

Winslow & District Community Bus

Minutes of Trustee Meeting held on Wednesday 21st January 2009 at the WTC

Present:

John Gilbey	Chairman
Margaret Ford	Secretary
Joanne Voyce	Treasurer
Michael Sutton	Trustee
Terry Windsor	Trustee
Sue Marchant	Coordinator
Victor Griffiths	Trustee
Trish Cawte	Winslow Town Council

1: Apologies:

- **Trevor Cocks**

2: Minutes of Previous Meeting on 26th November 2009:

- The minutes were accepted and signed by our new Chairman, **John Gilbey**.

3: Matters Arising:

- We received £200 from the Winslow Show, not £220.
- **Sue** has now actioned petty cash cheque 620 for £600.
- **John** now has the new draft driver's handbook after Sue and Victor's check over.

4: Secretary's Report:

- Companies House chased **Margaret** for returns. She will write back to advise them she sent the returns some time ago and had received a confirmation!
- We need **Trevor** to come back to us with the Trustee's job description he was working on.

5: Treasurers Report:

- We had a total of £30495.01 on 26.11.08, which included £18445.38 in our deposit account and £10348.82 in our 'New Bus' account, £1445.57 in our current account and £255.24 petty cash, as of a couple of days ago.
- **Sue** and **Joanne** discussed vat and fuel documentation needs and the for an Insurance document to be completed and sent off to the insurance company by **Sue** before 1st March
- **John** needs to be added to the Bank mandate

6: Coordinators Report:

- We have had 5 excursions and 9 group hire's since November meeting.
- We received £2045.55 from the auction sale of the old bus.
- The buzzer noise has been reduced on the bus step, free of charge, and the step is now o.k.
- Hughes has the bus next Monday to sort out ongoing door problem.
- The insurance damage repairs to the rear of the bus will be done on 16th to 18th Feb.
John, Margaret and **Victor** standing by to deliver/collect.

- **Sue** will go ahead and have spare wheel secured behind driver's seat.
- **Sue** will get the outdoor temperature sensor fixed.
- The time delay switch for the heater has been adjusted to minimal timing.
- We have two possible new volunteer drivers.
- We have new group, BAB and taking their partially sighted people to Lowestoft in June. Hopefully their Midas training will help our drivers cope.
- **Sue** has ordered the uplift of the LPG tank, for which Bcc will pay. We will pay for drain down but be credited with LPG balance.
- **Michael** is kindly replacing missing lock on fuel tank enclosure.
- Christmas dinner was a success with 60 people attending.

7: Health and Safety:

- Until we appoint a responsible person, we all need to take responsibility.
- **Sue will ask David Chapman** for his check list and advice to help us carry out this important role.
- **Sue** will add tyre pressure check to the eight weekly bus checks.

8. Election of new Trustee:

- With **John's** proposing, **Margaret's** seconding and all present in favour, we welcomed **Trish Cawte** as a new Trustee of the Winslow Bus.
- **Margaret** asked **Trish** to sign the Trustee application form.
- **Sue** will give **Trish** a copy of the Constitution.

9. Winslow Town Plan re: bus services:

- **Trish** discussed the forthcoming Town Council Plan questionnaire which will be circulated soon and she will add a question about the needs for a town shuttle bus.

10. Fares Review:

We agreed on the following rises as of 1.4.09, the first rises for two years;

- **Hire charge from £4.50 to £5.00 per hour, with maximum £50 per day.**
- **Mileage charge from 57p to 65p per mile up to 100 miles.**
- **Mileage charge 50p per mile for any mileage over 100 miles.**
- **Affiliation yearly subscription to remain at £10 for group members.**

11. Frequency of Meetings:

- It was agreed by the great majority to keep with the monthly Meeting in order to give support to **Sue**. They will be at 8pm on the third Wednesday's of each month.
- As usual there will be no Meeting in August and December.

12. Any other business:

- **Michael** reported concerns from G.H folk of their worry that Winslow residents may prevent them having a seat on the Aylesbury run. This does not appear to have happened since we had the new larger bus, but we will keep under review.

13: Date of Next Meeting:

Wednesday 18th February 2009 at 8pm at Winslow TCC

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