

**WINSLOW & DISTRICT COMMUNITY BUS**  
**Minutes of meeting held on Thursday 26<sup>th</sup> January 2017**  
**at Winslow Council Chamber 5 pm**

**Present:**

Trish Cawte	Chair / Trustee
Lynne King	Deputy Coordinator / Trustee / Volunteer Driver
Sheila Cadge	Secretary / Trustee / Volunteer Driver
Fiona Holmes	Treasurer / Volunteer Driver

**1 Apologies**

Sue Marchant, Andy Terry, Jan Pentony

**2 Acceptance of minutes of December 22<sup>nd</sup> 2016**

These were accepted & signed by TC

**3 Matters arising from minutes of last meeting**

Hi viz jackets are in grey box

CCLA transfer is in hand

SC found possible donation box; to put in bus

Nothing received re Masonic Donation, Insurance claim, Winslow Centre use

SM to continue following up - 'get you home instructions', extension belts, still to meet with FH re BSOG info & if DBS forms required for drivers.

SM to upload trip costings, bus graphics

**4 Secretary's Report**

SC & FH met Jan 11<sup>th</sup> & sent Trustees Annual Report & Accounts to Charity Commission

FH to find their Policies list for next meeting

**5 Treasurer's Report**

FH gave CCLA balance; current account has £16K +

We have a £5000 donation & Annual Insurance is due

In December we had several Fuel Card charges of £2.28 per transaction where the fuel used was

**NOT GULF** This has been resolved

LK will email drivers to 'remind' that Winslow garage is best place to fuel up

On long trips any GULF garage will not incur a charge

Cheques were signed for office rent

**6 Invoice Update**

External invoices still to be looked at

**7 Coordinator's Report (LK)**

Tail lift became 'stuck' on Weds market run Resolved by lifting to full height & starting again

Noted that catches were rusty. LK to take photos

Cheque paid to Braziers for use at Xmas lunch

Suggested we have a Thank You letter/card with bus on front when any donation received

Bus graphics need to be uploaded

**8 Midas**

To be on Feb agenda

### **9 Co op Funding Application**

After meeting & conversation with Co op co ordinator, decided an application this time needed more thought. Can reapply in October if a project identified  
TC to speak to Josh at Swan House to find their needs

### **10 Trustee Skills**

TC led discussion of list from AT. Trustees to complete & return to AT

LK suggested a need for tall stand for marketing use – could be used at Winslow Show, library exhibitions, future fairs

TC - to talk to work's marketing Dept.

- to ask for notice re use of bus to be included in next 'Town Crier'

### **11 Trustee Fair**

AT sent report to committee from the day

### **12 Correspondence**

There was none

### **13 Items for information or to be included on next agenda**

Charity Commission policies – FH

Co op Community Fund

Marketing

Thank you card

Parish News

Midas

Minutes of meetings from October '16 to be uploaded - SC

### **14 Date of next meeting**

Thursday 23<sup>rd</sup> February 2017

Council Chamber

5 pm

Signed as correct:

Trish Cawte (Chair)