



**Minutes of Open Meeting**  
**Monday March 15<sup>th</sup> 2021 – 19.00 -**  
**Venue: Virtual via Zoom due to Covid 19.**

Present:	See Attendees list
Apologies for Absence:	Mick Redpath (MR,) Alan Kinghorn (AK), Neil Hunter, Carolyn English, Alex Pau,l Sam Quigley.

No	Item
<b>1.</b>	<p><b>Minutes of December 2020 EGM.</b></p> <p>Accepted as an accurate record and approved  Proposed by: (ST)  Seconded by: (JC)</p>
<b>2</b>	<p><b>Introductions.</b></p> <p>RP opened the meeting, and welcomed everyone to what might hopefully be the last meeting held on Zoom and we may be able to hold the next one in person June / July time.</p> <ul style="list-style-type: none"> <li>• Apologies received and recorded.</li> </ul>
<b>3</b>	<p><b>Agenda.</b></p> <ul style="list-style-type: none"> <li>• Resolution for forum removal.  RP raised a point from the AGM in relation to removing the forum. Security alerts have arisen from this and the forum itself is very rarely used. The proposal for this was to remove it and shut down. RP asked members if there were any comments before we proceeded to a vote. None voiced. RP asked the meeting if there was anyone who disagreed with this. Graham Haswell raised a point that not all members were on social media (Facebook) RP replied in relation to communications that almost all information is relayed from committee by email. RP asked if there was anyone who wanted the forum to remain open. None recorded. RP asked that this be recorded as a unanimous decision from the floor.</li> </ul>
<b>4</b>	<p><b>Committee Updates.</b></p> <p><b><u>Chair.</u></b></p>

- What 3 Words.

A suggestion had come from the most recent virtual coffee morning by Chris Sherret who is a new volunteer about using this app for locations. RP advised that a list is currently being compiled which will feed in and give members an exact location as to where for example fleet vehicles are parked and also other NBB locations. There are a few pieces to finalise before this is distributed. This will require members to create a W3W account and subscribe to the link. RP asked if everyone was aware of W3W. SH advised that Chris was in the meeting and thanked him for his suggestion. RP thanked members for their suggestions and relayed that it made no difference if a member was brand new or established and that all ideas / suggestions if appropriate would be discussed and actioned. The door is always open to suggestions.

John Watts raised a question about the W3W app as he has 2 choices on his phone. RP advised that instructions will follow.

- Spending Funds.

RP gave feedback from a previous meeting whereby members were asked to provide suggestions for spending NBB funds. There have been some very interesting proposals put forward. RP will send out an email probably next month to ask for volunteers to meet to discuss these ideas further and how best to proceed. This will involve members more as opposed to just committee decision making.

### **Vice Chair.**

RP gave an update from MR in relation to the current checking progress.

- DBS Checks.

49 have been completed.

10 currently in progress.

30 members to update details for checking.

MR will continue to send approximately 10 – 20 requests out per week to maintain a steady flow.

There have been no recorded issues so far in relation to checks and all have returned clear.

There were no further questions.

### **Treasurer.**

ST gave an overview of the financial report. All in all the accounts are in good order. All transactions and invoices have been reconciled. Records show that we are spending what we are taking in.

- Over the last 3 months the community (working account) has had an average working capital of around £20,000. Low as £18,000 – high as £25,000. There has been no need to access our savings accounts.
- Free fuel from BP has been a great help.

Bank Account Updates.

- HSBC Community at 17/12/20 £22,834
- 15/03/21 £21,546 (includes £1,400 balance on equals cards.) £1,288 difference not needed to top up working account.

Savings.

- HSBC £119,276 – up £3 (interest payment)
- Virgin Accounts £55,918
- Total accessible savings £175,191
- The banks at the moment are not taking on new savings accounts.

- Virgin accounts to online access accounts and split HSBC account as £85,000 is the maximum payment on a bank default.

#### Donations & Expenditure.

- Fleet £4000
- Fuel £4,7774
- Defibrillator purchase x 3 £3,938
- FB Virgin Amazon Giving £3,600
- Stagecoach £5,525
- Northumbria Health £2,000
- CAF (payroll Charity Aid Foundation £1,060
- Carole Snee Virgin Giving donations in memory £650
- Dawn Johnston donations in memory of her father John Cuthbert £550
- Lots of other small donations
- VAT refund claim HMRC 2018 – 19 £21,766
- 2019 – 20 £20,563
- July – Dec 20 VAT £7,663

ST gave feedback about an investing for charities webinar that he had attended, This gave an overview on markets and what the future may look like in the future. This seminar appeared to be aimed at large organisations with substantial assets and finances, ST deemed that this was not for NBB as it was all about risk and reward with investing for the long term. ST was of the opinion we did not have enough capital to do that. It may be possible to look at fixed term savings with limited access over 12 / 24 months.

In summary NBB accounts are in good order and are professionally audited and managed.

Question from John Watts via the chat function, ST confirmed that he had seen it and was waiting for more opportunities to become available.

#### **Training.**

SW gave feedback on inductions, they have been really well attended.

- Volunteers in training. There are 19 people awaiting induction. 2 inductions to follow, 1 this month and 1 beginning of next month. Some have not responded to emails and may not proceed.
- Online inductions and workshops. ! controller workshop has successfully taken place.
- 14 New drivers with advanced qualifications.
- 51 drivers awaiting driving qualification.
- 38 New riders with advanced qualification.
- 46 riders awaiting qualification.
- 149 enquiries awaiting taking up NBB roles.

COVID has had a significant impact us and we have our own riders and drivers awaiting assessments.

Question from Nigel Barlow in relation to Zoom training for speakers. SW has this in hand and will come back to Nigel.

#### **Fleet.**

- Fleet vehicle update. JC pointed out the email he had sent last week. A reminder to all who arrive at a vehicle location and it is signed not available. Please contact JC or CM. Please do not remove the sign and use it.
- Some good news following negotiations from NABB we have tax exemptions for all of our fleet with the exception of the BOB car.
- Tyne Tunnel exemptions. We have been trying to source this for 6 of our cars however due to COVID and short staffing; this has proved to be difficult. However thanks to Harry Snee and his work behind the scenes, we now have exemptions. This equates to an approximate saving of £300 - £400 per year.
- Defibs, All 6 vehicles now carry these.
- Scott our pan European was due to be retired last year however due to unforeseen circumstances this did not happen. We are now looking to do this in the next couple of weeks, and members who expressed an interest will be contacted.

Question from Peter Robertson relating to an update on the proposed purchase and launch of the Morpeth blood bike. JC has had a conversation with the former mayor and updated her. Unfortunately a previous conversation had ended up on social media. The matter is in hand and had been delayed due to COVID. Peter asked that we be kept informed when we can.

Question from Paul Curran reference Bleucher car camera. JC advised that we had been waiting for a part for this and we now have the camera to be installed.

#### **Hospital Liaison.**

- COVID Vaccines. Invites have been sent out to members who expressed an interest. SS hoped that everyone had taken these up. He is aware of some online issues when booking appointments. Please remember to take your ID.
- Newcastle Trust ID. Potentially riders and drivers will be issued cards as technically this covers contractors etc. We are also in the process of obtaining staff passes to use the rest area located behind Costa at the Leazes wing when on shift.
- Breast Milk Assistance. We have been asked to assist the neo natal unit. SS has a Teams meeting tomorrow to discuss this request. This will be on an ad hoc basis and local to the area.

SS also asked on the back of JC email that vehicles are kept clean and used PPE equipment is disposed of appropriately and not left in the vehicles.

#### **Publicity.**

- Apologies. KL apologised for the fact that she had been unwell and had not been fully involved due to this. This resulted in a lack of information on social media. KL is now starting to get back on to this. Further information is to follow reference birthday donations and speaker / talks.
- Thanks. KL thanked MR for his assistance and stepping up to help out with things. MR arranged with John Watts to do a 10 minute video for Gateshead Health Matters. This is a history about how we complete our work and how COVID has affected us. Eammon Toland has also agreed to help out with the NHS event at the Tyne Theatre and Opera House in July. Finally a big thank you to Kim Vincent who has been assisting Gareth Hopper with our newsletters. Kim has stepped back and we now have a new member lined up to take her place.
- Welcome to the team Stephanie Holland. Stephanie joined us during the first lockdown and

has now completed induction. She will be working alongside Gareth.

### **Membership Officer.**

- Membership Update. SH gave an update following the members survey.
- We currently have 282 members.
- 103 riders.
- 95 drivers.
- 38 co-ordinators.
- 33 fundraisers.

SH thanked the mentors who have made her life a lot easier and for looking after new members. Thanks also to all new members who have been hanging around waiting for things to happen due to COVID. Thank you for your patience and bearing with us.

### **Rota Manager.**

- Rota update. CM updated that at times we face the same issues covering the rota. Unfortunately, the week before last, we did not have a driver on shift for 4 nights running resulting in some jobs being declined. Temperatures were too low and we were unable to transport by bike. Can registered drivers look to see if they can book shifts in order to prevent this.
- BOB Run. CM reminded drivers of the procedure that they inform committee on call twice. This is important as we faced an issue when a volunteer forgot they had booked a shift. As a consequence, changes at short notice were required. The second was a reminder for generic notes as twice previously these had been forgotten. Fortunately this was rectified and they were collected. Please ring committee on call. Control will pick up after that.

Question from Tom Mears. A suggestion that at times there may only be 1 vehicle on shift and particularly if we have a Cumbria relay. Last week we were required to do 2 relays which took a vehicle away for a period of time. Would there be a possibility of opening a slot up for a short relay shift? CM advised that this was not possible and that Cumbria are available to transport to RVI etc if we are unable to do this. Opening another slot would need to be managed and would be complicated. The same applies to requests to open shorter shifts as our system cannot manage this. Another alternative that CM has discussed with controllers is to arrange a later meet up if the shift is busy.

Paul Curran advised that a few times on the BOB run, EVS have turned up at the RVI and we could have completed that relay with them. CM replied that EVS are in a world of their own at the moment. KL advised of a social media picture tonight of an EVS vehicle at NHSBT which is against their policy. We are unaware as to why this is happening. Last Saturday we arranged a relay and nobody turned up so we were required to go to North Tees Hospital. CM has messaged EVS Chair.

### **Fundraising Officer.**

- Merchandise Updates.
- Return to Events.

Tiger Taylor not at the meeting.

KL has been unable to make contact, however gave an update. We are looking to get merchandise

up and running in a couple of weeks. This will be a separate website from ourselves which we can signpost to. This will be easier for us to manage as the company will arrange this and take payments etc.

#### **ICT Officer.**

- GDPR Data Breach Update. RP gave feedback that this had been reported to the ICO and they had responded with NFA required. GDPR training continues.
- iPad and some Android user access. AK is aware of issues some members are having when accessing areas of the website. Until this issue is resolved please contact him directly.
- Website update. Work is currently underway to migrate the members only site to a different host and upgrading to the latest level. Additional functions will be added allowing members to check their own milestones. The new job logger will also go live here once it's sorted.

#### **Secretary.**

- General update. AJ almost 4 months into the role and relatively settled in. EGM meeting minutes were a good first challenge to cut my teeth and produce. Committee meetings have been very useful and informative with plenty of discussion and some difficult decisions made. Hopefully we can see some light at the end of the tunnel with the COVID situation. Echo what SH and CM had said previously in relation to volunteers covering the rota, Also to new members awaiting the go ahead and their frustration. This is equally frustrating for us. Looking forward to the future and supporting the charity and all concerned. Any queries please email or contact me directly.

#### **Recognition Badges.**

- Bronze award Debra Taylor.
- Silver award Alex Johnson, Gareth Hopper, Ian Brand, Jordan Tolley, Bob Creswell.
- Gold award Charles Wood, Harry Snee, John Dixon Dawson, Wilf Moralee.
- Gold and red award Frank Solesby, Ian Muirehead, Malcolm Crammond.

A very well done to all of the above. RP congratulated everyone also.

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#### **AOB**

#### **Floor Questions.**

RP opened up the floor for questions /comments.

KL added that we require another volunteer to assist with the BOB car at the NHS photo shoot on the 29<sup>th</sup> March. Details are on the events calendar.

Graham Haswell with a question about vehicle handovers. Should we be doing lateral flow tests? SS unfortunately lateral flow tests are not available to everyone. Unaware of any voluntary organisation who have access to these. Just to add that all vehicle touch points should have been cleaned down prior to handover and ready for the next user.

Bluecher and West Denton jet wash facilities not working. SS there is a plan in place as work has been carried out on site to address this issue.

ST would it be worthwhile sending out a reminder to clean vehicles after use. SS this was

<p>mentioned at the last open meeting, please use the wipes provided.</p> <p>RP possibility of our next meeting in person July. Or peoples thoughts for Zoom in June? Paul Curran, might June be prudent? Consensus was for online .</p> <p>JC thanks to fleet assistants .</p> <p>RP closed the meeting.</p>
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Chair / Vice Chair ..... Print Name: .....

Date:.....

## Attendance sheet

1 Alan Johnston	31 Andrea Witherspoon
2 Graeme	32 I-DMPW9BXGJ2D1
3 Sean – Hospital Liason	33 IPad
4 Steve Tulloch	34 Jason Cooper
5 Gordon Youngman	35 Jim Ludford
6 Harry Snee	36 John Buxton
7 IPad	37 John Watts
8 IPad	38 Kirsty Lawrence
9 Jeff Glen	39 Mark Beaman
10 Kirsty Downham	40 Mike Briant
11 Nigel Barlow	41 Paul Jackson
12 Paul	42 Peter Kippax
13 Suzanne Hitchinson	43 Peter Robertson
14 Alan Dalgarno	44 Rob Pattinson
15 Andrew Polkinghorn	45 Steve Draper
16 Arron Gilbraith	46 Stephen Millen
17 Carol Nelson	47 Steve
18 Chris Mann	48 Steven Laws
19 Chris Sherratt	49 Susan Draper
20 Chris T	50 Tom Mears
21 Colin Mathews	51 Tony Keenan
22 Craig Nicholls	52 Stephen Winn
23 Dave Draper	53 twstewart
24 Dave Glennie	54 R&B Office
25 Eamonn Toland	55 Ronnie Paton
26 Frank Soulsby	56
27 Gary Tait	57
28 Geoff Spencer	58
29 Ian Muirhead	59
30 Ian Perks	60