

Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA Committee meeting held at the Lerryn Memorial Hall
on 6th September 2021

Those Present	Initials	Posts
Richard Halliday	RH	Chair, Training Officer
Pat Spencer	PS	Treasurer
Andy Reid	AR	Maintenance Officer, Booking Clerk
David Platt	DP	Timetabling and 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 2 nd August 2021 were approved and signed. a. The £87.94 entry in the Treasurer's Report at paragraph 8 should be included in the "Money In" column and not the "Money Out" column.	
3.	Outstanding Actions and Matters Arising All the actions that needed to be completed for this meeting had been undertaken, but the following clarifications and ongoing actions were noted: a. <u>Paragraph 10b</u> . The Treasurer was to compile passenger use data for each route for consideration at the January review. b. <u>Paragraphs 10e to 10h</u> . Ann Henderson was to coordinate the drivers schedule for November 2021, Richard Halliday for December 2021, Nick Warrick for January 2022 and Andy Reid for February 2022. c. <u>Paragraph 10j</u> . In accepting this action, David Platt had effectively agreed to take responsibility for Timetabling. d. <u>Paragraphs 14b(1) and 14b(2)</u> . These ongoing activities should be recorded in individual job descriptions. e. <u>June Meeting Paragraph 2a</u> . It was noted that the review of committee job descriptions was still outstanding. It was agreed that: (1) The Secretary was to include the review in the agenda for the next meeting. (2) The Chair asked committee members to send him a list by the beginning of October of "what they actually do do". (3) Together with other information held by him, the Chair would then compile a set of member tasks/responsibilities for review by the committee.	PS AH RH NW AR DP Policy NW All RH
4.	Correspondence The items of correspondence listed below were received by committee members: a. 9 th August 2021 - LAMA GDPR drivers pack and passenger letter Ex-Committee Approval confirmation. b. 13 th August 2021 - LAMA hirers booking form Ex-Committee Approval confirmation. c. 14 th August 2021 - List of not-for-profit and charitable groups in the LAMA area.	

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	d. 14 th August 2021 - LAMA Mercedes 17 seat community minibus for hire email and social media posting.	
	e. 16 th August 2021 - LAMA CTA Section 19 permit query.	
	f. 19 th August 2021 - St Austell Town Council Priory Coach Park permit.	
	g. 24 th August 2021 - CTA Section 19 advice (part 1) regarding passenger class E, hiring by organisations and community transport policy example.	
	h. 3 rd September 2021 - LAMA thank you to Rob and Lin Briggs for their donation.	
5.	Set LAMA COVID Risk Level for September to early November The committee noted that there had been a significant increase in COVID cases, particularly in Cornwall, since it took the decision to reduce the LAMA COVID Risk Level from “Red” to “Amber Plus”. Nonetheless, hospitalisations were relatively stable and passenger confidence was recovering, as illustrated by an increase in bookings over recent weeks. It was agreed that:	
	a. The LAMA COVID Risk Level would be maintained at “Amber Plus” for the time being.	Policy
	b. Committee members were to monitor the ongoing COVID situation and if anyone was concerned about a possible increase in risk to either passengers or drivers then they should ask the Chair to call a Zoom meeting to reconsider the LAMA COVID Risk Level.	All
6.	LAMA Procedure and Document Revisions	
	a. <u>Minibus Damage Record</u> . The committee noted the new damage to the minibus’s OSR reflector and bumper, and recognised that the damage was probably caused whilst the minibus was parked in Lerryn car park. It was agreed that:	
	(1) The revised minibus damage record was approved and the Secretary was asked to replace the old record in the minibus.	NW
	(2) The Secretary was to write to St Veep Parish Council to request that they expedite the reconfiguration of the Lerryn car park.	NW
	b. <u>Section 19 Permit</u> . The committee welcomed the partial advice that had been received from the Community Transport Association (CTA) with regard to the Section 19 Permit query submitted by the Secretary. However, as the CTA was unable to answer the whole query right away, the committee felt that its case for carrying class E passengers had been strengthened. It was agreed that:	
	(1) The Secretary was to initiate the application process to include passenger class E in LAMA’s Section 19 permit.	NW
	c. <u>Minibus Hiring’s</u> . Committee members were appreciative of the work that had been carried out recently to update the current hirers booking form, but they also recognised that there were a considerable number of issues that still needed to be addressed in detail, particularly with regard to: hirer’s contract commitment, driver training, hire rates and deposit, terms and conditions, insurance cover and Section 19 permit requirements. It was agreed that:	
	(1) A working group, comprised of Richard Halliday, Pat Spencer and David Platt, would be formed to review the whole hiring process.	RH PS DP
	(2) The Secretary was to ask the CTA to hasten its response to the outstanding part of our Section 19 Permit query so that its full advice would be available to inform the working group.	NW

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d.	<u>LAMA Personal Data Forms</u> . The committee recognised that it might be useful for the booking clerk to have access to drivers' contact and next of kin details in the event of an accident or other incident during a LAMA trip. This information would also be useful to the emergency services should the driver be incapacitated for any reason. It was also noted that the Lostwithiel Surgery would require an up-to-date list of LAMA drivers so that it could control its release of Lerryn prescriptions. It was agreed that: (1) The Secretary was to invite regular drivers to each complete a LAMA Personal Data Form. (2) The Chair was to provide the Lostwithiel Surgery with an up-to-date list of LAMA drivers.	NW RH																				
7.	Treasurer's Report The Treasurer reported the following balances as at 31 st August 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>£3487.27</td> <td>£240.00¹</td> <td>£735.76²</td> <td>£2991.51</td> </tr> <tr> <td>60 Day A/c</td> <td>£58794.64</td> <td>£44.75³</td> <td>£0.00</td> <td>£58839.39</td> </tr> <tr> <td>Unbanked</td> <td>-</td> <td>-</td> <td>-</td> <td>£337.55¹</td> </tr> </tbody> </table>	Account	Old Balance	Money In	Money Out	New Balance	Current A/c	£3487.27	£240.00 ¹	£735.76 ²	£2991.51	60 Day A/c	£58794.64	£44.75 ³	£0.00	£58839.39	Unbanked	-	-	-	£337.55 ¹	
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	It was noted that: a. As money was coming in and going out at irregular intervals, it was inappropriate to try to reconcile the "unbanked" entry within the LAMA committee minutes.	Policy																				
8.	Maintenance Officer's Report The Maintenance Officer reported that the minibus had recently been given its 'A' Service. Although still rather expensive, this was the smaller of its two regular services, but that was probably to be expected with owning a Mercedes! The servicing invoice had been scrutinised and was considered to be fair.																					
9.	Booking Clerk's Report The Booking Clerk reported that there were 23 passenger movements booked during July (21 to Bodmin over 4 weeks and 2 to St Austell) and 50 during August (37 to Bodmin over 5 weeks, 6 to St Austell, 5 to Truro and 2 for LAMA Cream Tea). The committee noted, however, that these were "booked" movements and not necessarily those actually travelled. It was agreed that: a. The Booking Clerk would in future report "travelled" figures rather than "booked" totals.	AR																				
10.	Special Trips and Timetabling Plan for September to December The process for planning regular and special trips was considered by the committee and a planning calendar for the period September to December was finalised. It was agreed that: a. The Timetabling and Publicity Officer would routinely produce an initial planning calendar for each committee meeting of regular trips for the coming months.	DP																				

¹ Includes £100 donation from Lin and Rob Briggs and £195 from LAMA Cream Tea event.

² Includes £622.70 for minibus 'A' service.

³ Interest for August 2021.

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	b. The special trips and fundraising events for these months would be agreed at each committee meeting.	All
	c. The Timetabling and Publicity Officer would update the planning calendar for each month for use by the Booking Clerk and also to publish it in passenger timetable format.	DP
	d. The Booking Clerk would accept hirings against the updated planning calendars.	AR
	e. The distribution of the passenger timetable would be managed by the Timetabling and Publicity Officer.	DP
	f. The Timetabling and Publicity Officer was to liaise with Annie Singer regarding the arrangements for visiting Mousehole in December to view the Christmas Lights.	DP
	g. The Timetabling and Publicity Officer and the Chair would jointly set an appropriate fare for each special trip.	DP RH
11.	Fundraising Officer's Report The Fundraising Officer reported that, thanks to the efforts of a small but enthusiastic band of helpers, the Cream Tea event on 29 th August was a great success. The committee acknowledged that the fundraising team needed extra help when putting on events. The Fundraising Officer still hoped to run the Lerryn photographic competition, but she needed to utilise St Veep Parish Council's Stepping Stones magazine to distribute the entry forms. Sadly, the councillor responsible for the magazine was way behind with the magazine's release, but she hoped to enlist the help of someone else on the council. Plans for the Christmas coffee morning on 27 th November were well in hand, but she required contributions for the Christmas Hamper raffle prize. Thoughts were also being given by the Fundraising Committee to organising a "Spuds and Puds" event in the New Year. It was agreed that:	
	a. Committee members would investigate obtaining suitable items for the Christmas Hamper raffle prize.	All
12.	Timetabling and Publicity Officer's Report The Timetabling and Publicity Officer reported that he had managed to hit the latest deadlines for contributions to the Benefice of Lostwithiel Parishes' Bridge magazine and to the Lostwithiel newsletter. Now that driver schedules were being prepared in a timely manner, he hoped that this would no longer be an unusual feature of his report. To assist with their promulgation on local noticeboards, it was agreed that the Publicity Officer would distribute copies of passenger timetables as follows:	
	a. To Ann Henderson who would put up timetables in Lerryn village and who would also produce an A5 version for Andy Reid.	DP AH
	b. To Andy Reid who would print off A5 timetables for inside the minibus.	AH AR
	c. To Richard Halliday who would put up timetables in Lostwithiel.	DP RH
	d. To Annie Singer who would put up timetables at St Veep and Penpoll, and who would publish the timetable on https://www.lerryn.net/ .	DP
	e. David Platt would himself put up the timetable at Lerryn View.	DP
13.	Training Officer's Report The Training Officer reported that John Walker and Chris Lutey had recently completed their familiarisation training and he confirmed that they were both competent to drive for scheduled LAMA trips. He now planned to discuss undertaking formal MIDAS training with them. He also hoped to undertake familiarisation training with Debbie Smith very	

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	soon and he was optimistic that other volunteer drivers may shortly come forward.	
14.	Any Other Business	
	a. The question had arisen as to how long completed driver check sheets should be retained. The Training Officer believed that MIDAS had issued some advice on the matter. It was agreed that:	
	(1) LAMA should follow MIDAS's advice with regard to retaining completed driver check sheets.	Policy
	(2) The Training Officer would obtain retention guidance from MIDAS.	RH
15.	Date of Next Meeting	
	The next meeting will be held in the Lerryn Memorial Hall on 1 st November 2021 at 7:30pm. The subsequent meeting would be held on 10 th January 2022. The Secretary was to ensure that the Meeting Room was booked for these dates.	NW

NICK WARRICK
Secretary

RICHARD HALLIDAY
Chair