

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of the meeting on Thursday 29th March 2108
at Winslow Council Chamber 3.30 pm

Present:

Trish Cawte
Sheila Cadge
Fiona Holmes
Lynne King
Jan Pentony
Andy Terry

Chair / WTC / Trustee
Secretary / Volunteer Driver / Trustee
Treasurer / Volunteer Driver
Volunteer Driver / Trustee
Volunteer Driver / Trustee
Volunteer Driver / Trustee

1 Apologies

Sue Marchant

2 Acceptance of minutes of 22nd February 2018

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

Ongoing – SM - Identification of strategic documents, alterations for bus handbook for AT, costings, diary app ready for information to be added, specific areas for trustee training.

AT has copy of BT bill

FH St Laurence Rm cheques have been presented

4 Secretary's report

There was none

5 Treasurer's Report

Payroll Month 12 - Resolved

Bernwode Invoices – SM has contacted Bernwode regarding the outstanding invoice.

Balance -£9000+, bus insurance just paid (about £3000)

Cheques to go for SM, AT, JP

6 Coordinator's report (including BCC Meeting Youth Club use)

Bus The bus was involved in a scrape with a 7-ton farm lorry on its return journey to Whaddon on Wed 28th Feb. 2 large windows were shattered and there was damage to the top of the bus. There were 3 passengers on board, no-one was injured. The bus was recovered to P&A Repairs in Waddesdon and reported to our insurers. The driver of the lorry is contesting my (truthful) version of events and it seems like fault cannot be proved.

We had the use of the Bernwode Bus on some days and used a Practical minibus for the remainder. I picked our bus up on Friday 23rd Mar. The repairers also carried out extra repairs to pre-existing damage to rear, at a good price. We had to pay the excess and the VAT since we can't reclaim it.

Insurance Our insurance was actually due the following day but I was contesting the amount. Apparently, the incident in Morrison's car park in December last year has still not been closed and until then, we are paying over the odds for our insurance. I can reclaim costs of hire buses up to £100 per day, excluding the 1st 3 days, with a maximum of 28 days.

It increased my work load considerably both with the logistics of picking up buses and also accompanying drivers when using the Practical minibus and also taking on more driving generally. I will therefore defer my actions from last meeting to be completed by meeting in April.

Bucks CC meeting I had a meeting with Nadir Hashim, the consultant that BCC is using for the development of the Youth Centre and school.

It seems that the library will be left standing whilst the initial demolition works are carried out, so parking will still be available for the bus. The proposed start date for the demolition is August 2018 and expected to finish by Feb 19th 2019. The Notice period to vacate the Winslow Centre is Feb 18 to July 18 and I think they are hoping to tie in the Youth Centre to those dates too, though we have not received a formal notice to vacate yet. Nadir knew of the opportunity to use a room at WTC, but also put forward the idea of using a space in the Industrial site down Station Road.

*Discussion followed re Industrial estate - is earmarked for future housing
The bus can be parked at Winslow Centre until building starts
TC to speak to Charles re future parking at WTC & storage of files*

Laptop My bus laptop crashed around the same time as the bus crashed, which made my life even harder! Luckily, I had the use of the new laptop, though could only use this for emails. I now have the new laptop up and running properly though still a few glitches to sort out.

Trips Since the last meeting we have had 7 excursions and 3 group hires.

Volunteer driver Andy has part trained one new driver; he still has his practical to complete.

There followed discussion on how SM's load in emergency situations can be lightened – additional paid admin?

7 Dash Cam Update

AT to fit camera Weds April 4th

8 Bus Handbook

SM to alter relevant information & send hard copy to AT

9 IT Strategy statement & policy

Update – laptop & telephone

AT has 'sorted' laptop glitches Is in process of finding who manages mobile no.s & A. 715786

After discussion, it was agreed that should laptop 'go wrong again' SM should contact AT immediately for advice & not continue working on it or attempting to address any problems.

Strategic document addition to server

Bus data from original laptop can be found on server

SM will identify other documents to be uploaded by AT/FH to server

10 Trustee Training – specific area identification & training plan

Deferred to April meeting

11 Data Protection

SC has rung ICO – told to look at specific websites! Spoken with Big Society who started this process before Christmas & will meet with them next week Waiting for a BCC contact name to contact for clarification To download simple Data Protection Policy as starting point

12 Diary -mileage & web based

Deferred to April meeting

13 Costings

Deferred to April meeting

14 CTA Performance Standards

From **AT**'s email (Jan '18), we are deficient in standard 3 and need to put policies, procedures, standards & documents in place

Once these are achieved, we would be operating to the minimum standards that the CTA consider a community transport provider should be.

15 DfT Consultation, decide date of meeting

Date set for

2pm Thurs April 19th WTC

16 Leaflet Drop

Grt Horwood Weds April 11th **SC, FH, + others?** Meet at FH's 10 am
SC – to collect leaflets from **LK**

17 Trustee Event - 25th April 6 - 7.30 pm Gateway Conference Centre HP12 8FF

TC + AT attending – **TC** to collect leaflets + banner

AT has bios & will produce form for any interested parties

18 Items for information / to be included in next agenda

For info – AGM – date & time to be agreed
 Coffee morning – date to be decided
 Grt Horwood Parish mtg Monday 30th April – **LK** will attend

Next agenda – Admin help for **SM**, costings, diary, handbook, trustee training areas,
 data protection.

19 Dates of next meetings

Dept for Trans Consultation	Thurs 19 th April	Winslow Council Chamber	2pm
Trustees	Thurs 26 th April	Winslow Council Chamber	3.30 pm

Signed as correct:

Date:

Trish Cawte