

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of meeting held on Wednesday April 20th 2016
at Winslow Council Chamber 7pm

Present:

Trish Cawte	Chair / WTC / Trustee
Sue Marchant	Co ordinator
Sheila Cadge	Secretary / Trustee / Volunteer Driver
Lynne King	Trustee / Volunteer Driver
Jan Pentony	Trustee / Volunteer Driver

1 Apologies

Fiona Holmes, Alan Eatwell, Andy Terry

2 Acceptance of minutes of March 24th 2016

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

These were covered in other agenda items

4 Secretary's Report

There was none

5 Treasurer's Report

FH's report pointed out	Estimated new bus costs	£85,500 (Bus delivery + VAT)
	Extras agreed at meeting + VAT	£ 300
	Total	£85,800

Rounded up to 86K

Currently we have 68K

Shortfall 18K

Allowing extra costs + unknown signage costs, **FH** suggested 22K taken from savings

This was agreed at the meeting

To be noted – VAT will be reclaimed & therefore monies can be returned to savings account (once reclaimed monies are in current account)

FH also pointed out

- that **LK** still has to raise an invoice for her covering **SM**'s absence
- Chq 1067 has not yet been presented. **TC** to chase if not paid by next mtg
- **AT** has not yet been paid for Midas training

6 Coordinator's Report

Trips – since last meeting we have had 5 group hires & run 5 excursions

Bus – The brake light came on again, so I had to hire a replacement bus for the run to Burford Garden Centre & took the bus into the garage. They replaced the front brake pads, though it seems they were not completely worn. The light stayed off afterwards but started coming on again last week. The bus went in for a full service on April 18th; they said a wire had come loose re the brake light. The bus now seems to be running well!

Midas – new volunteer driver has accompanied drivers on most of the service runs.

Aylesbury Market Service Change of Registration – This has now been approved & is in effect. The lady from Whitchurch has used it for the last 2 Fridays & is very pleased with it.

Grt Horwood PC- Unfortunately no one was able to attend

Sale of Bus – There has been a flurry of emails between Kyle Banks (Community Links Officer Aylesbury Vale South), Paul Irwin (Deputy Cabinet Member for Transportation, County Councillor for Stone & Waddesdon Ward, District Councillor for Waddesdon Ward) & Keith Webster (Fleet Client Officer Buckinghamshire CC) to arrange a date for viewing the bus. No date has been confirmed to me yet.

Princes Risborough Community Bus has been in contact with me, as they too are trying to sell their bus & are hopping to send it to auction.

Signage – I have been in contact with Sign Wizard & they have the details of the bus & wording. They gave me an approximate quote around the £200 mark.

Insurance quote – The insurance will stay about the same as at present - £1800 but they cannot offer GAP Insurance. They advised that the vehicle supplier might be able to offer it or, we might find an offer on line.

Service Quote – I have received the following quote from Mercedes Benz:

Based on an annual mileage of 18,000 miles per year (increased this slightly to protect yourselves from additional charges). This will include all inspections & servicing / repair works that are required. Only things you will need to pay for will be damage items & tyres.

This works out at £183.93 per month based on a 513 Sprinter (not sure what type you are buying). Have also spoken with my manager & for 8 weekly inspection on its own, we can do that for £75 per inspection plus VAT.

SM will contact London Hire to get advice re these costings

Leave – I will be on leave from Monday 25th April to Saturday 7th May & Lynne will be in charge.

7 New Bus – Logos, Signage, Farmers’ Market & Launch

Signage – see item 6

RAL colour chosen is RAL 5005. Lettering to be white or yellow

Bus Logo on front, Winslow & District Community Bus on sides,

www. Winslowbus.com on top of screen at front, WTC & WDCB logos on back of bus

Farmers’ Market – we will be at the first one after receipt of new bus

Launch – to be discussed separately once we have a definitive date

SM showed ‘Winslow Bus’ T shirts.

TC had quote for fleeces from T King Associates (minimum quantity on any size is 2)

Each costs	£10.50
New logo	£25
Delivery	£7.50
VAT	££23.30
Total (VAT + delivery)	£139.80

SM to email drivers asking who would like one

LK showed trolley token info – 100 would cost £1.45 each	£145
Set up	£45
Total	£190 excluding VAT

Torches – **LK** will continue to investigate costs

8 Disposal of current bus

See Item 6

9 Policies, update, & date for next meeting

SM & TC have revamped H&S Policy

SM & AT will update Driver Registration Form

SM to email Articles of Association, Driver's Subsidies, Driver's Forms, Accounts, Bus Check Lists

Next Policy meeting – Wednesday May 11 WTC Office 3 pm to look at Articles of Association

10 Correspondence

Email received from Charity Checkout – committee decide it was not applicable

Regarding Auto enrolment for Pensions - £80 + Vat is a one off cost. We could complete this ourselves but after discussion, it was decided to ask PIE to complete it

11 AOB to include items for next agenda

SC gave apologies for June meeting

JP reminded committee she has information re source of grants she gathered at Community Impact Bucks Seminar

TC to check pay rise for SM (previously annual rise)

12 Next TAM Meeting

It was decided that this was not needed yet

13 Date of next meeting

Thursday May 26th

WTC Office

7pm

Signed as correct:

Trish Cawte

Chair

Date: