

# Winslow & District Community Bus

Minutes of Trustee Meeting held on Wednesday 18<sup>th</sup> February 2009 at the WTC

## Present:

John Gilbey	Chairman
Margaret Ford	Secretary
Trevor Cocks	Trustee
Michael Sutton	Trustee
Terry Windsor	Trustee
Trish Cawte	Trustee/Winslow Town Council rep
Sue Marchant	Coordinator

## 1: Apologies:

- **Victor Griffiths**

## 2: Minutes of Previous Meeting on 21<sup>st</sup> January 2009

- The minutes were accepted and signed

## 3: Matters Arising:

- **Margaret** received a letter from Companies House: see Secretary's Report
- **Sue** sent off Insurance questionnaire.
- Exterior sensor to be fixed 23-02
- Insurance repairs completed.
- **Michael** replaced padlock.
- **Sue** e-mailed DC re: H&S checklist-awaiting response.
- No news on LPG tank uplift.
- Tyre pressures are checked at 8 weekly inspection
- **Trish** gave information to Chairman of Town Council plan concerning need for a Winslow Shuttle service and it will be worked into new questionnaire.
- **Sue** to get a copy of constitution to **Trish**.

## 4: Secretary's Report:

- **Margaret** received a letter from Companies House requesting our Annual Report by 31/1. We need **Trevor** to come back to us with the Trustee's job description he was working on.

## 5: Treasurers Report:

Jo was not present to give a report.

## 6: Coordinators Report:

- We have run 7 excursions and had 2 group hires since the last meeting
- The last month was dominated by the bad weather and altogether 3 group hires, 5 bus services and 2 excursions had to be cancelled.
- The bus was taken to Hughes re: door problems. They say all Mercedes parts are ok, so it has been referred to Plaxtons.
- A Swan Rider bus was used whilst the bus was in for repair at a cost of £75.00 per day.
- Sue has had a problem recently due to several volunteer drivers taking a winter break. Trevor suggested she e-mail them to ask for dates of holidays they have planned.

**7: Health and Safety:**

No report.

**8. 12. Any other business:**

- New phone clip needed, also £10.00 to be put on card.
- Should we be charging groups VAT-John to e-mail Jo.
- Sue to chase up Victor on his offer to have the bus cleaned.
- Sue to e-m John address of Pat who does the website , re putting our minutes on our website.
- 

**13: Date of Next Meeting:**

**Wednesday 18<sup>th</sup> March 2009 at 8pm at Winslow TCC**

**page 2 of 2**

**Signed as Correct:**

**John Gilbey (Chair):**

**Date:**