

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of the meeting on Thursday 26th April 2018
at Winslow Council Chamber 3.30 pm

Present:

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

1 Apologies

Fiona Holmes, Lynne King

2 Acceptance of minutes of 29th March 2018

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

Strategic Documents – SM will upload the following: BSOG templates (monthly, quarterly, Section 19 – 6 monthly, Section 22 – annually) with a short description

MOT, Licences, Insurance Document, trip templates

Diary App – SM will look at google calendar Insert 8 weeklies, committee meeting dates

Training – SM identified the following areas – BSOG Forms, monthly, quarterly returns, day to day running of bus

Training date - Weds May 23rd 3.30pm WTC

BT Bill – AT spoke to BT – To move main line we need to contact provider.

Volunteer Driver – now fully trained

Dash Cam – SM to contact drivers to inform them it is now fitted. If anyone wants handbook –it can be sent to them If anyone has an accident – let SM know so she can access camera sim card

4 Secretary's Report

There was none

5 Treasurer's Report

Balance - £8,000+ (Includes VAT quarterly refund of over £1,000)

CCLA savings – Interest at March 31st - £77.47

CCLA total - £98,000 +

Cheques paid to PIE, SM, AT (Midas training) SC (bus wash)

Standing order for PIE signed

6 Coordinator's Report

Bernwode Cheque received

Bus The bus was repaired and returned to us 23rd March. I have received an invoice for hire of the Bernwode Bus so will claim for this to be repaid on our insurance, along with Practical Van hire payment.

Trips Since the last meeting we have had 5 excursions and 5 group hires.

Warranty work In order to keep our warranties active, I have had the Eberspacher system serviced by an approved agent. I have also booked in an engineer to attend to carry out the Loler (tail lift weight test and service) which is required every 6 months.

Westcroft I have had several requests to run the Westcroft Bus from Steeple Claydon.

I am considering registering it to go into the Claydons on one Thursday a month.

Leaflets Leaflets were delivered in Mursley and Lt Horwood.

Funding We received a letter from WTC to say that funding for 2018 has been approved.

Buckingham Garden Centre

I am running an excursion in collaboration with BGC to visit 2 gardens, Hidcote and Kiftsgate. They are advertising the outing to their customers, with a pick up at the garden centre, but all enquiries and payment etc go through the bus.

Winslow Show I presume we will be attending the WS again this year. The stalls are £30.00 each and we have 2.

7 Dash Cam- See item 3 Manual is on server

8 Bus Handbook SM + AT to meet & finalise updates

9 Telephone update & future storage / office space See item 3.

TC to contact Charles to move forward negotiations re storage space forward & to ask about parking

10 Data Protection SC to circulate Data Protection template for trustees to add to/delete/comment on

11 Passenger emergency contact SC to circulate form for passengers for trustees' comments

12 Paid admin help After discussion, SM felt it wouldn't work, but will keep it mind should such a need arise

13 Drivers over 70 It was agreed that the required medical would be paid by WDCB

14 CTA Standards Deferred to May meeting

15 Dept for Transport consultation After lengthy discussion, SM will send questions for Trustees to add answers She will complete & send answers 'as we run at present'

It was suggested we write to John Bercow putting our concerns that if the Govt. proceeds, we would be unable to continue running the bus

16 Leaflet Drop -see item 6. Grt Horwood leaflets ready Delivery date to be decided

17 Trustee Event April 25 Report back at May meeting

18 AGM, coffee morning dates – deferred to May meeting

19 Items for information/ to be included on next agenda

WADLAF, CTA Standards, Section 22, Dept for Transport questions, Dates for AGM, coffee morning, leaflet drop, Trustee Event report

20 Dates of next meetings

Wednesday 23rd May 2018

Winslow Council Chamber

3.30 pm

Thursday 24th May 2018

Winslow Council Chamber

3.30 pm

Signed as correct:

Date:

Trish Cawte