



Minutes of Committee Meeting
Thursday 04th March 2021 – 18:00 to 19:30
Online via Teams due to Covid 19

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

No	Item	Action required
1.	<p>Minutes of February meeting</p> <p>accepted as an accurate record and approved Proposed by: CM Seconded by: SW</p>	
2	<p>Actions List</p> <p>MR went through the action log and the below were updated.</p> <p><u>Storage Container.</u> A gazebo has been collected today. Combination lock has been fitted (code can be located in the confidential information section) MR advised that the policy for the use of the storage container is to be completed. The container is not very big. ST gave an update to advise that Doreen's garage is packed full of equipment and suggested a purchase of a suitable bunker / storage locker to assist with this. KL reported that we have 50 new collection buckets stored there too. This expenditure was agreed, ST to liaise with Doreen to source a suitable option.</p> <p><u>Job Logger.</u> Still some testing to do – ongoing.</p> <p><u>DRB Checks</u> Completed for committee. 38 completed. 4 progressing. 11 outstanding. 7 no response.</p>	<p>MR to follow up with TT</p> <p>ST Doreen</p> <p>MR</p> <p>MR</p>

	<p>MR informed the meeting that auto updates will reduce costs in the future as in theory we would only need to pay once.</p> <p><u>Anti Bullying Policy.</u> TT to send this through.</p> <p><u>Merchandise.</u> Still with TT.</p> <p><u>Driver / Rider Assessments.</u> No Change.</p> <p><u>Insurance Checks.</u> Still some to complete,</p> <p><u>Licence Checks.</u> Progressing. 84 to do. Completing these in batches of 7 per week.</p> <p><u>NEAS Keys.</u> Still work in progress. SH to provide up to date list from member's survey.</p> <p><u>Emergency Lights Procedure.</u> A couple of amendments to be made before approval.</p> <p><u>Volunteer uniform return.</u> COVID restrictions preventing this at the moment.</p> <p><u>Key Safe Codes.</u> For next meeting.</p> <p><u>GDPR Training.</u> 2 outstanding, RP to check.</p> <p><u>Auxiliary Roles.</u> We have received some responses. Item to be left on the agenda.</p> <p><u>Expenditure.</u> To be covered in AOB.</p> <p><u>Text To Donate.</u> Awaiting information from TT.</p> <p><u>Equipment Recovery.</u> End of Lock down.</p> <p><u>Confidential Folders.</u> Leave as agenda item.</p> <p><u>Open Meeting.</u></p>	<p>MR</p> <p>TT MR</p> <p>MR TT</p> <p>MR</p> <p></p> <p>SW</p> <p>SH MR</p> <p>CM MR</p> <p>AJ</p> <p>MR JC</p> <p>RP</p> <p>MR</p> <p></p> <p>TT</p> <p></p> <p>MR RP ST</p>
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- On Tuesday we were required to turn some jobs away as there were no cars on shift. Tonight may be the same as we only have a car currently on shift until midnight.

Hospital Liaison.

- SS gave apologies for the recent mistake with email addresses disclosed.
- COVID 19 vaccinations. Unfortunately it is what it is and members will need to keep trying to book available appointments as and when they occur.
- We have had a request from Tiny Lives to request transportation of breast milk. This will be on an ad hoc basis and should not be a regular occurrence. SS stated that there is a ridiculous cost involved with this hence the request for support from NBB. SS will attend a Teams Meeting and feedback.

Fleet.

- JC advised that we have had new keys cut to replace snapped / damaged bike keys.
- It may well be time again to consider retiring our Pan European – Scott. JC suggested that it may be better to open offers up as sealed bids as opposed to random name from a hat. This would seem a fairer method and reduce any possible misgivings relating to the selection process. MR agreed to take this on as he is not interested in purchasing it. Potential bids at an £800 starting point.
- All fleet with the exception of the BOB car are now tax exempt. Harry Snee still in discussion with Tyne Tunnel.
- Awaiting price for graphics on the Morpeth new bike.
- JC has a price for bike camera systems £790 for kit plus a yearly subscription.

Vice Chair.

- Update given in action minutes.

Membership.

- SH had a query which came from the mentor group. They had asked if they could have access to members' milestones in order to check on members progress. Discussion followed with the content of information that is available there. This may also pose a problem for AK. SW suggested that he set up an excel spreadsheet and make this available to them. Information is also shared by email.

Secretary.

- No Issues.

Chair.

- RP asked about a query that came from the last coffee morning about the app 'what 3 words' Discussion followed as to the pros and cons of this. SS advised that the emergency services also use this as its useful for locating

	people in remote areas.	
4	Complaints Nil Report.	
5	Major Events <ul style="list-style-type: none"> Open Meeting March 15th. 	
	<p>AOB</p> <ul style="list-style-type: none"> ST raised a point about expenditure and the feasibility of purchasing possibly 3 or 3 He Lite rider vests at each bike base in various sizes. The cost would amount to approximately £8,500 and may be an incentive / safety feature for members who may not be able to afford a to purchase. ST had seen a question raised by a volunteer asking id NBB provide them, and who uses them. It was agreed that this be added to the suggestion list for discussion. CM asked that SH keep him informed if any member moves house so that OLRs can be updated. JC updated the committee in relation to our current vehicle defibs. He has been in touch with Hearts Of Gold but no reply as yet. 3 of our current kits are unusable and will cost £842 to get them up and running again. This will involve purchasing 3 new batteries, 2 sets of pads and a prep pack. A further cost of purchasing 3 new kits will be £3938 however we can claim the VAT back. JC to send an invoice to ST. CM asked that SH check to ensure Facebook user access has been removed for people who have left NBB. <p>No other business.</p>	<p>ST</p> <p>SH</p> <p>JC</p> <p>SH</p>
	Date and Time of Next Meeting Day April 1 st 2021 at 18:00	
	Meeting closed at 19.30	

Chair / Vice Chair Print Name:

Date:.....