



Minutes of Committee Meeting
Thursday 8th Oct 2020 - 19:00 to 22:00
Online via Teams due to Covid 19

Present:	Ronnie Paton (RP) (c), Tiger Taylor (TT), Chris Mann (CM), Mick Redpath (MR), Stephen Winn (SW), Alan Kinghorn (AK), Kirsty Lawrence (KL), Sean Storey (SS), Susanne Hitchinson (SH), Steve Tulloch (ST), Jason Cooper (JC)
Apologies for Absence:	None all present

No	Item	Action required
1.	<p>Minutes of last meeting</p> <p>accepted as an accurate record and approved Proposed by: CM Seconded by: SW</p>	
2	<p>New Committee Members Welcome.</p> <p>RP welcomed all new trustees and looked forward to working with them.</p> <p>RP stated that he would setup a training session around all the systems that we use. He also opened this up to existing committee members.</p> <p>SW enquired if the naming on the Google drive could be changed to something more user friendly, RP to investigate it</p>	RP
3	<p>Committee role Allocations.</p> <p>RP stated that as a legal requirement that the new and re-elected trustees had to be formally given roles with the committee. After a discussion, the below were allocated</p> <ul style="list-style-type: none"> • Chair – Ronnie Paton (RP), • Vice-Chair – Mick Redpath (MR,) • Publicity - Kirsty Lawrence (KL), • Rota Manager - Chris Mann (CM), • Treasurer - Steve Tulloch (ST), • Membership - Susanne Hitchinson (SH), • Fleet - Jason Cooper (JC) 	

<p>4</p>	<p>Actions List</p> <p>RP went over the actions log and the below were updated</p> <p><u>Storage Container</u> Container had been purchased and TT is arranging to have it installed. TT to write a procedure on how to access equipment for events.</p> <p><u>Events Vehicle</u> It was agreed to close this item, due to no events taking place and with no funds to purchase due to COVID</p> <p><u>Signup Review</u> SW update that the presentations were completed and verifying that they were displaying well during online sessions.</p> <p><u>Anti-Bullying Policy</u> TT update that it had been written and that she had to verify a few legal points before issuing for approval.</p> <p><u>Trustees Report</u> RP Confirmed that the 2019 accounts had been uploaded and approved by the CC and work had started on the 2020 report.</p> <p>Also see confidential minutes</p>	<p>TT</p>
<p>5</p>	<p>Committee Updates</p> <p><u>Chair</u> RP provided the following updates</p> <ul style="list-style-type: none"> • Working with the independent accountant in completing the accounts statements for the 2020 accounts. • Has uploaded the 2019 trustees report and Issue 2 of the Constitution to the CC • Advised that when the radio system was purchased that the Emergency feature was not available in the UK at the time, was now available. He had been testing and had found some things that could create issues for the way we operate. He also tabled that due to the cost of over £9k that the feature should not be purchased. This was agreed <p><u>Publicity</u> KL provided the following updates</p> <ul style="list-style-type: none"> • Xmas card competition had received 1 entry that never had all the requirements. <p><u>Rota Manager</u> CM provided the following updates</p> <ul style="list-style-type: none"> • Vocare are having sickness issues that should be cleared within the next 	

couple of weeks and that we had gone back to providing all our own controllers that was mainly being covered by Ria Burnett.

Treasurer

ST provided the following updates

- He had been working on getting the signatories for the bank accounts updated and was agreed the 4 signatories for both HSBC and Virgin should be RP, MR, ST & KL
- Had arranged some Xero training with the accountant. RP asked him to remove any non-trustee access from the package.
- Advised that after some investigation he had identified the anomalies that the accountants requested more information on

Membership

SH provided the following updates

- Advised that she was getting up to speed on the membership application process.
- Enquired about opening membership applications, after a discussion this was agreed to be opened on Wednesday 14th Oct

Hospital Liaison

SS provided the following updates

- Advised that there had been issues with the COVID sample run, in that the NCL trust Lab staff were not returning the boxes. He advised that the trusts transport manager had spoken to the lab manager and that it was agreed by the trust that if there was a shortage of boxes that we were instructed to break the seal and put the samples on the desk and take the box back to the RVI. After a short discussion SS would send a mail out to the members regarding this.
- ST asked SS if there was nay update on the accommodation. SS answered that we are still waiting for the trust to give us access.

ICT

AK provided the following updates

- Advised that he was looking into a way of securing all the documents within the library that only members could have access to them.
- Advised that the Privacy statement would be updated listing that we would hold the IP address of anyone logging any jobs or accessing the website. Also, that we would hold information if a rider had a garage.
- Looking into a new email solution to remove the sending limits
- As the privacy statement would change that all members will need to acknowledge and agree to it.
- Job logger is still on hold as other priorities have taken over
- With the next security update, the link between the Forum and website to sync user accounts will be removed, meaning that if anyone changes their password it will not replicate between the systems.
- Advised that the end of life for the website software has been extended for

ST

another year due to COVID

- He requested the purchase of the software package used to manage the website. RP asked the cost of the software, AK answered £45 for the year. This was approved.
- Asked if we could look at the insurance declaration form to make sure the information is correct. RP and JC to verify

RP/JC

Fundraising

TT provided the following updates

- Updated what Merchandise was available and requested that committee agree on what to sell. RP asked if we had to hold any stock or if we were to ship the items. TT answered that supplier would deal with everything. TT stated that she would provide a link so we could all see what was on offer.

RP thanked TT for the work she had done in securing the £30k funding from the national lottery to cover 6 months running costs.

Fleet

JC provided the following updates

- Advised that 2 Pans were off road and waiting repair at BDS, 1 with a Brake issue and 1 with an ignition barrel issue
- The puncture that happened on Monday (5th Oct), needing the bike to be recovered had been repaired and bike is back in service.
- Both F800's have had some warranty work completed on the gearboxes. MR advised that when bringing back from the garage they ran well.
- Rush is still off road as it is waiting for downpipes to fix an issue
- Cameras are getting fitted on the RT1250

Vice-Chair

MR provided the following updates

- Advised that he is reading all the documentation and legal requirements for the charity to operate so he is fully up to speed

Training

SW provided the following updates

- There are currently 46 Drivers and 29 Riders with overdue assessments. A question was asked around if the driving assessments could happen. After a discussion SW agreed to speak with Alan Bragg and confirm he is happy to conduct the assessments.
- Advised that the 56 member requests via the "Contact us" page he has contacted them directly so verify if they still would like to be a member, he has had 20 responses. RP asked if the details could be provided to SH.
- Asked what the process should be on the License checks, as some members were expecting a response. It was agreed that if the check returned clear we wouldn't update the member and add the milestone, we would only contact the member if the check returned an issue.

	<ul style="list-style-type: none"> • SW advised that there were 21 members attended the Inductions out of that there were 5 existing that had to complete the induction due to non-activity • SW asked if it was possible for members to use NBB bikes to conduct assessments. RP stated that in the past it was looked at on a case by case, by CM, JC, MR & RP. SW advised that one of the requests was because a rider had put his bike away for winter. After a short discussion it was agreed that those rider passing assessments during winter months could bring forward the assessment before they put their bike away for winter. • KL asked SW if he could update the Shadow Lead on the process, as he was not aware of the process. RP suggested that he would call the shadow lead and verify the process 	RP
6	<p>Complaints</p> <p>See Confidential Addendum</p>	
7	<p>Major Events</p> <p><u>Dec Open Meeting</u> It was agreed that the open meeting would be on the 2nd Thursday of Dec (10th)</p> <p><u>Xmas Card Competition</u> See item 5 Publicity update</p>	
8	<p>AGM Review</p> <p>RP asked how everyone thought the AGM went, most agreed it went well less the meeting stopping.</p> <p>RP advised that he thought the Zoom account was a paid for subscription as it was used for the EGM. He then went to ask for approval to purchase the monthly subscription as it seems that COVID will be here for some time, We could also use Zoom to conduct the inductions and workshops online meaning we get the new volunteers to shift. This was agreed.</p>	RP
9	<p>Fundraising Accounts</p> <p>See Confidential Addendum</p>	
10	<p>Social Media Policy</p> <p>KL stated that as per the agreement at the AGM the Social Media policy would be reviewed earlier.</p> <p>It was agreed that the clauses around taking photographs and posting whilst on shift is not to be modified.</p> <p>It was also agreed to add a new clause stating that Facebook Admins will have to approval posts if members continue to not to follow the policy. This could be at an</p>	

	individual or group wide if required.	
11	<p>NCL Daytime Running</p> <p>SS advised that he had been approached by NCL trust asking if we could start a daytime service using our cars.</p> <p>CM asked that if we are using our vehicles is this going against our policy, when delivering to home addresses.</p> <p>After a discussion it was agreed that we would do a trial run for 1 month to verify we are not outstripping our resources (cars & volunteers), with a knock on off not being able to provide our normal service. SS was going to update the trust with the decision.</p>	SS
	<p>AOB</p> <p>KL advised that Coast Radio were still trying to organise a presentation for us to attend.</p> <p>CM asked for verification regarding the Insurance policy. RP advised that he thought that if you were over 30 you didn't need to be a name on the policy, unless you had driving convictions that needed to be notified to the insurance company, KL & SS agreed with this. JC is to verify with insurance and update</p> <p>ST asked for advise that one of the banking assistants local branch was closing and that she needed a paying in card to be able to deposit any monies to the post office. KL suggested that she would speak with Doreen to verify what she uses.</p> <p>SH asked if she could have a list of the people waiting to join, SW to pass the information over.</p> <p>SH asked on what grounds does she reject membership, KL, RP, JC gave examples, and RP suggested that if SH was sure to contact him.</p> <p>SS advised that North Tyne were thinking of installing safe boxes at GP surgeries with us to collect them, it is also early days and nothing has been confirmed.</p> <p>SS went on the say that with him having to leave the AGM early he wanted to minute his Thanks to all the drivers that have been doing the NCL day runs, we have been getting a lot of positive feedback from the trust. He also wanted to Thank MR for all his work in organising the volunteers.</p> <p>JC advised that some vehicle faults were not getting reported correctly and volunteers were going to Alan. It was suggested that he sends a mail to all rider and drivers asking them to report faults correctly.</p> <p>MR enquired if the AGM minutes even draft copy was ready to be issued. RP answered that the minutes were done and were in the folder waiting for approval by committee before uploading them to the library.</p>	JC

	<p>MR also enquired about the EGM minutes, as it had been nearly 3 months and they have not been produced. RP answered that he had been chasing the EGM leads to have the minutes made available and was trying to get them for the AGM, and they were never completed. RP agreed to contact the EGM leads to have the minutes completed.</p> <p>MR asked if we could produce a monthly update on what was happening within committee. RP answered that we had changed the format of the meetings and this would be reflected in the minutes that were produced. As there had only been 2 meetings using this format the volunteers had not seen the new minutes. This new meeting format should cover the request. KL agreed.</p> <p>MR asked what we were doing about the vacant Secretary role. RP advised that as there were new trustees elected to committee, until this meeting we were unable to offer the role as it might not have been this position that was free. RP will be sending the notification out early next week (W/C 12th Oct).</p> <p>KL reminded everyone that as part of the committee there are confidential items that should not be discussed with anyone out of committee, everyone acknowledged this requirement.</p>	RP
	<p>Date and Time of Next Meeting</p> <p>TBC</p>	
	<p>Meeting closed at 21:42</p>	

Chair / Vice Chair Print Name:

Date:.....