

Lerryn Area Minibus Association (LAMA)

Minutes of the 2024 LAMA Annual General Meeting (AGM) held at
the Lerryn Memorial Hall on 4th March 2024

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	<p>Those Present, Apologies for Absence and Quorum Determination The following LAMA members were in attendance: Duncan Elliott (DE), David Platt (DP), Jo Warrick (JW) and Nick Warrick (NW, acting LAMA secretary). Apologies were received from members Richard Halliday (RH), Ann Henderson (AH) and Annie Singer, and representative Sal Freeman (Lostwithiel Community Association). Apologies were also received from LAMA drivers Glenn Carwithen and Chris Lutey, authorised organisations Rev Paul Beynon (Benefice of Lostwithiel Parishes), Vicky Brown (Lostwithiel Twinning Association) and Sue Daw (Lerryn History Society), and nearby organisation Christine Barwell (Looe and District U3A). With 4 LAMA members present, the meeting was quorate. The meeting was also attended by Andy Reid (loan driver).</p>	
2.	<p>Election of Chairperson for Meeting Duncan Elliott was elected to chair the meeting.</p>	
3.	<p>Membership Changes</p> <p>a. Applications. The following organisations had applied for LAMA membership with their membership being confirmed as shown: (1) St Barnabas Church of England Multi Academy Trust (MAT), £1 registration paid and nearby organisation status confirmed. (2) Lostwithiel Garden Society, £1 share paid and authorised organisation membership confirmed.</p> <p>b. Terminations. There were no LAMA membership terminations.</p> <p>c. Representative Clarification. An enquiry had been received from an authorised organisation about representative status. The authorised organisation was advised that representatives needed to be formally nominated by completing a LAMA membership form. Without this formality, AGMs would likely never be quorate as most authorised organisations did not attend meetings. This policy clarification was agreed by the meeting as being correct.</p> <p>d. Quorum Adjustment. With 4 members present out of a total membership comprising 11 individual members and 2 representatives, the meeting remained quorate.</p>	
4.	<p>Minutes of Last General Meeting and Matters Arising The minutes of the general meeting held on 20th November 2023 were approved. There were no matters arising.</p>	
5.	<p>Report from Chair of the LAMA Committee The report from the current chair of the LAMA committee, Duncan Elliott, is attached.</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 2023 and the balance sheet as at 31st December 2023 had been scrutinised by Nick Warrick (treasurer and acting LAMA secretary), Richard Halliday</p>	

Policy

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	(training officer) and David Platt (timetabling and publicity officer). The scrutinised accounts were approved. A copy of the accounts are attached.	Policy
7.	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.	Policy
8.	Election of LAMA Treasurer Nick Warrick was elected as LAMA treasurer.	NW
9.	Election of LAMA Secretary Unfortunately, there were no nominations for LAMA secretary. The meeting recognised that this was a crucial role that needed to be filled. Although it was undesirable for one person to fill two key appointments, Nick Warrick offered to act as secretary for General Meetings only and to undertake outward reporting responsibilities only. It was agreed that:	
	a. Nick Warrick was elected as acting LAMA secretary.	NW
	b. The acting LAMA secretary was tasked to submit the annual return to the Financial Conduct Authority (FCA).	NW
	c. Until a new LAMA secretary could be found, the role of LAMA committee secretary would be undertaken on a rotational basis by other members of the LAMA committee.	Policy
	d. All LAMA members were to actively search for a new LAMA secretary.	All
10.	Election of LAMA Committee The meeting recognised that a LAMA committee was needed to manage the routine operation of the association and Duncan Elliott was elected to chair that committee. The following people were also elected to serve on the LAMA committee: Richard Halliday, Ann Henderson, David Platt and Nick Warrick. The meeting agreed that committee members should continue in their present roles, but the committee was authorised to reallocate specific responsibilities and to form working groups as required. The committee could also 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.	DE, RH, AH, DP, NW
11.	Any Other Business	
	a. Further Develop LAMA's Webpage. Nick Warrick reported that the Lerryn.net development work to provide for LAMA journey planning and publicity was looking really good ¹ . The work was slightly over budget, but was expected to remain within the 25% contingency allowed for at November's general meeting.	
	b. LAMA Committee Meeting. Richard Halliday was to act as secretary for the committee meeting that was due to follow this annual general meeting, but he had been taken ill. Committee members had submitted individual reports and it was therefore agreed that essential	

¹ The developmental system was demonstrated to members after the AGM was concluded.

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	committee business could be undertaken now and minuted as any other business. It was agreed that:	
	(1) Nick Warrick should add SumUp and Lerryn.net development training to the safeguarding training currently being arranged for drivers by Richard Halliday.	NW, RH
	(2) Nick Warrick should ask Cornwall Councillor Colin Martin to ask the council's Transport Coordination Service to explain why they would not recognise LAMA's special trips as being well-being trips and thus be eligible for grant funding.	NW
	(3) David Platt was to continue to price special trips based on his finger-in-the-air sense of fairness, linked loosely to LAMA's charges for shopping trips rather than minibus loans.	DP
	(4) The "2024-01-21 - LAMA Vehicle Funeral Loan Agreement (NW Draft)" and "2024-02-29 - LAMA Driver Instructions (NW Draft)" documents were approved.	NW
	(5) The COVID risk level was to remain at "GREEN" for the time being.	All
	(6) The drivers schedule coordination rota for the next 5 months was agreed as follows: Richard Halliday was to coordinate the May 2024 schedule (circulate list in late March), Nick Warrick June schedule (circulate late April), David Platt July schedule (circulate late May), Ann Henderson August schedule (circulate late June), Duncan Elliott September schedule (circulate late July).	RH, NW, DP, AH, DE
12.	Date of Next General Meeting The next general meeting (GM) will be held in the Lerryn Memorial Hall on Monday 2 nd September 2024 at 7:30pm. The next annual general meeting (AGM) will be held in the Lerryn Memorial Hall on Monday 3 rd March 2025 at 7:30pm. LAMA committee meeting dates were also agreed as follows (with committee members nominated to act as committee secretary as shown in brackets): Monday 13 th May 2024 (RH), Monday 8 th July 2024 (AH), Monday 2 nd September 2024 after GM (DP), Monday 4 th November 2024 (DE), Monday 13 th January 2025 (RH) and Monday 3 rd March 2025 after AGM (AH). David Platt offered his apologies for the committee meeting on 13 th May 2023.	All All RH, DP

NICK WARRICK
Acting LAMA Secretary

DUNCAN ELLIOTT
Chair

Attachments.

1. LAMA Committee Chair's AGM 2024 Report.
2. LAMA Profit and Loss Account for 2023 and Balance Sheet as at 31st December 2023.

LAMA Committee Chair's AGM 2024 Report

Well another year has just rushed past us all. I am really thrilled to note that LAMA has been busier than we expected with an ever-increasing interest in our varied but regular services for our local users.

This continued success building the post COVID programme seems to be gathering pace. This is in no small way thanks to the dedicated team of volunteers forming the committee, the drivers, cleaning staff and users who as a team keep the show on the road. Literally!! There is, of course, another group of folks who must be thanked. They are the supporters of our fund-raising events helping so much with our finances to keep the bus on the road in the long term.

You all may ask "what is the long term?" The public transport manufacturers have yet to produce a viable alternative energy powered 16-seater minibus suitable as a potential replacement for our current vehicle. It is therefore in our best interests to make it our goal to obtain just the very best from the Mercedes. Given there are only around 27000 miles on the clock, we are in a very fortunate position for the medium-term future. Answers on a post card please as to what and when next?

Our various successes and financial position can be read via the other officers' committee reports which I heartily commend to your leisure reading time.

Thank you everyone.

Duncan Elliott

LAMA Committee Chairman

Attachment 2 To
LAMA AGM Minutes
Dated 4th March 2024

Lerryn Area Minibus Association


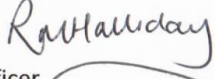

Income and Expenditure Account for the Year 1 January 2023 to 31 December 2023

<u>Income:</u>	2023	2022
Bus Revenues - LAMA Organised Trips	£ 3,191.60	£ 2,964.59
Bus Community Loan Scheme	£ 2,517.00	£ 1,016.50
Fundraising	£ 1,002.99	£ 1,437.20
Donations	£ 230.00	£ 82.00
Grants (Cornwall Council)	£ 1,000.00	£ 1,850.00
Fuel Duty Rebate (BSOG)	£ 437.15	£ 265.18
VAT Rebate	£ 678.26	£ 631.66
Sundry (Gift Aid)	£ -	£ 20.00
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
Total Income:	£ 9,057.00	£ 8,267.13

<u>Operating Expenses:</u>	2023	2022
Fuel	£ 1,295.22	£ 1,239.01
MOT / Safety / Service / Road Tax	£ 1,439.11	£ 961.48
Insurance	£ 1,763.87	£ 1,628.12
Events	£ 422.45	£ 117.00
Accidents & Repairs	£ 57.87	£ 334.17
Admin Overheads & Sundry Costs	£ 1,855.78	£ 318.93
Driver Training	£ 382.17	£ 47.37
Share Forfeited	£ -	£ -
VAT Paid	£ 671.23	£ 667.73
Depreciation on Minibus	£ 3,444.00	£ 4,592.00
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
Total Operating Expenses:	£ 11,331.70	£ 9,905.81

Operating Surplus/Deficit:	-£ 2,274.70	-£ 1,638.68
Interest Received:	£ 2,194.61	£ 824.84
Total Surplus/Deficit:	-£ 80.09	-£ 813.84

NB. Period Surplus/Deficit excluding Depreciation £ 3,363.91 £ 3,778.16

Accounts Examined by:		
Nick Warrick, Treasurer		Date 25/1/24
Richard Halliday, Training Officer		Date 10/2/24
David Platt, Timetabling & Publicity Officer		Date 10/2/24

Lerryn Area Minibus Association

Balance Sheet as at:

31 DECEMBER 2023

31 DECEMBER 2022

Fixed Assets (Mercedes Sprinter Minibus DK66CGY):

Opening Value at 1 January	£	13,776.00	£	18,368.00
Depreciation at 25% per year	£	3,444.00	£	4,592.00
Closing Value at 31 December:	£	<u>10,332.00</u>	£	<u>13,776.00</u>

Current Assets:

Deposit Account	£	66,035.25	£	61,840.64
Cash at Bank	£	3,628.91	£	4,521.96
Petty Cash	£	93.35	£	26.00
Accounts Receivable	£	-	£	-
Total Current Assets:	£	<u>69,757.51</u>	£	<u>66,388.60</u>

Total Assets:

£ 80,089.51

£ 80,164.60

Capital and Reserves:

Individual Member & Authorised Organisation Shares (£1 each)	£	23.00	£	18.00
--	---	-------	---	-------

Liabilities:

Accounts Payable	£	-	£	-
"Benefit to the Community" Liability	£	80,066.51	£	80,146.60

Total Liabilities:

£ 80,089.51

£ 80,164.60

Accounts Examined by:

Nick Warrick, Treasurer

Richard Halliday, Training Officer

David Platt, Timetabling & Publicity Officer

Nick Warrick
Richard Halliday
David Platt

Date 25/1/24

Date 10/2/24

Date 10/2/24