

# Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA Committee Meeting held at the Lerryn Memorial Hall  
on 1<sup>st</sup> November 2021

<b>Those Present</b>	<b>Initials</b>	<b>Posts</b>
Richard Halliday	RH	Chair, Training Officer
Pat Spencer	PS	Treasurer
Andy Reid	AR	Maintenance Officer and Booking Clerk <sup>1</sup>
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.	<b>Apologies for Absence</b> Apologies were received from Sue Giles (SG) and Duncan Elliot (DE).	
2.	<b>Minutes of Last Committee Meeting</b> Subject to the amendments listed below, the minutes of the meeting held on 6 <sup>th</sup> September 2021 were approved and signed. a. At para 11, "someone else on the Council" was to be replaced with "other Council members".	
3.	<b>Outstanding Actions and Matters Arising</b> The actions agreed at the last committee meeting were reviewed. It was noted that: a. <u>Paragraph 3a</u> . The Treasurer was to compile passenger use data for each route for consideration at the January review. b. <u>Paragraph 3b</u> . Nick Warrick was to coordinate the drivers schedule for January 2022 and Andy Reid for February 2022. c. <u>Paragraph 6a(2)</u> . The secretary was to ask St Veep Parish Council for an update on their reconfiguration plans for Lerryn car park. d. <u>Paragraph 6b</u> . The secretary was to continue to progress the Section 19 passenger class E application. e. <u>Paragraph 11a</u> . Committee members were reminded of the need to obtain suitable items for the Christmas Hamper raffle prize.	<b>PS</b> <b>NW</b> <b>AR</b> <b>NW</b> <b>NW</b> <b>All</b>
4.	<b>Correspondence</b> The items of correspondence listed below were received by committee members.: a. 31st August 2021 - LAMA document cloud storage advice. The secretary was to resend login advice to all committee members. b. 7th September 2021 - CTA class E permit addition and private hirings and visitor query. c. 7th September 2021 - List of LAMA drivers for Lostwithiel Surgery. d. 7th September 2021 - MIDAS advice regarding retention of completed driver check sheets. e. 7th September 2021 - LAMA query regarding St Veep Parish Council's reconfiguration of Lerryn Car Park. f. 9th September 2021 - CTA Section 19 Advice, Part 2 (private hire, class E and visitors).	<b>NW</b>

<sup>1</sup> For items 1 to 7 and 10 to 11 only.

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	g. 17th September 2021 - Lerryn Hall Committee (LHC) user group representation. The secretary was to represent LAMA at future LHC meetings.	NW
	h. 20th September 2021 - LAMA class E application rationale.	
	i. 3rd October 2021 - initial actions following minibus damage sustained at St Veep.	
	j. 25th October 2021 - CTA class E application supporting evidence query.	
5.	<b>Set LAMA COVID Risk Level for November to early January</b> The committee noted that, until very recently, the number of COVID cases in the local area had been very high (well in excess of 800 per 100,000 people). Levels had since dropped to around 300 per 100,000, which was still quite significant. It was noted that there was nothing in the minibus to inform passengers of current LAMA COVID restrictions. It was thought that any signage should be based on the widely understood message of Hands, Face, Space and Fresh Air. It was agreed that:	
	a. The LAMA COVID Risk Level would be maintained at “Amber Plus” for the time being.	Policy
	b. The secretary was to produce draft signage which could be adapted to show the current COVID restrictions on the minibus.	NW
6.	<b>Agenda Items Carried Over from Previous Meetings</b>	
	a. <u>Review Committee Job Descriptions</u> . The chair had sent a revised jobs matrix to all committee members, together with detailed task list examples for the publicity officer, timetabler and booking clerk. The task lists were considered to be excellent for job handover purposes, but they were quite prescriptive and would be difficult to maintain. Some people preferred responsibility lists to task lists as they didn't want to be tied unnecessarily to how jobs had been done in the past. The chair explained that, when he took over his role, many key people were standing down and he needed to know who was doing what so that tasks could be allocated appropriately to the people who were still available. It was agreed that:	
	(1) The chair was to review and update the job matrix in light of the comments made.	RH
7.	<b>LAMA Procedure and Document Revisions</b>	
	a. <u>LAMA Minibus Damage Record</u> . The committee noted the new damage recently sustained on the minibus. It was agreed that:	
	(1) The new LAMA Minibus Damage Record dated 3 <sup>rd</sup> October 2021 was approved.	NW
	(2) The secretary was authorised to approved and release subsequent damage record revisions as they arose, but they were to be ratified at the next available committee meeting.	Policy
8.	<b>Interim Report from the Minibus Hiring Working Group</b> The chair had circulated a report on the interim findings of the minibus hiring working group, which was accepted by the committee. The report highlighted that LAMA's constitution was very restrictive about using the minibus for non-charitable purposes and further talks were planned with the Community Transport Association about both this and adding passenger class E to our Section 19 Permit. If these options failed, another possibility might be to create an independent charitable body to manage bookings from individuals in the community. It was also	

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	suggested that it might be worth contacting other local community transport associations to identify how they were dealing with the problem. It was agreed that the working group should continue to investigate all the possible options.	RH																				
9.	<p><b>Treasurer's Report</b></p> <p>The Treasurer reported the following balances as at 30th October 2021:</p> <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>£2991.51</td> <td>£1643.81<sup>2</sup></td> <td>£252.50</td> <td>£4382.82</td> </tr> <tr> <td>60 Day A/c</td> <td>£58839.39</td> <td>£43.33<sup>3</sup></td> <td>£0.00</td> <td>£58882.72</td> </tr> <tr> <td>Cash</td> <td>£337.55</td> <td>£524.00</td> <td>£635.00<sup>4</sup></td> <td>£226.55</td> </tr> </tbody> </table> <p>It was agreed that:</p> <p>a. The secretary was to write to Chris Jones to remember his mother and to thank his family for their funeral collection.</p>	Account	Old Balance	Money In	Money Out	New Balance	Current A/c	£2991.51	£1643.81 <sup>2</sup>	£252.50	£4382.82	60 Day A/c	£58839.39	£43.33 <sup>3</sup>	£0.00	£58882.72	Cash	£337.55	£524.00	£635.00 <sup>4</sup>	£226.55	RH
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10.	<p><b>Maintenance Officer's Report</b></p> <p>The Maintenance Officer reported that estimates in the region of £450 plus VAT had been obtained to repair the damage caused to the near side rear door stop. It was noted that if a claim was to be made against our insurance, then the incident should have been reported to the insurers very soon after it occurred. Although it was prudent to protect our no claims bonus against minor damages, a timelier process was needed to determine whether a claim should be made or not in each instance. It was noted that the driver causing the door stop damage had offered to pay for the repair, but the committee was strongly against setting any precedent that might oblige other drivers to contribute in this way. The committee valued greatly the time and effort that was given freely by its volunteer drivers and it recognised that even the most careful of drivers sometimes had accidents; this was what insurance was for. It was agreed that:</p> <p>a. Any incident involving injury to a third party should automatically be referred to our insurers for resolution.</p> <p>b. For other incidents, the Treasurer and Training Officer were authorised to jointly determine whether a claim should be made against our insurance.</p> <p>c. As general guidance, incidents that might incur costs in excess of £500 plus VAT should be referred to our insurers, particularly where the integrity of the minibus might have been compromised.</p> <p>d. The Maintenance Officer was to arrange for the near side rear door stop to be repaired from LAMA funds.</p> <p>e. No LAMA driver should feel any obligation to contribute to the cost of repair for any minibus damage incurred during legitimate LAMA use.</p>	<p>Policy</p> <p>PS RH</p> <p>Policy</p> <p>AR</p> <p>Policy</p>																				
11.	<p><b>Booking Clerk's Report</b></p> <p>The Booking Clerk reported that some passengers were having difficulty reading the A5 timetables, particularly when they contained a lot of entries. He also noted that, whilst passenger numbers were gradually</p>																					

<sup>2</sup> Includes £600 from Elsie Jones' funeral collection, £250 from Cornwall Council grant , £138.81 from HMRC VAT and £135 donation from Anne Fenwick.

<sup>3</sup> Interest for September 2021.

<sup>4</sup> Cash to bank.

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	<p>increasing, the uptake from Lerryn was generally poor. The passenger travelled figures for the last 2 months were as follows:</p> <p><b>September:</b> Bodmin 5 4 4 7, Truro 5, St Austell 2, Special Trip 4.</p> <p><b>October:</b> Bodmin 6 8 7 6, Truro 10, St Austell 4, Special Trip 2.</p> <p>It was agreed that:</p> <p>a. All timetables would, in the future, be published at A4 size.</p>	<b>AR DP</b>
12.	<p><b>Special Trips and Timetabling Plan for November to February</b></p> <p>It was thought that the Mousehole trip planned for December would be disappointing as the special switching on ceremony did not occur every year. It was also noted that the opportunities for undertaking special trips during the winter months were limited and that keeping the minibus vents open for COVID mitigation during cold and wet weather made long journeys very uncomfortable. There was no reason for the Bodmin, Truro and St Austell shopping trips not to continue as normal, but it was thought that there would be little or no uptake for them over the Christmas period. It was agreed that:</p> <p>a. Special trips would be cancelled after the November trip to Launceston and that they would restart in March 2022.</p> <p>b. The St Austell and Bodmin shopping trips on 24<sup>th</sup> and 28<sup>th</sup> December would be cancelled.</p>	<b>DP</b>
13.	<p><b>Fundraising Officer's Report</b></p> <p>The Fundraising Officer reported that Sue Walker, the wife of the new LAMA driver John Walker, had agreed to join the fundraising sub-committee. This news was warmly received by committee members. The next LAMA fundraiser would be a "Spuds and Pubs" event in the Lerryn Memorial Hall on Saturday 15<sup>th</sup> January 2022.</p>	
14.	<p><b>Publicity Officer's Report</b></p> <p>The Publicity Officer reported that publicity was now running like a well-oiled machine! He had established a great rapport with the Lostwithiel Newsletter editor, he was routinely hitting deadlines and his posters were being seen everywhere.</p>	
15.	<p><b>Training Officer's Report</b></p> <p>The Training Officer had nothing new to report.</p>	
16.	<p><b>Any Other Business</b></p> <p>a. <b>Insurance.</b> The Treasurer had distributed copies of the minibus and commercial insurance renewal documents to all committee members. The committee noted that the ambiguities about hiring within the insurance schedule's endorsements were clarified in the certificate of insurance. However, LAMA's declarations about motoring convictions, medical conditions and other statements of fact needed to be confirmed as being correct by drivers and directors (committee members), otherwise our insurance cover could be invalidated. The Treasurer noted that the discount received last year because of reduced use due to COVID had not been removed this year and that the cost of the premiums had increased roughly in line with inflation. It was agreed that:</p> <p>(1) Both insurances should be renewed.</p> <p>(2) The secretary was to draft appropriate statement of fact notices that drivers and committee members would be asked to confirm.</p>	<b>PS</b> <b>NW</b>

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	<p>b. <b>Community Transport Conference.</b> The committee thought that many of the points discussed during the meeting must have been encountered by other community transport associations in the county. In the past, Cornwall Council had held a Community Transport Conference at which these types of issue had been discussed. It was agreed that:</p> <p>(1) The secretary was to ask Cornwall Council whether a Community Transport Conference could be held in 2022.</p>	<b>NW</b>
17.	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held in the Lerryn Memorial Hall on 10<sup>th</sup> January 2022 at 7:30pm. The subsequent committee meeting would be held on 7<sup>th</sup> March 2022, immediately following the Annual General Meeting which would start at 7:30pm. The Secretary was to ensure that the Meeting Room was booked for these dates.</p>	

NICK WARRICK  
Secretary

RICHARD HALLIDAY  
Chair