

LERRYN AREA MINIBUS ASSOCIATION

Committee Meeting Monday 10th May 2021 held on Zoom at 7:30pm

Minutes:

- **Present:** Richard Halliday RH, David Platt DP, Pat Spencer PS, Nick Warrick NW, Andy Reid AR, Ann Henderson AH
- **Apologies:** Duncan Elliott DE
- **Minutes** of meeting held on 5th April 2021 on Zoom, acceptance proposed by AH, carried nem com
- **Matters arising:** not covered by this agenda: N/A
- **Committee Member Co-option:** Duncan Elliott has agreed to rejoin the committee – this was agreed and carried nem com. As a matter of record Duncan had only left the committee by dint of absence from the AGM in March. We welcome Duncan back.
- **Correspondence:**
- **Treasurer's report:** report circulated in advance – accepted with thanks to PS
- **Working Party – Risk Assessments:** Working Group draft circulated in advance. The Risk Assessment (RA) Draft Document was found to be a practical accessible format. It was decided that the distinction between first aid and the use of the contents of a first aid kit must be made clear and that there would be no mention of LAMA offering First Aid Training to volunteers and Drivers in the RA. It was decided that the COVID 19 section of the RA be treated as an annex to the main document and kept under monthly review. Requirement that hand gel is not left in the vehicle overnight is to be included. The need to have a committee member responsible for checking the first aid kit monthly was raised. AR volunteered to do this. N.B. Driver handbook/checklist revision needs to ensure that use of First Aid kit is logged.

NB Driver Packs/Training, Journey Trips and Walk Round Check sheets to be addressed in preparation for June meeting

- **GDPR Policy and Data Capture Form:** Draft circulated in advance. RH to redraft as a 2 page document which captures data on pg 1 and gives GDPR policy and collects consent signature on pg 2. Pg1 data to be collected by booking clerks in first booking contact after services starts up again. It was proposed that pg2 be put out on bus seats and passengers asked to complete them and hand them back to driver. Original forms will be held by the secretary and data base provided to the booking clerks in both paper and electronic format.

- **Cleaning:** Cleaning Procedure & Frequency & proposal re purchase of antimicrobial spray machine. RH has not yet succeeded in speaking with Marie Doe to find out what the frequency of cleaning was prior to COVID. RH to pursue in preparation for June meeting. Discussion around purchase of Antimicrobial spray machine and spray lead to a decision to purchase at cost circa £114.00, as should help with ongoing COVID management of bus and we have the funds available. Efficacy will have to be monitored alongside cleaning procedure monitoring.
- **Payment Methods:** it is proposed that we continue to take cash and we produce a carnet system in-house to be promoted to passengers and sold to them by drivers. A discussion was initiated about how payment would be passed to the driver, raising the idea that the driver should be able to pass from the cockpit into the passenger area of the bus. This is not and never has been part of our proposal for 'COVID safe' operation. The driver (as in 'normal times') has to leave their seat to supervise/assist embarkation and disembarkation. This will require egress and access from and to the driver cockpit by the cockpit side doors as the driver sees and fit and most safe. Drivers will collect payment whilst outside the bus supervising embarkation.
- **Seating Plan:** RH &/or NW to present PPP re draft proposals. A ranging discussion took place which leaned towards the option which maintains the bus seats in their current positions, in part due to the feeling that this needs to be preserved for practical purposes of private hirers. Decision to be finalised at June's meeting.
- **Bookings report:** n/a
- **Maintenance report: NB: MOT due 13/02/2021 & RFL due 01/02/2021**
- **Training:** Certificate extension obtained for Glenn Carwithen, Annie Singer and David Platt to 01/07/21. So far it has not been possible to secure an extension for Flynn Pearce, she is unable to supply her certificate number and Tim Rouse at Volunteer Cornwall has not yet produced it either; he has been asked by phone and email.
- **Fundraising:** Cream Teas event in LMH booked for 30th August 2021 from 15:30 and Christmas Coffee Morning in LMH booked for 27th November 2021 from 10:30
- **Prescription Collection Service: Current rota runs to end June 2021**
- **Any other business: none**
- **Meeting Closed at 21:30 Next meeting: 14th June 2021 venue TBA**