

**Minutes of Committee Meeting
Thursday 06/02/2025**

Present: Mick Redpath (chair), Chris Mann, Jason Cooper, Paul Curran, Kirsty Lawrence, Ria Burnett, Simon Whitmore
Apologies for absence: Tiger, Lee, Sean, Alan Kinghorn

No	Item	Action required
	Meeting opened Last meeting minutes were approved Proposed Jason Cooper 2nd Kirsty Lawrence	
1	Mick Redpath has been in contact with Tiger Taylor who informed him that she was standing down from the committee with immediate effect. The committee would like to place on record their thanks for all her support and tasks that she has carried out whilst part of the committee. Kirsty Lawrence will take over the fundraising role on a temp basis until a replacement is found.	
2	A job advert will be put out for both Membership Secretary and Fundraising after reviewing the job descriptions	M.R
3	ACTION LIST, Block list has been forwarded to Ria to enable her to chase up uniform and NEAS keys- this task has been started	R.B
4	Air Vests Ria to chase Simon Stuart-Piercey who is ignoring any attempts to contact him - Poss write off Paul Curran will contact Terry re a draft letter to use in chasing up equipment from ex members and keep letter as a template	R.B P.C
5	PROCEDURES, 22 were up for review, this is nearly complete. outstanding reviews are for Fundraising and ICT Radio position will now come under the Chairman's umbrella	
6	OLRS and OARS both of these are on hold until migration	
7	Survey comments raised, Chris Mann to respond via email	C.M
8	Riders Jackets- these are still on order with no delivery date as of yet.	

9	<p>Lone working- on going</p> <p>Paul has looked at the risk assessment, it was agreed that a meeting will need to be arranged to discuss.</p>	<p>P.C M.R</p> <p>C.M R.B</p>
10	<p>UPDATES-</p> <p>Paul Curran.</p> <p>we have 3 drivers and 12 riders awaiting advanced qualification</p> <p>Long phone call with IAMS re vouchers and emails still going to Stephen, there were several vouchers with short expiry dates and some vouchers that had not been paid for, however these have now been sorted resulting in a £200 saving.</p> <p>3 Rider shadows have been completed this month with a further 3 scheduled for this month along with 1 driver shadow shift completed.</p> <p>Paul and Jason are working on a shadow shift procedure and a checklist, this is nearly completed. when finalised it will be shown to the shadow team prior to being shown to the committee.</p> <p>there are 2 controllers in training with Ruth, however nothing has been heard back from either of them,</p> <p>6 new members need inductions with 3 completed in January</p> <p>The next controller workshop will be on the 13th Feb with 2 signed up.</p> <p>Inductions- Paul has heard back from the Chief Fire officer regarding the use of fire H.Q for face to face inductions on weekends.</p> <p>Kirsty to send a thank you card</p>	<p>P.C J.C</p> <p>K.L</p>
11	<p>Jason Cooper,</p> <p>All seems to be good with the new cars with positive feedback received.</p> <p>There have been 19 faults reported</p> <p>Rear seat covers have been purchased also jump leads and scrapers.</p> <p>The interiors of some cars are being left in dirty condition with crumbs etc.</p>	

	<p>Q. when is the masons car being handed over as it was used in the filming, Mick to contact John Watts</p> <p>Question re funds regarding vehicles - bank issue? Lee to investigate</p>	<p>M.R</p> <p>L.S</p>
12	<p>Ria Burnett,</p> <p>Ria had to contact Sean as nursing staff had been informed at a meeting that they should contact blood bikes if they require a lift home. Ria informed them that this was not the case.</p> <p>Waiting on riders jackets should be here sometime in March as stock is running very low, including Zip extenders</p>	
13	<p>Kirsty Lawrence,</p> <p>Events calendar is building up nicely.</p> <p>New volunteers have taken up the opportunity to attend fundraising events.</p> <p>Application submitted to Durham Freemans charitable trust.</p> <p>A donation tin audit has been completed, we have lost some tins with premises closing Etc</p> <p>Filming took place for Morning live- release date we will be notified.</p> <p>Off the back of Casualty Kirsty had a zoom meeting with Attend who we used to get our public liability from and we will be featured in their newsletter and social media.</p> <p>Publicity needs to know from the survey which members are interested in becoming speakers</p> <p>We also need to move forward in purchasing additional projectors Mick Redpath suggested that we purchase an additional 8.</p> <p>hats and beanies are now in stock 50 of each.</p> <p>Pride of Britain is now out so can people please get voting for our chance to win a share of the funds available.</p>	<p>M.R</p>

14	<p>Chris Mann,</p> <p>DBS we are only waiting on 1.</p> <p>Uniform Chris will be sending out an email to invite a small group from a cross section of members from different roles to an online meeting either 19th or 26th Feb to discuss.</p>	C.M
15	<p>Simon Whitmore,</p> <p>Raised the awarding of shift credits on the ORLS system as 1 point is awarded for a 12 hour shift as well as a 6 hour shift and that it should i point for a 12 hour shift and 0.5 for a 6 hour shift, However it was pointed out that this is not feasible under the current system.</p>	
16	<p>We have received no complaints.</p> <p>Bebby is the next event.</p> <p>We also have the 360 challenge and the great north run.</p> <p>It was suggested that we move from open meetings per year to 3. We will hold the March 2025 meeting then they will go to 3 per year AGM Sept, then Feb and June.</p> <p>Next open meeting will be on the 20th March at 19-30</p> <p>Venue to be sorted by Ria</p> <p>NABB are putting together a best practice group, it was felt that we should be represented. Mick Redpath to put himself forward.</p> <p>Mick raised the Platelet app that some groups are using, do we want to use it?. It was discussed and there is no benefit to us and also there is a cost involved.</p>	<p>R.B</p> <p>M.R</p> <p>Closed</p>
17	<p>Membership job Description,</p> <p>The job description has been looked at and needs slight updating and the timeline for steps in the deception need altering, when this has been completed the position will be advertised.</p> <p>The fundraising job description needs to be looked at prior to the role being advertised.</p>	<p>M.R</p> <p>M.R K.L</p>

	<p>Drivers jackets,</p> <p>Images and comments re the new jackets have been received from serve Kent and seen by Mick, these are from a small local supplier however costs are high at approx £45 per jacket.</p> <p>Ria stated that she has enough drivers jackets to last approx 2 years.</p> <p>At the moment we charge £20 to rent or £40 to buy outright for members at the present time.</p> <p>The objective is to supply high viz drivers jackets.</p> <p>Chris asked if it would be possible to receive a sample of the jacket to see if it's worth proceeding with.</p>	
18	<p>Incident procedure review,</p> <p>The procedure and policy needs a full review in light of previous incidents.</p>	M.R P.C
19	Committee on call to be reviewed	M.R J.C P.C R.B
20	<p>AOB</p> <p>Jason Raised the Insurance cost difference between the old cars and the 2 new Toyotas cost to us approx £100</p>	
21	Action Log to be updated	M.R
22	Next meeting March 4th 18-30 Via teams	S.W
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