



**Minutes of Committee Meeting  
Thursday 1st May 2025  
Online via Teams.**

Present:	Mick Redpath, Paul Curran, Jason Cooper, Ria Burnett, Kirsty Lawrence, Ian Jamieson, Simon Whitmore, Mike Thompson, Lee Smith.
Apologies:	Chris Mann, Sean Storey,

No	Item	Action required
<b>1.</b>	<p><b>Minutes of April Meeting</b> Proposed: Paul Curran Seconded: Lee Smith</p>	Agreed
<b>2</b>	<p>Committee Update <b>Jason Cooper-</b> Nothing much, all vehicles that require servicing are completed. The broken windscreen in the Sniperley car has been replaced and the cameras to be recalibrated. An issue has been raised with the bikes at Netherby being parked incorrectly an E mail to be sent to remind members of the correct procedure. Also an issue with access for the bike at West Denton due to Fire station staff vehicles blocking access.</p> <p><b>Paul Curran-</b> Fundraising and one other risk assessment are outstanding. Incident and lone worker policy is nearing its final draft stage. Two new procedures are now ready TRG001 and TRG002 these are shadow shift and checklist these are now published and in the members handbook. A decision is required Re- associate roles regarding email and slack access. At present there are 9 x Drivers and 13 Riders awaiting advanced qualification. 2x Driver and 1 x Riders have had E vouchers issued. Shadow Shifts, 1x Driver outstanding also 2 x Riders and 3 x Drivers need to be scheduled. 2x Controllers are in training with the potential of another 7 ( realistically 4 or 5) Also 2 new shadowers on board.</p> <p><b>Ria Burnett,</b> Nothing much, shifts are being covered by split shifts however we are suspending at 1am tonight. We are struggling for controllers this weekend. An issue has been raised that some riders are struggling to get the keys out from the key safes. Jason to look at purchasing 2 larger key safes to replace those affected Sean Storey</p>	<p style="text-align: center;">J.C P.C</p> <p style="text-align: center;">P.C M.T</p> <p style="text-align: center;">J.C S.S</p>

<p>to see if we can do this.</p> <p><b>Ian Jamieson</b>, This Month has been busy with inductions 4 on the 4th 5 on the 12th and 5 on the 26th April.  There are 3 inductions outstanding if no more get booked then the next induction will be online.  3 potential new members cancelled no further action and they will be removed.  Leavers- Ian has processed John Everitt and is beginning the process of 3 more.  An official letter and email to be sent Tracked to an ex member for his NEAS key and uniform.</p> <p><b>Mike</b>, A mechanism is now in place for us to complete the Trust reports and he will catch up with all the outstanding ones. Mike to discuss with Sean storey.  Members will be able to see their milestones and this will include how many shifts, how many jobs they have completed.  New BOB run logger are now in place.  An issue was raised with the job logger when collecting from BTS as we can carry Blood, Platelets, and Plasma. Is there a method to record each job with what is actually collected for each consignment for controllers as riders and drivers can just write what they collect on the job ticket.  With regards to the new website Mike has spoken to Martin Price re background process and he has requested some examples of the new website to allow for any changes before it's too late in the process.  Mike has spoken to Ria to add new shift facilities i.e Milk run, Relays, shadow shifts and split shifts to be added in OLRs.  Shadow shift riders and assessors should record the member milestones that they have completed.  Events please can the location be added at the time of booking.  Kirsty raised that as we no longer have a trailer for events just the events vehicle could this be changed to just show it as the events vehicle.</p> <p><b>Lee Smith</b>, Total funds at present are £160,687.19 these are held in various accounts.  Lee asked if we have any over 75`s for insurance purposes. As fleet insurance is due in June 2025, Mick stated that he had negotiated and revised the upper age limit to 78. If anyone is above this age then we need to notify the insurance company.</p> <p>Lee Smith left the meeting.</p> <p>Alan Kinghorn has an Equals card with a balance on it. Mike will contact Lee to get the funds removed and the card returned.</p> <p><b>Kirsty Lawrence</b>, Things are going well with Fundraising.  Dog coats are to be collected from Ria.  Grants for advanced training should be received soon.  The afternoon tea event is progressing well with plenty of volunteers baking for this event. Leaflets are ordered and will be delivered in the area.  Tombola prizes are going well for the event.  Northumbria easter egg event raised £3000 for us with 755 bikes attending.  Durham easter egg run raised just under £1000 for us as well.  Bebside raised approx £3200 for us with the official handover happening today.  The Spar have just opened applications for grants.</p>	<p>I.J</p> <p>M.T S.S</p> <p>M.T</p> <p>M.T R.B</p> <p>M.T</p> <p>M.T L.S</p>
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<p>We currently have 10 places left for the great north run. The 360 challenge is not going well as Kirsty had plenty of volunteers but several have dropped out and other events needing cover. Also one of the venues has closed down and a venue of Berwick is required (poss Mcdonalds) however at the moment numbers are down for this event.</p>	K.L
<p>Events assistant role Kirsty to update and a few members are interested. Mike commented that we need to fill the role of newsletter writer to keep people and members informed of what's happening.</p>	K.L
<p>A question was raised with regards to cover for committee roles if something should happen to one of us. It was agreed to look at succession planning in the next six months.</p>	M.R
<p><b>Simon Whitmore</b>, Nothing to report as no access to contribute to the meeting only able to listen, I.T informed</p>	I.J
<p>Mike, informed the meeting that we can use Motorola dispatcher on Windows 11 and a rolling program to replace laptops upgraded to windows 11.</p>	M.T I.J
<p><b>Paul Curran</b> would like to express his thanks to Kirsty for sorting out the grant from the hospital.</p>	
<p><b>AGENDA,</b> Complaint - nil Major events - 360 challenge. GNR. Open meeting in June Kirsty to ask Northumbrian water for use of their premises. The AGM to remain at Fire H.Q It was also suggested that we should ask NEAS bernicia house for meetings Paul Curran will contact Sean storey.</p>	K.L P.C S.S
<p><b>Mike Thompson, data breach,</b> We need to contact the search engine to remove the information however it may fall to the person concerned but we will assist. All external contacts to be moved to a secure confidential list page, this will include events information. An apology letter will be sent. The new website will have a public and a members profile separate from each other to improve security. Mike also requested that all committee members send in photo of themselves for their committee profiles. All staff email addresses are not to be made public. Bio`s for committee members are all ok but can be updated if required. Aux roles do we need them to have email addresses and access to the Slack channel, it was agreed that they would only get these if it was specific to the role they take on. Outward facing members will need e-mails Ian and Mike to work through.</p>	M.T ALL M.T I.J
<p><b>A.O.B</b> Nav 6 sat nav systems on the BMW bikes are having issues with ghosting and freezing, Jason to work with Kirsty to assist with grants to replace these.  Mike Thompson to alter the Shift/ vehicle lines on the OLRs system to make it easier to read any affected member will be contacted prior to any changes.</p>	K.L J.C M.T

	<b>Date and Time of Next Meeting 3rd June Online</b>	
	Meeting closed at 20-35	

Chair / Vice Chair ..... Print Name: .....

Date:.....