

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of meeting held on Thursday 22nd December 2016
at Winslow Council Chamber

Present:

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

1 Apologies

Jan Pentony, Lynne King

2 Acceptance of minutes of 30th November 2016

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

Key Box	see Item 7
Walking Stick Holder	Sourced by AT & fitted in bus
'Get you home' instructions	SM/AT have this in hand
Donation Box	Committee to continue looking
Extension Belts	Extras ordered
Masonic Donation	Nothing heard
Insurance Claim	No update yet
Winslow Centre use	SM has sent email
Hi-viz jackets	SM to order

4 Secretary's Report

Confirmation statement has been made for Companies House Form PSC08 has been completed
Could not access Charity commission website. SC & FH will complete details on Jan 11th 2017

5 Treasurer's Report

FH sent out accounts prior to meeting.
Balance - £9000+
VAT payment has been sorted out.
CCLA transfer is yet to be completed

6 Invoice Update

FH asked for copy of any invoice that includes VAT

7 Coordinator's Report

Bus – still having problems with the seat belts twisting – I sprayed them all with silicone – doesn't seem to make much difference. I will get on to Phoenix in the New Year.

Trips – 2 excursions, 7 hires

Christmas Lunch – went very well – 52 attending

Key Safe – I went to Lock & Key & identified a safe that the keys would fit in - £40 from shop – I have ordered online for £17.49

Seat Belts – I have ordered 2 more extension seat belts – 200mm & 300mm

Sun Visor – When I looked into it, this seems quite a tricky operation – may go for an alternative solution

Winslow Centre – I have emailed Gill Smith to enquire about future use of the car park

8 Trustee Skills

Committee to discuss at next meeting & complete form

9 MIDAS

Waddesdon have yet to contact AT National Trust did say they would use AT for training but yet to contact

SM to contact previous users eg St John's

10 Correspondence

There was none

11 Items for information / to be included on next agenda

Information – Very generous donation received from Patricia Rudkin. Thank you letter to be sent from committee

SM to show FH how to complete BSOG forms

SM to check if DBS forms needed for drivers

SM to upload trip figs

Agenda - Trustee Fair (AT)

Cover for SM. LK has been approached to cover

12 Date of next meeting

Thursday 26th January 2017

Council Chamber

5pm

Signed as correct:

Trish Cawte (Chair)

Date: