



Minutes of Committee Meeting
Thursday 3rd June 2021 – 18:00
Online via Teams

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

No	Item	Action required
1	<p>Minutes of May meeting</p> <p>Minutes not presented</p> <p>Minutes of April meeting</p> <p>Accepted as an accurate record and approved Proposed by: KL Seconded by: ST</p>	
2	<p><u>Actions List</u></p> <p>MR went through the action log and the below were updated.</p> <p><u>Storage Container</u> TT has completed draft policy for Gary Tait to ratify, then agreement with KL.</p> <p><u>Job Logger</u> Deferred</p> <p><u>License Checks</u> SW Starting to work as planned, JC agreed. A discussion was held around volunteers not completing the forms correctly. Action Closed</p> <p><u>NEAS Keys</u> CM advised received some back and due to get others soon.</p> <p><u>Apple Devices</u></p>	

	<p>Waiting up date</p> <p><u>Mobile Friendly Website</u> Waiting update</p> <p><u>Key Safe codes</u> Ongoing JC not had time to arrange. Action closed but to be reopened</p> <p><u>GDPR Training</u> No Update</p> <p><u>Equipment recovery</u> KL & TT visited storage locations and gave update of the progress and the possibility of an office space. KL updated on the equipment recovery.</p> <p><u>Scott Retirement</u> MR updated that we received over £3,000. Action closed</p> <p><u>AirVests</u> MR advised ST has the sizing vests, and that had an offer from the manufacture to help in sizing. A discussion took place around the return of jackets if volunteers didn't complete the requirements.</p> <p><u>Speakers Role descriptions</u> KL updated that the meeting with speakers and that she has the role description and arranging the emails to be setup.</p> <p><u>Assessment policy update</u> Waiting update</p> <p><u>Email for reporting incidents</u> Ongoing</p>	
<p>3</p>	<p>Committee Updates.</p> <p><u>Publicity</u></p> <ul style="list-style-type: none"> • Held meeting with speakers and emails sent to those who couldn't attend, and speaking with RP on the purchase of speaker's equipment • Making progress on the activity books • Update on volunteer's week • Question from Tyne theatre about filming, waiting for more information • 1st event after COVID was due to tomorrow has been cancelled <p><u>Treasurer</u></p> <ul style="list-style-type: none"> • Gave update on the balance of accounts £33,334 in community account (£17,000 in £11,700 out) No changes in saving accounts Total balance £244,396 	

- Asked if the deposits of keys & jackets (£8,606) could be transferred into saving account leaving £1,600. Agreed
- Advised that £5,000 has been pledged to NABB to help fight the emergency equipment legal action
- 16th June the vehicle insurance is due which is £17,723, A discussion took place around the insurance policy T&Cs and the ease of changing vehicle details.
- Advised that Xero now needs 2 factor authentication

Hospital Liaison

- Advised that the breast clinic would like samples picking up on a scheduled date with the first one on the 5th June.
- RVI requested vehicle details for the parking eye system

Training

- 32 new members still to attend inductions
- The last induction was cancelled as there was only 1 person booked on the training
- Riders and drivers going through assessments
- Have lost two of the assessors, but one driver assessor has come back from shielding.

CM asked if the assessor leaving if he was leaving totally. SW wasn't sure but going to speak with him.

A discussion took place around the outstanding assessments and the number of driving assessors. Also, the requirements for the qualifications needed for the assessor.

Membership

- New member applications levelling off
- New mentor scheme ongoing and being offered to those that have not got to the rota stage.

Fleet

- New BMW been ordered, with a 6–8-week lead time
- Insurance renewal has been completed
- Crash damage to Alnwick been authorised for repair
- Had another incident of a snapped key on one of the bikes
- All vehicle registrations have been updated on the parking & traffic cameras
- The missing fuel card had been found but not at the garage where the vehicle was last filled
- Black Yeti dashcam been installed
- RT has had an exhaust replaced under warranty
- All blue lights on all vehicles have been deactivated
- Planning on installing the CCTV system onto the Morpeth bike this weekend, plan to move onto Lost Boy after that install

	<ul style="list-style-type: none"> • Lost Boy being kept for GNR <p>MR asked about the replacement BoB, JC advised he was looking. KL asked if it was certain that the Henry Surtees trust was not going to fund the replacement. A discussion took place around what was available and by potential suppliers</p> <p><u>Rota Manager</u></p> <ul style="list-style-type: none"> • No new updates <p><u>Secretary</u></p> <ul style="list-style-type: none"> • Uniform issue ongoing • Asked if it was possible to have a float of £100 for the refunding of deposits. Agreed. <p><u>Vice Chair</u></p> <ul style="list-style-type: none"> • No new updates 	
4	<p>Complaints</p> <p>See Confidential Addendum</p>	
5	<p>Major Events</p> <p><u>June Open meeting</u></p> <p>MR asked if everyone sent the bullet points to RP, advised that had to be over by the 11th June</p> <p><u>GNR</u></p> <p>KL advised that all places had been filled, still no details on the planning of the event</p>	
6	<p>DBS Legal</p> <p>See confidential</p>	
	<p>AOB</p> <p>KL advised that the events equipment from the spending review has been purchased.</p> <p>KL advised that we are joining charity Hive for merchandise and gave update on what the platform did.</p> <p>See confidential</p> <p>CM gave an update on the NABB order for the riders jackets</p>	

	Date and Time of Next Meeting 8 th July 19:00
	Meeting closed at 19:40

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Chair / Vice Chair Print Name:

Date:.....