

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of meeting held on Thursday 12th November 2015
at The Sir Thomas Fremantle School 7 pm

Present:

Trish Cawte	Chair / WTC
Sue Marchant	Co ordinator
Fiona Holmes	Treasurer / Volunteer Driver
Sheila Cadge	Trustee / Secretary / volunteer Driver
Alan Eatwell	Trustee
Andy Terry	Trustee / Volunteer Driver

1 Apologies

Jan Pentony, Lynne King

2 Acceptance of minutes of October 8th 2015

These were accepted & signed by TC

3 Matters arising from last meeting

TC to chase constitution information. AT has collected info for the Drivers' Handbook
Signatories for TSB have been confirmed. Decided not to go with shredding costs with Staples

4 Co coordinator's Report

Bus A bad smell emanating from the bus was noticed over a couple of days, so I took it in to the garage & they identified it as being the air-con. They drained it & re-gassed it & debugged it ! However when I went to drive the bus I realised it was in fact coming from the screen wash bottle. I took it back to the garage & they drained the bottle, washed it all out, refilled it & then had to debug the bus twice.

We then had the demonstrator bus for a week & when we went to start our bus up, the battery was dead. The AA came out & restarted it & it was fine for a week. Then, whilst in MK for a theatre trip, when the driver went to the bus to pick people up at 5.30 pm, the battery was flat again. I rang the breakdown & told the driver to make sure all passengers stayed at the theatre. The AA came out after about 45 mins & got the bus started, then no lights! Luckily the driver managed to run after the AA in time for them to come back & fix the fuse. All passengers home safe & sound by 8 pm !! The bus went into the garage the next day to have the alternator tested & had a new battery fitted. Last Sunday the bus was used for Remembrance Day lunch & the driver rang to say the wheelchair buzzer was going off. I went to Winslow but could not get ramp to move, nor could I locate buzzer. Although the tail lift won't budge, the buzzer is a safety device to alert if the ramp is not stowed properly.

*After discussion it was decided not to repair the tail lift yet.

Since the last meeting we have had 7 group hires & run 6 excursions

Community Bus Fund	- see item 8
Midas Training	- see item 12
Weds Market Bus	- see item 11
BT Phone	- see item 9
Coffee Morning	- see item 10

Christmas Lunch – our Christmas Lunch at The Old Thatch is going well ! I have 40 people booked so far. I have also had to book a Braziers minibus at a cost of £50, so will ask for a £2.50 donation from all who come by bus & that should cover the cost.

Drivers who have driven this year are being offered the meal for free as a thank you.

Parish Council Funding – I have applied for funding for 2016 from all Parish Councils
I am due to give a talk about the bus to Granborough Ladies Club on Monday.

5 Secretary's Report

There was none.

6 Treasurer's Report

FH emailed Monthly Summary prior to meeting. **SM** & committee asked if it was OK to pay **SM** 1 month in arrears. Agreed

Are 3 outstanding cheques to be paid. It was decided to add 'Payment to be made within 30 days. We reserve the right to levy a charge for late payment.'

SM to get quote for hire from 'Mellor London Hire'

7 Health & Safety

It was noted that the new bus should have air con cleaned & re-gassed annually

8 Community Bus Fund Update (Co ordinators Report)

'We had the use of the Mellor LWB demonstrator for a week & I organised 2 days taking passengers out who otherwise would not have been on the bus that week. It was also used on the Weds service, a trip to Windsor Castle, the Friday service & the Saturday service. On the whole, the drivers liked it to drive, though concern was expressed that it might be a bit too big for some situations we encounter. Also, the back is too high to get up & down whilst loading wheelchairs, walkers, trolleys & shopping bags. Having said that, because the aisle is so much wider inside the bus, it is much easier to take wheelchairs etc in from the front of the bus & in fact getting in & out of the back could be seen as a H & S issue.

We also had a look at the Sprinter Mobility 45. Unfortunately not everyone could get to see it. Personally I thought it was too small for our requirements, as it is a van conversion, therefore 6" narrower than our present bus, with smaller windows & not as high a roof, so felt a little cramped. Others liked it & thought it would be a better bet than the Mellor & safe for drivers. We are hoping to have a demonstrator for a week to try out on passengers.

I have sent in a quote for approval to Rachel Gilbert (DofT) for the Mellor LWB to see if we can get the ball rolling as time is running out in order to get an order in, but we still need to decide which one we want.'

Since this report, Rachael Gilbert has contacted **SM** again & **SM** has replied with our known requirements. **SM** sent a quote in by Nov 5th. **SM** contacted Pr Risboro' bus committee & they have had funding approved.

It was decided that – **AT** will draft a letter for **SM** to send to ask – what is the process, time-scale, we require confirmation they have received our quote, can we use our own supplier ??

9 BT Bill (Co ordinators Report)

'I have been so frustrated by the mobile phone since we switched over a year ago. Calls were forever being dropped mid conversation & the signal was very poor with a lot of calls going straight to voice mail. I did have a Signal Booster sent to me a couple of months ago but noticed very little difference. I'd finally had enough this week & rang BT who told me that the Booster Box was not working ! They then suggested I had calls forwarded from the mobile phone to my home number ! For NO extra cost ! If there is no signal, calls go straight to my landline. I just have to code in a number to switch it back to mobile if I am going out. Since this report, **SM** had letter from BT & we are still logged into a govt building. She is waiting for BT to ring her to confirm this has now been corrected.

FH paid all previous debts off in October & we have DD for BT bills

10 Coffee Morning Report (Coordinators report)

Our spooky coffee morning seemed to go very well, with a good attendance & a jolly time had by all. We raised over £375 :

Bric-a-brac & Books	£ 71.65
Tombola	£ 100
Refreshments	£ 49.60
Home Produce	£ 62.50
Guess the Distance	£ 12
Apples	£ 7
Donations on the day	£ 12.40
Donations previously	£ 55

It was noted that in future Liz van de Poll is very willing to help with refreshments

11 Winslow Market Bus Update (Coordinators Report)

'I got an agreement from all of the market traders, except for the meat man & the fruit & veg man, to offer a 10% discount to all passengers who go into the market on the Wednesday bus. The driver will hand out one of our cards with the date on to all passengers to present as proof ! The meat man & the fruit & veg man agreed to a 'Special Offer of the Day' but were not happy with 10%, which is fair enough. I have placed an advert in all Parish Mags to advertise the fact.'

12 Midas Charges (Coordinators Report)

'I have been in touch with AT to work out a costing for our MIDAS training I would like to start advertising the fact that we have Andy & in fact the RACB was very interested as they have 6 drivers who need training in January.'

After discussion, AT will investigate current charges for training & email trustees.

13 Deputy Administrator Update

Deferred to separate meeting – December 10th
Suggested SOP's should be part of their remit

14 Policies

SC told committee The Charity Commission ask if organisation have following policies – Risk Management, Investment, Vulnerable Beneficiaries, Conflict of Interest, Volunteer Management, Complaints Handling, Paying Staff. To be looked at from January 2016
All bus forms to be checked / updated.

15 Correspondence, including Vale Lottery

TC previously emailed committee with lottery info Decided to apply

16 AOB, including items for next agenda

There was none

17 Dates of next meetings

Extra Meeting (New Bus requirements) **Monday November 23rd 2015** Council Chamber 3pm

Committee Meeting (Bus, Deputy Administrator) **Thur Dec 10th 2015** venue & time TBC

Signed as Correct:

Trish Cawte (Chair)

Date: