

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of meeting held on Thursday 28th July 2016
at Winslow Council Chamber 7pm

Present

Trish Cawte	Chair / WTC /Trustee
Sue Marchant	Co ordinator
Sheila Cadge	Secretary / Volunteer Driver / Trustee
Fiona Holmes	Treasurer / Volunteer Driver
Lynne King	Volunteer Driver / Trustee
Jan Pentony	Volunteer Driver / Trustee
Andy Terry	Volunteer Driver / Trustee

1 Apologies

There were none

2 Acceptance of minutes of 23rd June 2016

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

AE has been thanked for his work as a trustee

SM still to email FH re accounting matters

4 Secretary's Report

There was none

5 Treasurer's Report

FH emailed committee with accounts

£42,000+ in current account – money not yet moved across & all VAT now refunded

FH suggested £30,000 to be transferred to COIF acc *Agreed*

At the moment: Current COIF - 1st acc – £11,000+, 2nd acc - £27,000+

6 Co-ordinator's Report

Trips – 6 group hires, 7 excursions

Bus Door has 'frozen' several times – rectified by pressing 'reset' button

Seats have been moved so should create more space for passengers

5 seat belts delivered twisted. SM advised seats need to be dismantled to correct fault

Helen (Treka) has been emailed. Waiting for reply

Bus was 'on show' at July Farmers' Market with some interest

1st 8 weekly was OK but some H&S stickers missing

Service Plan paid for & paperwork received

Old Bus

AA called several times as battery flat - not being driven !

8th July – SM met Simon Garwood. Bernwode Group to buy the bus through Waddesdon Parish Council. Invoice raised 13th July.

Bus handed over at Waddesdon Cricket ground; Mayor & High Sheriff of Buckingham in attendance. Photos of hand over of bus keys

V5 signed & bus went on July 26

SM sending separate invoice for extra insurance

Key Safe

Wall mounted key safe ordered, arriving Aug 4th

Carrying Oxygen

A passenger has to have oxygen on Brighton trip. **SM** has read H&S advice & informed our insurance

AdBlue

SM has a contact in MK for AdBlue at £10.50 for 10 litres Bus filled 7 days ago to $\frac{3}{4}$ & is down to $\frac{1}{4}$ again!

Scrape

First damage this week. Looks like damage to fibreglass at bottom of side panel. Bus to be taken to bodywork contact for a quote

CEO?

SM to look into info re becoming a CEO? Co.

7 New Bus – Issues

Suggested **SM** show drivers where reset button is for door / step should it be needed

JP suggested a device to contain walking sticks – *Agreed*

If the door / step fail: In extremis – a ‘get you home kit’ will be provided in the bus.

AT/SM to work out solution

SM/AT to agreement wording to circulate for locking / unlocking bus

Some sort of blind requested on drives side window for use when is very bright/sunny

8 Report / minutes – format, statistics & decisions

SM - agreed to email report prior to mtg in bullet point format

Statistics to be emailed to **AT** from start of new bus

9 Costings

See item 7 / 8

10 Trustees – Skills Map & recruitment

JP suggested ‘Skills Map’ **AT** to produce map of current Trustees & see which skills are missing

Discussion re how to find + how many Trustees needed

AT to write proposal on using IT storage to store bus documents for committee to access

11 Winslow Show

Help needed – SC + LK – am, FH – pm

‘Where’s the Bus’ + ‘Guess the Final Mileage of the old Bus’

12 Correspondence

There was none

13 Salary Review

It was agreed that a pay rise be awarded to **SM** backdated to April 2016

FH to contact PIE

14 TAM for 2017

JP suggested an overview in advance

Date set: Weds 28/9/16 2pm Council Office

15 AOB, to include items for next agenda

SC gave apologies for 22/9/16 meeting

AGM date set – Thursday 29/9/16

TC - to check if St L. Rm free for AGM or Bowls Club ?
to check if Council Office free for TAM mtg
to confirm Winslow Centre meeting date - Weds 21/9/16 ?

Agenda item – yearly accts

AT to liaise with **SM** to ‘sort out’ the computer problems

16 Date of next meeting

Thursday 25th August

7pm Council Chamber

Signed as correct:

Trish Cawte (Chair)

Date: