

# WINSLOW & DISTRICT COMMUNITY BUS

## Minutes of meeting held on Thursday June 23rd 2016 at Winslow Council Chamber 7 pm

### Present:

Trish Cawte

Chair / WTC / Trustee

Sue Marchant

Co ordinator

Sheila Cadge

Secretary / Trustee / Volunteer driver

### 1 Apologies

Fiona Holmes, Jan Pentony, Lynne King, Andy Terry

Alan Eatwell tendered his resignation prior to 23-6-16

### 2 Acceptance of Minutes of 26th May 2016

These were accepted & signed by TC

### 3 Matters arising from minutes of last meeting

Trustees still have to discuss pay rise for SM

### 4 Secretary's Report

There was none

### 5 Treasurer's Report

FH had emailed committee with PIE information. She suggested moving some money from current to deposit account & more once VAT refund arrives.

### 6 Co coordinator's Report

Since last meeting we have had 5 group hires & run 3 excursions

**Bus** – We got our old bus back from the garage 27<sup>th</sup> May having had a new ABS sensor fitted. On 1<sup>st</sup> June the new bus arrived & myself & 6 drivers were given a familiarisation from Helen (Treka). Insurance was put in place & I extended the insurance for YN08 for another 2 weeks.

I took the new bus to Sign Wizard on 3<sup>rd</sup> June for measuring up & final instructions. I drove the Buckingham bus on 7<sup>th</sup> June. The step stopped working on the outward journey but the bus thought it was still out so the door would not close. I had to complete the journey with the door open & constant audible warnings including warnings that the rear door was also open!! Luckily Sheila could drive the old bus for the afternoon hire. AN engineer came out & found a loose micro switch wire. He thought that it had been fitted incorrectly.

8<sup>th</sup> June am – another door engineer came out to check all workings & adjusted the sensors on the rear doors.

8<sup>th</sup> June pm – I took the bus to Sign Wizard where they completed the signage

9<sup>th</sup> June – step failed again at the start of the Westcroft run & so Andy had to abort it. Myself & Lynne went to the bus in the afternoon & noticed it was catching on a bolt when retracting. An engineer came out at 7 pm & said that the step runner was bone dry & needed lubricating which had caused it to come out unevenly.

11<sup>th</sup> June – the step stuck out again when the driver was picking up in Weedon. I went out to meet it & we drove the passengers into Aylesbury, then drove the bus back with the step out & door open to pick up YN08. An engineer came out & disabled the step as he thought it must be a computer problem.

15<sup>th</sup> June – a replacement bus was delivered & the new bus taken back to Treka for a step overhaul.

Insurance transferred from new bus to replacement bus & temporary insurance was extended for a further week for YN08.

New bus was delivered back 22<sup>nd</sup> June & replacement bus returned. All well so far!

**Sale of bus** – Having heard nothing from the Waddesdon group re sale of YN08, I suddenly had an email on 12<sup>th</sup> June from Jemma at BCC saying that they needed to get the bus booked in for a full inspection & design agreement ‘before the scheme launches on 30<sup>th</sup> June’. She asked when we were aiming for ownership of the bus to be exchanged or if it would be easier for the group to hire the bus from us to get it inspected & the livery agreed. I replied that the bus was insured by us until midnight Tuesday 14<sup>th</sup> June & advised the group having their own insurance in place as soon as possible.

I confirmed that the price agreed is £7,800 inclusive of VAT & enquired what method of payment would be used. Having heard nothing back I rang Kyle Banks on 17<sup>th</sup> June who said he was no longer the contact but that a meeting had taken place, a committee formed & they had agreed to go ahead with the purchase of the bus. He said he would get Simon Garwood to contact me. He sent me an email cc’d to SG to this effect & suggested they reimburse us for the extra insurance !

I was then cc’d into an email from Paul Irwin (Deputy Cabinet Minister for Transportation, County Councillor for Stone & Waddesdon Ward, District Councillor for Waddesdon Ward) asking Jemma to book the bus in with Keith & then we can ‘arrange to pick it up & drop it to them’. I have heard nothing since.

**New Trustee** – I have spoken to Terry Capstick, one of our volunteer drivers, who would be interested in becoming a trustee & I suggested he come along to our next meeting. I think he would be a good addition to the team.

**Midas** – I have taken a new volunteer driver out who will be Midas trained 9<sup>th</sup> September.

**Key Safe** – I think we should review where we are currently leaving our spare keys. TC has offered us a wall at the side of his house to put a secure safe box, which would be a much better option than the current one.

**Service quote** – a service is required between 15 – 27,000 miles on average (a warning will come up) (This depends on the type of driving etc) **OR** within 2 years.

The services required are an A service, followed by a B service, followed by an A etc

On the 2<sup>nd</sup> B service (so after 4 years) you have a gearbox oil change which is **NOT** covered

The Care Plan **MUST** be put in place within 90 days of registration

The Mobilgo Breakdown Assistance is free for the 1<sup>st</sup> 3 years & renewed annually for free if serviced by a MB dealer.

If you get rid of the vehicle before using up the services you are reimbursed accordingly.

You can have this care plan for up to 6 years. This seems to make sense as we will no doubt have the bus that long & usually an A service is £130 & a B service is £250 We would be paying £120 for each service

You can either set up a DD agreement to pay monthly or just pay in 1 lump sum.

It seems a no-brainer to me to have a 6 year service plan, along with the £75.00 8 weekly inspections.

**Costs** – You can pay monthly for 12 mths - £99 / 24mths - £49.50 / 36mths - £33 / 48 mths - £24.75 **OR** pay the whole amount up front - £1188

## **7 New Bus – update, service contract**

For update see item 6

TC had produced spreadsheet to show all aspects of service contract. After discussion, TC to send

recommendation of buying 6 x £120 to committee for approval  
**SM** to ring insurance co for quotes  
contact Phoenix re bus seats – should have ordered ‘Hydra’

### **8 Farmers’ Market & Launch Sunday July 3rd**

**TC** has emailed Charles  
Bus can be parked on pavement by Indian restaurant, small gazebo by the side  
**SM** to be there 8.30 – 9 am  
**TC** to ask **LK** re trolley tokens & torches  
**SC** to buy Helium balloons  
**SM** to organise big timetables to display for regular runs  
**TC** to ask committee for help 10 – 2 pm

### **9 Sale of current bus**

See item 6

### **10 Winslow Show Monday 29<sup>th</sup> August 2016**

Space has been booked  
Driver’s hat will be used if anyone wants to ‘be in charge’ on bus  
‘Where’s the bus’ & maybe ‘No sweets in the jar’

### **11 Policies update & date for next meeting**

**SM** has emailed **AT** with drivers’ policy  
to contact **FH** with accounting matters  
No date set for another meeting

### **12 Correspondence**

There was none

### **13 AOB, including items for next agenda**

**Step** – **AT** identified that there should be a removable pin so the step can be pushed in manually should the need arise  
**SM** to contact manufacturers  
**Door** – **SM** has sent email to drivers with amended ‘How to open’ instructions. It is opened & closed fully manually before any other buttons pressed

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

Thursday 28th July

Council Chamber

7 pm

Signed as correct:

Trish Cawte

Date: