



Minutes of Committee Meeting
Tuesday 2nd November 2021 – 19:00 to 20.59
Online via Teams due to Covid 19

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

No	Item	Action required
1	<p>Minutes of October meeting</p> <p>Committee unable to ratify as uploaded recently and not all have seen.</p>	For next meeting
2	<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"> ● No update yet from TT on event equipment. MR to chase this up. ● NEAS key update, we have had some returned and reissued. 50 currently on order. CM expecting more to return. ● GDPR 1 committee still to complete as well as mentors. RP to follow this up and SH with mentors. ● Storage update. RP has a meeting on Thursday to discuss this. AJ has also had an offer for a 20foot container with secure access, 24-hour access and CCTV security £22 per week. For next meeting. ● Presentation updates for speakers, Mike Thompson working on this with ST overseeing this. ● Modules for members progress AK was sending these out. ● Laptops, Mike Thompson putting a Windows 10 spec together. ● COC, AK looking to get it set up when we are closed. RP felt we may have crossed wires on this one the COC number is not the emergency number so we need to manage that number during the day. KL will have a problem with this if at work so may need to come off the rota. ● Trust ID card needs a milestone update. 	

- EV Bike no further progress. MR grants available until December. JC has a lot on now. SS to check grants as he feels no more are being accepted

3 **Committee Updates.**

Vice Chair.

- Air vests, we have received 42, awaiting 9 to complete the order. 8 left to distribute. Once issued there will be 3 spare 1 x M 1 x L 1 x XL. All well received, couple of slight issues with ID holders and supplier will send Velcro to address this.
- SH question – see confidential.

Secretary,

- Great to be getting back to some form of normality issuing uniform to new riders' drivers and fundraisers and booking shifts.

Membership.

- SH has completed a draft introduction process. RP has seen this and has replied. RP to plan and update website so ready to start 1st January.
- Membership survey, AK has sent the link. Couple of changes to make. Query on riders and drivers returning. RP this needs to be on a case-by-case basis. RP when things are in place to look at a soft launch. SH approx. 2 –3 applications per week. Discussion relating to not reallocating numbers to new members.
- See Confidential Addendum

Hospital Liaison.

- SS No new business.

Rota Manager,

- Had a pretty good couple of months, we have managed to get 17 new members up and on rota. Looking at the list, there are a few more to sort but we are working on this. AJ has contacted any outstanding and awaiting contact back. There are 9 riders currently waiting following COVID restrictions. SW we have 10 riders who have completed advanced training and awaiting assessments. Some of these have had 4 email reminders. AJ new rider to meet tomorrow, JC reminded the meeting of weather conditions. AJ has stipulated this when issuing uniform. JC asked if shadow riders could drop on to a car shift and offer a drive along however this would not count as a shadow ride.
- Slight concern about the number of new riders / drivers who cannot commit to a full 12-hour shift.

- Still awaiting delivery of 46 rider hi viz. Driver jackets have arrived and polo tops. Potentially looking at a new supplier. AJ replacing worn out kit to riders and drivers. RP has requested as part of the spending review for new rider t shirts which would be issued free of charge.

Training.

- SW we seem to be getting back on track. Offer from Bill Deacon to take controllers on a BOB run. RP we already have familiarisation assistants, and a shadow driver would need to do this. CM Paul Curran and Derek Henderson will be doing this, however in theory Bill could be added. SW to speak to Bill and agree to role description. MR to send out declaration. CM to speak to Paul Curran as to format for consistency from all. SS suggested no more than 1 at a time in the vehicle, also a lateral flow test and mask. – agreed.

Fleet.

- New car is just about ready and hopefully in the next week should be done.
- New bike to be delivered next week however will not be operational until next year.
- Camera systems installed to 3 of 4 cars.
- Black Yeti in for timing belt tomorrow. BoB car tonight has broken down this evening and awaiting recovery, possible alternator.
- Can new riders /drivers be asked to hold on with shifts until after shadow. Debatable about familiarisation for BoB Run. AJ Ken Tait to discuss this.
- Do we look to order a new car? 140k on Yeti & NHS Scout. RP difficult if we were to be given funding and to lease. SS we need to look in to going green to reduce carbon footprint. Discussion as to range on shift. SS NE1 are using electric now. JC is 4wd a priority now. Do we need to hire in the short term.

Publicity.

- KL awaiting Hawthorn Logistics for our NBB Logo to be applied to their vehicles.
- Christmas card selection panel chosen. Quite a few entries.

Chairman.

- A cheque has been received from the Hospital League Of Friends which has been divided between 4 charities. RP was hoping TT would make contact to discuss what publicity they would want. KL Doreen has been in contact with them to ask if anyone would like to join NBB as a fundraiser. JC John Thompson to contact them. RP Potentially towards a new car and naming rights for them.
- JC Defibrillator ordered for the new car.
- Container meeting Thursday.

	<ul style="list-style-type: none"> ● RP to attend Disability North meeting on a bike. ● JC week of 15th Nov no bikes at Netherby. ● December Open Meeting to arrange. Patrons invited. ● KL Mike Thompson has updated website for Give as You Live donations. ● Discussion as to committee roles / standards. 	
4	<p>Complaints</p> <p>None recorded. Please refer to confidential attachment.</p>	
5	<p>Major Events</p> <p>Open Meeting Wednesday 1st December.</p>	
	<p>AOB</p> <p>MR discussed that minutes need to be uploaded prior to meeting AJ to address this.</p>	AJ
	<p>Date and Time of Next Meeting</p> <p>24th November to approve minutes,</p>	

Chair / Vice Chair Print Name:

Date:.....