

## Lerryn Area Minibus Association (LAMA)

LAMA provides community transport in and around Lerryn to help make good the shortfall in public transport in this isolated rural district. Its minibus may also be loaned to Local Not-For-Profit Organisations (LNFPOs) that provide a benefit to the community. LAMA's area of operation encompasses Lerryn, St Veep, St Winnow, Boconnoc, Lostwithiel and the districts that surround them. LAMA was formed in 1987 and its Rules are registered with the Financial Conduct Authority.

### Registration.

In order to borrow the minibus, LNFPOs must first register with LAMA to certify that:

- They are a recognised organisation (eg, part of a national body, such as a registered charity or service organisation, or a local self-help group that meets informally to improve the conditions of life for its members, or something in between).
- They operate on a not-for-profit basis (fees may be levied to cover costs, but all excess income must be used to further the aims of the organisation or returned to the community).
- They are based in LAMA's area of operation, as outlined above.
- They provide a benefit to the community (eg, they are set up with social, health or charitable objectives).
- Their membership is fully inclusive (ie, membership is open to all within the constraints of the objectives set for the organisation).

To register your organisation, please complete the attached **LAMA Vehicle Loan Scheme Registration Form** and return it to the LAMA Secretary whose contact details are listed below. LNFPOs may be invited to provide evidence of their qualifying status. This could include, for example, copies of or links to your: registration status, constitution, minutes, accounts, newsletter articles, publicity and advertising. The LAMA Secretary will be happy to discuss how suitable evidence might best be provided in your situation.

In loaning you the minibus, LAMA must continue to fulfil its obligations under the Data Protection Act 2018 and the Transport Act 1985. With regard to the Data Protection Act 2018, LAMA must process your data lawfully, fairly and in a transparent manner in order to comply with General Data Protection Regulation (GDPR) requirements. We have therefore included our **LAMA Vehicle Loan Scheme Privacy Policy** on the back of the registration form, which we ask you to read and sign.

Once registered and on payment of £1 to purchase a share<sup>1</sup>, your organisation will become an "authorised organisation" and a full member of LAMA and, as such, it may nominate someone to represent its interests at LAMA general meetings<sup>2</sup>. All nominated individuals must each submit a **LAMA Membership Form**. Please note that LAMA is a legal entity in its own right and its members are only personally liable for the share capital they hold (ie, £1 only). Members are not liable for any debts, contracts and other liabilities that the association takes on. A copy of LAMA's rules and an overview of its constitution will be provided on request.

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<sup>1</sup> LAMA's shares are neither withdrawable nor transferable, meaning that members have no right to withdraw and receive in return the value of their share and members cannot transfer their share to another person or organisation. If an organisation ceases to be a member of LAMA, their share is forfeited and cancelled.

<sup>2</sup> Corporate bodies are recognised in law as a legal person and can act in their own name. Unincorporated bodies are unregistered groups of people who come together for a reason other than to make a profit. Unincorporated bodies may nominate up to 2 people to deputise for them in joint; ie, they will only be allowed to cast one vote, even if both deputies attend a meeting. Corporate bodies may nominate only one person to deputise for them.

## Loan Agreement

When your organisation wishes to borrow the minibus, you should first check its availability with the LAMA Booking Clerk whose contact details are listed below. If the required hire dates are available, please complete a **LAMA Vehicle Loan Agreement** and return it to the LAMA Training Officer whose contact details are listed below. The loan agreement details the terms and conditions (T&Cs) that will apply to that loan.

The Transport Act 1985 does not allow us to carry members of the general public, but under Section 19 of the Act we are permitted to carry eligible passengers. The training officer will check that the purpose of your loan falls within the eligibility requirements of our operator's licence and insurance, and that the intended driver is trained and qualified to drive the minibus. If not already a LAMA Driver, your nominated driver will be required to become one and, as such, they must apply for LAMA membership as an individual. Once everything has been checked, the Training Officer will confirm your booking and payment arrangements.

## Driver Loan Journey Sheet

The Booking Clerk will leave the necessary loan journey paperwork in the cab for the driver to complete on the day. This paperwork will remind the driver of their responsibilities and include a check sheet that the driver must complete both before and after the loan journey. The paperwork will require the driver to record mileages and will provide advice on refuelling and breakdown arrangements. The driver should allow at least half-an-hour to complete all preliminaries before setting off on their loan journey and a further 15 minutes to complete the final formalities once the minibus is returned to its normal parking space.

## What You Need To Do

- Complete and sign the registration and privacy policy forms and return them to the LAMA Secretary (you should keep this cover note for future reference).
- In consultation with the LAMA Secretary, provide evidence as necessary in support of your organisation's eligibility to borrow the minibus.
- After checking availability with the LAMA Booking Clerk, submit loan applications as and when required to the LAMA Training Officer for each loan journey that your organisation wishes to undertake.
- In consultation with the LAMA Training Officer, confirm that the minibus and driver are both eligible for each planned loan journey.
- Ensure that the authorised driver is fully conversant with all the arrangements for undertaking the loan journey on the day.
- **LAMA Secretary Contact Details:** Nick Warrick, Lanwithan View, Silverlake, Lostwithiel, Cornwall, PL22 0JP; email [nick.warrick@icloud.com](mailto:nick.warrick@icloud.com), tel 01208 592258, mob 07801 931338.
- **LAMA Booking Clerk Contact Details:** Andy Reid / Sue Giles, email [giles.reid@talktalk.net](mailto:giles.reid@talktalk.net), tel 01208 368393.
- **LAMA Training Officer Contact Details:** Richard Halliday, Glawgy, Polgassick Farm, Lostwithiel, Cornwall, PL22 0HY; email [rmhallidayjoinery@yahoo.co.uk](mailto:rmhallidayjoinery@yahoo.co.uk), tel 01208 871419, mob 07765 804748.