



Minutes of Committee Meeting
Thursday 7th October 2021 at 19:00
Online via Teams

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

No	Item	Action required
1.	<p>Minutes of August meeting</p> <p>Minutes not presented, a discussion was held on the backlog</p>	
2	<p>Actions List</p> <p>MR went through the action list and the below was updated:</p> <ul style="list-style-type: none"> • Storage container, TT not present at the meeting. MR to chase up if procedure has been forwarded to Gary Tait. • NEAS Keys we have had some returned. ST had advised that we had previously received a bill for 50. CM advised that he has 2 to be returned. AJ advised that recently he has not issued NEAS Keys to riders / drivers out of Spennymoor or Sniperley. We have 11 keys left. SS confirmed that we have 50 on order. • GDPR 1 committee member still to complete. RP advised that only 2 mentors have so far completed this. SH to chase this up. Link has been sent. • JC suggested a deadline which was agreed, suggestion was to mid November. • Equipment recovery Graeme Moor. Update from KL Safestore will not accept our insurance but are willing to sell us this. This would amount to about £30 per week which is not feasible. Would we be allowed a storage unit at Sniperley? JC Probably not at the moment due to the COVID testing site being there and the ambulance base. We need somewhere south of the Tyne. Eric Metcalfe was to approach a relative, we await word from that. AJ to also make an enquiry from somewhere local to him. • Airvests. MR has sent the draft policy to Gart Tait for format. Committee has previously agreed this. We have received the first batch and these have been paid for. 6 to allocate and a further delivery that contains some of the 	<p>MR TT</p> <p>SH</p> <p>EM AJ</p> <p>MR KL ST</p>

	<p>larger sizes arrived yesterday. MR to advise KL in terms of sending invoices.</p> <ul style="list-style-type: none"> • Presentations. Mike Thompson is currently updating this. • Rota Review as discussed at AGM. RP has this as an agenda item. • New BOB Car purchased and awaiting graphics. Item Closed. • New Laptops, Mike is currently putting a spec together. SW added that Paul Curran and Jeff Ormston are currently looking at Windows 11 in relation to controllers. • Discussed Committee On Call number. There is uncertainty about the policy. RP to speak to AK for announcement on Virtual Local. 	<p>RP</p> <p>MR MT</p> <p>RP AK MR</p>
<p>3</p>	<p>Committee Updates.</p> <p><u>Vice Chair.</u></p> <ul style="list-style-type: none"> • MR advised that he had covered items under his updates, he has information from ST AK <p>Gave the following updates on behalf of ST</p> <ul style="list-style-type: none"> • Current spending £35675 went out £10814 came in, • £19,500 expenditure for car. • £10,000 transferred from savings to current account and £100 donation. • Total £38, 675. <p><u>Secretary</u></p> <ul style="list-style-type: none"> • No new business, uniform covered. <p><u>Hospital Liaison</u></p> <ul style="list-style-type: none"> • SS updated that currently 110 ID photos have been sent to the Trust for NHS ID Cards. RP queried if this would affect new members who do not have these. SS no this will not, in future Barry Bullas will forward these to the trust on a monthly basis. CM advised that milestones would need to be updated to show this and also return if a member was to leave. Agreed. <p><u>Publicity.</u></p> <ul style="list-style-type: none"> • KL advised that David McDonald had approached her. The logistics company he works for have offered to put out logo etc on their trucks. This would be free to NBB. KL awaiting sizes to pursue this. Agreed. <p><u>Training.</u></p> <ul style="list-style-type: none"> • No new business will update SLACK. <p><u>Fleet.</u></p> <ul style="list-style-type: none"> • No new business. 	<p>BB</p> <p>KL</p> <p>SW</p>

	<p><u>Rota.</u></p> <ul style="list-style-type: none"> CM advised of the ongoing issue with uniform delivery, company has now put this back to October. (Rider Hi Viz) CM has spoken to Barry Bullas to prioritize. AJ advised in the meantime we are issuing the best kit available to get riders on shift. 	
4	<p>Complaints</p> <p>None received.</p>	
5	<p>Major Events</p> <p>Open Meeting agreed for Wednesday 1st December face to face, possibly looking at Beamish Hall as a venue.</p>	
6	<p>AGM Review</p> <p>RP asked how did we feel the AGM went? MR It seemed to go well with no real issues. AJ advised the attendees list was not collected. Discussion offline needed.</p> <p>Query if this could have been on Zoom however, we do not have the technology.</p>	
7	<p>Rota</p> <p>RP CM MR have had a meeting with RP had put out at open meeting. Split shifts with full shift receiving 2 credits.</p> <p>Other points covered were</p> <p>RP advised that the COC need to be a bit more involved on rota with potential suspensions as per the procedure</p> <p>RP asked SH to get mentors further involved and to keep in touch.</p> <p>Possible raffle for those on shift as an incentive. KL this may be labour intensive. SW what about a voucher. CM can we do this? MR possibly do this on a quarter basis.</p> <p>Lift restrictions as to vehicle booking times prior to shift. Needs to be agreed by fleet / Rota</p> <p>Policy will need to be looked at, also garage checks which was a problem previously. This would be only for dayshifts. A lengthy discussion took place and these procedures have been set, we cannot cater for everyone.</p> <p>SS members know from day one what they sign up for. Further work required and work continues new rota / job logger. Committee are doing everything they can to cover rota. Agreed. KL could a monthly report be produced?</p> <p>RP when shadow shift and training has been completed, can we issue a certificate.</p>	

	KL can do this if a list is forwarded.	
8	<p>Electric Vehicles</p> <p>SS advised the Trust have given suggestions as to EV Cargo Bikes. Approx. 20mph used for short shifts, this can potentially be opened to other members who do not hold a licence. Government is giving grants, storage and charging available at RVI. By 2030 the trust will be carbon zero.</p> <p>JC to investigate the potential to lease an EV.</p> <p>RP something to look at for the future. MR possibly to be implemented for 2026, canvass members who do not ride or drive</p>	
	<p>AOB</p> <ul style="list-style-type: none"> • KL asked are we doing Christmas cards for volunteers this year. Agreed. • KL next September is 10th Anniversary • CH sending new details of drivers as we have set riders up. 	
	<p>Date and Time of Next Meeting</p> <p>02.11.21. 19.00 via TEAMS.</p>	
	<p>Meeting closed at 20.40</p>	

Chair / Vice Chair Print Name:

Date:.....