

Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA Committee meeting held at the Lerryn Memorial Hall
on 7th March 2022

Those Present	Initials	Posts
Richard Halliday	RH	Chair, Treasurer and Training Officer
Andy Reid ¹	AR	Maintenance Officer and Booking Clerk
David Platt	DP	Timetabling and Publicity Officer
Ann Henderson	AH	Fundraising Officer
Duncan Elliot	DE	
Nick Warrick	NW	Secretary

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	<p>Apologies for Absence</p> <p>There were no apologies. With 5 voting committee members present, the meeting was quorate.</p>	
2.	<p>Membership Changes</p> <p>There were no new LAMA membership applications.</p>	
3.	<p>Minutes of Last Committee Meeting</p> <p>The minutes of the meeting held on 10th January 2022 were approved and signed.</p>	
4.	<p>Outstanding Actions and Matters Arising</p> <p>Due to the lateness of the hour, the actions agreed at the last committee meeting were not reviewed. Instead, the secretary was asked to review the actions offline and to record any outstanding actions in these minutes. The outstanding actions are listed below:</p> <ol style="list-style-type: none"> a. The secretary was to include the following matters as agenda items at future committee meetings as shown: <ol style="list-style-type: none"> (1) Committee to review the requirement to progress Section 19 passenger class E and Section 22 permit applications once the current LAMA rule change proposals had been registered by the FCA. (2) Chair to review and update the job matrix for consideration at our May 2022 meeting. (3) Committee to review regular minibus routes and fares at our May 2022 meeting. b. The maintenance officer was in active discussion with the garage about including the required signage changes as part of or an extension to our ongoing insurance repair work. c. The hirings working group was to investigate obtaining suitable indemnity insurance for LAMA officers, members and servants, as detailed in the LAMA rules at para 18. If suitable insurance was identified, the chair was authorised to purchase insurance cover. d. The maintenance officer was in consultation with the owner of the building by the new minibus parking bay about placing a LAMA notice board on or beside that building. e. Richard Halliday was to coordinate the driver schedule for May 2022. f. Nick Warrick was to coordinate the driver schedule for June 2022. 	<p>NW</p> <p>RH NW</p> <p>NW</p> <p>AR</p> <p>RH DP</p> <p>AR</p> <p>RH NW</p>

¹ Non-voting member (AGM meeting 7th March 2022 para 12 refers).

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	g. Andy Reid was to coordinate the driver schedule for July 2022.	AR
5.	<p>Correspondence</p> <p>The items of correspondence listed below were received by the secretary. Due to the lateness of the hour, the secretary was asked to flag up any items in these minutes that needed to be reviewed by the committee at its next meeting.</p> <p>a. 12th January 2022 - Proposal to drop the word “Limited” from LAMA's name.</p> <p>b. 13th January 2022 - LAMA passenger COVID restriction signs.</p> <p>c. 15th January 2022 - Advice to drivers regarding COVID risk states.</p> <p>d. 17th January 2022 - Invitation to LAMA committee to become LAMA members.</p> <p>e. 22nd January 2022 - Advice to LAMA drivers of forthcoming highway code changes.</p> <p>f. 23rd January 2022 - Invitation to LAMA drivers to become LAMA members.</p> <p>g. 24th January 2022 - Request to review minibus loan mileage rates. The secretary would include this item for review by the committee at its May 2022 meeting.</p> <p>h. 26th January 2022 - Examples of LAMA's publicity proposals.</p> <p>i. 28th January 2022 - LAMA trip minimum passenger numbers advice.</p> <p>j. 1st February 2022 - Ex-committee approval to adopt amber plus COVID state.</p> <p>k. 2nd February 2022 - CTA's confirmation of acceptability of LAMA's publicity proposals.</p> <p>l. 7th February 2022 - Cornwall Council community bus conference suggestion.</p> <p>m. 17th February 2022 - Insurer's confirmation of acceptability of LAMA's publicity proposals.</p> <p>n. 19th February 2022 - FCA change of registered office address.</p>	NW
6.	<p>Set LAMA COVID Risk Level for March to May 2022</p> <p>The committee noted that the government had removed most COVID restrictions from normal day-to-day life. Members also observed that most people no longer wore masks in public places, but recognised that it was becoming socially polite to wear a mask when in close proximity to someone who was already wearing a mask. Although local COVID rates were still quite high, the number of people becoming seriously ill with COVID or dying had reduced significantly over the past few months. It was agreed that:</p> <p>a. The COVID risk level was set at “GREEN” with immediate effect.</p> <p>b. Committee members were to monitor the ongoing COVID situation and if anyone thought that the risk level should be raised, then the chair should be asked to call a Zoom meeting to reconsider the LAMA COVID risk level.</p>	Policy All

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8.	<p>LAMA Procedure & Document Revisions</p> <p>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>a. The following ex-committee document approvals were confirmed.</p> <p>(1) LAMA Passenger COVID Restriction Signs dated 13th January 2022.</p> <p>(2) LAMA Serving the Community - Member dated 18th February 2022.</p> <p>(3) LAMA Membership Form and Privacy Policy dated 18th February 2022.</p> <p>(4) LAMA Personal Data Form and Privacy Policy for Drivers dated 18th February 2022.</p> <p>b. Driving Licences, Insurance and Health Checks leaflet from Drivers Pack (1st Draft dated 8th February 2022).</p> <p>c. LAMA Committee Member Declaration (3rd Draft dated 9th February 2022).</p> <p>d. LAMA Vehicle Loan Agreement (1st Draft dated 18th February 2022).</p>	<p>Policy</p> <p>NW</p> <p>NW</p> <p>NW</p>																				
9.	<p>Treasurer's Report</p> <p>The treasurer reported the following balances as at 6th March 2022:</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Balance as at 31 Dec 21</th> <th>Income</th> <th>Expenditure</th> <th>New Balance</th> </tr> </thead> <tbody> <tr> <td>Current Assets</td> <td>£62,592.44²</td> <td>£1,122.23</td> <td>£769.92</td> <td>£62,944.75³</td> </tr> <tr> <td>Fixed Assets</td> <td>£18,368.00</td> <td>£0.00</td> <td>£4,592.00⁴</td> <td>£13,776.00</td> </tr> <tr> <td>Total</td> <td>£80,960.44⁵</td> <td>£1,122.23</td> <td>£5361.92</td> <td>£76,720.75</td> </tr> </tbody> </table> <p>It was noted that:</p> <p>a. The LAMA accounts had been reworked extensively so that:</p> <p>(1) All information was now managed in one spreadsheet only.</p> <p>(2) Petty cash was now tracked separately from the cash at bank.</p> <p>(3) Old balances were based on end of year figures and so income and expenditure was for the current year rather than for the period since the last meeting.</p> <p>b. The minibus depreciation would, in future, be calculated pro-rata for the year.</p> <p>c. Replacement planning for the current minibus should be considered as a separate agenda item at a future meeting. Secretary's note: unless advised otherwise, this matter will be included in the agenda for the general meeting on 5th September 2022.</p>	Account	Balance as at 31 Dec 21	Income	Expenditure	New Balance	Current Assets	£62,592.44 ²	£1,122.23	£769.92	£62,944.75 ³	Fixed Assets	£18,368.00	£0.00	£4,592.00 ⁴	£13,776.00	Total	£80,960.44 ⁵	£1,122.23	£5361.92	£76,720.75	<p>RH</p> <p>NW</p>
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10.	<p>Maintenance Officer's Report</p> <p>The maintenance officer reported that the minibus had passed its MOT in February and that accident repairs to the rear window and NSR door stop had been carried out. However, sign writing work on the side was still</p>																					

² Deposit Account £59,015.80, Cash at Bank £3,576.64.

³ Deposit Account £59,015.80, Cash at Bank £3,798.95, Petty Cash £130.00.

⁴ 12 months minibus depreciation at 25%.

⁵ Includes £247 share capital.

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	outstanding, but he anticipated that this would be rectified soon and that the new logo on the front and the loan wording change on the back would be applied at the same time. He had not been able to recreate a problem reported with the main passenger door sticking, but he would continue to monitor.	
11.	<p>Booking Clerk's Report</p> <p>The booking clerk reported passenger travelled figures for the last 2 months as follows:</p> <p>a. January: Bodmin 4 6 5 7, Truro 3, St Austell 2, Minibus Loan 1 trip.</p> <p>b. February: Bodmin 7 6 6 8, Truro 4, St Austell 4, Minibus Loan 1 trip.</p>	
12.	<p>Fundraising Officer's Report</p> <p>The fundraising officer reported that everything was in hand for the Spuds-n-Puds! event on Saturday 19th March 2022 and that she hoped to boost take-up by offering a take-away service. The committee noted that the minibus was providing a free service for the event from the library gates in Lostwithiel. The fundraising officer also hoped to be able to run the photo competition in Lerryn now that a new edition of the Bridge magazine would soon be scheduled for delivery.</p>	
13.	<p>Special Trips and Timetabling Plan for April to July 2022</p> <p>The timetabling officer reported that special trips were planned as follows:</p> <p>a. April 2022: Trelissick Garden.</p> <p>b. May 2022: Dartmoor.</p> <p>c. June 2022: Lizard peninsula.</p>	
14.	<p>Publicity Officer's Report</p> <p>The publicity officer reported that, thanks to the efforts of many people on the committee, LAMA's profile in the community had undoubtedly been raised over the last couple of months, resulting in 11 new passengers being registered. In particular, the Community Transport Association and our insurers had both approved our revised publicity formats, allowing normal advertising to largely be resumed. Regular contributions were being submitted to the Bridge, Stepping Stones and Lostwithiel Newsletter, with the latter being particularly supportive of LAMA. New LAMA newsletters promoting what we do were also being sent to registered passengers, either by email or by being posted through their letterboxes. In addition, the LAMA webpage on lerryn.net had undergone a complete revision to advertise the services we offer and allowing passengers, loan organisations and supporters to download all available LAMA documentation. A recent promotional mail shot had also been carried out to 27 houses in Lerryn and there was a possibility that a LAMA notice board could be erected near the new parking bay. The publicity officer thanked everyone involved for all their efforts and he was very optimistic about LAMA reasserting its rightful place in the community.</p>	
15.	<p>Training Officer's Report</p> <p>The training officer reported that MiDAS refresher training had recently been undertaken by 2 drivers and that induction training was in the pipeline for 5 other drivers. He was delighted that normal training was starting to get back to normal.</p>	

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16.	<p>Any Other Business There was no other business.</p>	
17.	<p>Date of Next Meeting Future LAMA committee and general meetings would be held in the Lerryn Memorial Hall on Wednesday 11th May 2022, Monday 4th July 2022, Monday 5th September 2022 (general meeting), Monday 7th November 2022, Monday 9th January 2023 and Monday 6th March 2023 (annual general meeting), all starting at 7:30pm.</p>	

NICK WARRICK
Secretary

RICHARD HALLIDAY
Chair