

Lerryn Area Minibus Association (LAMA)

Minutes of the 2022 LAMA Annual General Meeting (AGM) held at the Lerryn Memorial Hall on 7th March 2022 (NB: Please see Secretary's Note at end of document)

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	<p>Those Present, Apologies for Absence and Quorum Determination</p> <p>The following LAMA members were in attendance: Duncan Elliott (DE), Richard Halliday (RH), Ann Henderson (AH), Jean Piper (JP), David Platt (DP, by Zoom) and Nick Warrick (NW). Apologies were received from Sal Freeman and Annie Singer. Sal Freeman had requested that Richard Freeman be allowed to deputise for her and to vote in her place. The LAMA members present agreed to this request for this meeting only. With 7 LAMA members and deputies present, the meeting was quorate. The meeting was also attended by Andy Reid (AR, driver and LAMA committee member), and Pauline Hutchings and Brian McClarin (members of the Lerryn Area community).</p>	
2.	<p>Election of Chairperson for Meeting</p> <p>Richard Halliday was elected to chair the meeting.</p>	RH
3.	<p>Membership Changes</p> <p>a. Applications. The following people had applied for LAMA membership with their membership being confirmed as shown:</p> <ol style="list-style-type: none">(1) Duncan Elliott, £1 share paid and membership confirmed.(2) Mrs S J Freeman, £1 share paid and membership confirmed.(3) Richard Halliday, £1 share paid and membership confirmed.(4) Ann Henderson, £1 share paid and membership confirmed.(5) Jean Piper, £1 share paid and membership confirmed.(6) David Platt, £1 share paid and membership confirmed.(7) Annie Singer, £1 share paid and membership confirmed.(8) Nick Warrick, £1 share paid and membership confirmed. <p>b. Terminations. The meeting noted that the LAMA accounts showed a share capital of £247, indicating that the association had 247 members. However, there was no list of these members. The LAMA AGM calling notice and membership invitation had been promulgated widely on the Lerryn.net website and in local leaflet drops and community newsletters, but other than those individuals listed in sub-para 3a above, no one else had shown any interest, either through correspondence or meeting attendance, in joining LAMA or in retaining any LAMA membership they might have held previously. The meeting agreed that the 247 memberships currently recorded in the accounts should be terminated by reason of withdrawal and that those shares should be forfeited and cancelled. The treasurer was to reflect this cancellation in the 2022 accounts.</p> <p>c. Quorum Adjustment. With 7 members and deputies now present out of a total membership of 8, the meeting remained quorate.</p>	RH
4.	<p>Minutes of Last General Meeting and Matters Arising</p> <p>The minutes of the general meeting held on 1st March 2021 were approved and signed.</p>	

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
5.	<p>Report from Current/Outgoing Chair of the LAMA Committee The report from the current/outgoing chair of the LAMA committee, Richard Halliday, is attached. The chair apologised that, in his haste to compile his report, he had omitted to mention the booking clerk, which was jointly undertaken by Andy Reid and Sue Giles. As a primary point of contact for passengers, this role was vital for the successful operation of the minibus and the chair was very grateful for the help and support provided by Andy and Sue throughout the year.</p>	
6.	<p>Profit and Loss Account for Year and Balance Sheet as at Close of Financial Year The meeting noted that the profit and loss account for 2021 and the balance sheet as at 31st December 2021 had been scrutinised by Pat Spencer (outgoing treasurer), Richard Halliday (chair) and Nick Warrick (secretary). A copy of the scrutinised accounts is attached. The meeting voted to approve the scrutinised accounts and the secretary was tasked to submit LAMA's annual return to the Financial Conduct Authority (FCA).</p>	NW
7.	<p>Appointment of Auditor / Resolution to Disapply Requirement to Appoint a Qualified Auditor The meeting agreed to disapply the requirement to appoint a qualified auditor and, instead, to accept unaudited accounts and for those accounts to be scrutinised by the secretary and at least two members of the LAMA committee.</p>	
8.	<p>Change name of society from "Lerryn Area Minibus Association Limited" to "Lerryn Area Minibus Association" The meeting considered that a change of name was necessary because the word "Limited" did not reflect the community centric nature of LAMA's operations, nor the personal service offered by LAMA to its passengers. The meeting also thought that the word "Limited" acted as a disincentive for local people to support the association. It was noted that the change might be allowed by the FCA if they accepted that the objects of LAMA were wholly charitable. The meeting voted unanimously to approve the change in name and the secretary was tasked to formally request the FCA to register it.</p>	NW
9.	<p>Amend LAMA Rules to define the "Lerryn Area" and to broaden LAMA's objects The meeting recognised that the extent of LAMA's area of operations was not properly explained within LAMA's rules and that, without interpretation, the existing objects could be seen to be quite limiting. In order to limit the risk of misinterpretation, particularly with regard to LAMA's operating permit and the minibus's insurance cover, but also to reflect the wide variety of legitimate use that was desired and expected by people and not-for-profit organisations living and based within the Lerryn Area, the meeting voted unanimously to approve the draft partial amendment attached. However, as there was currently only one physical copy of the rules still in circulation, the meeting felt that a complete rule amendment and republication was required and the secretary was tasked to formally request the FCA to register the amendment.</p>	NW

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
10.	<p>Election of LAMA Treasurer</p> <p>Sadly, despite many invitations being proffered, no one had been found to take over the role of LAMA treasurer, which had become vacant following Pat Spencer's resignation in January. Richard Halliday offered to take on the role as a temporary measure until a permanent replacement could be found. The meeting was grateful for Richard's generous offer, but recognised that it was undesirable for one person to hold multiple officer roles and concern was expressed about the workload that Richard was taking on. In the absence of any other alternatives, Richard Halliday was elected as LAMA treasurer.</p>	RH
11.	<p>Election of LAMA Secretary</p> <p>Nick Warrick was elected as LAMA secretary.</p>	NW
12.	<p>Election of LAMA Committee</p> <p>The meeting recognised that a LAMA committee was needed to manage the routine operation of the association and Richard Halliday was elected to chair that committee. The following people were also elected to serve on the LAMA committee: Duncan Elliot, Ann Henderson, David Platt, Andy Reid and Nick Warrick. However, as he was not a LAMA member, Andy Reid would be a non-voting committee member, but as a LAMA driver, he had signed a privacy policy which allowed him to continue to perform his existing roles. The meeting agreed that the LAMA committee, itself, should allocate specific responsibilities to particular individuals and it delegated authority to the committee to form working groups as required and to co-opt both LAMA members and non-member LAMA drivers to fill vacant roles, either as voting or non-voting committee members, or as non-committee officers reporting to the LAMA committee.</p>	RH DE AH DP AR NW
13.	<p>Any Other Business</p> <p>Andy Reid expressed concern that the new parking bay planned for the minibus was not as good as the existing bay. In particular, he was concerned that access to the new parking bay was restricted and that drivers would be tired at the end of the day when they carried out the parking manoeuvre. This view was not shared by the other drivers present as the new bay would in fact be larger than that recently tested and that drivers would find it helpful to refamiliarize themselves on the road before having to undertake the parking manoeuvre. The meeting agreed to allow the parish council to proceed with the parking bay change as planned. However, the meeting noted Andy's concern and recognised that neither parking bay was ideal. In his role as LAMA training officer, Richard Halliday explained that it was his intention to hold a training day with all LAMA drivers to practise parking in the new bay.</p>	RH

Item

Discussion

Action

14. **Date of Next General Meeting**

The next general meeting will be held in the Lerryn Memorial Hall on 5th September 2022 at 7:30pm. The next annual general meeting will be held in the Lerryn Memorial Hall on 6th March 2023 at 7:30pm.

NICK WARRICK
Secretary

RICHARD HALLIDAY
Chairperson

Attachments:

1. LAMA Committee Chair's AGM Report dated 7th March 2022.
2. Scrutinised LAMA Accounts for 2021.
3. Partial Amendment to LAMA Rules dated 18th February 2022.

Secretary's Note: *This is a web amended version of the original AGM minutes which has been modified to include the 3 attachments listed above. The original signed version of these minutes does not include the scrutinised LAMA accounts for 2021 as an attachment.*

Nick Warrick (Outgoing LAMA Secretary) 6th March 2023

LAMA COMMITTEE CHAIR'S AGM REPORT DATED 7TH MARCH 2022

LAMA AGM 2022

Report from the Chair

After spending most of 2020 'going round in circles' trying to work out how on earth to get our service back in place safely and legally, with virtually no clear government guidance we have put LAMA back on the road. Let's celebrate some of the necessary achievements we have made in the process of getting back to service:

- We managed to meet monthly on zoom!
- We formed a Risk Assessment and a Hirings Working group.
- We have Risk Assessments
- We have a COVID 19 Specific Risk Assessment
- A Cornwall Council Grant was applied for and granted to cover losses during 2020
- The Prescription collection Service was continued throughout lockdowns and service shutdown
- We kept in touch with as many of our passengers that we practically could during the lockdowns by phone.
- The bus is now equipped for 'COVID safe' operation, including an antimicrobial spray system
- We supported our cleaner's wage extensively during lockdown
- We surveyed Drivers and Passengers about resumption of service (and discovered in the process that we couldn't contact many of our previous passengers)
- 3 Drivers have had refresher MiDAS training and 2 new drivers have joined us.
- We now collect passenger personal and ICE details which enables us to suitably fulfil our duty of care passengers and communicate effectively
- We have been able to run the August Cream Tea event and the Christmas Coffee Morning with reasonable financial returns. The fund raising committee have continued to think/plan/imagine ways to support.
- As 2021 drew to a close we were in the final stages of reviewing our compliance with the Section 19 permit, Our Constitution and associated regulating factors, namely our insurers and the FCA.
- Writing this in March 2022 these matters have been pretty much resolved to the extent that we now have a fully functional Community Bus Loan Scheme running, we are registering a steady flow of eligible new and existing passengers who want to travel and we are now able once again to publicise our organised trips in the public domain having properly established an acceptable form of words for doing so with the CTA and our insurers.
- The working group established to review our hirings/loan scheme have also been working on getting a suitable insurance policy in place to satisfy our constitution's requirement that we indemnify our officers and committee members.

Not only have we got the service back on the road but, of necessity, we have overhauled our entire operation. It is fair to say that this has not been an entirely comfortable process with tempers fraying at times. Some suggestions have been put forward which we have now thought better of; I think we are in a stronger position, confident in knowing that we know why we do what we do and correctly within our permits.

Pat Spencer succeeded Ann Gibbons as our Treasurer and has continued her meticulous work. However, Pat decided to lay this role down with effect at the January 2022 committee meeting. We thank Pat for his work, his skill in helping us deal with our Insurers and the review of our Vehicle Loan Scheme.

Thank you to our maintenance officer in attending to the effective and safe operation of our bus (I hold my hand up to having given trouble by running the battery flat twice this year by leaving the lights on and the heater on, two separate occasions). Thank you to all the committee and fund raisers, we are blessed with a range of skill, talent and experience which it has been a pleasure to do my best to facilitate bringing together by being your chair.

Thank you all for all you do for LAMA.

Richard Halliday

Chair March 2022

ATTACHMENT 2 TO
LAMA AGM MINUTES
DATED 7TH MARCH 2022

SCRUTINISED LAMA ACCOUNTS FOR 2021

LERRYN AREA MINIBUS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FINANCIAL YEAR 1st January 2021 to 31st December 2021


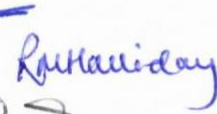
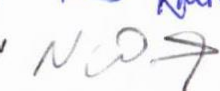
INCOME	2021	2020
	£	£
Bus Revenues -Scheduled Trips	771.80	374.50
Bus Loan Out	160.00	524.02
Fundraising	510.20	487.50
Donations	1211.00	189.70
Grants (Cornwall Council)	8415.59	1250.00
Fuel Duty Rebate	147.31	117.87
VAT Rebate	245.29	301.25
Sundry (Gift Aid)	0.00	0.00
TOTAL	11461.19	3244.84
 OPERATING EXPENSES		
Fuel	453.66	305.65
MOT/Safety/Service/Road Tax	1435.42	766.22
Insurance	1388.76	1365.71
Events	384.10	0.00
Accident & Repairs	30.69	317.64
Admin Overheads & Sundry Costs	45.41	106.66
VAT Paid	264.56	129.38
Depreciation on Bus	6122.50	8164.00
TOTAL	10125.10	11155.26
Operating Surplus (Deficit)	1336.09	-7910.42
Interest Received	516.42	613.42
SURPLUS/(DEFICIT)	1852.51	-7297.00

Notes

Income	11461.19
Expenditure	4002.60
Total Surplus/(Deficit)	7458.59

Ex Depreciation

Pat Spencer, Treasurer
Richard Halliday, Chair
Nick Warrick, Secretary

Date 10/1/22
Date 27/02/2022
Date 2/3/22

LERRYN AREA MINIBUS ASSOCIATION

BALANCE SHEET DATED 31 DECEMBER 2021

Assets	2021	2020
	£	£
Fixed Assets	18368	24490
Cash at Bank Lloyds Current A/c	3577	1118
Deposit Acct Cambridge & Counties	59016	53499
TOTAL	80960	79107

CAPITAL & RESERVES

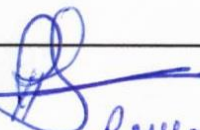
Share Capital	247	247
Income & Expenditure Account	80713	78860
TOTAL	80960	79107

Notes

Income & Expenditure Account		
Balance @ 31/12/20	78860	86157
Surplus/Deficit	1853	-7297
Closing Balance	80713	78860

Bus Depreciation		
Balance @ 31/12/20	24490	32654
Depreciation @25%	-6122	-8164
Balance @ 31/12/21	18368	24490

Pat Spencer, Treasurer
 Richard Halliday, Chair
 Nick Warrick, Secretary


Richard Halliday
N.W.

Date *10/1/22*
 Date *27/02/2022*
 Date *2/3/22*

PARTIAL AMENDMENT TO LAMA RULES DATED 18TH FEBRUARY 2022

LAMA Rules Amendment

 18th February 2022

Partial Amendment to LAMA Rules dated 26th August 1987

Rule 1 Name. Insert new sentence at end of paragraph, as follows:

The “Lerryn Area” encompasses Lerryn, St Veep, St Winnow, Boconnoc, Lostwithiel and the districts that surround them.

Rule 2 Objects. Replace existing paragraph with the following:

The Association shall have the object of operating transport services for the benefit of the community to:

- (a) Improve the wellbeing of all individuals who reside within the Lerryn Area, particularly those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.
- (b) Maintain and enhance the sense of community that exists within the Lerryn Area, particularly with regard to relieving loneliness and in supporting people to help one another.
- (c) Enrich people’s understanding and appreciation within the Lerryn Area of both their own and other people’s heritage, culture and religion.
- (d) Support those people within the Lerryn Area who are in full-time education or who are undertaking a recognised training programme or who are furthering their personal development through part-time study.
- (e) Assist with the personal and social development of young people within the Lerryn Area through the provision of opportunities for leisure activities, voluntary engagement and non-formal and informal learning.
- (f) Encourage people’s participation in amateur sports or games within the Lerryn Area which promotes health by involving physical or mental skill or exertion.
- (g) Facilitate recreation and other leisure time occupation that: benefit people within the Lerryn Area, are altruistic in character and improve people’s conditions of life. ¹
- (h) Support other charitable purposes being undertaken within the Lerryn Area.
- (i) Enable other not-for-profit organisations within the Lerryn Area that benefit the community to both support these aims and also to further their own aims.

¹ 2000-08 – The Recreational Charities Act 1958, Charity Commission Section 1 Guidance (RR4) refers.