assured everyone that it was safe in a secure compound.</p>	
<p><b>6</b></p>	<p><b>Committee</b></p> <p>GM stated that KT had departed, AJ chipped in quickly and said KT had not departed, he had just left the committee, all were relieved to hear this. GM continued, that KT had stood down because of a suspension that GM had made, and that he did not agree with it so left. He continued; we now need to fill the position</p>	

	<p>left by KT but stated that he was not minded doing this till the AGM in September. SW said he did not mind taking the roll on until the AGM, it was decided that SW work with AK to gain permissions for the membership email etc and take that roll until the AGM.</p> <p>GM stated that this last month, had been one of the worst in his tenure, and that we as a committee and trustees, need to start working together.</p> <p>An off the record discussion then took place.</p>	
<p><b>7</b></p>	<p><b>Open Meeting</b></p> <p>GM stated that GA and TT had suggested an email to members with attached form, requesting any questions for the open meeting to be forwarded to the committee. He asked if all agreed to this. SW agreed that it would save time and AK agreed that it would give the committee members concerned, a chance to research their answers. GM asked if GA could get them out by the end of the weekend, and AJ asked if we could put a timescale on replies, GM suggested a working week to give the committee a chance to include the questions and answers in their video recording. AK asked what the date of the open meeting was, It is 18<sup>th</sup> June. It was decided that we all do our video recordings after the reply deadline of Friday 12.06.2020 in time for the open meeting on Thursday 18<sup>th</sup>. GM asked that the open meeting be put on the calendar and emails sent out.</p> <p>GM went on to say that he thinks some parts of our constitution could do with updating, and that he'd like the committee to have a look at a version of it that he will send us, and give our views on changes he's suggesting. He stated that he would like to add something about this to the open meeting, so that it could possibly be included at the AGM.</p> <p>CM asked GM if he needed a hand with any rewriting of policies and procedures, he had had GT offer help on many occasions, as that is what he did as a day job. GM said that he had had a conversation with RP about getting this sort of help, but they hadn't yet written a roll description for the post</p>	
<p><b>8</b></p>	<p><b>Trustee Training</b></p> <p>SW told the committee that he had put a word document in the drive yesterday, and he thanked KL for some advice she had given. He stated that there would be quite a lot to add to the document as we move forward, because we will not know what differing skill levels people have when they come in. He stated that he was prepared to take the lead roll with new trustees to bring them up to speed but suggested the use of former trustees as possible buddies for a short time. GM stated that it might be worth all of us, attesting each year that we are up to date with current legislation surrounding the roll of trustee, as this tends to change quite often. SW agreed. AK said that we should have someone look after the governance side of the charity, GM said that one of the things in his rewriting of the constitution, was to enable us to expand the trustees numbers to cover such things.</p>	

	<p>AK stated that when it comes to Governance, policies and procedures, mistakes would always happen, but if we make mistakes with GDPR, the charity could face some hefty financial penalties</p>	
	<p><b>AOB</b></p> <p>AK stated that while we were on about policies and procedures, we could do with some IT policies, mainly security policies.</p> <p>AJ stated that he had applied for the BP cards and would hopefully have them by next week. He also reported that he had started the process of renewing the Insurance policies which are up on the 16<sup>th</sup>. He announced that he was starting to get back on track, and only had two bikes off the road at the minute.</p> <p>JB stated that he will have to update the figures for the meeting, but that was all.</p> <p>SS advised that our volunteers were now into their third week of helping the Newcastle trust with their work during the day. He went on to say that he would personally, and on behalf of the Newcastle trust, like to thank all the members taking part in daytime activities, and those who have helped NBB throughout the Covid 19 pandemic. He said the Newcastle trust were singing our praises at the moment.</p> <p>SW stated that as time goes on, and the relevant advanced organizations start to roll out their testing on bikes and in cars again, it may be time for us to think about our own annual assessments, and reintroducing our inductions when possible. AJ advised that IAM were looking to start for bikes only by the middle of the month. SW said he would possibly wait till both car and bike assessments could be started together, but AJ advised that as part of our insurance policy, we were obliged to carry out yearly assessments.</p>	
	<p><b>Date and Time of Next Meeting</b></p> <p>19:00 Thursday 2<sup>nd</sup> July, Venue TBC</p>	
	<p><b>Meeting closed at 20:44</b></p>	

Chair / Vice Chair ..... Print Name: .....

Date:.....