



**Minutes of Committee Meeting**  
**Wednesday 02<sup>nd</sup> March 2022 – 19:00 to 20.52**  
**Online via Teams due to Covid 19**

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

No	Item	Action required
<b>1.</b>	<p><b>Minutes of January meeting</b>            Agreed,            Proposed MR            Seconded SS</p> <p><b>Minutes of February meeting.</b>            Agreed,            Proposed CM            Seconded JC</p>	<p>N/A</p> <p>N/A</p>
<b><u>2</u></b>	<p><b><u>Action List</u></b></p> <p>MR went through the action log and the below were updated,</p> <ul style="list-style-type: none"> <li>● TT to redo procedure with KL for booking events.</li> <li>● Storage container RP to arrange with TT to hand over keys, waiting date. RP will drop keys off with Ria, should be sorted by the end of the week.</li> </ul>	<p>TT KL</p> <p>RP</p>

- Presentations for speakers should be completed by end of March.
- 12 out of 15 declarations for modules received. With AK now. This can be closed from agenda.
- New Laptops are we any closer to purchase. AK asked who was responsible for that decision. Mike has passed specs on to RP and MR. Reservations as to purchasing second hand. Agreed for one spec across the board (higher spec) AK to follow up, individual price is approx £380 – £450. AK to approach supplier for bulk purchase. ST advised we are expecting a vat refund which will help. Agreed to go for 30. Inventory needed as to issue with asset log.
- Cashless uniform deposits now sorted
- Speaker emails in the process of set up. MR to speak to John Watts reference NBB email address. ST discussed replacing projectors, this to be looked into further.

Closed

AK

MR

### **Committee Updates.**

#### Membership.

SH missed last meeting

#### Secretary.

- Nothing major to report however comment made as to it's great to be COC with requests for blood collection when we are not operational and headlight bulb blown issues. (Light hearted)
- Uniform issue progressing.

#### Fleet

- JC advised that camera systems are to be updated on some of the cars following comments from drivers.
- Vehicles for events. A lively discussion ensued about bike and cars for events not on the calendar and requests to fleet / rota for covering. (360 for example) It was agreed to discuss this offline.

TT ST  
RP

#### Fundraising.

- TT new fundraising system in place. Ripples. This gives permission to round donations up.
- Crowd Funding now set up TT may need assistance from ST with this.
- RP to get video done and drop off to Ria.

#### ICT

- AK updated Start testing and may need some help from Steven and Jason for new members will send links for comment.
- Job loggers to transfer bit by bit and needs testing.
- Has spoken to SH about keeping old site updated as to new site.
- Retentions discussed at last meeting for example 6 months. RP 2 years if member left. If not progressed to rider / driver 6 months.
- Full names for non Committee clarified.
- Maintenance continues for records.

Membership.

- SH has had a productive meeting with mentors. Membership survey now complete. Mentors having problems getting in touch with some new members not engaging. RP the whole point was to get members over the line. This can be discussed at induction meeting. Agree with mentors. General discussion with members not completing shifts RP to cover this in his section. Committee not agreed to temporary ID card as this involves a lot of work. Discussion about advanced qualifications, SW will include this in induction.
- Currently 12 applicants waiting. RP agreed we should set up some dates for availability. Returners can be completed by Zoom.

Treasurer.

- All reconciled with no issues ST will present a full report to the Open Meeting.
- Question from AK as to payment for laptop purchases. ST requested invoice and will arrange payment.
- Can Committee please ensure we get VAT receipts on items purchased.

Hospital Liaison.

- No Updates to report.
- AJ asked CM if the RVI Lab problem had been resolved this was raised by SS and is now sorted.
- Question from RP are the Trust keeping drivers on overnight. SS to send

ST

All

	<p>email</p> <ul style="list-style-type: none"> <li>● <u>CM</u> we need to look at 06.15 Covid collection and Lighthouse as riders and drivers are going above times. <u>SS</u> unsure as to what time <u>NE1</u> start. <u>SS</u> advised that this is up to those on shift, hopefully this will ease with restrictions lift. <u>SS</u> to speak to David. Chris to send email to <u>SS</u>.</li> <li>● <u>MR</u> asked to chase up day shift info and <u>EVS</u> wanting empty box return from Lighthouse. <u>SS</u> has no dealings with Lighthouse. <u>EVS</u> need to sort this. <u>CM</u> we would rather not do this. <u>CM</u> to speak to <u>EVS</u>.</li> </ul> <p><u>Rota</u></p> <ul style="list-style-type: none"> <li>● <u>CM</u> has sent latest batch of riders to <u>AJ</u> and <u>Ken Tait</u></li> <li>● <u>CM</u> discussed work emails as contact addresses as he receives a wide variety of out of office emails. <u>AK</u> has spoken to <u>ICO</u> and we can not enforce this. As long as it is confidential.</li> </ul> <p><u>Chairman.</u></p> <ul style="list-style-type: none"> <li>● <u>Membership</u> policy to update. <u>SH</u> to have a look at this. Document and format to be re written with charity number etc. This will assist with inactive members. <u>Gary Tait</u> also to look at this. <u>MR</u> added that possibly this should be covered at interview to look at other areas including fundraising whilst working towards <u>IAM / ROSPA</u> if they are interested, however this is not mandatory. <u>ST</u> bullet points for interview process. <u>SH</u> this has been completed. <u>SH</u> to add to Google Drive. <u>AK</u> queried notes of meeting with disciplinary notes and retentions. <u>RP</u> this is not for general view.</li> <li>● <u>RP</u> has spoken to uniform supplier and technical T shirts.</li> </ul> <p><u>ICT</u></p> <ul style="list-style-type: none"> <li>● <u>AK</u> has maintenance to do on the site and will start testing in the next few days. <u>AK</u> requested some assistance from <u>JC &amp; SW</u>. Second pair of eyes would be good. <u>AK</u> to send info.</li> <li>● Job loggers in early stage under members section. Tests continue.</li> <li>● <u>AK</u> has spoken to <u>SH</u> and both sites can be kept up to date for membership.</li> <li>● Discussed names on the records and not initials, <u>AJ</u> replied to say this is only initials for committee.</li> </ul>	<p>Closed</p> <p>Gary Tait</p> <p>SH</p> <p>AK JC SW</p>
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- Security updates to complete.
- Barry Bullas 300+ milestones to update relating to ID / NHS badges. Access now sorted.

#### Training

- SW advised that in February a successful controller was held.
- First face to face induction on the 26<sup>th</sup> March. Need to register to avoid parking fines.
- 16 riders to progress and 5 drivers.
- Question from ST in relation to the above, SW has covered this and contacted them.
- TT discussed that The Corner House is available free for events etc.
- SH discussed quiz options

#### Publicity.

- MR gave an update from KL. 500 shift award has been ordered and should arrive shortly.
- 1000 NBB patches ordered.
- Bone marrow advert updated on contact cards for another year.
- Activity books design completed.
- Prices (quotes) awaited for smaller items, key rings etc
- KL working on new leaflet design.
- Big thanks to Carol Nelson for her work with Brockbushes.
- Liberty pay finishes in April, looking at other contactless options.

#### **Complaints**

- None received.

#### **Major Events.**

- Open Meeting March 24<sup>th</sup> Corner House. AJ to arrange reminder 2 weeks prior. General updates required.
- Beside Easter Weekend good to go.
- Stormin all in hand TT to send RP an email with dates
- Armed Forces Day sorted awaiting email with times /date.
- Cake judging for Brockbushes to be arranged. The organisers are over the moon with NBB participation.
- GNR 25 places filled KL has an advert on Social Media platforms

TT RP

	<ul style="list-style-type: none"><li>● 360 Challenge 60 signed up within 24 hours and this ties in with GNAS Event. Based on sign up rates hoping to break £10k. Very positive. TT partner is supplying T Shirts at cost price. RP commented that it's good to see events underway. KL has done some sterling work.</li></ul> <p>AOB</p> <ul style="list-style-type: none"><li>● SW discussed recording qualifications on milestones for advanced qualifications with cert numbers. RP advised that this is only for new members. MR discussed the interview and clarification of test passes.</li><li>● Discussed qualification for retired for former police personnel which qualification leaves their employment with them. If retired within 3 years and still valid. RP, perhaps membership forms can be updated.</li><li>● MR for JC he was talking to KL and the Kerry family had requested a private plate for 'Lost Boy' This can not happen. Bike will be moved shortly to add more miles / shifts.</li><li>● ST Liberty Pay is extremely expensive 36 months at £1300 per year. This can be closed in April.</li><li>● Storage facility Graham Moor still has NBB equipment. TT has this in hand.</li><li>● RP to send a poll to arrange a particular day for meetings on SLAC</li></ul>	RP
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	<b>Meeting Closed 20.52</b>	

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

Date:.....