

Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA Committee meeting held at the Lerryn Memorial Hall
on 4th July 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	
Brian McClarin	BM	
Nick Warrick	NW	Secretary

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	Apologies for Absence and Declarations There were no apologies. The LAMA Committee Member Declaration document dated 7 th March 2022 was reviewed by everyone present and no discrepancies were reported between members' personal circumstances and the requirements of the declaration statements. With 6 voting committee members present, the meeting was quorate.	
2.	Membership Changes a. Applications. The following organisations and people had applied for LAMA membership, with committee recommendations as shown, for consideration at the next LAMA general meeting: (1) Lerryn History Society, recommended. (2) Susan Giles, recommended. (3) Brian McClarin, recommended. b. Terminations. There were no recommendations for membership terminations.	
3.	Minutes of Last Committee Meeting The minutes of the meeting held on 11 th May 2022 were approved and signed.	
4.	Outstanding Actions and Matters Arising The actions agreed at the last committee meeting were reviewed. It was noted that all the actions had either been completed or were included in the agenda for this meeting, with the exception of the following: a. Pauline Hutchings had been invited to join the fundraising sub-committee and to help with publicity distribution. Although she had indicated that this would be the limit of any support that she might be able to offer LAMA, her involvement with the fundraising sub-committee remained uncertain. b. It was likely that Celtic Cross Education would be replaced by another management body. The chair would continue to liaise with Lerryn School as to who should register as an authorised organisation for loaning the minibus.	RH

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

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c.	AR had yet to speak to John Paul Quinet-Lacrosse, the owner of the building by the new minibus parking area, but before he did so, AR requested clarification as to what size the notice board should be. It was agreed that the board should be large enough to hold 4 portrait-orientated A4 sheets (ie, A2 portrait).	AR
d.	The chair reminded the committee that he would be stepping down as chair at the general meeting in September, but that he would continue in his roles as treasurer and training officer for the time being. He proposed that DE would be an excellent successor, which was seconded and approved by the rest of the committee. The committee thanked RH for the terrific work he had done as chair over the last 3 years and also took the opportunity to properly welcome BM as a LAMA committee member. It was agreed that: (1) The secretary was to include the formal appointments of DE as LAMA committee chair and BM as LAMA committee member in the agenda for September's general meeting.	NW
e.	Following the recent submission of LAMA's grants questionnaire, the Cornwall Council transport team had agreed to host a community transport meeting at the council offices at Chy Trevail in Bodmin on 12 th July 2022 from 6 to 7:30pm. It was agreed that: (1) NW and DE should both attend this meeting with a view to obtaining clarification from Cornwall Council on their rationale for requiring minibus drivers to be DBS checked and as to what safeguarding training they expected minibus drivers to undertake. (2) Following this meeting, NW was to update the LAMA risk assessment to reflect safeguarding and disclosure and barring risks.	NW DE NW
5.	Correspondence The items of correspondence listed below were received by the secretary ² :	
a.	17 th May 2022 - Disassociation of Anne Gibbons and Patrick Spencer from the FCA Mutuals Society Portal. The committee noted that the only person now able to access the mutuals portal was the secretary. It was agreed that: (1) The publicity officer was to register himself on the portal and request that he be associated with the LAMA account. (2) The secretary was to assist the publicity officer in gaining access to the LAMA account and authorise his association when presented.	DP NW
b.	18 th May 2022 - Training Officer's reminder to drivers about completing paperwork.	
c.	26 th May 2022 - Cornwall Council transport grant review and questionnaire.	
d.	27 th May 2022 - Community bus grant return for 2021-22 quarter 4.	

² These items of correspondence and other LAMA documents may be accessed via LAMA's online drive at <https://public.curryscloudbackup.co.uk/portal/public-shares/warrick>.

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	<ul style="list-style-type: none"> e. 14th June 2022 - Cornwall Council requirement for standard DBS checks. f. 23rd June 2022 - Cornwall transport meeting confirmation and DBS query. g. 23rd June 2022 - LAMA bus service operators grant submission. h. 28th June 2022 - Lloyds bank account access and statement complaints. i. 28th June 2022 - Request CTA membership renewal. j. 30th June 2022 - CTA's response to government's BSOG uplift review. k. 1st July 2022 - LAMA minibus loan mileage rates sub-group report. l. 2nd July 2022 - Confirmation of Nick Warrick's manager status on CTA's website member area. m. 4th July 2022-07-04 - Policy Proposal for Children as LAMA Passengers. 	
6.	<p>Set LAMA COVID Risk Level for July to September 2022</p> <p>The chair reported that CTA's guidance on their website with regard to COVID-19 was, effectively, "make your own judgement". Although COVID cases were beginning to rise again, the risk of people experiencing real harm remained low. Passengers were now beginning to vote with their feet and the May and June special trips were both undertaken with full passenger loads. However, the importance of maintaining good ventilation was recognised. It was agreed that:</p> <ul style="list-style-type: none"> a. The COVID risk level was to remain at "GREEN" for the time being. 	Policy
7.	<p>Agenda Items Carried Over from Previous Meetings</p> <ul style="list-style-type: none"> a. <u>Financial Conduct Authority (FCA) Rule Change Submission.</u> The secretary reported that resubmitting the FCA rule change as a partial amendment was not quite as straight forward as he had hoped. However, the paperwork to do so was now largely in place and all that remained was for the partial amendment document to be signed by him and 3 other LAMA members and for him to make a new statutory declaration before a solicitor. It was agreed that: <ul style="list-style-type: none"> (1) The partial amendment document was to be signed by members Richard Halliday, Duncan Elliot and Ann Henderson and secretary Nick Warrick. (2) The secretary was to make the statutory declaration and submit the partial amendment to the FCA. b. <u>Minibus Loan Mileage Rates Sub-group Report.</u> The committee reviewed the minibus loan mileage rates sub-group's report, as introduced under correspondence, and accepted its recommendations. It was agreed that: <ul style="list-style-type: none"> (1) The minimum daily charge of £35 should be retained and the mileage loan rate should be reduced from £2.50 to £1.50 per mile. (2) The publicity officer was to include this change within his future publicity. 	<p>RH DE, AH NW</p> <p>NW</p> <p>Policy</p> <p>DP</p>

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	(3) The secretary was to inform all the not-for-profit and charitable groups within the LAMA Area that he was able to identify.	NW
	(4) The secretary was to include the review of these rates as an agenda item for the January committee meeting.	NM
c.	<u>Minibus Routes, Trips and Fares Sub-group</u> . The committee recognised that the current minibus routes, trips and fares needed to be reviewed and it was thought that a sub-group should be established to look at this in detail. It was agreed that:	
	(1) Duncan Elliot, Ann Henderson, Richard Halliday and Nick Warrick were to form a LAMA minibus routes, trips and fares sub-group and meet in the Ship Inn on 25 th August 2022 at 7:30pm.	DE AH RH NW
	(2) The sub-group was to report its recommendations at the next LAMA committee meeting. The secretary was to include this as an agenda item for the September committee meeting.	DE AH RH NW
d.	<u>Monthly Driver Schedule Rota</u> . The monthly driver schedule rota was considered under agenda item 12.	
e.	<u>Lerryn Memorial Hall Open Day</u> . An Open Day would be held in the Lerryn Memorial Hall on 24 th September 2022 to inform local residents of the many organisations that were operating in the area. The committee recognised that this would be a great opportunity to publicise itself to local residents and noted that Cornwall Council had recently given LAMA a substantial grant which could be used to help with advertising. It was agreed that:	
	(1) Duncan Elliot would man a LAMA stall at the open day.	DE
	(2) The publicity officer would assist in providing advertising material for the day. ³	DP
	(3) The LAMA minibus routes, trips and fares sub-group would review the advertising material that could be presented at the open day.	DE AH RH NW
8.	LAMA Procedure & Document Revisions	
	The following document and policy revisions were considered for formal LAMA adoption.	
a.	<u>Rules of Lerryn Area Minibus Association (Ed 4)</u> . The fourth edition draft of the Rules of Lerryn Area Minibus Association, as presented with the agenda for this meeting, were an incorporation of all the partial amendments that had been and were being submitted to the FCA. It also included the legislative reference updates that were required to comply with the Co-operative and Community Benefit Societies Act 2014 and other such changes that had been recommended by the FCA in its rejection of our previous rules change submission (FCA_MPR_Case3711/22 dated 11 th April 2022) and in its guidance on its registration function (FCA Finalised Guidance	

³ Secretary's Note. Although no budget was set at the meeting, some advertising expenditure was anticipated. If production timescales were to require commitment before our next committee meeting could authorise it then this expenditure could be ratified ex-committee.

Item

Discussion

Action

15/12 dated November 2015). If the complete amendment was ratified at a general meeting, then the rules could be submitted as a complete amendment to the FCA for formal adoption. It was agreed that:

- (1) The secretary was to submit the fourth edition draft for consideration at the next LAMA general meeting in September.

NW

- b. Minors as LAMA Passengers. The committee reviewed the policy proposal for Children as LAMA Passengers submitted by the secretary. A suggestion was made that the cut off age for children should be set at age 16 as many freedoms were given to young people of that age. It was noted, however, that all young people under the age of 18 were, in law, regarded as “minors” and that any contracts entered into by them were not enforceable. It was agreed that:

- (1) The following policy should be adopted by LAMA:

“Minors, defined as people under the age of 18, travelling with a registered adult do not, themselves, need to be registered as a LAMA passenger. However, they do need to be booked for any journeys they wish to undertake and they must pay half the adult fare. Minors who wish to travel on their own must register as a passenger in their own right and their application must be supported by a letter signed by a parent, guardian or carer.”

Policy

- (2) The secretary was to reflect this policy in LAMA’s passenger registration forms and on the LAMA webpage.

NW

9. Treasurer’s Report

The treasurer reported the following balances as at:

Account	11 th May 2022	30 th June 2022
Deposit A/c	£59,016.00	£59,016.00
Cash at Bank	£4,486.46	£4,185.98
Petty Cash	£193.20	£713.84

The income and expenditure account for the period 1st January to 30th June 2022 and the balance sheet as at 30th June 2022 are attached at Enclosure 1. It was noted that:

- a. The amount of petty cash held by the treasurer was more than he wished as he was finding it difficult to get to the bank when it was open, but he was taking steps to remedy this.
- b. Fuel duty and VAT rebates were expected soon, which would help to reduce the current operating deficit.
- c. The treasurer had finally managed to obtain access details for the Cambridge and Counties Deposit Account, but he had still to log into the account. Once he had done so, he would update the actual balances with interest received.
- d. The treasurer read out the summary section from the CTA's response to the government's BSOG uplift review. Although LAMA had not contributed to the review, it was interesting to note that many other community bus operators were suffering exactly the same problems as LAMA.

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10.	<p>Maintenance Officer's Report</p> <p>The maintenance officer reported that the minibus passenger door opening problem now seemed to be okay, but he had been unable to source an affordable replacement front wheel cover. Instead, he offered to try to repair it. He also reported that the sim card in the mobile phone that was kept in the minibus had expired. He had, however, managed to replace it and still keep the same number. This proved not to be a simple task and committee members expressed their sincere gratitude for his perseverance. A suggestion was made to include the telephone number of the minibus phone on the LAMA webpage, but concern was raised that it might be confused with the telephone number for making trip bookings. It was agreed that:</p> <p>a. The maintenance officer was to repair the front wheel cover as best he could.</p> <p>b. The secretary was to include the number of the minibus mobile phone on the LAMA webpage, but care was needed to show that it was only be used for contacting the minibus driver in case of emergency.</p>	<p>AR</p> <p>NW</p>
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. <u>May</u>: Bodmin 6 8 6 4 5, Truro 5, St Austell 3, Dartmoor Special Trip 15, Minibus Loan 3 trips.</p> <p>b. <u>June</u>: Bodmin 6 4 4 9, Truro 4, St Austell 2, Lizard Special Trip 15, Minibus Loan 0 trips.</p>	
12.	<p>Special Trips and Timetabling Plan for July to October 2022</p> <p>The timetabling officer reported that the special trip to Plymouth had been rearranged for August to include the Barbican and Drakes Circus and a trip on the Cremyll Ferry. His proposed replacement for the October special trip was Falmouth, which could include the Maritime Museum. He proposed that the forthcoming driver rotas might be undertaken by AH, BM, DE and RH. As it would be BM's first time coordinating the rota, many committee members offered him their assistance; he was spoilt for choice, but it was suggested that he shouldn't ask the secretary as he would over-complicate the job! It was agreed that:</p> <p>a. The October special trip was to be to Falmouth.</p> <p>b. Ann Henderson was to coordinate the driver schedule for September 2022 (list to be circulated in late July).</p> <p>c. Brian McClarin was to coordinate the driver schedule for October 2022 (list to be circulated in late August).</p> <p>d. Duncan Elliot was to coordinate the driver schedule for November 2022 (list to be circulated in late September).</p> <p>e. Richard Halliday was to coordinate the driver schedule for December 2022 (list to be circulated in late October).</p>	<p>DP</p> <p>AH</p> <p>BM</p> <p>DE</p> <p>RH</p>
13.	<p>Fundraising Officer's Report</p> <p>The fundraising officer reported that the photo competition in Lerryn was back on track with question sheets being delivered</p>	

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	<p>around the village. Additional copies were held by AH and entries had to be returned to Lerryn River Stores by 17th July 2022. Other fundraising activities included the cream tea event in the Lerryn Memorial Hall on 30th July 2022, which had been well publicised, and a curry and quiz night in the Ship Inn, which was provisionally scheduled for 22nd October 2022. Other events in the pipeline included a Christmas coffee morning on 19th November 2022, a Spuds & Puds event on 11th February 2023 and a Jazz Café on 25th February 2023, all to take place in the Lerryn Memorial Hall. Although a busy programme had been scheduled, the fundraising sub-committee was finding it difficult to retain members due to age and ill health and recruiting new members was a priority. LAMA committee members were invited to assist the work of the fund-raising sub-committee in any or all of the following ways:</p>	
	a. Pass details of anyone who might be persuaded to join the fundraising sub-committee to AH.	All
	b. Circulate photo competition entry forms to family, friends and neighbours.	All
	c. Donate cakes and fresh produce for sale at the cream tea event on 30 th July 2022.	All
	d. Donate bric-a-brac and nearly new items for sale at the Christmas coffee morning on 19 th November 2022.	All
	e. Invite family, friends and neighbours to fundraising events and assist with the running of each event on the day.	All
14.	<p>Publicity Officer's Report</p> <p>The publicity officer reported that shading on his posters was now more pastel and that Par Market had been featured in his advertising for the St Austell shopping trip. He was particularly pleased that his special trip publicity had resulted in full passenger numbers for the Dartmoor and Lizard outings. Numbers for the North Cornish Coast special trip were increasing steadily, but he recognised that featuring the new Tintagel Castle bridge was misleading as it was not a stop on the trip. The Lostwithiel Newsletter had been particularly helpful in supporting LAMA's enhanced publicity, but them continuing to offer 2 free advertising slots was unsustainable. They had, however, offered to provide one free advert and one half-price quarter page advert on a regular basis, which would cost £13.20 per issue. The publicity officer was delighted that passenger registrations continued to grow, with 62 currently on the books and another 20 or so in the pipeline. All these passengers had the monthly trips schedule either emailed to them or posted through their letterbox. With passengers now talking about minibus trips and attending fundraising events, LAMA's profile had undoubtedly been elevated over recent months. In particular, the publicity officer complimented the fundraising sub-committee whose events were eagerly anticipated and well-attended by passengers. It was agreed that:</p>	

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	a. The publicity officer was authorised to publish a regular second advert in the Lostwithiel Newsletter at the discounted price offered.	DP
15.	Training Officer's Report The training officer reported that Kevin Channer had completed his familiarisation training and was now scheduled to undertake Bodmin shopping trips in August. Kevin's enthusiasm was warmly welcomed and the importance of new drivers riding as shotgun for a trip or two was reiterated in order for those drivers to get a real feel for how LAMA operated in practice. It was agreed that:	
	a. The training officer would remind Kevin to book in for any shotgun trips he undertook.	RH
16.	Any Other Business	
	a. The chair reported that he had received an offer from Bill Cole, a former high-profile resident of Lerryn, to donate his private vehicle registration number "LE12RYN" for use on the minibus. If LAMA did not require the number, he would offer the number as a prize for fundraising within the community. The committee appreciated Bill's kind offer, but thought that the cost of transferring the number from one minibus to another in the future would be an inappropriate use of its funds and that offering the number as a fundraising prize would be a much better use. It was agreed that:	
	(1) The chair would write to Bill Cole to thank him for his generous offer, but decline his invitation for the reasons given above.	RH
17.	Date of Next Meeting The next LAMA committee meeting would be held in the Lerryn Memorial Hall on 5 th September 2022. It would follow on directly after a LAMA general meeting which would commence at 7:30pm. The secretary was to book the main hall and issue agendas for both meetings to all LAMA members.	NW

NICK WARRICK
Secretary

RICHARD HALLIDAY
Chair

Enclosures:

1. Income and Expenditure Account for Period 1st January to 30th June 2022 and Balance Sheet as at 30th June 2022.

Lerryn Area Minibus Association

Income and Expenditure Account For The Period 1st January 2022 to 30th June 2022

Income:

Bus Revenues - LAMA Organised Trips	£ 1,239.45
Bus Community Loan Scheme	£ 491.50
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	£ 3,849.96

Operating Expenses:

Fuel	£ 693.81
MOT/Safety/Service/Road Tax	£ 609.48
Insurance	£ 176.46
Events	£ 117.00
Accidents & Repairs	£ 334.17
Admin Overheads & Sundry costs	£ 21.48
Driver Training	£ 47.37
VAT Paid	£ 539.01
Depreciation on Minibus	£ 1,899.70
	£ 4,438.48
Operating Surplus/Deficit:	-£ 588.52
Interest Received:	£ -
Surplus/Deficit:	-£ 588.52

Balance Sheet as at 30th June 2022

Fixed Assets: Mercedes Sprinter Minibus DK66CGY

Opening Value at 01/01/2022	£ 18,368.00
Depreciation at 25% pro rata 151/365ths	£ 1,899.70
Closing Value at 30/06/2022	£ 16,468.30

Current Assets:

Deposit Account	£ 59,016.00
Cash at Bank	£ 4,185.98
Petty Cash	£ 713.84
Total Current Assets:	£ 63,915.82
Total Assets:	£ 80,384.12

Capital and Reserves:

£1 Shares	£ 12.00
<u>Income & Expenditure Account:</u>	
Surplus Brought Forward	£ 80,713.64
Surplus/Deficit for period	-£ 588.52
Disolved Share Holdings re-absorbed into surplus funds	£ 247.00
Surplus Carried Forward	£ 80,372.12
Total Liabilities:	£ 80,384.12