

WINSLOW & DISTRICT COMMUNITY BUS
Minutes of meeting held on Wednesday 30th November 2016
at Winslow Council Chamber

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
Jan Pentony	Volunteer Driver / Trustee
Andy Terry	Volunteer Driver / Trustee

1 Apologies

There were none

2 Acceptance of minutes of 27th October 2016

These were accepted & signed by TC

3 Matters arising from minutes of last meeting

Key-box	SM still trying to find one of suitable size
Walking Stick container	AT will adapt pipe to fit behind driver
Donation Box	Committee to keep looking at options
'Get you home instructions'	AT/SM to word this & put 'kit' together to include rechargeable & adjustable light

SM to put WDCB stationery on Online Site

SM to buy 2 more extension belts

4 Secretary's Report

SC will meet with FH to finalise documents for Companies House & Charity Commission

5 Treasurer's Report

We currently have £12,000 + It was suggested & *agreed to move £5000 to deposit account*

No trace of receipt Masonic donation can be found

Committee had received accounts for October by email

6 Coordinator's Report

Bus – Waiting to hear back from AVS Steps

No problem with bus otherwise

Trips – 5 Excursions, 6 hires

Insurance Claim – I have received a letter regarding a damages claim for May last year when a driver dislodged a bumper from a parked car. They are asking for £1,291. I have referred it to our insurers

The registration no. quoted was of a hire bus. SM has asked Motologic to check the dates we had hired a bus

It was suggested that if it happens again to have an email trail to keep track of the dates of any hirings

Coffee Morning – Went very well, taking nearly £400

Christmas Lunch – 50 booked, have hired Braziers bus for pickups

Claydon Masonic Lodge – have funds been received?

Parish Council Funding – I have started to send out funding requests to all PC's we offer a service to

VOSA Inspection – A man from VOSA came & spent the morning with me, going over my procedures for Section 22. All good

Queen's Award – Gillian Miscampbell, Deputy Lieutenant of Bucks, came out to have a chat about the QA to see how the bus is run. She puts forward a report and we should hear next year whether we have been successful.

Seat Belts – I contacted Phoenix who said we could spray with a silicone spray – I have purchased a can

7 WDCB Shared Online Services – update & funding

SM has been working through the bus files. When completed **AT** will release them

Kit had been borrowed for trialling

£615 + VAT is cost to set up Committee agreed this one off payment should be paid

SM & AT to liaise

8 Trustee Skills

AT has received all trustee skill sets & will move this forward at Dec meeting

AT will attend Community Impact Bucks conference – Trustee conference & fair – Tuesday 24th Jan 2017

9 Winslow Centre

Email received regarding future of Winslow Centre in June/July 2017

Parking the bus will be an issue

SM will email Gill Smith to clarify

10 Xmas Lunch update

50 have booked to attend so far

11 Correspondence

There was none

12 Items for information & next agenda

* **TC** has spoken with Josh from Swan House re use of bus for clients To keep in touch

* **AT** will attend Waddesdon meeting to outline train requirements

Also to update handbook

* **TC** will go to Buckingham meeting re Community transport

* Midas Training

Hi viz jackets needed for passengers in case of emergency. **SM** to order

SM has bought a sun visor for side window – to be cut to shape & fitted

13 Date of next meeting

Thursday 22nd December

Winslow Council Office

5 pm

Signed as correct:

Trish Cawte (Chair)

Date: