

Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA General Meeting (GM) held at
the Lerryn Memorial Hall on 20th November 2023

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	Those Present, Apologies for Absence and Quorum Determination The following LAMA members were in attendance: Duncan Elliot (DE), Richard Halliday (RH), Ann Henderson (AH), David Platt (DP), Jo Warrick (JW) and Nick Warrick (NW). The meeting was also attended by Chris Lutey (CL), who is a non-member LAMA driver. Apologies were received from Brian McClarin, Charlayne Platt and Annie Singer. With 6 LAMA members present, the meeting was quorate.	
2.	Election of Chairperson for Meeting Richard Halliday was elected to chair the meeting.	
3.	Membership Changes a. Applications. The following organisations had applied for LAMA membership with their membership being confirmed as shown: (1) The Crown Lanlivery Appreciation Society, £1 share paid and membership confirmed. The meeting felt that the organisation's name belied its genuine benefit to the community and it was agreed that DE would ask the group to rename itself to something more meaningful, such as "Lanlivery Agricultural Support Group". This new name would be used by LAMA until advised otherwise by the group. (2) Lerryn (Drum) Theatre Group, £1 share paid and membership confirmed. The group had been asked to provide evidence of their membership being open to all within the aims and constraints of their organisation, but none had been provided. However, the meeting accepted AH's assurance that the group was properly open and that verbal invitations were freely offered to new members of the community. (3) Lerryn Walking Group, £1 share paid and membership confirmed. The group had been asked to provide evidence of their membership being open to all within the aims and constraints of their organisation, but none had been provided. However, the meeting accepted AH's assurance that the group was properly open and that verbal invitations were freely offered to new members of the community. (4) St Winnow School (St Barnabus MAT) , £1 share paid and membership confirmed. (5) St Blazey Cricket Club, £1 registration paid and nearby authorisation confirmed. b. Terminations. There were no LAMA membership terminations. c. Quorum Adjustment. With no individual member or representative changes, the meeting remained quorate.	DE
4.	Minutes of Last General Meeting and Matters Arising Subject to the amendments and matters arising listed below, the minutes of the annual general meeting held on 6th March 2023 were approved	

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	and signed.	
	a. Amendments. The first two sentences of sub-paragraph 3a(6) should be amended to read “Looe and District University of the Third Age, £1 registration paid and nearby authorisation confirmed. The meeting recognised that this authorisation paved the way for cooperating with nearby volunteer community transport organisations, which was allowed for in the new LAMA rules.”	
	b. Matters Arising. All outstanding actions were complete except for the following:	
	(1) Para 3a(6)(a). This action was no longer considered necessary. Instead, LAMA would cooperate with nearby volunteer community transport organisations as and when required on an ad-hoc mutually agreed basis.	Policy
	(2) Para 9. Matter addressed under “LAMA Committee Recruitment” agenda item (see para 7 below).	
5.	Report from the Chair of the LAMA Committee The chair of the LAMA committee, Duncan Elliott, apologised for not being able to devote as much time to LAMA as he would have liked, but his life and business had been particularly hectic over recent months. Nonetheless, he recognised the terrific work that had been undertaken by other committee members and LAMA drivers since the last AGM and he was greatly appreciative of their efforts to keep the minibus running. It was clear that the committee needed more help and he was hopeful that this meeting might assist with that.	
6.	Financial Report from the LAMA Treasurer The treasurer’s financial report is at Enclosure 1. The meeting noted that the association’s finances were as strong now as they had ever been. This was due in great part to the funding of a new minibus by the Department of Transport in 2017, but also to the substantial grants received during COVID. The asset value of the minibus was a book figure derived from an assumed annual depreciation of 25%. The actual value was likely to be at least twice that recorded, possibly even 3 times more.	
7.	LAMA Committee Recruitment The meeting agreed that the current committee of 5 was probably as small as it could possibly go and still function effectively. DE had been covering as minutes secretary whilst Carole was incapacitated and he thought it was unlikely that she would ever be in a position to return in that role. Although finding someone to take over as LAMA Secretary was a priority, the meeting thought that most people would be put off from volunteering to join the LAMA committee if they thought they would be asked to immediately take on such an important task. It was agreed that:	
	a. Until a new LAMA secretary could be appointed:	
	(1) Existing committee members would undertake the duties of minutes secretary for the LAMA committee on a rotational basis.	All
	(2) Committee members were to submit a written report for each their LAMA roles ahead of every LAMA committee meeting.	All
	(3) The minutes of each LAMA committee meeting need only comprise copies of the reports submitted and a list of the decisions and actions agreed.	All

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	(4) Duncan Elliott would perform the role of minutes secretary at the LAMA committee meeting immediately following this GM.	DE
	(5) Nick Warrick would undertake the formal reporting duties of the LAMA secretary and act as minutes secretary for all general meetings.	NW
	b. Volunteers should be invited to come onto the LAMA committee “without portfolio” and, only when they had gained some practical experience or expressed a particular interest, should they be invited to take on a particular role.	All
	c. David Platt and Duncan Elliott would make personal approaches to people who had already been suggested as possible candidates to join the LAMA committee.	DP DE
	d. Duncan Elliott would make an announcement at the forthcoming Christmas coffee morning calling on local people to join the LAMA committee.	DE
8.	Further Develop LAMA’s Webpage The meeting recognised that stage 1 of LAMA’s webpage development was working well and all LAMA drivers were able to log in to Lerryn.net to access passenger In Case of Emergency (ICE) details. Additionally, drivers were also drawing information from the Lerryn.net calendar facility to produce their own driver paperwork. The meeting also recognised that DP and NW spent considerable time each month planning trips and producing publicity material. Stage 2 should simplify this process significantly. Stage 3 would integrate the Stage 1 passenger and stage 2 trip databases, and development risks would likely be reduced if stages 2 and 3 were completed together. Stage 3 should also allow drivers to volunteer themselves for specific trips online, which addressed a question raised by CL. Given that LAMA benefitted from an £8,000 grant from Cornwall Council in 2021, much of which is still reflected in the association’s current asset value, the meeting felt that there was scope to undertake stage 2 and 3 development from within LAMA’s resources. Stage 4 development would allow passengers to book themselves onto LAMA trips. Although many of LAMA’s regular users would probably never want to do this, people reaching retirement age now were much more computer literate and they would expect to be able to book online. It was agreed that:	
	a. Stage 2 and stage 3 development of LAMA’s webpage was authorised and was to be paid for from LAMA funds. The budget allocated for this development was £1,200+VAT, plus a 25% contingency.	Policy
	b. Nick Warrick was to liaise with Iteracy about implementing the stage 2 and stage 3 development and was to manage the programme on behalf of LAMA, with authority to tap into the contingency budget if required.	NW
	c. LAMA committee members were to investigate options for obtaining funding support to undertake stage 4 development in the future.	All
9.	Replacement Planning for the Current Minibus The LAMA maintenance officer reported that the minibus was both comfortable and in good working order. With a current mileage of around 26,000, there was every expectation that the minibus would still be running well when it reached 100,000 miles. The meeting accepted that	

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	there was no urgency to replace the minibus anytime soon and, in light of the expected future introduction of electric minibuses, it might be prudent to wait for possible incentives to transition to greener technology. Also, accepting that younger drivers are not automatically given licences to drive larger vehicles, LAMA might need to consider changing its operating strategy to use a smaller vehicle. It was agreed that the replacement of the current minibus should be reconsidered in 12 months' time.	NW
10.	Any Other Business Chris Lutey volunteered to act as "welly prompter" to advise drivers of spring tides that might affect access to the minibus on the 2 or 3 occasions each year when flooding might reach the normal minibus parking area. The meeting gratefully accepted Chris's offer.	CL
11.	Date of Next General Meeting The next general meeting will be the annual general meeting which will be held in the Lerryn Memorial Hall on 4 th March 2024 at 7:30pm.	

NICK WARRICK
Secretary

RICHARD HALLIDAY
Chair

Enclosure:

1. Financial Report from the LAMA Treasurer.

Financial Report from the LAMA Treasurer

Lerryn Area Minibus Association

Income and Expenditure Account for the Period 1 January 2023 to 20 November 2023

<u>Income:</u>	2023	2022
Bus Revenues - LAMA Organised Trips	£ 2,941.60	£ 2,671.59
Bus Community Loan Scheme	£ 2,482.00	£ 802.00
Fundraising	£ 603.00	£ 1,437.20
Donations	£ 220.00	£ 82.00
Grants (Cornwall Council)	£ 1,000.00	£ 1,850.00
Fuel Duty Rebate (BSOG)	£ 265.18	£ 265.18
VAT Rebate	£ 678.26	£ 631.66
Sundry (Gift Aid)	£ -	£ 20.00
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
Total Income:	£ 8,190.04	£ 7,783.63

<u>Operating Expenses:</u>	2023	2022
Fuel	£ 1,177.22	£ 1,096.70
MOT / Safety / Service / Road Tax	£ 1,396.11	£ 871.48
Insurance	£ 1,763.87	£ 176.46
Events	£ 422.45	£ 117.00
Accidents & Repairs	£ 57.87	£ 334.17
Admin Overheads & Sundry Costs	£ 1,773.82	£ 142.56
Driver Training	£ 377.78	£ 47.37
Share Forfeited	£ -	£ -
VAT Paid	£ 645.76	£ 637.59
Depreciation on Minibus	£ 3,064.00	£ 4,076.00
	£ -	£ -
	£ -	£ -
	£ -	£ -
	£ -	£ -
Total Operating Expenses:	£ 10,678.88	£ 7,499.33

Operating Surplus/Deficit:	-£ 2,488.84	£ 284.30
Interest Received:	£ 1,537.06	£ 602.59
Total Surplus/Deficit:	-£ 951.78	£ 886.89

NB. Period Surplus/Deficit excluding Depreciation £ 2,112.22 £ 4,962.89

Lerryn Area Minibus Association

LAMA Asset History

Balance Sheet as at:

20 NOVEMBER 2023

20 NOVEMBER 2022

Fixed Assets (Mercedes Sprinter Minibus DK66CGY):

Opening Value at 1 January	£	13,776.00
Depreciation at 25% per year	£	3,064.00
<u>Closing Value at 20 November:</u>	£	<u>10,712.00</u>

£	18,368.00
£	4,076.00
£	<u>14,292.00</u>

Current Assets:

Deposit Account	£	65,377.70
Cash at Bank	£	3,091.76
Petty Cash	£	36.36
Accounts Receivable	£	-
<u>Total Current Assets:</u>	£	<u>68,505.82</u>

£	61,618.39
£	4,712.99
£	1,216.95
£	-
£	<u>67,548.33</u>

Total Assets:

£ 79,217.82

£ 81,840.33

Capital and Reserves:

Individual Member & Authorised Organisation Paid (£1 Shares)	£	23.00
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£ 17.00

Liabilities:

Accounts Payable	£	-
"Benefit to the Community" Liability	£	79,194.82

£ -
£ 81,823.33

Total Liabilities:

£ 79,217.82

£ 81,840.33

Date	Total Current Assets	Bus Asset Value
20 Nov 2023	£ 68,506	£ 10,712
31 Dec 2022	£ 66,389	£ 13,776
31 Dec 2021	£ 62,592	£ 18,368
31 Dec 2020	£ 54,617	£ 24,490
31 Dec 2019	£ 53,750	£ 32,654
31 Dec 2018	£ 46,403	£ 43,539
31 Dec 2017	£ 40,670	£ 58,052
31 Dec 2016	£ 31,652	£ 4,746
31 Dec 2015	£ 27,050	£ 6,328
31 Dec 2014	£ 21,659	£ 8,437
31 Dec 2013	£ 16,639	£ 11,250
31 Dec 2012	£ 12,424	£ 15,000
31 Dec 2011	£ 8,725	£ 20,000
31 Dec 2010	£ 22,370	£ 6,329
31 Dec 2009	£ 19,559	£ 8,438
31 Dec 2008	£ 10,326	£ 11,250
31 Dec 2007	£ 5,268	£ 15,000
31 Dec 2006	£ 9,936	£ 3,402
31 Dec 2005	£ 5,880	£ 4,535
31 Dec 2004	£ 4,530	£ 6,046
31 Dec 2003	£ 1,935	£ 8,062
31 Dec 2002	£ 10,941	£ 1,780
31 Dec 2001	£ 9,618	£ 2,373
31 Dec 2000	£ 9,104	£ 3,164
31 Dec 1999	£ 9,256	£ 4,218