

Minutes of Committee Meeting
Thursday 03/10/24
18-30 to 20:45

Present: Mick redpath (chair), Chris Mann, Jason Cooper, Sean Storey, Paul Curran, Kirsty Lawrence, [Ria Burnett](#), Alan Kinghorn, Simon whitmore.

Apologies for absence: Tiger Taylor, Lee

No	Item	Action required
	Meeting opened and all welcomed Inc the 2 new committee members. Last meeting minutes were approved	.
1	Neas Keys are to be audited with a view to members being removed who no longer work shifts. Teams meeting to be arranged to work through.	R.B P.C J.C M.R
2	Air vests- all back bar 1 Ria to chase	R.B
3	Procedure list Paul Curran to re-visit. Drop list to all concerned	P.C
4	AK requires everyone to review their content on website, in conjunction with the document in Slack and advise of any additional items that need migrating. Question around if new OARS can be included with website migration. AK to advise.	ALL
5	Milk Boxes- All have been removed except 3. These are in the following vehicles, South Shields, Sniperley and Events	Closed
6	Defibs this has been chased by Tiger as of yet no update	T.T
7	Survey- All the questions have been approved and accepted, When the policy goes live members must accept the Social media policy. Failure to do so will mean no I.D cards will be issued. The survey will be issued in October and all members will be given until November 8 th to complete	M.R
8	Fleet update- Jason has fixed the throttle bodies on the BMW F800`s	J.C- completed

	As of today no further info on Dave Suddas funeral- Jason will inform when he knows	
9	Sean Storey- informed the meeting that the SLA`s have gone to HMP Northumberland. We are no longer collecting from Wansbeck, any calls are to be monitored re urgent or not	S.S
10	Kirsty informed us that then New Talks coordinator is Iain Muirhead	N.F.A
11	Committee were informed that there was a possibility of suspending tonight However Paul Curran will cover	N.F.A
12	Ria informed the committee that we were involved in a relay from Scotland to London. All Milk runs are OK	N.F.A
13	Ria informed the committee Re the new riders jackets No updates have been received regarding delivery of these as we are running out of Large ones	M.R
14	Paul Curran is still awaiting the spreadsheet to be finalised and made to work as required. Shift controller workshop to be arranged in the next 7-10 days with possible 3 new controllers. Work on membership removals 29 members to be removed with no implications. E vouchers to be worked on as these have expiry dates. Need to sort through new members for E vouchers.	P.C
15	Chris Mann awaiting his laptop	I.J
16	Mick informed the committee that Rob in hospital, and he would take over Membership email etc until further notice Questionnaire policy still needs some testing, But it will be available from the 14th Oct to go live. 8th November for members to complete	A.K
17	Bebby Bike events, Ria to attend with Simon Whitmore for cheque presentation and P.R photos	R.B

18	Kirsty raised the issue of relay publicity as no information is being received - Any relays please send info to Kirsty.	R.B
19	Vehicle bookings for speakers- vehicle that was required was being used for a relay, this caused confusion and very nearly a late arrival for the speaker.	R.B
20	H&S issue regarding the weight of items from the milk run. A trolley is being looked at to alleviate this issue as no more than 18kg should be lifted. The boxes for this duty are /or should have a sticker stating max permitted weight.	R.B
21	Open meeting locations- Fire station HQ is always being used can other locations be used, possibly North of the Tyne area. Agreed December open meeting would be online. March open meeting will be at a venue North of Tyne.	M.R
22	Santa run- Stanley police station to be used to store toys with PCSO's to help with storing and sorting. Toy runs wed 18th,19th,20th Dec. Cars required to collect as usual no bikes.	K.L
23	Uniform review as members are wearing a mixture of clothing whilst on duty. members need to be reminded of the policy of black trousers and footwear. The policy will be re-sent to all members, once handover undertaken by Vice-Chair.	M.R C.M
24	Paul Curran raised the matter of a training restructure, with a new training spreadsheet and the possibility of splitting the workload to new staff and existing members. This to be carried out between P.C and Sam. P.C also Thanked Jason for his assistance	P.C Sam
25	The matter of membership was raised and a membership review needs to be carried out to establish what is happening and why with regards to shifts	J.C R.B M.R P.C
26	Xmas cards- Due to the rising costs of postage it was suggested that staff should receive electronic cards this year as the costs will be in excess of £650 this year. A trial needs to be actioned to send e- cards to the committee for approval and to test the suitability of the I.T system. Corporate members will receive a proper card this year - list needs to be checked for current recipients.	K.L

27	The offer of free wills for blood bike members. members will be offered the chance to be involved and to sign up to. A link will be sent out.	K.L
28	Alan Kinghorn, Data migration all is ok if all good with the committee please check asap.	All
30	contact numbers are not being updated as not a mandatory requirement, will be now set to mandatory	A.K
31	Dispatcher 1 will be getting a one time passcode for all controllers to use. Also Stephen wynn needs to be removed	A.K
32	We have received a grant from the Durham masons, Jason to look at quotes for a new vehicle £25k + vat	M.R J.C
33	A.O.C.B- Issues with weekend controllers, the issue has been resolved by P.C Ria to monitor. Peter McKewens resignation means a shortage of driver assessors- Ria to be a driver Assessor once training completed Assessment, driving licence checks, Insurance checks, dates process will be modified to 1. An e mail 28 days prior to 2. Second email 14 days Prior, 3. This will be followed with a final email if no reply then the Driver/ rider will be removed from the list.	

	Meeting closed at 20:45
10	Date and Time of Next Meeting Thursday 7th Nov @18:30