



<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	f. <u>Paragraph 11a</u> . As a result of recent experience, it was agreed that newsletters should be published in a mix of A4 and A5 size.	Policy
	g. <u>Paragraph 16a(2)</u> . The secretary's action to draft appropriate statement of fact notices that drivers and committee members would be asked to confirm remained outstanding.	NW
	h. <u>Paragraph 16b(1)</u> . The secretary's action to ask Cornwall Council whether a Community Transport Conference could be held in 2022 remained outstanding.	NW
4.	<b>Correspondence</b> The items of correspondence listed below were received by committee members.:	
	a. 2 <sup>nd</sup> November 2021 - Minibus insurance declaration of dents and scuffs.	
	b. 4 <sup>th</sup> November 2021 - Gallagher's notice of Section 22 insurance invalidation and limited resumption authority.	
	c. 4 <sup>th</sup> November 2021 - CTA's advice regarding minibus insurance invalidation.	
	d. 5 <sup>th</sup> November 2021 - Record of a LAMA committee emergency meeting.	
	e. 6 <sup>th</sup> November 2021 - Thank Chris Jones for his mother Elsie's funeral donation.	
	f. 8 <sup>th</sup> November 2021 - CTA's advice regarding LAMA's response to insurance invalidation.	
	g. 8 <sup>th</sup> November 2021 - Gallagher's notice of insurance reinstatement for Section 19, non-profit and education.	
	h. 9 <sup>th</sup> November 2021 - CTA's confirmation that LAMA's new procedures and publicity conform to Section 19 requirements.	
	i. 10 <sup>th</sup> November 2021 - LAMA chair's routine report to St Veep Parish Council.	
	j. 28 <sup>th</sup> November 2021 - Emergency COVID risk level adjustment following discovery of Omicron variant.	
	k. 28 <sup>th</sup> November 2021 - notification of treasurer's intention to resign.	
	l. 3 <sup>rd</sup> December 2021 - LAMA constitution overview.	
	m. 3 <sup>rd</sup> December 2021 - Nick Warrick's authorisation to access the FCA mutuals society portal.	
	n. 7 <sup>th</sup> December 2021 - Return Mary Kelly's personal data form as she does not live within the Lerryn area.	
	o. 7 <sup>th</sup> December 2021 - St Austell Town Council Priory Coach Park permit.	
	p. 2 <sup>nd</sup> January 2022 - LAMA chair's thank you and review of 2021.	
	q. 7 <sup>th</sup> January 2022 - Vehicle tax reminder.	
	r. 8 <sup>th</sup> January 2022 - Cornwall Council Community Bus Grant (CBG) returns for 2021-22 quarters 2 & 3.	
	s. 9 <sup>th</sup> January 2022 – LAMA secretary's acceptance of St Veep PC's proposed new parking bay for the LAMA minibus.	
5.	<b>Set LAMA COVID Risk Level for January to February 2022</b> The committee concurred with the chair's decision to increase the LAMA COVID risk level to "red" following the discovery of the Omicron variant in November 2021 and noted that COVID infection rates remained high and that hospitalisation numbers were significant. It was noted that passenger bookings were affected by the COVID threat reported in the	

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	<p>media and that shopping trip requests had generally not exceeded LAMA's COVID passenger limits. With regard to COVID precautions, it was assessed that only the back bracket of the minibus's two skylights needed to be opened in order to provide adequate ventilation in the passenger compartment. This was particularly important during cold weather when opening the skylights fully made conditions extremely uncomfortable for old and frail passengers. It was agreed that:</p> <p>a. The LAMA COVID risk level would be maintained at "Red" for the time being.</p> <p>b. Committee members were to monitor the ongoing COVID situation and if anyone thought that the risk level could be relaxed, particularly if booking requests started to exceed passenger limits, then the chair should be asked to call a Zoom meeting to reconsider the LAMA COVID risk level.</p> <p>c. The training officer was to advise drivers that the skylights only needed to be opened at the back of each skylight to provide adequate COVID ventilation.</p>	<p>Policy</p> <p>All</p> <p>RH</p>
6.	<p><b>Hirings Working Group Report</b></p> <p>The chair reported that the hirings working group (comprising, RH, PS and DP, with support from NW) had obtained advice from both the Community Transport Association (CTA) and Gallagher's Insurance Brokers and had produced a set of principles and forms that complied with the combined requirements of: (1) our constitutional framework as set in law, (2) the rules of our association, both as they are now and with proposed changes that reflect the ambitions of our association, (3) our Section 19 operating permit and (4) our insurance policy. The new and revised documents were presented for adoption at item 7. The working group also recommended that the term "loan" should be used instead of "hire" and that the hire wording on the back of the minibus should be updated. This led to a suggestion that signage should also be included on the front of the vehicle to indicate that it was a community minibus and not a delivery van as this would likely lead to oncoming vehicles offering it greater consideration. It was agreed that:</p> <p>a. The hire wording on the back of the minibus should be changed to read: "Community Minibus Loan Scheme enquiries to 01208 368393".</p> <p>b. New wording should be added to the front of the minibus to read "LAMA".</p> <p>c. The maintenance officer was to investigate options and costs for implementing the signage changes above.</p>	<p>Policy</p> <p>Policy</p> <p>AR</p>
7.	<p><b>LAMA Procedure &amp; Document Revisions</b></p> <p>Committee members had been given the opportunity before the meeting to examine a number of new and revised documents, and all comments received by the secretary had been reviewed and incorporated into the documents as appropriate. It was noted that adoption of the new full and associate membership rules would require anyone who wished to participate in the policy and management of LAMA to become full members. It was also considered desirable that all drivers should become full members. It was agreed that:</p> <p>a. Subject to any amendments identified below, the following documents were approved for formal LAMA adoption. It was agreed that the secretary was to finalise and publish these documents.</p>	<p>NW</p>

**Item**

**Discussion**

**Action**

- (1) 2022-01-09 - LAMA Serving the Community - Passenger (2nd Draft).
  - (2) 2022-01-01 - LAMA Passenger Eligibility Form (1st Draft).
  - (3) 2022-01-01 - LAMA Passenger Registration Form and Privacy Policy (1st Draft)
  - (4) 2022-01-09 - LAMA Serving the Community - Member (4<sup>th</sup> Draft), but change “influence” to read “participate in” in line 2 of the 3<sup>rd</sup> paragraph.
  - (5) 2022-01-01 - LAMA Membership Form and Privacy Policy (3rd Draft).
  - (6) 2022-01-09 - LAMA Serving the Community - Minibus Loan (4th Draft).
  - (7) 2022-01-09 - LAMA Vehicle Loan Scheme Registration Form and Privacy Policy (3rd Draft).
  - (8) 2022-01-09 - LAMA Vehicle Loan Agreement (3rd Draft).
  - (9) 2022-01-03 - LAMA Vehicle Loan Journey Sheet (3rd Draft).
  - (10) 2022-01-09 - Partial Amendment to LAMA Rules (5th Draft).
- b. The secretary was to invite all people currently involved with supporting LAMA to become either full or associate members of the association. In order to carry out their policy and management responsibilities, all LAMA committee members would need to become full members. In order to help with the development and refinement of LAMA policy and management, all drivers were to be encouraged to become full members.
- c. **Secretary’s Note: LAMA Name Change.** A proposal to change LAMA’s name from “Lerryn Area Minibus Association Limited” to “Lerryn Area Minibus Association” was inadvertently omitted from the agenda for this meeting. The change was thought necessary because the word “Limited” does not reflect the community centric nature of LAMA’s operations, nor the personal service offered by LAMA to its passengers, and it could act as a disincentive for local people to support LAMA. The name change may be allowed by the FCA if they accept that the objects of LAMA are wholly charitable. As there would not be another committee meeting before the annual general meeting (AGM) in March, committee members agreed ex-committee that the secretary was to include the name change proposal as an agenda item for the AGM.

**NW**

**NW**

**8. Treasurer’s Report**

The Treasurer reported the following balances as at 31st December 2021:

Account	Old Balance	Money In	Money Out	New Balance
Current A/c	£4382.82	£937.00 <sup>1</sup>	£1743.18 <sup>2</sup>	£3576.64
60 Day A/c	£58882.72	£133.08 <sup>3</sup>	£0.00	£59015.80
Cash	£226.55	£945.83	£867.00	£305.38

It was noted that:

<sup>1</sup> Includes £371.00 from fundraising coffee morning.

<sup>2</sup> Includes £1388.76 for minibus insurance renewal.

<sup>3</sup> Includes £44.81 interest for October 2021, £43.39 for November 2021 and £44.88 for December 2021.

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a.	<b>LAMA Indemnity Insurance.</b> LAMA's rules require that any officer, member or servant of the association be indemnified for work carried out by them on behalf of LAMA. Most indemnity insurance products available in the marketplace were, however, tailored to meet business needs and none could be found that fully met LAMA's requirement. Some liability cover was already being provided by our existing commercial combined insurance policy, but it was thought that additional "directors and officers" cover might be appropriate for LAMA's officers and committee members. The treasurer had received a quote from Aviva via our insurance broker which he thought probably represented as good a value product as could be obtained from anywhere else. It was noted that the product's statement of fact included a number of requirements that we would need to fulfil. It was agreed that:	
	(1) The hirings working group would examine the Aviva directors and officers policy offered by Gallagher's to determine whether it was appropriate for LAMA.	RH DP
	(2) If assessed to be appropriate, the chair was authorised to purchase the policy, preferably with its renewal date being aligned with our other insurance products and possibly accepting an excess to reduce the cost of the premium.	RH
	(3) If an excess was arranged with our insurers then, in the event of any claim being made, the cost of the excess would be covered by LAMA and not by the individual(s) concerned.	Policy
b.	<b>Disapplication of Requirement to Appoint Professional Auditors to Audit 2021 Accounts.</b> As a result of an oversight, a resolution had not been presented at last year's AGM to disapply the requirement to appoint one or more qualified auditors to audit the LAMA accounts for 2021. It was agreed that:	
	(1) As it had been LAMA's past custom and practice to disapply this requirement, the disapplication should continue for 2021.	Policy
	(2) RH, DP and NW were appointed to scrutinise the 2021 accounts and certify the draft income and expenditure account and balance sheet that had been produced by the treasurer.	RH DP NW
c.	<b>Recruitment of New Treasurer.</b> The treasurer (PS) had resigned with effect from the close of this meeting, but he was prepared to offer continued support until the next meeting to help facilitate the handover of treasurer responsibilities. A number of approaches had been made to find a replacement treasurer, with two people declining their invitations and another one considering theirs. It was agreed that:	
	(1) The chair would take over treasurer responsibility in an interim capacity until a permanent treasurer could be appointed.	RH
	(2) The outgoing treasurer was to advise Gallaher's that RH was to become the primary point of contact for all communications with our insurers.	PS
	(3) The outgoing treasurer would continue to provide cash handling and banking support for a few weeks until RH was ready to take over fully.	PS
d.	<b>Change of LAMA's Registered Address.</b> LAMA's registered address was currently registered as the home of the outgoing	

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	treasurer. It was noted that annual returns to the FCA should normally be submitted by the secretary. It was agreed that:	
	(1) The secretary was to change LAMA's registered address to that of his own home.	NW
	(2) The secretary was to become the primary point of contact for all communications with the FCA.	NW
	e. <b>Savings Interest Rate.</b> The interest rate for the LAMA 60 day a/c would reduce from 0.9% gross to 0.75% on 7 <sup>th</sup> February 2022, but this was still considered to be a reasonable market rate.	
	f. <b>The Bus Service Operators Grant (BSOG).</b> The BSOG request for March to September 2021 had been submitted by the outgoing treasurer.	
	g. <b>VAT Return.</b> The VAT return for quarter 4 had been submitted by the outgoing treasurer.	
9.	<b>Maintenance Officer's Report</b> The maintenance officer reported that the MOT test for the minibus had been booked and an appointment had been arranged to repair the accident damage to the near side rear door stop. It was noted that the accident repair could take up to 3 days. The maintenance officer suggested that a notice board placed close to the new minibus parking bay would provide an excellent means of communicating LAMA's travel plans. It was agreed that:	
	a. The maintenance officer was to speak to the owner of the building beside the new LAMA parking bay to determine whether this might be possible.	AR
10.	<b>Booking Clerk's Report</b> The booking clerk reported passenger travelled figures for the last 2 months as follows:	
	b. <b>November:</b> Bodmin 6 5 5 6 6, Truro 3, St Austell 4, Special Trip 4, Fundraiser 3, Minibus Loan 1 trip.	
	c. <b>December:</b> Bodmin 4 5 4, Minibus Loan 3 trips (NB, the Truro trip was cancelled as only one passenger had booked to travel on it and one minibus loan trip was not accepted as it offered no benefit to the community).	
11.	<b>Special Trips and Timetabling Plan for January to April 2022</b> The timetabling officer had drawn up a list of ideas for special trips during 2022 and suggested that nothing should be planned for August in view of the number of visitors expected during the summer. COVID was likely to remain a deterrent for many passengers, but once the situation improved it was thought that some months might include 2 special trips. It was recognised that some trips might require detailed planning and possibly a reconnaissance trip to ensure that they were practical. The rota for coordinating the driver schedule for March to July 2022 needed to be confirmed. It was agreed that:	
	a. Given the current uncertainty with COVID, special trips should be planned and publicised on a rolling basis, rather than annually.	Policy
	b. The timetabling officer was to produce a simple and relatively close to home special trip plan for March and April 2022.	DP
	c. David Platt was to coordinate the driver schedule for March 2022.	DP
	d. Ann Henderson was to coordinate the driver schedule for April 2022.	AH

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	e. Richard Halliday was to coordinate the driver schedule for May 2022.	RH
	f. Nick Warrick was to coordinate the driver schedule for June 2022.	NW
	g. Andy Reid was to coordinate the driver schedule for July 2022.	AR
12.	<b>Fundraising Officer's Report</b> In her meeting apology, the fundraising officer had reported that the Spuds-n-Puds event planned for 15 <sup>th</sup> January 2022 had been postponed due to the rise in Omicron infection.	
13.	<b>Publicity Officer's Report</b> The publicity officer reported that following our insurer's revelation to us in November's that our publicity was not fully compliant with our Section 19 permit, all LAMA publicity had been withdrawn and reworked to ensure that it conformed fully. In particular, all references to "scheduled services" and "being open to all" had been removed and public timetables were replaced with personal newsletters. The changes were confirmed as being acceptable by both CTA and our insurers, and our insurance cover was reinstated. It was recognised, however, that these changes had significantly reduced LAMA's profile within the community and that work was required to improve our publicity within the constraints of our operating permit. The publicity officer had, however, managed to recruit 2 new passengers and was following up on 2 more prospects. It was agreed that:	
	a. An informal working group, led by the publicity officer, would review LAMA's publicity with a view to increasing both its prominence and its reach.	DP RH NW
	b. The secretary was to provide examples of our publicity changes to the CTA to ensure that they complied with our Section 19 permit.	NW
	c. Following CTA's confirmation, the interim treasurer was to seek similar assurance from Gallagher's that our publicity proposals were acceptable to them.	RH
14.	<b>Training Officer's Report</b> The training officer reported that he was arranging MIDAS refresher training in February 2022 for AR, NW and Paul Aylward. He also planned to arrange a training morning for all drivers when the new parking bay was handed over to LAMA. Finally, he hoped to make contact soon with 2 new potential drivers: Debbie Smith from Penpol and Brian McClarin from Lostwithiel.	
15.	<b>Agenda Items Carried Over From Previous Meetings</b> The outgoing treasurer's analysis of passenger use of LAMA service for the period July to December was received with gratitude, but given the late hour of the day, it was agreed that the two agenda items carried over from previous meetings should be considered at a later meeting. It was agreed that:	
	a. The secretary was to reschedule the review of regular minibus routes and the review of fares for a committee meeting in May 2022 or soon thereafter.	NW
16.	<b>Any Other Business</b> There was no other business.	

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17.	<p data-bbox="327 190 662 235"><b>Date of Next Meeting</b></p> <p data-bbox="327 235 1380 490">The next meeting will be an Annual General Meeting, which will be followed immediately by a committee meeting, both of which will be held in the Lerryn Memorial Hall on 7th March 2022, starting at 7:30pm. In light of the ongoing presence of Omicron and the committee's desire to increase LAMA membership, it was agreed that these two meetings should be held in the main hall and not the meeting room. The secretary was to cancel the meeting room booking and instead book the main hall.</p>	<b>NW</b>

NICK WARRICK  
Secretary

RICHARD HALLIDAY  
Chair