

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of the meeting on Thursday 23rd March 2017
at Winslow Council Chamber 5 pm

Present:

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

1 Apologies

Jan Pentony

2 Acceptance of minutes of Feb 23rd 2017

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

Insurance claim – still nothing
Extension belts – SM to chase
Thank you cards – TC to follow this up

4 Secretary's Report

There was none

5 Treasurer's Report

FH apologised in advance for late accounts
Current acct balance - £16K+
CCLA - £10K to be transferred, Balance is £88K (includes donations)
Feb accts received from PIE
Swan House has been sent BACS info

6 Invoice Update

VAT invoice has been updated & will be put on server

7 Coordinator's Report – Questions

Bus – Mar 6th – driver had problem with step not coming out, then door stopped working electronically. However, door could be opened & closed quite easily manually. Liaised between myself, Treka & door technician. Had to drive back from London with door shut manually ie only held shut with bolt. With help from manuals & technician, was able to locate problem once home (SPH had unscrewed itself – a first!) & repair it. However door warning still incorrect & I've requested someone come & check repair & voice warning – they are due Thursday pm. *LK reported door had been looked at*

Trips – 4 excursions & 2 group hires

DBS – I have had response from Andy Clarke re 'DBS Services for buses'

'We only require drivers to be DBS checked if you are operating a school or social care contract. As you are running local bus services open to the general public a DBS check isn't required.'

BSOG – It seems an estimated claim form for Section 22 services I sent to BSOG for 2013 was

not received so, unknown to me, no payments were made to us in that year & no further forms were sent out. I have a copy of the forms I sent, plus the date they were posted but BSOG have not accepted this & will not pay us retrospectively. It was the period that all criteria & payment dates were changing anyway – some services ere being devolved to local councils & claims were being split between tendered & commercial services & all payment dates were changing. Therefore claim forms for 2014, 2015 were not sent & it was only when I checked having not received 2016 that they told me they had not received the earlier ones, therefore we were not on the system any more ! It was my fault for not double checking but the mitigating circumstances were all the changes going on around payments & I was still filling in the 6 monthly forms for Section 19 services (hiring groups & excursions) Until then all forms were sent to me automatically every year.

I therefore have to reapply for BSOG for Section 22 (Bus Services) which I am in the process of doing.

I have spoken to Andy Clarke from BCC & he has offered to reimburse us the loss (just under £800 per year) from a pot of money that BCC were given by the govt for supporting bus services. Thankfully we will not be out of pocket.

Trustees suggested in future any application for funding is sent recorded delivery

Affiliation 2017-18

I have sent out affiliation forms to all affiliated groups for renewal.

BT Bill – received in Dec for £185 - being charged for ‘classified line rental’

I eventually spoke to a human being & BT will drop charges from Jan

SM will ask for written confirmation of this

SM will submit written complaint to be reimbursed from October

It was suggested to go online & register a formal complaint

8 Midas

2 external courses due – scouts (Mar 31)

Waddesdon (Apr 1) in Waddesdon

AT to attend refresher course in Sept (Valid for 2 yrs)

Driver refresher course due

9 Trustee Skills

After discussion – agreed need to formalise process of finding new trustees

- identify gaps, devise application form / process of interviewing

Immediate thoughts – marketing & timetabling needed

AT to take this forward at Sept meeting

10 Marketing, including update from Mar 9th meeting

TC circulated notes from meeting

SM to take present leaflet to Harlequin for reprinting prior to leaflet drop

TC to follow up ‘rollerbanner stand’

11 Swan House

TC - ask Swan House where they would like to go on a trip

(Could apply to Co op for funding later) Maybe – Stowe / Green Dragon

12 Correspondence

Grant has been received from WTC

In future there is no need to apply as it will be a budget item

13 Items for information / included on next agenda

AT will do a 'server course' for trustees at convenient meeting

14 Date of next meeting

Thursday 27th April

Council Chamber

5 pm

Signed as correct:

Trish Cawte (Chair)

Date: