

Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA Committee meeting held at the Lerryn Memorial Hall on 11th May 2022

Those Present	Initials	Posts
Richard Halliday	RH	Chair, Treasurer and Training Officer
Andy Reid ¹	AR	Maintenance Officer and Booking Clerk
Ann Henderson	AH	Fundraising Officer
Nick Warrick	NW	Secretary

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	<p>Apologies for Absence and Declarations Apologies were received from David Platt. The meeting was observed by Brian McClarin (BM), a member of the community. Pauline Hutchings (PH), another member of the community, was unable to attend the meeting, but she wished to help the committee in some small way. The LAMA Committee Member Declaration document dated 7th May 2022 was reviewed by everyone present and no discrepancies were reported between members' personal circumstances and the requirements of the declaration statements. With 3 voting committee members present, the meeting was quorate. It was agreed that:</p> <p>a. The fundraising officer would contact PH with a view to her joining the fundraising sub-committee.</p> <p>b. The chair would ask PH to help with publicity distribution.</p>	<p>AH</p> <p>RH</p>
2.	<p>Membership Changes</p> <p>a. <u>Applications</u>. The following organisations and people had applied for LAMA membership, with committee recommendations as shown, for consideration at the next LAMA general meeting:</p> <p>(1) Benefice of Lostwithiel Parishes, corporate organisation, recommended.</p> <p>(2) Lostwithiel Community Centre (Association), corporate organisation, recommended.</p> <p>(3) Lostwithiel Town Council, corporate organisation, recommended.</p> <p>(4) Lostwithiel University of the Third Age, corporate organisation, recommended.</p> <p>(5) Jo Warrick, minibus assistant, recommended.</p> <p>(6) Sandra Harris, representative, recommended.</p> <p>b. <u>Terminations</u>. There were no recommendations for membership terminations.</p> <p>c. <u>Pending Applications</u>. The committee noted that Lerryn school regularly loaned the LAMA minibus, but they had not yet registered as an authorised organisation. Lerryn and St Winnow schools both belonged to Celtic Cross Education, a multi-academy trust of 12 Church of England primary schools from across Cornwall. The chair had recently spoken to the administrator of Celtic Cross Education and he confirmed that they were in the process of registering, which</p>	<p>NW</p> <p>NW</p> <p>NW</p> <p>NW</p> <p>NW</p> <p>NW</p>

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

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	once approved, would cover minibus loans by both schools. It was agreed that: (1) The chair would liaise with Celtic Cross Education to ensure that they submitted a vehicle loan scheme application before the minibus was next loaned to Lerryn school.	RH
	d. <u>Minibus Loan Deposits</u> . The committee recognised that it was difficult for some organisations, particularly public institutions, to pay a deposit when loaning the minibus. It was agreed that: (1) Minibus loan deposits could be waived for long term regular users, such as Lerryn school.	Policy
3.	Minutes of Last Committee Meeting Subject to the amendments listed below, the minutes of the meeting held on 7 th March 2022 were approved and signed:	
	a. Amend para 12 penultimate line to replace “Bridge” with “Stepping Stones”.	NW
	b. Add the following sentence at the end of para 14: “Committee members were asked to review the LAMA webpage, which had become a valuable depository of key LAMA documents”.	NW
4.	Outstanding Actions and Matters Arising The actions agreed at the last committee meeting were reviewed. It was noted that:	
	a. All minibus insurance repair work and signage changes had been completed.	
	b. Directors and officers insurance cover had been arranged with Unity Insurance.	
	c. As the owner of the building by the new minibus parking bay was still out of the country, the maintenance officer had not yet been able to contact him about placing a LAMA notice board on or beside that building.	AR
	d. Andy Reid was to coordinate the driver schedule for July 2022.	AR
	e. All LAMA procedure documents and forms were available on the Lerryn.net website (https://www.lerryn.net/local-groups/lerryn-area-minibus-association), with newly approved documents being highlighted as (NEW) . The new annotation would be removed when other newly approved documents were added or updated. When printing LAMA documents, members were advised to use the latest version from the website rather than from their own computer, which might be out of date.	Policy
5.	Correspondence The items of correspondence listed below were received by the secretary:	
	a. 15 th February 2022 - Cornwall Council community grant funding information for 2022-23.	
	b. 11 th March 2022 - Duncan Elliott's special trips suggestions.	
	c. 13 th March 2022 - David Platt's mini-survey feedback.	
	d. 21 st March 2022 - David Platt's special trips survey report.	
	e. 21 st March 2022 - Richard Halliday's notice of chair and treasurer resignations and clarification.	
	f. 25 th March 2022 - LAMA Secretary's confirmation of Financial Conduct Authority (FCA) submissions.	

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	g. 27 th March 2022 - FCA's acceptance of LAMA's annual return.	
	h. 5 th April 2022 - Invitation for LAMA to participate in Lerryn Memorial Hall's Open Day in September.	
	i. 5 th April 2022 - Unity Insurance confirmation of directors and officers insurance cover.	
	j. 7 th April 2022 - Insurance cover confirmation for vehicle loans to organisations not in the Lerryn Area.	
	k. 8 th April 2022 - Cornwall Council Transport visit questionnaire request.	
	l. 9 th April 2022 - FCA's confirmation of LAMA's name change.	
	m. 9 th April 2022 - Advise Unity Insurance of LAMA's name change.	
	n. 11 th April 2022 - LAMA chair's report to St Veep council and annual general meetings.	
	o. 11 th April 2022 - FCA's rejection of LAMA rule change submission. The committee noted the FCA's reasons for the rejection of the change and recognised that resubmission as a partial amendment would likely be approved. It was agreed that:	
	(1) The secretary was to resubmit the LAMA rule change request as a partial amendment.	NW
	(2) The secretary was to rework the complete LAMA rules amendment for endorsement at the September general meeting.	NW
	p. 18 th April 2022 - Request FCA to remove Anne Gibbons and Patrick Spencer as registered users.	
	q. 20 th April 2022 - HMRC making tax digital reminder.	
6.	Set LAMA COVID Risk Level for May to July 2022 The committee noted that, although COVID risks remained present, incidences of the virus were gradually declining and the requirement for retaining the driver's screen was questioned. With the minibus being full for the Dartmoor special trip on 20 th May, it was recognised that the screen made sitting in the front passenger seats quite unpleasant. It was considered that, so long as the passenger vents remained open, removing the driver's screen would not add significantly to the risks to people sitting in either the driver or passenger areas. It was agreed that:	
	a. The COVID risk level would remain at "GREEN" for the time being.	Policy
	b. The driver's screen should be removed and stored.	AR
7.	Agenda Items Carried Over from Previous Meetings	
	a. <u>Section 19 Permit Passenger Class E and Section 22 Permit Applications.</u> The committee recognised that the proposed change to the LAMA rules object to "improve the well being of all individuals who reside within the Lerryn Area" meant that all the persons covered by Class E would then be included within Class B. Additionally, not applying for a Class E permit would obviate the requirement to define the Lerryn Area on a map, which could restrict community service opportunities for particular needs. For example, LAMA's area of influence for shopping, culture, education and recreation were all different. The committee also thought that undertaking LAMA trips under a Section 22 permit would remove its flexibility to cancel poorly supported trips and to adjust particular journeys to meet specific passenger needs. It was also noted that Section 22 required that additional maintenance checks be undertaken. It was agreed that:	
	(1) For the time being, no applications would be made to obtain a Section 19 Class E permit or a Section 22 permit.	Policy

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b.	<u>LAMA Committee Job Matrix</u> . Given that the permanent position of treasurer remained unfilled and that some people were fulfilling more than one role, it was considered inappropriate to try to update the committee job matrix at this time. It was agreed that: (1) The review of the LAMA committee job matrix should be delayed until the committee meeting immediately prior to the next LAMA Annual General Meeting (AGM). The secretary was to include this as an agenda item for the January committee meeting.	NW
c.	<u>Mileage Rates and Fares for Minibus Loans and Routes/Trips</u> . The committee felt that any review of rates and fares needed to be considered carefully and that sub-groups should be formed to do this. It was agreed that: (1) Richard Halliday, David Platt and Nick Warrick should meet to consider LAMA minibus loan mileage rates and report their recommendations at the next LAMA committee meeting. The secretary was to include this as an agenda item for the July meeting. (2) A sub-committee should be established at the next LAMA committee meeting to consider minibus routes, trips and fares and report their recommendations at the subsequent meeting. The secretary was to include this as agenda items for the July and September meetings.	RH DP NW NW
8.	LAMA Procedure & Document Revisions The committee noted that the minibus accident repairs recently completed needed to be reflected in the driver's minibus damage diagram. Additionally, the committee recognised that people's wellbeing depended not only on being able to participate in activities facilitated by the LAMA minibus, but also on being able to share those experiences with close friends and family. The committee also noted that people who were temporarily resident with someone in the Lerryn Area might themselves have particular transport needs. However, care would need to be taken to ensure that this concession was not abused. It was agreed that: a. The secretary was to amend the documents listed below as indicated: (1) <u>LAMA Minibus Damage Record dated 3rd October 2021</u> . Remove damage item 16 from the diagram. (2) <u>Rules of Lerryn Area Minibus Association Ltd (Ed 3) dated 25th March 2022</u> : (a) Amend object 2a to read "Improve the wellbeing of all individuals who reside within the Lerryn Area, or who are temporarily resident with someone who resides within the area, particularly those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage". (b) Add new object 2j to read "Cooperate with nearby volunteer community transport operators to support one another in fulfilling each other's objects". (3) <u>LAMA Passenger Eligibility Form dated 10th January 2022</u> : Amend second eligibility confirmation to read "I am an assistant or helper to someone who is able to tick the box above, or I am temporarily in their care, and as such I understand that I am only entitled to travel on LAMA trips when accompanying that person".	NW NW NW NW

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	b. The number of temporary residents travelling on the LAMA minibus should not exceed the number of permanent residents that they are travelling with.	Policy

9. **Treasurer's Report**

The treasurer reported the following balances as at:

Account	6 th March 2022	11 th May 2022
Deposit A/c	£59,016.00	£59,016.00
Cash at Bank	£3,798.95	£4,486.46
Petty Cash	£130.00	£193.20

The income and expenditure account for the period 1st January to 11th May 2022 and the balance sheet as at 11th May 2022 are attached at Enclosure 1. It was noted that:

- a. The Grants (Cornwall Council) total includes a one-off payment of £850 which must be used towards training costs associated with Cornwall Council's funding criteria and towards advertising to the wider community, for which evidence of spend would be required. Cornwall Council had also sent a questionnaire relating to safeguarding, MIDAS training, disclosure & barring and grant usage. The questionnaire asked lots of pertinent questions, but they were very difficult to answer. Sadly, LAMA did not have the expertise and experience needed to address these issues properly. The committee agreed that:

- (1) The chair was to complete the questionnaire as best he could and then circulate it to committee members for comment. In answering the question "what could the council do better to support community transport", it was suggested that rather than send out difficult questionnaires, the council should persevere with holding introductory meetings. As suggested to our local councillor, Colin Martin, they could also hold a community transport conference to discuss common issues and to share expertise and experience between the various volunteer community bus operators within Cornwall.

RH

- (2) The LAMA risk assessment should be updated to reflect safeguarding and disclosure & barring risks. The secretary was to keep track of this action until the committee acquired sufficient expertise to address this issue properly.

NW

- b. The VAT Paid total included the full amount of VAT for the recent minibus accident repair, which would be recovered in the next VAT submission.
- c. As agreed at the AGM in March, 247 dissolved shareholdings had been forfeited and cancelled to reflect the 247 memberships that had been terminated by reason of withdrawal.

10. **Maintenance Officer's Report**

The maintenance officer reported that all the signwriting required following the recent minibus accident repair had been completed. He also advised that a new switch panel had been purchased and installed to rectify the passenger compartment door opening problem. The operation of the door had definitely improved, but it still did not operate properly on every occasion. He was fairly certain that the problem was

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	electrical rather than mechanical in nature. Additionally, he noted that the near side front wheel hub cover had recently been damaged and advised that obtaining an original replacement from Mercedes would be expensive. It was agreed that.	
	a. The maintenance officer should continue to monitor the passenger door opening problem.	AR
	b. The maintenance officer should trawl eBay for a replacement front wheel cover.	AR
11.	Booking Clerk's Report The booking clerk reported passenger travelled figures for the last 2 months as follows:	
	a. <u>March</u> : Bodmin 5 5 4 5, Truro cancelled, St Austell 3, Waitrose/Kernow Mills Special Trip 3, Spuds-n-Puds Special Trip 2, Minibus Loan 2 trips.	
	b. <u>April</u> : Bodmin 7 4 4 3, Truro 4, St Austell cancelled, Trelissick Special Trip 6, Ukraine Coffee Morning Special Trip 2.	
12.	Special Trips and Timetabling Plan for July to December 2022 The timetabling officer proposed the following programme of special trips: <u>July</u> : north Cornish coast. <u>August</u> : no trip as height of holiday season. <u>September</u> : Land's End peninsula. <u>October</u> : Plymouth and Barbican. <u>November</u> : Tavistock market. <u>December</u> : Mousehole lights, if event goes ahead. The committee welcomed the broad range of trip ideas, but given the full take-up of seats for the May Dartmoor trip, it was felt that a trip should also take place in August if possible. It was suggested that maybe the Plymouth trip could be undertaken in August. The committee also considered the LAMA trips schedule for July and noted the concern raised about the St Austell Friday shopping trip conflicting with a regular event that was held in the Lostwithiel Church Rooms that was popular with LAMA passengers. It was also thought that the St Austell run might be made more attractive if Par Market was included as an additional drop-off point. Although the food hall is open every week from Wednesday to Sunday, the whole market is only open on Wednesdays, Saturdays & Sundays. It was agreed that:	
	a. The timetabling officer should reschedule the Plymouth and Barbican special trip to August and find a new trip for October.	DP
	b. The acting timetabling officer for July should reschedule the St Austell shopping trip to coincide with the mid-week opening of Par Market on Wednesday 20 th July 2022.	NW
	c. David Platt was to coordinate the driver schedule for August 2022 ² .	DP
13.	Fundraising Officer's Report The fundraising officer reported that little was planned for the current fundraising programme, but she still hoped to run the Lerryn photo competition. She noted that many of her committee were becoming increasing infirm and that getting together was difficult. She therefore	

² Action follows from the rota that was agreed at the LAMA committee meeting on 10th January 2022 for coordinating the monthly driver schedules (ie, DP, AH, RH, NW, AR).

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	welcomed the opportunity to invite Pauline Hutchings to join her sub-committee (para 1a above refers).	
14.	<p>Publicity Officer's Report</p> <p>In a written submission, the publicity officer reported that great efforts had been made over recent months to promote LAMA and he thanked the Lostwithiel Newsletter, in particular, which had been very helpful in this regard. Recent feedback continued to reinforce the importance of the association to passengers and it was noted that there were now 57 people currently in the passenger pool. The current publicity push would continue for a few months yet to encourage passengers to get back into the habit of using the minibus. The publicity report was welcomed by the committee, who wondered whether shopping trips could be publicised in a manner similar to that used for special trips. Great praise was given to the recent Dartmoor trip poster, but it was felt that the orange highlighting in the monthly trip newsletter was rather overpowering. It was agreed that:</p> <p>a. The publicity officer should, from time to time, feature the St Austell, Truro and Bodmin shopping trips more prominently within LAMA publicity, possibly by highlighting the particular shops, services and facilities that each location was able to offer.</p> <p>b. The publicity officer was encouraged to use pastel shading for background colouring and only to employ bright highlighting for the very most important information.</p>	<p>DP</p> <p>DP</p>
15.	<p>Training Officer's Report</p> <p>The training officer reported that he was hopeful that Howard Blakeborough would return as a LAMA driver and he was in discussion with Dez Monks about becoming a LAMA driver.</p>	
16.	<p>Any Other Business</p> <p>a. <u>Wedding Loan</u>. A request had been received to loan the minibus for a wedding. The committee confirmed that the minibus could not be borrowed or hired by a private individual, but the minibus could be loaned to any church within the Benefice of Lostwithiel if the church believed that the loan would be of benefit to the community.</p> <p>b. <u>Lerryn Open Day</u>. The committee felt that LAMA should have a presence at Lerryn Memorial Hall's Open Day on Saturday 24th September 2022. However, it was noted that the chair, secretary and publicity officer would all away on that day. Ann Henderson explained that she would also be tied up with organising the event in her role as chair of the hall committee. It was agreed that:</p> <p>(1) Ann Henderson would ask Duncan Elliot if he would be available to man a LAMA stall at the Lerryn Open Day.</p> <p>(2) All committee members were invited to assist in providing advertising material to display on the LAMA stall.</p>	<p>Policy</p> <p>AH</p> <p>All</p>

Item

Discussion

Action

17. **Date of Next Meeting**

The next meeting will be held in the Lerryn Memorial Hall on Monday 4th July 2022 at 7:30pm.

NICK WARRICK
Secretary

RICHARD HALLIDAY
Chair

Enclosures:

1. Income and Expenditure Account for the Period 1st January to 11th May 2022 and Balance Sheet as at 11th May 2022.

ENCLOSURE 1 TO LAMA COMMITTEE MINUTES
FOR MEETING HELD ON 11th MAY 2022

Lerryn Area Minibus Association

Income and Expenditure Account For The Period 1st January to 11th May 2022

Income:

Bus Revenues - LAMA Organised Trips	£	633.95
Bus Community Loan Scheme	£	456.50
Fundraising	£	457.00
Donations	£	40.00
Grants (Cornwall Council)	£	1,350.00
Fuel Duty Rebate (BSOG)	£	147.31
VAT Rebate	£	124.70
Sundry (Gift Aid)	£	-
TOTAL	£	3,209.46

Operating Expenses:

Fuel	£	431.86
MOT/Safety/Service/Road Tax	£	559.48
Insurance	£	176.46
Events	£	61.00
Accidents & Repairs	£	334.17
Admin Overheads & Sundry costs	£	21.48
Driver Training	£	47.37
VAT Paid	£	486.62
Depreciation on Minibus	£	1,258.08
		£ 3,376.52
Operating Surplus/Deficit:	-£	167.06
Interest Received:	£	-
Surplus/Deficit:	-£	167.06

Balance Sheet as at 11th May 2022

Fixed Assets: Mercedes Sprinter Minibus DK66CGY

Opening Value at 01/01/2022	£	18,368.00
Depreciation at 25% (100/365ths)	£	1,258.08
Closing Value at 11/05/2022	£	17,109.92

Current Assets:

Deposit Account	£	59,016.00
Cash at Bank	£	4,486.46
Petty Cash	£	193.20
Total Current Assets:	£	63,695.66
Total Assets:	£	80,805.58

Capital and Reserves:

£1 Shares	£	12.00
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Income & Expenditure Account:

Surplus Brought Forward	£	80,713.64
Surplus/Deficit for period	-£	167.06
Disolved Share Holdings re-absorbed into surplus funds at AGM	£	247.00
Surplus Carried Forward	£	80,793.58
Total Liabilities:	£	80,805.58