

**Minutes Committee Meeting
July 2025 18-30**

Present: Mick Redpath, Chris Mann, Simon Whitmore, Ian Jamieson, Paul Curran, Kirsty Lawrence, Jason Cooper, Lee Smith.

Apologies for absence: Mike Thompson

No	Item	Action required
1	Previous months' minutes were approved. Paul Curran proposed and Ian Jamieson 2nd	
2	<p>Action List C.M</p> <p>OLRS - shifts update ready to go and tested.</p> <p>OLRS changes to start being publicised in preparation to go live on the 19th July.</p> <p>Website- No updates.</p> <p>OARS- new Hexham job logger to go live 01/07/25</p> <p>Mike Thompson to investigate ways to improve standard job loggers as we have a high error rate at the moment of 50%.</p> <p>Riders Jackets- Closed</p> <p>Incident procedure- Closed</p> <p>Lone worker- This is ongoing and Chris Mann to contact Vocare.</p> <p>Speakers- Ongoing Kirsty to speak to Ian.</p>	<p>M.T</p> <p>M.T</p> <p>M.T M.R</p> <p>C.M</p> <p>K.L</p>
3	<p>Committee Updates.</p> <p>ROTA, Clive is managing the rota with Mick Redpath covering the Relays and Milk Runs.</p> <p>The new half shifts will be 6 hours i.e 19-00 to 01-00 not midnight.</p> <p>TRAINING, Paul has sent Sean Storey the new procedure for NEAS key management.</p> <p>We currently have 3 Riders and 2 drivers awaiting uniform.</p> <p>Paul has issued 4 E vouchers.</p> <p>We have 4 new members awaiting to complete their shadow shifts.</p> <p>A Controller workshop will run on Tuesday for 3 new controllers.</p> <p>There are a few procedures coming up for a re-visit Paul will inform those that it concerns.</p>	<p>P.C</p>
4	MEMBERSHIP. Ian has been working on the leavers from NBB.	

	<p>Ian raised that some members wish to stay on the books in a non operational capacity- this was rejected as they then serve no purpose.</p> <p>Tiger is to return all her kit and keys to Doreen.</p> <p>Ian has been working through the data regarding drivers, riders and controllers as we have 4 members down as controllers who are blocked or want to leave and have done no shifts for ages. The revised figures now give us 39 controllers, he is going to start working through the Riders and Drivers to see how many members actually want to remain with us, this will assist Training in reducing assessors work loads.</p>	I.J
5	SECRETARY- NTR	
6	<p>PUBLICITY/FUNDRAISING,</p> <p>It has been a busy period for events, Snods edge proved to be a great success with 4 talks coming on the back of it. We are also welcome back there, we will have to pay £70 for the hire of the room. Kirsty to send thank you cards to all those who assisted and those that were roped in.</p> <p>Kirsty has applied to the C0-Op for funds from their community fund for next year.</p> <p>She has had a meeting with Glow Creative as they have chosen us as their recipient from funds raised from the Durham ghost walks and their river walk.</p> <p>Glow are a marketing company who do website design. There is a possibility of a card reader being placed in a shop window to collect donations in Prince Bishops durham.</p> <p>Glow has offered their services to assist in the design of our public facing website. Kirsty to contact Mike.</p> <p>Paul Bradbeer has been recruited as newsletter editor.</p> <p>Spectrum Health have chosen us as their charity of the year, we have received £1400 so far, they are also doing a hike so that should bring in more funds.</p> <p>We still have not received our grant from Newcastle Trust, Lee Smith to chase.</p> <p>Kirsty is to send an email to all committee members asking them to check that their email signatures are correct and up to date.</p>	<p>K.L</p> <p>K.L</p> <p>L.S</p> <p>ALL</p>
7	Mick redpath wanted it placed on record that thanks to go to Kirsty for picking up the Fundraising and making it very successful as the events calendar has not been this full for ages.	
8	FLEET, NTR	
9	TREASURER'S NBB Committee Meeting Report June 2025	

	<p>All accounts are in order and up to date. All transactions are reconciled through Xero accounting software.</p> <p>HSBC Current Account =</p> <p>£21,474.12 £9502.26 leaving tomorrow for second part of fleet insurance but reflected in the balance</p> <p>HSBC Savings Account =</p> <p>£25,249.81</p> <p>Lloyds Savings Account =</p> <p>£88,313.93</p> <p>Total in accounts =</p> <p>£135,037.86</p> <p>Equals balance for top ups =</p> <p>£407.92</p> <p>Equals allocated funds (on cards) =</p> <p>£1,524.64</p> <p>Equals total =</p> <p>£1,932.56</p> <p>Total Funds =</p> <p>£136,976.42</p> <p>Monthly running costs are £11,255 We have reserves to cover</p> <p>12.2</p> <p>months of running costs.</p> <p>Lee would like a meeting in the future to discuss fleet numbers, re visit in 3 months and monitor fleet usage.</p> <p>Kirsty informed the committee that there are grants available to fund new vehicles.</p>	<p>L.S M.R J.C</p>
<p>10</p>	<p>Great North Run - we only ended up selling 7 places. So we have no spare places.</p> <p>We have been invited to participate in a door collection at Sainsbury's</p>	

11	<p>ICT, Proposal to upgrade ICT laptop</p> <p>I'd like to upgrade the ICT laptop. I'm currently using one of the standard ASUS VivoBook laptops but propose to upgrade to one with a more powerful processor and more memory.</p> <p>In order, to develop / debug and analyse the next round of improvements it will be much more efficient if I am able to run copies of our website and OLRs on a local machine. This would allow interactive debugging (which makes development much quicker) of new facilities or configurations, using tools and techniques which we won't be allowed to install (or use) on the hosted systems at Kualo. It also makes everything quicker and more flexible since an internet connection isn't required to install / test any updates – until a final version is ready to be released</p> <p>I had only intended to make such a request if my position had been confirmed at the AGM since a laptop of the specification I'd suggest (at least a core i7 processor with 32GB RAM) typically costs around £1,000. However, a recent circular I've received from a firm specialising in refurbished (typically Corporate machines that have been replaced on a 2/3 cycle) has included such a laptop available at £349. The machine details are available here: https://shop.rapidit.co.uk/products/lenovo-thinkpad-p15s-gen-1-15-6-laptop-i7-10510u-p520-32gb-512gb-windows-11-pro#product-info</p> <p>Machines of this type don't often become available in the refurbished market (since the spec is way above what most business users need) and so it has prompted me to make this request now, since this high spec machine is available for more or less what we paid for the ASUS machines currently in use.</p> <p>I've bought equipment from this supplier before and had no issues with the quality of the refurbished equipment even though it is second-hand.</p> <p>If agreed, I'd like to buy one of these laptops to use in lieu of the machine I have now, releasing the ASUS machine back into stock.-- Approved.</p>	

12	COMPLAINTS- Nil	
13	Committee on call rota- Mick is to speak with Mike to discuss Mike going on to the rota in the place of rota until the AGM to cover the rota then revisit.	M.T
14	Could all committee members make an effort to clean up the google drive for their respective roles. Then we can archive all the unused files Paul raised that the library is just as bad.	ALL
15	A.O.B Can Jason upload the new insurance certificate to the library No issues. Kirsty reminded everyone that our accounts need looking at to be ready for the September AGM	J.C L.S
16	Meeting closed at 19.52 hrs date and time of next meeting-Thursday 7th August @18-30 Online	
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