



Minutes of Committee Meeting
Thursday 02nd February 2022 – 19:00 to 21:00
Online via Teams due to Covid 19

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

No	Item	Action required
1.	<p>Minutes of January meeting</p> <p>It was agreed to defer the minutes until the next meeting.</p>	Next Meeting
2	<p>Actions List</p> <p>RP went through the action log and the below were updated.</p> <ul style="list-style-type: none"> ● Storage Container. RP to arrange a convenient time with TT to hand over keys. ● NEAS Keys. These have now been received and will be distributed accordingly. Further discussion followed in relation to the return of keys and this is in hand. It was agreed to close this from the action list. ● GGPR training. Following RP email, he has had a reply from 5 members to say they were no longer mentors, therefore we have licences available. Only 3 still to complete. ● Equipment recovery. TT to arrange this. ● Update for speaker presentations is with Mike Thompson and to be completed by end of March. ● Technology Grants. No luck as yet with funding, ● Cashless Uniform deposits. This is still ongoing but progress has been made and this should be sorted prior to next meeting. ● Speaker emails. MR to send notification emails to AK. AK has set 3 up. JW would prefer not to have NBB address. This was not agreed as we represent NBB. This could be used with our GDPR spare licences. JC raised a question relating to sending attachments via NBB email, this is not available. 	<p style="text-align: center;">RP TT</p> <p style="text-align: center;">Closed</p> <p style="text-align: center;">TT MT</p> <p style="text-align: center;">ST AJ KT</p> <p style="text-align: center;">MR</p>

3

Committee Updates.

Fleet.

JC All cars bar 1 have been serviced over the last 5 weeks. 3 bikes have been dropped and 2 cars have sustained damage. 4 of our cars have a different speed tracking system fitted that will track speed by zone. So far we have had 194 activations to indicate over 10mph over limits since January 1st. JC has spoken to drivers.

Rota Manager.

CM reported rota covered well. 8 new to allocate. CM to speak with SS in relation to 06.15 Covid collection as we have been busy with drivers going over shift timings and receiving jobs at the end of shift. RP suggested CM send an email to riders / drivers. Jeff Ormston has sent an email to controllers.

CM SS

Fundraising.

TT reported that events are beginning to gain traction, awaiting finer detail in relation to another 5 or 6. TT has spoken with ST about the Zettle app and its application. RP raised a question relation to grants and buildings, TT gave feedback on availability of funds potentially from the National Lottery. AJ discussed Bebside and this is progressing well.

ICT

AK updated. Issue with locations and entering jobs. Paul Curran had requested that the Lighthouse Lab be added as this is becoming more frequent. Rp agreed that this location should be added. Specs for laptops received from Mick Thompson and have been passed on. We need to be careful with refurbished purchases as to repairs due to age etc and serious questions would need to be asked prior to purchase. AK will contact antivirus company after purchase. Update on membership site currently being updated, AK will keep new site up to date with relevant content. Confidentiality relating to testers, MR suggested content similar to aux roles. Request from MR to send request out for social media policy. Policy is time stamped at time of agreement. Record retention (GDPR) maintenance to do on site. Committee agreed on maximum length of retention. Disciplinary needs to stay. Agreed 2 years after individual has left. 6 months for members who have joined and not progressed further. Barry Bullas can add milestones for ID / recognition badges but cannot view them, access granted for what he adds. Staging site and test site, we need to allocate more expenditure (possibly £150 per year) Agreed.

Chair.

RP has been very busy and no current updates to add.

Secretary.

Steady away with uniform issue.

Treasurer.

The following information was forwarded to AJ from ST as he was unable to attend the meeting:

All accounts are in order and transactions reconciled via Xero account software.

Charitable account £18,462

BMM account £177,158

Equals balance £635

	<p>Virgin account £1,757 Total £198,012 Notable Income: Pay Pal £3,990 Madathalon £1,372 Stripe £1,398 UK Give As You Live £1,913 cash and cheque donations Notable Expenditure: £3,400 fuel £2,520 fleet £420 Airvests Total £6,340 Income / Expenditure: £7,672 In £7,472 Out £200 Underspend Airvest Report: Expenditure £20,91 %3 vests (2 spare) includes 25 extra lanyards (9,900 lottery fund £100m per rider x 51 £5,100 £3,128 VAT return £18,128 (£20, 91 - £18,128) Net cost to NBB £1,963 = £38 per vest.</p>	
4	<p>Complaints</p> <p>See Confidential Addendum</p>	
5	<p>Major Events</p> <p>March Open Meeting 24th at the Corner House 19.00 AJ to send notification to members. Beside confirmed 15th – 17th April date can be added to events colander.</p>	TT
6	<p>Social Media Policy</p> <p>RP advised those not at the Jan committee meeting the importance of the committee not to comment or like posts by volunteers that breach this policy</p>	
	<p>AOB</p> <p>Covered under item 3</p>	
	<p>Date and Time of Next Meeting</p> <p>March 2nd via Teams at 19.00</p>	

	Meeting Closed 20:18	
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Chair / Vice Chair Print Name:

Date:.....