

# Winslow & District Community Bus

Minutes of Trustee Meeting held on Wednesday 18th March 2009 at the WTC

## Present:

Margaret Ford	Secretary
Joanne Voyce	Treasurer
Trevor Cocks	Trustee
Michael Sutton	Trustee
Terry Windsor	Trustee
Sue Marchant	Coordinator
Victor Griffiths	Trustee

**Victor** stood in as Chair in the absence of **John**

## 1: Apologies:

- **John Gilbey and Trish Cawte**

## 2: Minutes of Previous Meeting on 26<sup>th</sup> November 2009:

- The minutes were accepted and signed by **Victor**.

## 3: Matters Arising:

- **Sue** has a copy of the constitution to give to **Trish**.
- **Sue** is awaiting reply from **Pat** regarding posting our minutes on the website.

## 4: Secretary's Report:

- **Trish's** Trustee form is progressing through the system.

## 5: Treasurers Report:

- **Jo** handed insurance document to **Jo**.
- Accounts are up to date.
- Little change in previously advised financial balance.
- **Jo, with possible support from Sue, will go ahead and change our accountants to RH of Milton Keynes, if they meet her satisfaction.**
- **Sue** will ask the CTA and **Jo** will follow up with the vat office on the question of us having to charge vat on our invoices to hiring groups. Possibility we may have to pay back dated vat
- **Jo** handed Sue £300 petty cash cheque, number 643.

#### **6: Coordinators Report:**

- We have had 3 excursions and 9 group hire's since February meeting.
- Bus exterior sensor has been fixed.
- Eight week check and first service done on 27<sup>th</sup> February. The engineer found an oil leak in the gear box. Before being fixed the Bus broke down with that problem. Now fixed.
- **Sue** is chasing up the door problem with Hughes/Plaxtons.
- A new driver, **Russell**, is now Midas trained and an existing driver is finally started driving for us and loves it.
- We have sent off £20 payment for carbon footprint tree plant scheme.
- **Sue** distributed the new Driver Handbook.
- **Sue** is attending to the Bus Service Operators Grant fuel duty rebate for both sections 19 and 22 operations.

#### **7: Health and Safety:**

- Until we appoint a responsible person, we all need to take responsibility.
- **Sue** will make further efforts to get advice on check list from David Chapman.
- **Sue** will ask **Brian** if he wants to be a trustee and look after H & S.

#### **8. Any Other Business:**

- **Sue and Trevor** will give appreciation card from the committee, at next week's retirement function.
- **Victor** will chase up **Roger at Midas**, as his licence to train expires in April.

#### **9: Date of Next Meeting:**

**Wednesday 15<sup>th</sup> April 2009 at 8pm at Winslow TCC**