

Minutes of Committee Meeting
Tuesday 04/03/2025
19-00Hrs

Present: Mick Redpath (chair) Chris Mann (Vice Chair) Kirsty Lawrence (Publicity)
 Jason Cooper (Fleet) , Paul Curran (Training) Ian Jamieson (membership Sec) Sean Storey Hospital Liason Lee Smith (Finance)
 Apologies for absence: Simon Whitmore (Sec)

N o	Item	Action required
1	Minutes of last meeting were approved, Proposed by Paul Curran seconded Jason.	
2	(V.C) NEAS key list still on going 70 members off the list 8 or 9 have come back on and have completed the survey. Keys and kit has been asked for and to be returned. Still ongoing issue of getting a riders jacket back however contact has been made. Procedures are all now sorted except for uniforms.	R.B C.M
3	P.C Derbyshire blood bikes procedure has been uploaded by P.C DBS procedure has been uploaded by C.M Gnaas procedure updated to 041 and runs alongside the BOB car procedure 01. Fundraising and ICT are still outstanding. Fundraising M.R to look at ICT as Alan is unwell it will have to wait.	Closed M.R
4	M.R. Website, we need to split the website in two one for the public and the other for the members, Costs are £2500 with 50% payable upfront. If this is O.K then Alan can proceed. K.L raised a question regarding the length of time the QE BS award for the website as you can only get this award once and its still relevant. Also vehicles need to be available to the public as they raise funds and like to see them featured. Under the Content Migration Section News. This is the only place that we've actually got the history of our charity. So to lose all of that would mean we'd lose the	

	<p>history of the charity. It's not anywhere else because I've only got from when I joined. So the backdated stuff would be completely lost.</p> <p>M.R will inform A.K to get it built.</p>	M.R K.L
5	Any one who has a request of what they need migrating please contact Ian Jamieson	I.J
6	<p>C.M Survey has been colour coded for replies to be given.</p> <p>Riders jackets have been ordered with 50% paid upfront with no delivery date as of yet.</p> <p>New riders- closed</p> <p>Fundraising training on hold until post filled.</p> <p>Incident and lone working procedures on going.</p> <p>Car Handover still ongoing waiting for GNAAS to get their car.</p> <p>Nurses lifts home- Closed</p> <p>Projectors for speakers list of what's required has been received. Kirsty to get 6 at the moment as the price is £394 each.</p> <p>Speakers recruitment ongoing List of candidates has been passed to Ian so proper training will be delivered to all speakers.</p>	M.R
7	<p>Fleet J.C</p> <p>18 faults on vehicles reported.</p> <p>11 sorted.</p> <p>3 intermittent faults.</p> <p>1 equipment missing.</p> <p>10 cars and bikes serviced.</p> <p>licence and insurance check 19 done.</p> <p>cars being left ticking over, some left running between 20 mins and 68 mins. email to be sent out to all riders and drivers advising them of the correct procedure.</p>	M.R
8	<p>Publicity K.L</p> <p>Thursday 6th march morning live goes out, this may bring interest from the public as to joining us.</p> <p>Fundraising events are going well with the calendar building up nicely.</p> <p>We also have had plenty of new volunteers signing up to do these events which is a positive step forward.</p> <p>New hats are going down well and buffs are going to be ordered in 2 colours: red or black.</p>	

	<p>The 360 challenge is well under way, however Kirsty needs a 10 digit uid number to allow her to launch the event. GNAS will now be a checkpoint this year and some of the locations have changed, details of the event will be published in due course to get people signed up for the event.</p> <p>Doreen is having some issues with card payments as they dont come under fundraising, Lee will contact Doreen to assist.</p> <p>The collection tin audit is going well, so far only 9 tins have been untraceable as people have moved and premises have closed down.</p> <p>M.R submitted a grant application to the Banks group.</p> <p>£1000 received from the Durham Freemans.</p> <p>Kirsty has found several places that she can apply for grants and this will assist us as vehicles are costing between 30 -35 K</p>	L.S
9	<p>L.S (Treasurer)</p> <p>Funds for Kirsty to make the purchases she requires will be available in the morning.</p> <p>Funds in our accounts are now above our 12 month operating costs which is very positive. We are also awaiting a payment from HMRC for VAT refunds on new vehicles etc.</p> <p>New equals cards have been received and distributed except Seans. Equals have made the new cards prepaid credit cards instead of debit cards which will have an impact on our recurring payments i.e Microsoft. To mitigate this I have ordered a business card against the HSBC account for no costs to us to cover these payments. Other payments may come to light Mick informed him that Domain name, Skype back up and telephone lines.</p> <p>Equals are having issues with the app due to migration, anyone still having problems use the help line.</p> <p>Jason raised a point regarding the cameras and the payment set up, however if its on direct debit then it should make no difference.</p> <p>Ian asked if the microsoft issue was sorted, Lee replied that Alan had paid it and has been refunded and as admin he can go into it and change the payment details.</p> <p>Lee praised Kirsty with her work in fundraising and that its running well.</p>	

9	<p>P.C (Training)</p> <p>We have 6 drivers and 13 riders currently awaiting advanced qualifications, some are new and the rest are current members being dual trained.</p> <p>Training has purchased 6 driver and 2 rider E vouchers.</p> <p>3 rider and 1 driver shadow shift completed since last meeting.</p> <p>Paul wished to express his thanks to the shadow shift riders with regards to the weather that we have had.</p> <p>The new shadow shift procedure has been distributed to the shadow shift team for comments, when finalised it will be put to the committee for approval.</p> <p>We currently have 2 controllers in training.</p> <p>The 2 members allocated to Ruth despite trying to contact them, nothing has been received so we will be looking to remove them.</p> <p>F2F induction scheduled for the 15th March however only 1 has responded and ideally Training needs at least 3-4 attendees to make it worthwhile as it's not cost effective to take cars and bikes for 1 person.</p> <p>M.R has picked up 2 new members.</p> <p>Paul and Ian will get together to update the spreadsheet.</p> <p>Kirsty asked Training if he could supply to her the numbers of how many advanced qualifications have been completed as Newcastle hospitals will ask for this when it comes to future funding. Kirsty needs to know how many of riders, drivers and dual trained we have completed.</p>	P.C
10	<p>Ian (membership)</p> <p>Ian was welcomed and congratulated on volunteering for this role. Just been going through emails etc as still finding out all about the role.</p>	
11	<p>Sean (Hospital Liaison)</p> <p>Issues regarding clinician on call is being sorted.</p> <p>A member has asked us to contact a GP surgery in the Morpeth area to use us- on going.</p>	S.S

12	<p>Chris (V.C)</p> <p>DBS waiting on 2, one of these should be received in the next few days and the other just waiting for him to enter his details.</p> <p>All other DBS are up to date.</p>	
13	<p>Mick (Chair)</p> <p>Attended the 1st NABB best practice meeting, a new best practice for new members document was circulated for comments.</p> <p>Mick informed the meeting that we are losing John Everitt as he is moving to Nottinghamshire with his family.</p> <p>Kirsty will send him a thank you card for all that he has done for us.</p> <p>Ria will arrange to collect his equipment.</p> <p>No complaints received.</p> <p>Next event is the open meeting. Do we need a slide show facility? Kirsty would like the facility as she wishes to show 2 video clips.</p> <p>Anyone wanting slides made please get them over to Mick asap.</p> <p>No update from Andrea regarding the Bebb.</p> <p>GNR we still have spaces available.</p> <p>Barry is still having issues running reports, the member side seems ok but the hospital trust side is still having issues.</p> <p>Website splitting still ongoing.</p> <p>Ventilator deliveries- questions were raised regarding this as at the moment we dont deliver to private homes, it was agreed that we do nothing until a formal proposal is received from the trust.</p>	

14	<p>A.O.B</p> <p>Chris has managed to obtain a new jacket, Mick will take it to the open meeting for comments etc.</p> <p>Nothing has been heard from Terry Archibald regarding the letter, Paul to contact him.</p> <p>Jason raised an issue of riders doing a split shift, are sharing the same bike instead of using a bike that's already there at the base as this can cause issues of lack of cover.</p> <p>He is also concerned about the amount of mileage being put on the cars for milk relays etc and that the events vehicle should be used.</p>	<p>M.R</p> <p>P.C</p>
15	Ria joined the meeting NTR	
16	<p>Meeting closed</p> <p>Next committee meeting 02/04/2025 online at 18-30</p>	

33		
10		