

Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA Committee meeting held at the Lerryn Memorial Hall on 2nd August 2021

Those Present	Initials	Posts
Richard Halliday	RH	Chair, Training Officer
Pat Spencer	PS	Treasurer
Andy Reid	AR	Maintenance Officer, Timetabling and Booking Clerk
David Platt	DP	Publicity Officer
Ann Henderson	AH	Fundraising Officer
Nick Warrick	NW	Secretary

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	Apologies for Absence Apologies were received from Sue Giles (SG) and Duncan Elliot (DE).	
2.	Minutes of Last Committee Meeting Subject to the amendments listed below, the minutes of the meeting held on 14th June 2021 were approved and signed. a. "Rosemary Philp" on lines 1 and 2 of para 9 should read "Rosemary Phillips".	
3.	Outstanding Actions and Matters Arising All the actions agreed at the last committee meeting had been carried out. There were no matters arising that were not included in the agenda.	
4.	Correspondence The items of correspondence listed below had been recorded by the Secretary: a. 25 th May 2021 - Confirmation of LAMA's Community Transport Association (CTA) membership renewal. b. 19 th June 2021 - Chairman's thankyou to Flynn Pearce on her retirement as a minibus driver. c. 25 th June 2021 - Ex-Committee confirmation of journey sheet and accident & breakdown procedure approval. d. 11 th July 2021 - Cornwall Community Transport Letter of Agreement, 2020-21 End of Year Grant Review and updated Data Capture Form. e. 11 th July 2021 - Community Bus Grant (CBG) returns for 4th Quarter of 2020-21 and 1st Quarter of 2021-22. f. 16 th July 2021 – Gorran Bus's confirmation of LAMA's parking permit for the Fairmantle Street Coach Park in Truro on the second Friday of every month from 10am to 2pm. ¹ g. 16 th July 2021 - Secretary's record of discussion with Mr Townsend (Horizon's car park attendant for the St Austell Co-op car park) who said that it would be okay to park the minibus in two bays for the price of one ticket. Mr Townsend also said that up to 90 mins was free. h. 16 th July 2021 - Secretary's St Austell Parking Enquiry. i. 19 th July 2021 - Cornwall Council's reconfirmation of LAMA's parking permit for Truro.	

¹ Gorran Bus acts as Cornwall Council's agent in managing the community bus parking slot in Truro.

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j.	19 th July 2021 - Secretary's record of discussion with Chris, Lidl's duty manager in St Austell, who said it was okay to park the LAMA minibus in their car park, so long as we did not restrict the turning area for their large delivery lorries.	
k.	23 rd July 2021 - Cornwall Council's confirmation that the LAMA minibus could use the bus stops at Mount Folly in Bodmin and opposite White River in St Austell for its regular shopping runs.	
l.	29 th July 2021 - Ex-Committee confirmation of the COVID Risk Level for the Bodmin shopping trip on 3 rd August 2021, which was set at "Amber Plus".	
5.	Set LAMA COVID Risk Level The committee noted that although COVID restrictions were being relaxed countrywide, many of LAMA's passengers remained vulnerable and they would be reassured by the retention of some COVID control measures. It was agreed that:	
a.	The COVID Risk Level for the remainder of August and the first week of September was set at "Amber Plus", which would include all the COVID control measures for the Amber COVID risk level plus the retention of the screen behind the driver's compartment.	Policy
6.	Agenda Items Carried Over from Previous Meetings	
a.	Special Trips. The committee recognised the importance that special trips played in contributing to many peoples' wellbeing. However, with Annie Singer's departure, the committee had lost a vast amount of experience in organising these trips. One suggestion was to run last year's programme which had been cancelled due to COVID. It was agreed that:	
(1)	The Chair would seek Annie Singer's advice and support in organising future special trips. ²	RH
(2)	A special trip would be run to Looe and Kernow Mills on Friday 17 th September 2021.	Policy
(3)	The Secretary was to add Special Trips as an agenda item for future meetings.	NW
b.	Hire to Other Organisations. Committee members were keen to make the minibus available to other organisations and charitable bodies within the LAMA area as their usage contributed greatly to the wellbeing of people throughout the community. However, hirings could only be undertaken by bodies that fulfilled LAMA's Section 19 passenger class permit criteria. Hiring's also provided a valuable income stream in helping to maintain the minibus. It was agreed that:	
(1)	Only the hirer needed to be a member of LAMA and not the passengers who would be carried by the hirer.	Policy
(2)	All organisations and charitable bodies in the LAMA area were de facto members of LAMA and they would be asked to pay a nominal one-off membership fee when they hired the minibus.	Policy
(3)	LAMA's General Data Protection Regulation (GDPR) obligations did not apply to or cover hirers, but hirers were required to comply with the conditions of hire listed on the LAMA self-drive hire form.	Policy

² Secretary's Note: The Chair spoke to Annie Singer on 3rd August 2021 and, for the time being, she has agreed to continue to help with the planning and organisation of special trips.

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	(4) Hirers were responsible for planning and undertaking their trips, including undertaking risk assessments as appropriate. LAMA's obligation ended with the provision of a roadworthy, taxed, insured and fuelled vehicle.	Policy																				
	(5) The provision of trips in support of LAMA fundraising events were considered to be LAMA special trips.	Policy																				
	(6) The Secretary was to update the LAMA self-drive hire form and circulate it for ex-committee review and approval.	NW																				
	(7) The Secretary was to write to all known organisations and charitable bodies within the LAMA area that fulfilled LAMA's Section 19 passenger class permit criteria to invite them to considering hiring the LAMA minibus in support of their activities.	NW																				
	(8) The Secretary was to investigate whether LAMA's Section 19 passenger class permit criteria already included or could be expanded to include private households in the LAMA area who had particular transport needs (eg, for funerals, weddings and anniversaries).	NW																				
7.	LAMA Document Revisions																					
	a. Minibus Damage record. The draft update of the LAMA minibus damage record dated 10 th July 2021 was approved. The Secretary was to finalise and publish the document.	NW																				
	b. New Driver's Pack Article, Minibus Regular Routes. The second draft of the minibus regular routes article dated 23 rd July 2021 was adopted with minor grammatical amendments and a tightening of the prescription delivery advice. The Secretary was to finalise and publish the document.	NW																				
8.	Treasurer's Report																					
	The Treasurer reported the following balances as at 31 st July 2021																					
	<table border="1"> <thead> <tr> <th>Account</th> <th>Old Balance</th> <th>Money In</th> <th>Money Out</th> <th>New Balance</th> </tr> </thead> <tbody> <tr> <td>Current A/c</td> <td>£3280.75</td> <td>£401.63³</td> <td>£195.11</td> <td>£3487.27</td> </tr> <tr> <td>60 Day A/c</td> <td>£58706.70</td> <td>£0.00</td> <td>£87.94⁴</td> <td>£58794.64</td> </tr> <tr> <td>Cash</td> <td>£0.00</td> <td>£84.55</td> <td>£0.00</td> <td>£84.55</td> </tr> </tbody> </table>	Account	Old Balance	Money In	Money Out	New Balance	Current A/c	£3280.75	£401.63 ³	£195.11	£3487.27	60 Day A/c	£58706.70	£0.00	£87.94 ⁴	£58794.64	Cash	£0.00	£84.55	£0.00	£84.55	
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	It was agreed that:																					
	a. Routine income and expenditure, such as bus fares, car parking, fuel usage, bus cleaning and hall hire, did not need to be itemised in the minutes.	Policy																				
9.	Maintenance Officer's Report																					
	The Maintenance Officer reported that, over the coming months, he would try to repair the damages marked 8 and 9 on the new LAMA minibus damage record. Concern was raised about the limited strapping currently available in the boot of the minibus. The Chair reported that he																					

³ £117.87 BSOG grant, £250 Cornwall Council Q2 2021 grant, £33.76 VAT rebate.

⁴ Interest for June and July 2021.

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	held strapping for retaining wheelchairs in the passenger body of the minibus and the associated seat belt system.	
	a. The Maintenance Officer would investigate the options for providing additional strapping in the boot of the minibus.	AR
10.	<p>Timetabling and Booking Clerk's Report</p> <p>The Timetabling and Booking Clerk reported that regular shopping trip numbers were picking up slowly⁵, but he thought a big concerted advertising push would be needed to fill the minibus as COVID restrictions were relaxed. The committee noted that the St Austell trip in July was undertaken with only one passenger, although two were originally booked. The question of whether poorly used services should be cancelled was raised, but the committee recognised that the award of funding grants often included an obligation to undertake those runs nonetheless. For the minibus's reintroduction into service, the Chair had coordinated the driver schedule for July and August, but now that COVID restrictions were relaxing, it was felt that this task could again be shared between all committee members. The committee noted that the driver schedule coordination task involved circulating the forthcoming timetable to all drivers by email and inviting them to volunteer for one or more trips as they were able. Also, the timetable publication task involved producing the monthly timetable in a formal format and disseminating it to notice boards and newsletter/magazine/website editors across the LAMA catchment area. It was agreed that:</p> <p>a. The Secretary was to include a review of the regular minibus routes in the agenda for January 2022.</p> <p>b. The Treasurer was to compile passenger use data for each route for consideration at the January review.</p> <p>c. David Platt was to coordinate the drivers schedule for September 2021.</p> <p>d. Pat Spencer was to coordinate the drivers schedule for October 2021.</p> <p>e. Ann Henderson was to coordinate the drivers schedule for November 2021.</p> <p>f. Richard Halliday was to coordinate the drivers schedule for December 2021.</p> <p>g. Nick Warrick was to coordinate the drivers schedule for January 2022.</p> <p>h. Andy Reid was to coordinate the drivers schedule for February 2022.</p> <p>i. The coordination of each driver schedule should be started 6 weeks ahead of the start of each timetabled month so that the completed list was available to the Publicity Officer during the first week of the month preceding the timetabled month.</p> <p>j. The Publicity Officer was to publish each monthly timetable during the month ahead of its start date.</p>	<p>NW</p> <p>PS</p> <p>DP</p> <p>PS</p> <p>AH</p> <p>RH</p> <p>NW</p> <p>AR</p> <p>Policy</p> <p>DP</p>
11.	<p>Fundraising Officer's Report</p> <p>The Fundraising Officer reported that she had to cancel the Lostwithiel photo competition due to all the errors introduced by Palace Printers.</p>	

⁵ The Treasurer advised that we had achieved an average of 4.4 passengers per trip during July against a "Red" LAMA COVID Risk Level capacity of 5.

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	<p>The Lerryn competition was to be rescheduled for September/October 2021. Other fundraising activities were planned as follows:</p> <ol style="list-style-type: none"> Sunday 29th August 2021 - Cream Teas and Produce Stall in Lerryn Memorial Hall. 14th, 21st and 28th August 2021 - Anne Fenwick's Garage Sale. Saturday 27th November 2021 - Christmas Coffee Morning in Lerryn Memorial Hall. 	
12.	<p>Publicity Officer's Report</p> <p>The Publicity Officer reported that he had missed the deadline for this month's Lostwithiel Newsletter, but he offered to help with publicising the Fundraising Officer's forthcoming events. He thanked the Chair for submitting the St Veep Stepping Stones newsletter entry for May 2021 and an article for the latest St Winnow Bridge magazine. He distributed samples of the business cards that he had produced for the minibus. It was intended that these cards should be handed out to passengers so that they might contact either the driver or the booking clerk should they encounter difficulties whilst they were away from the minibus during a trip. It was agreed that:</p> <ol style="list-style-type: none"> The Publicity Officer would leave a stock of business cards in the minibus. The Publicity Officer would liaise with the Fundraising Officer in producing advertising material for her events. 	<p>DP</p> <p>DP</p>
13.	<p>Training Officer's Report</p> <p>The Training Officer reported that 3 drivers had recently completed their MIDAS refresher training: Annie Singer, Glenn Carwithen and David Platt. He had submitted the renewal certificate counterparts to CTA. He noted, sadly, that Flynn Pearce had decided not to continue as a LAMA driver and he had sent her a message thanking her for her valuable work in the past. He also reported that he had been given the names of three people who might be interested in becoming LAMA drivers: Debbie Smith from Penpol, John Walker from Lerryn and Chris Lutey from Lerryn. It was agreed that:</p> <ol style="list-style-type: none"> The Training Officer should invite the three interested parties to undertake familiarisation with him, accompany a current LAMA driver on a routine trip and commence MIDAS training as soon as it can be arranged. 	<p>RH</p>
14.	<p>Any Other Business</p> <ol style="list-style-type: none"> David Platt informed members that his old email address of polmenaplatt@btinternet.com no longer worked. He invited people to use his new email davidgplatt50@gmail.com instead. LAMA GDPR Database. The Secretary reported that he would delete all GDPR database information at the end of August for which he did not hold a signed personal data form. In the meantime, the Publicity Officer would contact all those people with a view to getting them to complete and sign a form. The procedure for getting new passengers to complete and sign a personal data form thereafter needed to be finalised. It was agreed that: <ol style="list-style-type: none"> The Booking Clerk was to inform the Publicity Officer (DP), Chair (RH) and Secretary (NW) when a new passenger booked for a 	<p>All</p> <p>AR</p>

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	LAMA trip and provide them with the new passenger's contact details.	
	(2) The Publicity Officer (or the Chair or Secretary in his absence) was to contact the new passenger and assist them in completing and signing a personal data form and then forwarding it to the Secretary.	DP (RH, NW)
	(3) The Secretary was to leave a number of blank personal data forms and stamped addressed envelopes in the minibus, together with some simple compilation notes, for the driver to give to new passengers should the procedure above not be practical for any particular reason.	NW
15.	Date of Next Meeting The next meeting will be held in the Lerryn Memorial Hall on 6 th September 2021 at 7:30pm. The subsequent meeting would be held on 1 st November 2021. The Secretary was to book the Meeting Room for these dates.	NW

NICK WARRICK
Secretary

RICHARD HALLIDAY
Chair