

# Winslow & District Community Bus

## Minutes of 11<sup>th</sup> Annual general meeting on Thursday 15<sup>th</sup> September 2011 in the Hall in the Winslow Centre

### Present:

John Gilbey	Chairman
Sue Marchant	Co-ordinator
Brian Fuller	Trustee / Volunteer Driver
Trish Cawte	Trustee / Winslow Town Council Representative
Sheila Cadge	Trustee / Volunteer Driver
Renata Inglis	Trustee / Volunteer Driver
Patricia Carroll	Trustee

Also present: Joan Askham, Jeanne Ball, Barbara Bloore, Margaret Bull, Tony Carroll, Doreen Carruthers, Ron & Joan Chown, Betty Davis, Alma Dawson, Jill Edworthy, Pam Ginger, Brian Goodban, Brunette & Alan Grace, Beryl Green, John Hastings, Mary & Philip Herrington, Lynn King, Liz McCaffrey, Margaret Morgan, Ursula Murphy, Jean Osborne, Dot Pickford, June Piggott, Rose Rogers, Patricia Rudkin, Irene Smith, Maureen Somerville, Hilary & Peter Thornton, Nancy Varney, Marjorie Ward

### 1 Apologies

Jean Pollock – Treasurer, June Hodges – Secretary  
WAFTA, Winslow WI, Chrissie Beckett, John & Diana Cook, Muriel Gear, Daphne Hanson, Kath Johnson, Tima Kotwal, Jennifer & Ted Laird, Jenny Newcombe, Yvonne Williams, Marjorie Wooster, Terry Windsor,

### 2 Minutes of previous meeting on 16<sup>th</sup> September 2010

These were agreed and signed by JG  
Proposed by Patricia Rudkin, Seconded by Ron Chown

There were no matters arising

### 3 Chairman's Report John Gilbey

I would like to welcome you all to the 11<sup>th</sup> AGM of the Winslow and District Community Bus. The numbers of you who attend our AGM every year, I believe, demonstrates that we are not just in the business of providing a bus service but a friendly and very valued community resource which brings together friends and neighbours on a very regular basis and provides a forum for community interaction.

Our Articles of Association require us to have an AGM each year to report to our users and members on our activities and financial results for the year and we shall hear from Sue Marchant our Co-ordinator. Unfortunately our treasurer Jean Pollock is not able to be with us this evening but Sue will present her report.

This is now my third AGM as Chairman and together with the other trustees it is our job to see that the objectives and activities are in accordance with our Constitution. Changes in trustees during the last year are the addition of Renata Inglis and Patricia Carroll they are both very welcome and

already making a valuable contribution to the running of the trust.

Just a reminder that our current trustees are therefore:

<u>Name</u>	<u>Appointed</u>
John Gilbey	28 September 2006
Trish Cawte	21 January 2009
Brian Fuller	17 June 2009
Sheila Cadge	17 February 2010
June Hodges	17 March 2010
Renata Inglis	19 February 2011
Patricia Carroll	16 February 2011

There are 3 trustees required to be re-elected at this meeting and they are :-

Brian Fuller

Trish Cawte

Sheila Cadge

I would like to thank those individuals who have given donations, to Winslow Town Council for its continuing generous support, to all the other local Parish Councils who have made contributions and to the organisers of the Winslow Show who once again presented us with a cheque from the proceeds of the show.

A very big thank you also goes to all of our volunteer drivers who give up their time and energy to serve the community of Winslow and local parishes in such an important way.

A quick mention at this point to draw your attention to our website on which are posted all the minutes of the trustees meetings as well as details of all the services and trips organised by Sue.

Earlier in the year we offered a new service to bring passengers from the village into Winslow on the first Sunday of the month for the Winslow Farmers' Market. This service was not very well supported so last month we tried a new offer which is an hourly route round Winslow to bring locals to the Farmers market. It is too early to say how well this service will be used.

We have also in recent months been contributing a regular article in the Buckingham and Winslow Advertiser reporting on recent trips with positive comments (we only submit the positive ones) from those who have been on the trip.

Finally, of course, but most importantly I would like you all to join me in giving Sue Marchant a big round of applause for the very personal and special way that she operates the bus service for the benefit of all its users.

#### **4 Treasurer's Report**

Jean Pollock

(The accounts were presented and covering notes were read by SM in JP's absence)

Firstly, I should like to apologise for my absence tonight. I am currently on holiday but I am there in spirit in the form of Sue Marchant who is reading this on my behalf.

Although I am the Treasurer, I am not a Trustee and I get paid to carry out the day to day book-keeping and prepare the year end accounts.

The statutory accounts have been finalised by Robin Headlam, whose firm was appointed as Independent Examiner at last year's AGM. He has agreed to submit the accounts to Companies House on our behalf.

The accounts were agreed, and signed, by the Board of Trustees at a meeting held on 25 August 2011. The full set of accounts consists of 18 pages. From these, I have extracted 4 pages only to

discuss with you. You should have a copy of these to refer to.

They are:

Part of the Trustees Annual Report showing the Achievements and Performance of the charity for the year together with the Financial Review for the year.

Statement of Financial Activities for the year.

Balance Sheet as at 31 March 2011.

Details of the figures shown in the Statement of Financial Activities.

I would comment as follows:

The Trustees Annual Report mentions a couple of salient points revealed by the accounts, namely the successful claim of the Bus Service Operators' Grant (BSOG) for the previous 10 years, which was alluded to in last year's report, and the reasons for increased costs. The surplus generated of £5,526 for the year, which is mentioned in the report, is, of course, mainly due to the BSOG claim, which totalled £17,390. Without this there would have been a deficit of around £12,000 as in the previous year, due mainly to the depreciation of the bus for the year.

The Statement of Financial Activities, and its related details (sheet 4), shows the totals of Revenues and Overheads for the year. No doubt, Sue will be able to 'flesh out' these totals when she presents her

co-ordinator's report.

The Balance Sheet shows the assets and liabilities of the charity as at 31 March 2011. The increase in the Unrestricted Funds is due to the surplus for the year. Although the written down value of our fixed assets, being mainly the bus, has decreased because of the depreciation, our net current assets have increased by around £17,000, due to the BSOG claim. This is, of course, a healthy position to build upon with a view to the eventual replacement of the bus. We have Sue Marchant to thank for this – she spent a considerable amount of time compiling our application and continues to do so. If anybody would like a full set of Financial Statements, please let Sue know afterwards. As I mentioned previously, the accounts have been approved by the Trustees. If anybody has any queries, I trust Sue will endeavour to answer them.

Tony Carroll asked about the creditors – the amount being the same for both years. It was thought that this was 'one of those things' that the amounts totalled the same. SM will confirm with JP

## **5 Resignations and Appointment of Trustees**

Trustees standing down in rotation : Trish Cawte, Sheila Cadge and Brian Fuller

Only BF not standing for election BUT he will continue to drive the bus

SM presented with a gift and thanked him on behalf of everyone present

Trish's re-election was proposed by Patricia Rudkin and seconded by Dot Pickford

Sheila's re-election was proposed by Joan Askham and seconded by Ron Chown

## **6 Annual resignation and Reappointment of Chairman**

The chairman stood down and Trish Cawte took the chair.

John Gilbey was unanimously re-elected.

## **7 Co-ordinator's Report**

Sue Marchant

Here we are again, doesn't time fly?

Once again we managed to get out and about on 60 trips and apart from our annual Snowdrop, Bluebell and Autumn Colours, our tours of the Cotswolds and our River trips, we also squeezed in

visits to Chartwell House, Hidcote Gardens, the Ashmolean Museum, visiting Bournemouth and Frinton on Sea in the summer, as well as our shopping trips.

The bus was hired out by groups 60 times as well, going to such places as Birmingham, London, Ely, Tewkesbury, so you see we do get about. In fact the bus travelled 18,770 miles in the year. There is a list of all of our trips at the back, and these are in addition to the 5 bus services that we run.

Our monthly run in to Buckingham took 97 people over the year, dropping a bit in popularity, perhaps because of all the steps and uneven pavements. Our much more popular Westcroft Run, which goes in twice a month to Westcroft Shopping Centre carried 321 passengers, whilst our Winslow Market Bus picked up 518 over the year to bring in to Winslow for market day. Our Friday bus in to Aylesbury took 517, with the Saturday bus showing a gallant 407! All in all it translates to about three and a half thousand bums on seats – which isn't bad.

John (didn't) mentioned the Youth Bus, which never really took off, but a bonus that came from that was that we had extra drivers trained up, and Dean, Llew, Bridget and Liz have all done some driving for us. We gained and lost a couple of drivers. Fiona went back to work, so we really missed having her, as she drove a lot and really enjoyed her days out. Later in the year we had Richard join us, which was great as he too drove a lot and all the long difficult trips that no one else wanted to do. We still had a core of drivers who drove regularly for us, Brian Fuller, Brian Goodban, John Gilbey, Sheila, Chrissie, Victor, Jack and Mary and then our occasional drivers, Bridget, John Ahern, Margaret, Dean, Llew, Liz. This year the Vicar of Whitchurch has been a hit with the ladies, and we have another Brian on board who luckily wasn't put off by getting totally lost and about an hour behind on his first run! They're all great and we couldn't operate without them.

We had a change of venue for our Christmas lunch, going to The Old Thatched Inn at Adstock, which I think everyone agreed was a much more suitable venue for us. We will be going there again this year.

Looking back, one of the first things in my diary in April 2010 is 'door repair', then its door stopped working, then back door not working, door stopped working again, door not fixed, etc etc, So this door and later the step seemed to dog me all year! Fingers crossed they're both working fine at the moment! The Fire Service now do our 8 weekly inspections, at about half the cost of the Mercedes garage, they also do our MOT which makes my life a lot easier.

Another exciting event was last August when the bus was broken into by some young people from Winslow. They smashed and climbed in through the skylight, made a mess of all of our paperwork, removed a fire extinguisher and damaged our reversing camera, but otherwise all was OK. The police came and took samples; they did some DNA analysis on some blood that they found on the step. Unfortunately Eileen had had a fall the day before, but not to worry, she only got 5 years so should be out soon on good behaviour !

Looking forward a little, an offshoot group from the Trustees has sprung up which we are calling the trip committee, and we are all going to meet and put our heads together to help me with ideas for days out. After doing them on my own for the last 10 years, so that's about 300 of them, I'm running out of ideas, so it will be great to have fresh minds on the subject. As always, if you have ideas of where you'd like to go or what you'd like the bus to do, please tell us, because it's YOUR bus, we just run it for you.

Thanks again for making this job a complete pleasure.

### **8 Any Other Business**

\*Patricia Rudkin has purchased some sick bags for use on the bus if any passengers are sick

\* Joan Askham thanked all the drivers (on behalf of the Friday gang) with particular mention to

John G for the Friday run and Brian Goodban for dropping her at her door !

\*Hilary Thornton commented that the Wednesday Market run helps bring people into the church for coffee that day (this takes place in the St. Laurence rooms when the church is unavailable)

\* Patricia Rudkin pointed out that when the bus goes to Buckingham & Westcroft in the same week, Buckingham is not that well supported. It was agreed that the committee would look to see if the shopping dates could be altered slightly.

There being no further business, the meeting closed at 8.45pm

Signed as correct

(John Gilbey, Chair)

Date:

**WINSLOW AND DISTRICT COMMUNITY BUS**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2011**

	<b>2011</b>		<b>2010</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>			
<b>VOLUNTARY INCOME</b>			
Donations received	1,260		990
Grants received	24,335		5,000
	<u>25,595</u>		<u>5,990</u>
<b>INVESTMENT INCOME</b>			
Bank interest received	178		235
<b>INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>			
Fares and hire fees	22,672		20,854
Affiliation fees	160		160
Training	440		281
PAYE on line filing incentive	-		75
	<u>23,272</u>		<u>21,370</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>49,045</b></u>		<u><b>27,595</b></u>
<hr style="border-top: 1px dashed black;"/>			
<b>RESOURCES EXPENDED</b>			
<b>CHARITABLE ACTIVITIES</b>			
Staff costs - Wages & Salaries	11,797		11,992
Staff costs - Employer's NIC	757		757
Establishment - Insurance	964		394
Motor vehicle expenses	9,952		9,033
Office expenses - Telephone	757		589
Office expenses - Other	587		466
Depreciation	11,602		11,598
Excursion expenses	4,904		2,863
Staff training	487		334
Bank charges	-		143
Staff welfare and general expenses	645		389
	<u>42,452</u>		<u>38,558</u>
<b>GOVERNANCE COSTS</b>			
Accountancy fees	1,052		818
Legal fees	15		15
	<u>1,067</u>		<u>833</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u><b>43,519</b></u>		<u><b>39,391</b></u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>	<u><b>5,526</b></u>		<u><b>(11,796)</b></u>