



Minutes of Committee Meeting
Wednesday 05th January 2022 – 19:00 to 20.05
Online via Teams due to Covid 19

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

No	Item	Action required
1.	<p>Minutes of December meeting</p> <p>Agreed with a couple of amendments to Major Event details. RP to complete this. Proposed – ST Seconded - MR</p>	RP
<u>2</u>	<p><u>Action List</u></p> <p>MR went through the action log and the below were updated.</p> <ul style="list-style-type: none"> • Storage container MR to chase up Gary Tait for update, • NEAS keys SS give an update, these are now on order. ST queried the price and do we get a discounted rate? SS unfortunately not as these security keys are manufactured outside of NEAS and the cost is £25 per unit. Committee discussed the importance of keys to be returned if not in use. AJ advised that all keys he has issued are recorded on members milestones so can be tracked. • GDPR all committee have completed this. Mentors have still to complete apart from Harry Snee, Wilf Moralee, Tom Mears. RP discussed that is a legal requirement. RP to send individual emails to advise that this is an ICO requirement and look at a completion deadline. 	RP RP

	<ul style="list-style-type: none"> • Storage container now secured RP to meet with TT • Presentation update for speakers Mike Thompson completing this. ST to chase this up for an update with Mike Thompson. • Modules for member progress, update required from AK, also public and private access to site. • Grant for technology change, update required from TT. • Laptops, MR asked where we are with these and specification. ST advised that he had spoken to Mike Thompson at the open meeting, spec is sorted and we may be about 2 weeks from purchase. RP advised that Mike is away at the moment and not back until early February. ST to speak to AK • Committee on call number resolved. • Trust ID card milestones to update. SS will collect these tomorrow and Barry Bullas will send them out. MR to ask AK to update milestones. 	<p>RP TT</p> <p>ST</p> <p>MR AK TT</p> <p>ST AK</p> <p>SS MR AK</p>
<p>3</p>	<p>Committee Updates</p> <p><u>Vice Chair.</u></p> <ul style="list-style-type: none"> • All DRB checks have now been completed. • 2 air vests still to issue. ST 2 spares coming tomorrow, all have been paid for <p><u>Secretary.</u></p> <ul style="list-style-type: none"> • Couple of operational issues from shifts, AJ has responded with an email to a member and copied reply to CM I relation to volunteers standing down at home for substantial times. AJ acknowledge that this had been discussed. • New Year's Day start of shift unable to contact control to advise vehicle checks were done and moving to Sniperley prior to RVI. Unable to contact Sniperley car also. Apparently, control had requested radio comms turned off and use of mobile. AJ queried tracking. RP to forward an email to emphasise procedures. <p><u>Membership.</u></p> <ul style="list-style-type: none"> • SH has had a productive meeting with mentors. Membership survey now complete. Mentors having problems getting in touch with some new members not engaging. RP the whole point was to get members over the line. This can be discussed at induction meeting. Agree with mentors. General discussion with members not completing shifts RP to cover this in his section. Committee not agreed to temporary ID card as this involves a lot 	<p>RP</p>

of work. Discussion about advanced qualifications, SW will include this in induction.

- Currently 12 applicants waiting. RP agreed we should set up some dates for availability. Returners can be completed by Zoom.

Treasurer.

- ST All accounts have been reconciled and are in order through Xero accounts software.
- Charitable Account £17,458
- BMM Account £177,158
- Equals Balance £8.36
- Virgin Account £7,568
- Total £203,020

Notable Expenditure

- GNR £5,185
- £2925 Fuel
- £1,897 Fleet
- £801 Airvests
- In £4,491
- Out £12,265
- £7,700 Overspend
- Hopefully uniform transactions can use Zettle. AJ to speak with KL and TT and tie in with Ken Tait, therefore no cash transactions.

Hospital Liaison.

- SS Trust ID cards to collect ready for issue along with new NBB ID cards.

Chairman.

- Membership policy to update. SH to have a look at this. Document and format to be re-written with charity number etc. This will assist with inactive members. Gary Tait also to look at this. MR added that possibly this should be covered at interview to look at other areas including fundraising whilst working towards IAM / ROSPA if they are interested, however this is not mandatory. ST bullet points for interview process. SH this has been completed. SH to add to Google Drive.

4	<p>Complaints</p> <p>None received</p>	
5	<p>Major Events.</p> <p>March open meeting: wait until next month to arrange date.</p> <p>Bebside NBB Charity Easter weekend April 22 AJ has spoken to TT to add to event calendar. AJ will take the lead for this weekend / event.</p>	AJ
6	<p>Social Media Policy Reminder</p> <p>RP discussed the social media policy that KL asked to be added to the agenda. This was to be covered and agreed in the membership survey.</p> <p>Also, a reminder to committee to be watchful as to what has been posted on social media and not comment/like on potential breaches</p>	
7	<p>Dec Open Meeting Review</p> <p>Feedback from December open meeting. All agreed that this seemed to go well without any issues.</p> <p>ST commented that the venue was excellent as well as refreshments / facilities.</p> <p>RP advised that the only thing that he had observed for improvement was when merit badges were being presented there was a lot of to a fro from the audience chatting and making tea / coffee. A note for next time,</p>	
	<p>A.O.B.</p> <ul style="list-style-type: none"> NBB speakers email address. MR to chase this up. 	
	<p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> Wednesday February 2nd 19,00 hrs. Apologies from SS who is away with the army on this date. We need to look at bringing meetings back to consistent dates as per previous. 	

Chair / Vice Chair Print Name:
Date:.....