

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of meeting held on Thursday 25th August 2016
at Winslow Council Chamber

Present

Trish Cawte	Chair / WTC / Trustee
Sue Marchant	Coordinator
Sheila Cadge	Secretary / Volunteer Driver / Trustee
Fiona Holmes	Treasurer / Volunteer Driver
Andy Terry	Volunteer Driver / Trustee

1 Apologies

Lynne King, Jan Pentony

2 Acceptance of minutes of 28th July 2016

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

SM still to email **FH** re updating accounting documents

Seatbelts have been adjusted

SM still to investigate 'CEO company'

TC/SM to look into walking stick holder & **AT** to check shed !

SM /AT to re investigate 'get you home wording' if step/door fails

SM -Locking/unlocking procedures of bus to be sent out again as not all drivers received email

SM – blind on driver's side

Stats have been sent to **AT**

FH has contacted **PIE**

4 Secretary's Report

There was none

5 Treasurer's Report & Draft Accounts

FH has paid cheques, sent out monthly summaries

Current acct has 16K + Suggested & *agreed that* 10K be moved to CCLA COIF acct

6 Coordinator's Report – questions

Bus – seat belts adjusted. 1 softer seat fitted for comparison. Cost - £35 per seat to change

Trips - 7 excursions, 4 hires

YN08 NXD

- Letter received from **MID** to say old bus not insured & still in our name.

Contacted Paul Irwin who has not sent in p/w !

Agreed SM to contact him urgently again

Key Safe

- has been fitted, but not large enough to hold bus keys. Another to be bought

Volunteer Drivers

- 2 drivers being trained Sept 2nd. 1 for regular hire for Swan House.

Winslow Show

- Only have 'Where's the Bus' at present. **FH** & maybe **LK** to help

SC there in am. Driver's hat available for photos for youngsters

AGM – **SLR** booked for 29th Sept. 7.15 → 9 pm

Driver Registration Form

- amended & to be sent out to drivers

Laptop

- Andy had laptop for a day & it now has a SSD & new keyboard
Absolute transformation that makes my work easier !

Phone Call

- from Richard Maskell Dial a Ride have money to allocate – some will come to us

Lt Horwood Parish Council

- contacted SM re possibility of running a bus to Buckingham

7 Excursion & ticketed events policy

The recent Black Country visit ended up with only 8 passengers

After discussion - *it was suggested that for longer trips + theatre trips, once the trip had been confirmed, a £10 deposit would be required. Cheque could be sent by post*

Any cancellation should be 10 days before trip date

To be discussed at AGM

8 WDCB shared Online Service

AT has looked at cloud based services

Problem – is set up for sharing (rather than library style) + they will charge

AT suggested our own set up – access for committee only, 2 months trial, Cost £167 + VAT

It was agreed that AT should proceed with set up & trial run

9 Trustees – Skill sets

AT talked through recent email

Suggested & agreed he speak to committee individually to ascertain each level of involvement

10 Job Description

SM/AT to put together a Job Description

11 Standard operating Procedures

AT to assist SM with SOPs

12 Website / Facebook

SM to send new bus picture to Pat Dixon for website

Facebook – FH will look at this with J Davies

Suggested new bus picture + contact details + use of website link

13 Correspondence

Confirmation received of 30K to COIF deposit acct

Replacement Allstar petrol card received

14 Salary / Lump Sum / PIE Notification

TC confirmed salary increase of 6.25% back dated to April & lump sum awarded

PIE have been notified

15 AOB, to include items for next agenda

SC asked about perspex box for donations

It was decided not to replace it yet

16 Dates of next meetings + AGM

Winslow Centre Meeting	Wednesday 21 st September	7pm	Sir T F School
Committee Meeting	Thursday 22nd September	7 pm	Council Chamber
TAM Meeting	Wednesday 28 th September	2 pm	Council Chamber
AGM	Thursday 29 th September	7.45 pm	St L Rm

Signed as correct:

Trish Cawte

Chair

Date: