

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of the meeting Thursday 28th June 2018
at Winslow Council Chamber 3.30 pm

Present

Trish Cawte	Chair / WTC / Trustee
Sheila Cadge	Secretary / Volunteer Driver / Trustee
Fiona Holmes	Treasurer / Volunteer Driver
Andy Terry	Volunteer Driver / Trustee

1 Apologies

Sue Marchant, Lynne King, Jan Pentony

2 Acceptance of minutes of 24th May 2018

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

SM to send 'How to drive the bus' to all drivers

4 Secretary's Report

There was none

5 Treasurer's Report

There are adequate funds to transfer £5 K

6 Coordinator's Report

Bus The bus went through the MOT with no problem. It's also taxed for another 12 months.

Trips Since the last meeting we have had 4 excursions and 8 group hires.

Voluntary Driver I took another prospective volunteer driver out last week. They seem keen to continue but need a bit more driving practice. A driver sent their licence back as they are 70 in August (when they were going to retire) and was told it could take up to 6 weeks but got the licence back on June 13th with the D1 no longer on it. They therefore had to stop driving with immediate effect!

Membership I have had 60 membership forms returned so far.

Insurance I have had a short questionnaire sent from the insurers regarding **Liability & Trustee Indemnity renewal**.

2 of the questions are to confirm:

- Community Transport operator with 1 which is not loaned out to other organisations.
- No fund raising activities are carried out by the group.

Westcroft The Westcroft Bus has been full the last 2 trips. 1 person had to be turned down this week as full.

Leaflets Only the Claydons left to post – though not a lot of take up yet from villages completed.

SM to clarify - *both Insurance questions. Do Trustees need to respond?*
 - *if membership forms have been sent to all Affiliated groups & Drivers*

SM to remind all drivers - *when reapplying for their licence at 70, they need to read the application form carefully*

7 Telephone Update & future storage space

AT will speak to Charles & get telephone installation moving
He will purchase an i-phone with a BT chip

It was thought a good idea to have a working party to decide which old documents should be kept
FH will contact **SM** & arrange a date
TC to speak to Charles about furniture in the new office

TC confirmed the post can be redirected here when needed. **Post code is MK18 3HF**
TC to check cost of printed labels with new address for leaflets

Parking - As the library is not being demolished, the bus is safest remaining on those grounds
It was suggested **SM** contact John Chilver to confirm this

8 Future Trustee Training

Server IT training was suggested **Thursday August 9th Winslow Council Chamber 3.30 pm**

9 Future Maintenance of bus

It was suggested this was outsourced Once it is known how long this takes & frequency, an appropriate payment can be agreed
To be discussed in July

10 Data Protection

Membership form – update & Affiliated Groups / Drivers See item 6

SM to check who has not replied Send another as a reminder ?

Data Protection Template - **TC** to send again as not everyone received update

11 CTA performance Standards – ongoing

12 Leaflet Drop – future deliveries See item 6

SM to get ‘Claydons’ inserts to **SC**. **AT** to investigate who delivers Claydons’ Parish News

13 WADLAF

It was decided not to apply for a grant.

14 Rural Bus Route Consultation BCC end date July 20 2018

These have been filled in by passengers on BCC routes

15 AGM - **Wednesday 26th September**

SLR booked 14.00 – 16.30

FH will prepare accounts

16 Coffee Morning – Saturday 27th October

SLR booked 09.00 – 13.00

17 Items for information or to be included on next agenda

Info – Application of future new trustee discussed

Agenda - Winslow Show – helpers, Data Protection Policy template, Bus maintenance, AGM details (**TC**, **SC** to check resignation rota), Frequency of meetings

18 Date of next meeting

Thursday 26th July

Winslow Council Chamber

3.30 pm

Signed as correct:

Date: