



**Minutes of Committee Meeting on Line
Wednesday 2nd April 20225**

Present:	Mick Redpath, Chris Mann, Ria Burnett, Jason cooper, Paul Curran, Ian Jamieson, Simon Whitmore, Mike Thompson
Apologies for Absence:	Kirsty Lawrence, Sean Storey

No	Item	Action required
1.	Previous minutes agreed proposed Jason cooper 2nd Ria Burnett	
2	<p>Action List, NEAS key audit-Ria has done all she can there are still 10 keys unaccounted for, please do not delete any names yet. There is a letter to go out to get one key back from a previous member. The key audit is now closed. Outstanding rider kit all back–Closed ORLS is still ongoing. Website content all approved- on going. Ian Jamieson is to look at photos for the website. Survey is now sorted– closed. New rider jackets, nothing heard back as of yet but the deposits have been paid. Fundraising training no change - Closed Fundraising risk assessment to be updated. Incident procedure to be confirmed Inc lone worker which is in 1st draft version. Presentation speakers projectors are now ordered, Kirsty to recruit volunteers.</p>	<p style="text-align: center;">I.J</p> <p style="text-align: center;">I.J</p> <p style="text-align: center;">P.C K.L</p>
3	<p>Committee updates, Jason Cooper (Fleet) All the faults on the fleet are fixed. Mark Mason's vehicle handover, we are now waiting for GNAS as they have changed their vehicle type request. The masons are quite happy to wait to complete the handover together.</p> <p>Ian Jamieson (Membership Secretary) Leavers letter template is completed with the 1st being sent out. Welcome letter template will outline the next steps for new volunteers to follow. We have 15 new volunteers waiting to join. The next inductions will be on the 12th and 26th April and we have 4 confirmed for each event. Membership next of kin list is all updated.</p>	

	<p>The fault reporting system has been updated with new items added to allow comments on faults fixed.</p> <p>Ian is looking at a monthly newsletter to keep members involved and up to date on how many and what type of jobs we have done.</p> <p>Ian informed the meeting that a possible fix has been found to enable the NHS stats to be completed Ian needs to contact Barry Bullas.</p> <p>Ria Burnett (Rota)</p> <p>Clive Franklin will be taking on the role of rota assistant looking forward to taking over from Ria.</p> <p>The uniform policy is out of date and needs to be updated.</p> <p>Rob Pattison will be taking over the storing and distribution of uniforms.</p> <p>Ria asked for 2 volunteers to assist with moving all the uniforms she currently holding to Rob (Paul Curran and Simon Whitmoreto assist).</p> <p>Simon Whitmore (Charity Secretary)</p> <p>Nothing to report.</p> <p>Chris mann (Vice chair)</p> <p>All good at the moment.</p> <p>DBS auto renews look like they are being done every year instead of the normal 3 years. If anyone receives an email from DBS asking for the auto renew please just complete it.</p> <p>Mick Redpath (Chair)</p> <p>He is awaiting confirmation that the new jackets are waterproof.</p> <p>No updates.</p> <p>No Complaints</p> <p>Bebby event is covered</p> <p>360 ride has been getting some good publicity.</p> <p>We still have some spaces for the GNR.</p> <p>Paul Curran (Training)</p> <p>The risk assessment for bikes and cars has been updated Section 1 regarding home visits for collection and delivery of items. Donor milk runs are exempt from this.</p> <p>New training procedure for shadow shifts he has received feedback from those that it was sent too.</p> <p>There are 5 drivers and 13 riders awaiting their advanced qualification Paul to chase up.</p> <p>He has issued 1x driver voucher and 1x rider who is doing a ROSPA course</p> <p>1x shadow shift has been completed.</p> <p>There are 2 controllers currently in training.</p> <p>2 previous controllers in training have had their training terminated due to no communication from them despite previous attempts to contact them.</p> <p>The last F2F induction only had 3 volunteers.</p> <p>Paul suggested that we delay the issue of I.D cards as members are receiving them very early on in their training, however if they are doing fundraising I.D cards should be issued.</p> <p>It was also suggested that they could the I.D cards be issued at the time new volunteers collect their uniform, Paul to contact Barry Bullas.</p>	<p>I.J</p> <p>P.C</p> <p>P.C</p>
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	<p>A.O.C.B</p> <p>A suggestion was raised for awards and an idea was to issue a free polo shirt with reaching either 100, 150 or 200 shifts. Ilan to look at how many members this would affect and report back.</p> <p>Jason raised an issue regarding the Events vehicle and why it was not being utilised for volunteers attending events as they are booking a car. The event's vehicle should always be 1st choice.</p> <p>It was discussed to decrease the amount of open meetings from 4 a year to 3, this being 2 open meetings and 1 AGM.</p> <p>A question was raised regarding the amount of email addresses currently in circulation, Ilan will undertake an audit to see what addresses are not being used. The same was also suggested for slack.</p> <p>Mike asked that we can all check our email signatures as some may not be correct.</p> <p>Meeting closed at 20-04.</p>	<p>I.J</p> <p>R.B J.C</p> <p>I.J</p>
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Chair / Vice Chair Print Name:

Date:.....