

# Winslow & District Community Bus

Minutes of Trustee Meeting held on Wednesday 20<sup>th</sup> May 2009 at the WTC

## Present:

John Gilbey	Chair
Joanne Voyce	Treasurer
Trevor Cocks	Trustee
Michael Sutton	Trustee
Sue Marchant	Coordinator

## 1: Apologies:

- Victor Griffiths, Margaret Ford, Terry Windsor, Trish Cawte

## 2: Minutes of Previous Meeting on 15<sup>th</sup> April 2009:

- The minutes were accepted and signed by JG.

## 3: Matters Arising:

- The Trustees have noted that "Deposits in the COIF Charities Deposit Fund are not covered by the Financial Services Compensation Scheme. The Manager will pay fair compensation on eligible claims arising from its negligence or error in the management and administration of the Fund" and will make regular reviews.
  - JV will chase up Lloyds Bank re: bank signatories

## 4: Secretary's Report:

- MF was not present to give her report

## 5: Treasurers Report:

- JV handed out bank statements which showed:  
Deposit Acc: £18,445  
New Bus Fund: £10,348  
Current Acc: £2,609
- JG, JV and TrevC met with new accountant, Robin Headlam, He said he thought he could take on the accounts at half the cost. He has experience of working with Ltd Companies and Charities. Accounts can be sent on PDF, which is not possible with present accountants. JV proposed and TrevC seconded that he should be new accountant and the Trustees accepted. He will be asked to prepare the Annual Report to March 2009, which needs to be available end of August. JV to write to Martin Nye, requesting WDCB disengage from their services (JV and JG to sign), and RH will also write to them requesting old records.
- TrevC suggested keeping Dep Acc at £15,000 and any excess to be moved to NBF

## **6: Coordinators Report:**

- There have been 7 trips and 7 group hires since the last meeting.
- The bus went into Hughes for recall work to be carried out.
- SM had the transponder fitted and the spare wheel secured behind the driver's seat.
- The step stopped working, J Lewis came out and fixed it, also fixed the rear doors which were not closing easily.
- The passenger door problem persists, SM still chasing it up.
- SM has contacted Bucks Advertiser trying to get some publicity for volunteer drivers. Also suggested contacting Winslow Lions and Rotary.
- A vol driver is coming up to 70, SM asked Trustees if they would consider paying his expenses for medical in order to be able to continue driving the bus. Trustees agreed in principal, but asked SM to find out cost, and how often it had to be renewed. If every 3 years then accepted.
- Letters have been sent out to all Parish Councils requesting funding support.
- SM clarified situation regarding VAT charging. As WDCB offers a transport service, and all drivers are WDCB drivers, then classed as zero rated and does not have to charge VAT. Must make sure literature states clearly that we do not offer a 'vehicle for hire', and avoid terms such as 'group hire' and 'self-drive' in literature.
- All drivers have been told to record all mileage for BSOG records.
- SM to invite Brian Fuller to next meeting.
- SM to find out costs of printing new leaflet.

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

- SM raised concerns over passengers 'walkers' –if more than 2 on the bus the passageway is obstructed.

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

- SM asked for ideas again for Winslow Show. 'How good a driver are you?' type questionnaire/test got approval. JG asked for Trustees to think of money making ideas.
- Coffee Morning has been requested by passengers, volunteers needed to help run it .
- Discussion around new lap-top for SM. Agreed in principal to spend about £500.00 on one.
- SM to chase up whether the Westcroft Bus and Buckingham Bus can be subsidised. To make contact with R.Maskell's replacement at BCA, and invite her to a meeting.

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

**Wednesday 17<sup>th</sup> June 2009 at 8pm at Winslow TCC**