



**Confidential**  
**Minutes of Committee Meeting**  
**Thursday 07/10/ 2019 - 19:00 to 21:00**  
**Asda Benton Community Room**

Present:	Graham Moor, Alan Kinghorn, Chris Mann, Ronnie Paton, Stephen Winn, Laura Taylor, Gary Annan
Apologies for Absence:	Alan Johnson, Sean Storey, Julian Brown, Kirsty Lawrence.

No	Item	Action required
1	<b>MINUTES OF LAST MEETING</b>  Acceptance of 2019 AGM minutes Proposed by: Ronnie Paton Seconded by: Graham Moor	
2	<b>CHAIRMAN'S WELCOME</b>  Graham welcomed the new committee members.	

<p><b>3</b></p>	<p><b>INDUCTIONS</b> Ronnie is looking to update and revamp the induction process.</p>	
<p><b>4</b></p>	<p><b>MEMBERSHIP SECRETARY</b> It was announced that Rob Wilks was standing down as membership secretary , and that Ken Tait was being co opted to the roll.</p>	
<p><b>5</b></p>	<p><b>FIT AND PROPER PERSON’S CHECKS</b> It was pointed out that the fit and proper person’s checks were the responsibility of the secretary.</p>	
<p><b>6</b></p>	<p><b>RIDER/DRIVER ASSESSORS</b> It was noted that we have 3 assessment rider coordinators, 3 assessment driver coordinators and 1 coordinator qualified for both.</p>	
<p><b>7</b></p>	<p><b>COMPLAINTS AND INVESTIGATIONS PROCEDURES</b> These are to be allocated to 1 committee member but must be overseen by at least one other committee member and preferably 2 . This procedure to be updated.</p>	
<p><b>8</b></p>	<p><b>West Denton Fire Station Storage Solution.</b> It was announced that we have permission to locate a secure storage container at West Denton fire station. It was agreed to investigate and source a suitably sized lockable storage unit, for the purpose of storing event equipment.</p>	
<p><b>9</b></p>	<p><b>EVENT VEHICLE</b> It was suggested that we purchase an events vehicle for the sole purpose of transporting event equipment and towing the trailer. it was suggested that Alan Johnson 2, make enquiries about a transit style van with a fee of £12,000</p>	

	to £16,000	
<b>10</b>	<b>YETI</b>  Alan Johnson 2 had requested the committee to look at replacing our Yeti which has 130,000 miles on the clock. It was decided to ask AJ to look into acquiring a similar vehicle for no more than £10,000, and to produce a car replacement policy for the future.	
<b>11</b>	<b>ITC</b>  Alan Kinghorn explained the ongoing work with our website. He explained that we would be moving to a dedicated web host after a 5 day trial. Alan is also looking to replace the front page of our website and is working on a new job logger, so whoever inputs job details first, ie rider/driver/coordinator, the other member need only verify the details.	
<b>12</b>	<b>GDPR</b>  It was discussed that the charity should produce a professional privacy policy to be included in the new members induction, and mailed to current members.	
<b>13</b>	<b>MEMBERSHIP</b>  It was suggested that membership renewal be given the same status as the MHRA test and the DVLA checks. ie, if not completed, members will be automatically taken off duties.	
<b>14</b>	<b>CONFIDENTIALITY</b>  It was pointed out to the new committee members, that they will be required to sign a confidentiality agreement.	
<b>15</b>	<b>FUTURE MEETINGS</b>  Graham Moor enquired about the possibility and feasibility of conducting the odd committee meeting via conference call. The idea wasn't dismissed but concerns about not having face to face meetings were raised.	

	<p><b>MEETING CLOSED AT 20.45hrs WITHOUT ARRANGEMENTS BEING MADE FOR THE NEXT MEETING</b></p>	
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Chair / Vice Chair ..... Print Name: