

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of the meeting on Thursday 22nd February 2018
at Winslow Council Chamber 5 pm

Present:

Trish Cawte
Sue Marchant
Sheila Cadge
Fiona Holmes
Lynne King

Chair / WTC/ Trustee
Co ordinator / Volunteer Driver
Secretary / Volunteer Driver / Trustee
Treasurer / Volunteer Driver
Volunteer Driver / Trustee

1 Apologies

Jan Pentony, Andy Terry

2 Acceptance of minutes of 25th January 2018

These were accepted & signed by TC

3 Matters arising

Overdue accounts – cheque to be signed !

JP - Cheques for use of St Laurence room still to be chased

SM to identify strategic docs for uploading to cloud (insurance, VAT certificate, service records, BSOG)

FH & AT will upload these

4 Secretary's Report

There was none

5 Treasurer's Report

Balance K13+

Some cheques to be signed - including AT's purchases, Companies House late payment

FH explained the requirements for Companies House & Charity Commission

Debit card has been used more this month. Insurance to be paid soon

PIE requested receipts sent electronically

SM to check any outstanding invoices

6 Coordinator's Report

Bus – no problems to report. Hughes had to replace front & rear brakes & pads – cost £471.92

Trips – 3 excursions, 2 group hires since last meeting

Voluntary Drivers – AT will train another new driver 2nd week of March.

We're not doing too badly for drivers at present

Computer – My laptop went down last week. Luckily I had the new laptop which I picked up from AT, so was at least able to send some emails before that failed too

Winslow Youth Centre (see item 18)

I have heard from the Project Manager from BCC regarding the demolition of the youth centre.

She has suggested a meeting Mar 1st or 2nd to discuss future plans

Grt Horwood Parish Council cheque for £500 received

Donation received from previous passenger

Winslow Football Club SM has heard nothing from

Live Streaming trips are going very well

7 Dash Cam Update

This has been bought, AT to attach it

8 Bus Handbook

AT to update

9 IT Statement & Policy

- Update on laptop & telephone

-Strategic Document addition to the server

These are both ongoing

10 Trustee Training – specific area identification & training plan

SM to suggest specific areas for Trustees to receive training

11 CTA Performance Standards

Deferred to next meeting

12 Diary – mileage & web based

SM to put ‘Diary App’ on new computer ready for information to be added

13 BSOG

Recognised as a specific area for training

14 Dept for Transport Consultation

Decided to meet **Wednesday March 14th** solely to complete the questions sent

15 Costings

Deferred to next meeting

16 Leaflet Drop

Mursley – proposed day **Tues Mar 27**

Grt Horwood **Weds Apr 11**

17 Trustee Event

Deferred to next meeting

18 Winslow Youth Club

SM will ask at BCC mtg (Mar 1 or 2) about bus parking & obtain information about what BCC will offer current users

TC reported that the 1st floor rooms at WTC offices are to be made available for ‘use by community groups / small businesses on a casual basis’.

At the moment we only require secure storage space, telephone line & a server.

19 Items for information / included on next agenda

For information – Leaflet printing email received **SC** to reply - no thank you
AT has asked for BT bills (**FH** to scan & send) + other BT information
Passenger commented on the difference in aisle front seat in bus – not as comfortable !
SC asked if Data Protection Changes (due in May) will affect the bus
To ring Information Commissioner’s Office for clarification
Discussion on 1st Aid course for drivers
On agenda – Bus Handbook, costings, Trustee event, Leaflet Drop, Transport Consultation,
CTA Standards

20 Date of next meeting

Thursday 29th March

WTC

3.30 pm

Signed as correct:

Trish Cawte