

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	g. The secretary was to provide DE with signage to direct people to the minibus outside, together with a supply of trip leaflets and registration forms.	NW
	h. The secretary was to reflect the recently adopted LAMA policy for minors in LAMA's passenger registration forms and on the LAMA webpage.	NW
	i. The maintenance officer was to repair the front wheel cover on the LAMA minibus.	AR
	j. The secretary was to include the number of the minibus mobile phone on the LAMA webpage, stating clearly that it was only to be used for contacting the minibus driver in case of emergency.	NW
	k. Duncan Elliot was to coordinate the driver schedule for November 2022 (list to be circulated in late September).	DE
	l. Richard Halliday was to coordinate the driver schedule for December 2022 (list to be circulated in late October).	RH

5. **Correspondence**

The items of correspondence listed below were received by the secretary:

- a. 3rd March 2022 - Cornwall Countywide Concessionary Travel Scheme 2022-23.
- b. 7th July 2022 - FCA Reminder to Submit Annual Returns and Accounts.
- c. 8th July 2022 - Advice to Local Charity Supporters Regarding LAMA Minibus Loan Scheme.
- d. 10th July 2022 - Email Template to Local Organisations Regarding LAMA Loan Scheme Price Reduction.
- e. 14th July 2022 - LAMA Report on Cornwall Council Transport Meeting held in Bodmin on 12th July 2022.
- f. 15th July 2022 - Cornwall Council Report on Transport Meeting held in Bodmin on 12th July 2022.
- g. 18th July 2022 - Cornwall Council Community Bus Grant 2022-23 Quarter 1 Return.
- h. 20th July 2022 - LAMA Submitted VAT Return for 1st April to 30th June 2022.
- i. 26th July 2022 - Rob Briggs' Condolence Card.
- j. 26th July 2022 - Enquiry and Response Regarding Cowbridge Residents Using the LAMA Minibus.
- k. 27th July 2022 - Cowbridge Pick-up and Passenger Considerations.
- l. 28th July 2022 - FCA_MPR_Case_9275-22 Partial Rule Change Acceptance.
- m. 30th July 2022 - Fundraising Officer's Thanks to Everyone Who Helped With Cream Tea Fundraiser.
- n. 1st August 2022 - CTA Confirmation of Free Membership Renewal and Membership Certificate.
- o. 5th August 2022 - HMRC VAT Registration Changes Approved.
- p. 7th August 2022 - Acknowledge Howard Blakeborough's Decision to Give Up Driving LAMA Minibus.
- q. 11th August 2022 - Decline Bill Cole's Offer to Donate LE12RYN Number Plate to Minibus.
- r. 12th August 2022 - Changes to Cornwall Council Quarterly Return.

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
s.	15 th August 2022 - names.co.uk Registration of lamaminibus.co.uk for 1 year and Registration Details.	
t.	<p>18th August 2022 - <u>Cowbridge Concerns and Considerations</u>. The secretary expressed his deep concern at the defamatory and unwarranted remarks that had been made against him in a series of emails relating to his involvement in coordinating the carriage of Cowbridge residents. It was agreed that:</p> <p>(1) Duncan Elliot and Ann Henderson were to investigate the allegations and manage future relations with Cowbridge, at least in the short term until the true situation could be established</p>	DE AH
u.	<p>18th August 2022 - <u>Holding Response to Bill Cole's Extended Offer Regarding LE12RYN</u>.</p> <p>Richard Halliday reported that Mr Cole had extended his offer to donate the LE12RYN number plate to the LAMA minibus to include a £250 donation to help offset the cost of successive number plate transfers. The consensus view of the committee was that Mr Cole's offer was generous, but a personalised number plate was not something they wanted to see on the minibus as it might convey a sense of extravagance to the public and hinder future fundraising. It was agreed that:</p> <p>(1) Richard Halliday was to convey a "thank you, but no thank you" reply to Mr Cole.</p>	RH
v.	19 th August 2022 - Cowbridge Progress Report.	
w.	22 nd August 2022 - Lostwithiel Level Crossing Near Miss Report.	
x.	23 rd August 2022 - Not-for-Profit Community Status of Celtic Cross Education.	
y.	24 th August 2022 - HMRC Making Tax Digital Notice of Disabling Existing VAT Online Account.	
z.	25 th August 2022 - LAMA Trips, Routes & Fares Sub-Group Report.	
aa.	31 st August 2022 - Sky News, COVID, UK's alert level downgraded from level 3 to 2.	
bb.	1 st September 2022 - Lerryn.net Website LAMA Development Proposal.	
cc.	<p>3rd September 2022 - <u>DBS and Grant Funding Query Email and References</u> (copy attached as Enclosure 1). The committee recognised that LAMA could lose its funding from Cornwall Council (CC) if its drivers were not Disclosure and Barring Service (DBS) checked regularly and that it would put LAMA out of step with other community transport voluntary organisations who were doing it in the belief that they have been correctly advised. It was suggested that the situation should be discussed with drivers to hopefully retain everyone's commitment to LAMA. The committee agreed unanimously that the purpose of LAMA's special trips was not simply to provide an excursion, but rather to provide opportunities for people in our community to have a day out, away from the confines of their home, to socialise and help relieve loneliness, particularly for the many passengers who are frail and who live on their own. Attempts had been made in the past to have Cornwall Council recognise this. Although previous representation had sadly fallen on stony ground, the committee agreed that it was worth trying again. However, in order to comply with CC requirements,</p>	

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	<p>these trips would have to be undertaken at least 3 times every quarter, all year round. Concern was expressed that increasing the number of trips would depend upon drivers being available. It was suggested that the requirement to have 2 drivers on special trips could be relaxed for journeys that were close to home and did not involve multiple stops or complex planning (eg, one driver only is required for the Truro shopping runs). Also, with take up for the St Austell shopping trip now dwindling due to the introduction of the No 28 daily service which offered free travel for bus pass holders, the committee considered that there was scope to extend LAMA's special trips to run throughout the winter period. It was agreed that:</p> <p>(1) Ann Henderson was to arrange 2 meetings with LAMA drivers and committee members which were to be held in the Ship Inn, Lerryn at 6pm on Wednesday 12th October and at 6pm on Thursday 20th October to discuss DBS issues and any other matters that may be of interest to drivers.</p> <p>(2) The treasurer was to arrange for the first round of drinks at both of these meetings to be paid for from LAMA funds.</p> <p>(3) The timetabling officer was to replace the St Austell shopping trips from November onwards with special trips. These trips could be simple one-stop journeys to local towns and visitor attractions, such as garden centres and National Trust properties.</p> <p>(4) The timetabling officer was to carefully consider the requirement to have 2 drivers on special trips which were unlikely to result in significant driver fatigue. In case of doubt, the timetabling officer was to consult with other committee members.</p>	<p>AH</p> <p>RH</p> <p>DP</p> <p>DP</p>
6.	<p>Set LAMA COVID Risk Level for September to November 2022 The committee noted that COVID was not going away soon. It was agreed that:</p> <p>a. The COVID risk level was to remain at "GREEN" for the time being.</p>	Policy
7.	<p>Agenda Items Carried Over from Previous Meetings</p> <p>a. <u>Matters Arising from the General Meeting</u>. There were no matters arising from the general meeting that required further discussion.</p> <p>b. <u>Minibus Routes, Trips and Fares Sub-group</u>. A meeting of the minibus routes, trips and fares sub-group was held on 25th August 2022. Its report is attached at Enclosure 2. The committee was sympathetic to the sub-group's recommendation to allow genuine carers to travel free, but thought that this should apply only to people for whom it was essential to have a carer with them in order for them to be able to get out and about. People who provided assistance to other passengers to aid and extend their mobility should continue to pay a fare. The recommendation to celebrate LAMA's recovery and to appeal for volunteers, which was originally suggested by Brian McClarin, was warmly welcomed. The committee felt that the sub-group should reconvene once the minibus requirement for supporting people living at Cowbridge and other residential homes had been clarified by DE and AH (sub-paragraph 4t(1) above refers). It was agreed that:</p>	

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	(1) Carers whose assistance was essential for local residents to travel on the LAMA minibus were to be allowed to travel for free on all LAMA trips.	Policy
	(2) Brian McClarin was to draft an article for local publication to celebrate LAMA's post COVID recovery and to appeal for drivers and fund-raising volunteers.	BM
	(3) The chair was to reconvene the minibus routes, trips and fares sub-group once the residential home requirement had been clarified.	DE

8. **LAMA Procedure & Document Revisions**

Rules for the Carriage of Dogs. The committee acknowledged the draft supplied with the agenda and noted the advice provided in the Minibus Driver Awareness Scheme (MiDAS) that dogs must not obstruct corridors, entrances or exits. Given the very limited space available, the committee thought that only lapdogs could be carried safely on the minibus. However, an exception was to be made for assistance or service dogs, which would need to block the footwell of an adjacent seat and thus prevent another passenger from using it. It was agreed that:

- a. The secretary was to redraft the rules for dogs in light of this guidance.

NW

9. **Treasurer's Report**

The treasurer reported the following balances as at:

Account	30 th June 2022	31 st August 2022
Deposit A/c	£59,016.00	£59,215.07
Cash at Bank	£4,185.98	£5,720.53
Petty Cash	£713.84	£843.40

The income and expenditure account for the period 1st January to 31st August 2022 and the balance sheet as at 31st August 2022 are attached at Enclosure 3. It was noted that:

- a. The deposit account opening balance was now correct and that the current balance included interest up to 31st May 2022.
- b. A deposit of £35 was being held from the Lostwithiel Community Centre towards their next trip.
- c. VAT inputs claimable as at 31st August 2022 was £46.61.
- d. The £1600 grants income from Cornwall Council includes three quarters of this year's annual grant (£750 out of £1,000 expected) and a one-off grant of £850, which was reported at May's meeting.
- e. The sundry income of £20 was a compensation payment from Lloyds Bank.
- f. Although HMRC had made an exception to accept LAMA's last VAT claim using the current website, all future submissions would have to be made using the new Making Tax Digital (MTD) process. The treasurer was unwilling to accept additional intrusive government software on his computer, but the secretary offered to do this instead. It was agreed that:

- (1) The treasurer and secretary were to coordinate arrangements for submitting future MTD VAT claims.

RH NW

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
10.	<p>Maintenance Officer's Report</p> <p>A report from the maintenance officer was not available, but the committee noted from the outstanding actions that the front wheel cap still required repair/replacement.</p> <p><u>Secretary's Note:</u> In an email dated 6th September 2022, the maintenance officer reported that a press of the left-hand steering wheel switch was required to cancel a red 'oil warning' dash light. The cause and extent of the problem was still to be determined.</p>	AR
11.	<p>Booking Clerk's Report</p> <p>A report from the booking clerk was not available.</p> <p><u>Secretary's Note:</u> From the minibus log book and in an email from the booking clerk dated 6th September 2022, the passenger travelled figures for the last 2 months were as follows:</p> <p>a. <u>July 2022:</u> Bodmin 6 6 7 7, Truro 4, St Austell 2, Bude Special Trip 12, Cream Tea Fundraising Event 6.</p> <p>b. <u>August 2022:</u> Bodmin 8 6 7 8 8, Truro 6, St Austell 2, Plymouth Special Trip 14, Lostwithiel WI Minibus Loan 1 trip.</p>	
12.	<p>Special Trips and Timetabling Plan for September to December 2022</p> <p>The timetabling officer noted the actions arising from the secretary's DBS and Grant Funding Query Email at sub-paragraph 5cc above and reported that the November special trip would be to Tavistock. For the December trip, it was suggested that a visit to a garden centre with an extensive Christmas display might be appropriate for early on in the month. It was agreed that:</p> <p>a. The timetabling officer would consider arranging an early December special trip to either Trelawney Garden Centre near Wadebridge or to Homeleigh Garden Centre near Launceston.</p>	DP
13.	<p>Fundraising Officer's Report</p> <p>The fundraising officer reported that a Christmas coffee morning would be held in the LMH on 19th November 2022 and she invited members to donate suitable items for the bric-a-brac stall and Christmas raffle. She also explained that a Spuds & Puds event was planned for 11th February 2023 and she reiterated that she was urgently looking for volunteers to help her sub-committee. It was agreed that:</p> <p>a. LAMA members were invited to donate Christmas raffle prizes and items for the bric-a-brac and nearly new stall at the coffee morning on 19th November 2022.</p>	All
14.	<p>Publicity Officer's Report</p> <p>The publicity officer reported that the LAMA publicity machine appeared to be operating smoothly with our messaging getting through to those we intended. Richard Halliday, who worked with the publicity officer to put up posters and deliver newsletters, reported that Rosemary Phillips was helping him with putting up posters in Lostwithiel and that Pauline Hutchings was helping to deliver newsletters. The committee was delighted with this and it was agreed that:</p> <p>a. Richard Halliday was to pass on the committee's thanks to Rosemary and Pauline when next he spoke to them.</p>	RH

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15.	<p>Training Officer's Report</p> <p>The training officer reported that, in light of the recent near miss at the Lostwithiel level crossing, he had produced a driver awareness training update to warn drivers of the danger of travelling over level crossings at slow speed, which was necessary to avoid passenger injury and discomfort. He noted that guidance on driving over level crossings was available in the Highway Code at Rules 291 to 299. The chair had also managed to obtain some definitive advice about level crossings from the Office of Rail Regulation. This guidance is at Enclosure 4. This accumulation of new information provided additional evidence on which to base reliable driver advice. Based on all this information, the committee felt that the driver instigating the near miss report had acted appropriately in the circumstances and he was absolved from any blame. However, there were still lessons to be learned from the incident. It was agreed that:</p> <p>a. The training officer was to redraft his update in light of the authoritative advice given in the Highway Code and at Enclosure 4.</p>	RH
16.	<p>Any Other Business</p> <p>a. <u>Insurance</u>. The committee noted that the minibus insurance was due for renewal in November. As it was appropriate for the chair to be involved in renewing the insurance, the chair would need to be made an authorised point of contact. Also, given the recent changes to LAMA's Rules and our intention to capitalise on those changes, it was suggested that we should check with our insurers to ensure that what was planned was covered under our policy. It was agreed that:</p> <p>(1) Richard Halliday was to ask our insurers to accept Duncan Elliot as an authorised point of contact for LAMA.</p> <p>(2) Richard Halliday was to enquire of our insurers whether the changes planned for LAMA would be fully covered by our insurance policy.</p>	RH RH
17.	<p>Date of Next Meeting</p> <p>The next LAMA committee meeting will be held in the Lerryn Memorial Hall on 7th November 2022 at 7:30pm.</p>	All

NICK WARRICK
Secretary

DUNCAN ELLIOT
Chair

Enclosures:

1. DBS and Grant Funding Query Email and References dated 3rd September 2022.
2. Minibus Routes, Trips and Fares Sub-group Report dated 25th August 2022.
3. Income and Expenditure Account for Period 1st January to 31st August 2022 and Balance Sheet as at 31st August 2022.
4. Extract from Office of Rail Regulation dated December 2011, Level Crossings: a Guide for Managers, Designers and Operators.

2022-09-03 –LAMA Secretary’s DBS and Grant Funding Email

I am in a bit of a quandary with regard to our relationship with Cornwall Council (CC) and I will be asking for your direction at our meeting on Monday. I have 2 issues:

Driver Disclosure and Barring Service (DBS) Checks. As a condition of our grant funding, CC requires us to have our drivers DBS checked. From a telephone call I received yesterday from Age Concern and at our transport meeting with CC a few weeks ago, it appears to me that most community transport groups in Cornwall welcome the opportunity to have their drivers DBS checked. We seem to be swimming against the flow here. If I continue to press the issue about the legality of CC advising us to be at least standard checked, we could upset a lot of groups in our area and end up paying £18 for each of our drivers to be basic checked. Alternatively, we simply fall into line and get our drivers enhanced checked for free.

Community Minibus Grant Eligibility. The eligibility criteria for the Community Minibus Grant for 2022/23 includes Regular services operated under Section 19 Permit which are services provided at least once a month/three times a quarter and fulfil a ‘social need’ for travel (defined as access to Health, Education, Employment, local shopping, well-being etc). For these services, the Council reimburses at £1.80 per person per single journey. The grant specifically excludes Group Hires and Excursions, which is what our special trips are considered to be. I think I can successfully argue that our special trips are well-being trips, but we may need to amend our publicity to do so, particularly now that our rules allow us to carry anyone who resides within our area. I believe we would need to commit to running our special trips throughout the winter months, limit our passengers to priority groups (as indeed they are now) and amend our publicity to emphasise “well-being” in a tactful way. CC could, of course, change their criteria next year if they think we are trying to exploit the system (they expect their budget to be restricted next year).

Key DBS References

Extract from “2022-07-14 - LAMA report on Cornwall Council Transport Meeting held in Bodmin on 12th July 2022”

DBS Checking. CC were adamant that community drivers should be DBS checked and they were confident that they were eligible for standard and/or enhanced checks. CC did not accept my argument that many (if not most) community drivers were ineligible for these higher-level checks. Most (if not all) the other communities represented undertook enhanced level testing. From my DBS investigations, we in LAMA do not meet the conditions required to undertake standard and enhanced DBS checks. Having looked at a few of their websites, I also strongly suspect that many (if not most) of the other community transport groups also do not meet these conditions. CC and the other groups appear, at best, to apply a very loose (and in my opinion, unlawful) interpretation of the DBS eligibility rules. I am confident that I could provide evidence to support what I believe, but I am not really sure I want to be bothered with this. I will not, however, be party to us breaking the law to obtain a standard or enhance DBS check, which are free for volunteers (basic DBS checks cost £18 each).

Extract from “2022-07-14 - <https://www.gov.uk/government/publications/dbs-guidance-leaflets/working-with-adults-in-the-charity-sector-and-overseas-aid-organisations>”

Driving for a charity or as a volunteer. Drivers are only eligible for Standard, Enhanced, or Enhanced with Barred List(s) DBS checks in very specific circumstances. Whether the work is paid or unpaid doesn’t change what level of DBS check is available. In all cases, the driving must be done as part of a formal third-party arrangement, for example a hospital transport service, and not a personal arrangement between friends or neighbours. Individuals are carrying out regulated activity if they drive adults, including anyone assisting the adults, to, from, or between places where the adults are receiving healthcare, personal care, or social work because of their age, illness, or disability. This driving only needs to be done once to be regulated activity.

This means the individual can be asked to apply for an Enhanced DBS check in the adult workforce with a check of the Adults' Barred List.

Driving adults to any other places, such as trips for leisure, is not regulated activity with adults, but it could be work with adults (refer to Annexe A). To meet the criteria the adults would need to be in receipt of any of the specific health or social care services or activities from step 1 (paragraphs 9 or 10 of the definition of work with adults), and the driving must be done often enough to meet step 3. If the driving role meets this definition, then the organisation can ask the driver to apply for an Enhanced DBS check in the adult workforce without a check of the Adults' Barred List. If the driving is done less frequently, then the drivers can only apply for a Basic DBS check.

Key Grant Funding References

Extract from "2022-02-15 - Cornwall Council Community Bus Grant Standards of Operation for 2022-23"

The following are the minimum requirements to be eligible for funding:

1. Comply with all relevant legislation for the operation of your service.
2. Demonstrate that your service or scheme has:
 - a. A defined need e.g. due to lack of existing transport provision.
 - b. Does not conflict with an existing service (Commercial or otherwise).
3. Provide a copy of your training records showing that your:
 - a. Frontline staff and volunteers have undertaken Safeguarding Training for both Children and Adults within the last 3 years.
 - b. Frontline staff and volunteers have undertaken the relevant training agreed by the Council (e.g. MiDAS) within the last 4 years.
 - c. Ensure frontline staff and volunteers have undergone an appropriate and relevant DBS check for the role within the last 3 years.
4. Complete necessary grant review form and data capture form (Please find attached).
5. Provide a copy of your financial accounts for the previous year.
6. Ensure all four quarterly returns are submitted in accordance with the funding letter. Failure to submit any of these may result in funding not being paid.

The following are desirable though not essential:

7. Frontline staff and volunteers trained in First Aid.
8. Minibus drivers trained in "5 Steps to Safety" evacuation training.

Extract from "2022-02-15 - Cornwall Council Community Bus Grant Funding Letter for 2022-23"

The following are the eligibility criteria for the Community Minibus Grant for 2022/23.

Regular services (operated under Section 19 Permit)

These are services provided at least once a month/three times a quarter and fulfil a 'social need' for travel (defined as access to Health, Education, Employment, local shopping, well-being etc). For these services, the Council reimburses at £1.80 per person per single journey.

Regular services (operated as Section 22)

These are services registered with the Traffic Commissioner to operate at fixed times. Services operated under contract (including tendered bus services) to Cornwall Council are paid separately. For these services, the Council reimburses at £0.90 per person per single journey.

Group Hires (operated as Section 19 or 22)

The costs of providing these should be covered by the organisation hiring the vehicle. It is not for the Council to subsidise these trips.

Excursions (operated as Section 19 or 22)

The costs of providing these should be covered by the revenue generated. It is not for the Council to subsidise these trips.

LAMA Working Group: Review of Trips, Routes & Fares

Notes & Decisions made in meeting at The Ship Inn, Lerryn, 25th August 2022

Present: Duncan Elliott (DE), Richard Halliday (RH), Ann Henderson (AH), Brian McClarin (BM), Nick Warrick (NW)

1) Further to a recent 'near miss' incident on 08/08/2022 at the Lostwithiel Rail Crossing we have been advised by British Transport Police to seriously consider not using the crossing in our routes. However, there appears to be an issue with the brevity of time lapse between warning lights and audible signal starting and barriers being lowered. DE agreed to liaise with Network Rail to establish what the timings should be to inform whether we make further representations. In the interim RH (training officer) is to contact all drivers to advise extreme caution on approach to the crossing, particularly with regard to ensuring there is space to proceed into at the other side of the crossing before entering. RH will also advise drivers about impending change of crossing to automatic barriers and camera surveillance.

2) Shopping trips:(See stats below)

BODMIN – continue as is

ST AUSTELL – scrap, but schedule for October with published minimum passenger number of 3 required to run

TRURO – continue as is and set minimum passenger number to 4 (basis that this covers fuel)

ALTERNATIVES TO ST AUSTELL- for shopping:

Spring & Summer do a range of garden centres & coffee shops

Autumn & Winter do a range of market type trips, e.g. Kernow Mill, Tavistock Market, Trago Mills, Par Market, Kingsley Village

Trips in item 4 might also be considered in this slot too.

3) Fares – to be maintained at current levels. Genuine Carers to be FOC. What constitutes a 'genuine carer' was not defined. This needs to be considered in our next meeting.

4) Touring Trips: there should be a distinction between trips for 'able bodied' passengers and trips for passengers of very 'limited mobility' possibly accompanied by carers, i.e. Care Home residents. Care home Residents will pay for their trips, their carers travel FOC. AH & DE negotiating with Care Homes.

5) Marketing:

A suggestion was made that an article be put in the Lostwithiel Newsletter celebrating our Post COVID recovery and appealing for drivers and fund-raising volunteers – task was not delegated.

LMH open day on 24/09/2022: minibus to be parked outside hall the night before. DE to preside from/in the bus. Poster in hall to direct people to bus outside. DE will have Special Trips and Shopping Trip info, registration forms and access to Lerryn.net

Items discussed which were not in our brief:

6) Brief discussion of Section 22 Permit: decision not to pursue at present.

7) Discussion about scheduling replacement of the minibus ranged. Agreed that Minibus Options to be approached for a valuation – task was not delegated.

Statistics extracted from January to late August Shopping trip usage records per Journey Sheets:

Bodmin 33 trips ` 190 passengers in total average 5.76 passengers per trip

Truro 7 trips 30 passengers in total average 4.29 passengers per trip

St Austell 7 trips 16 passengers in total average 2.29 passengers per trip

Income and Expenditure Account For The Period 1st January 2022 to 31st August 2022

Income:

Bus Revenues - LAMA Organised Trips	£ 1,865.59
Bus Community Loan Scheme	£ 649.00
Fundraising	£ 763.00
Donations	£ 80.00
Grants (Cornwall Council)	£ 1,600.00
Fuel Duty Rebate (BSOG)	£ 265.18
VAT Rebate	£ 579.04
Sundry (Gift Aid)	£ 20.00
TOTAL	£ 5,821.81

Operating Expenses:

Fuel	£ 856.18
MOT/Safety/Service/Road Tax	£ 691.48
Insurance	£ 176.46
Events	£ 117.00
Accidents & Repairs	£ 334.17
Admin Overheads & Sundry costs	£ 56.38
Driver Training	£ 47.37
VAT Paid	£ 571.48
Depreciation on Minibus	£ 3,057.14
	£ 5,907.66
Operating Surplus/Deficit:	-£ 85.85
Interest Received:	£ 199.27
Surplus/Deficit:	£ 113.42

Balance Sheet as at 31st August 2022

Fixed Assets: Mercedes Sprinter Minibus DK66CGY

Opening Value at 01/01/2022	£ 18,368.00
Depreciation at 25% pro rata 243/365	£ 3,057.14
Closing Value at 31/08/2022	£ 15,310.86

Current Assets:

Deposit Account	£ 59,215.07
Cash at Bank	£ 5,720.53
Petty Cash	£ 843.40
Total Current Assets:	£ 65,779.00
Total Assets:	£ 81,089.86

Capital and Reserves:

£1 Shares	£ 16.00
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Income & Expenditure Account:

Surplus Brought Forward	£ 80,713.44
Surplus/Deficit for period	£ 113.42
Disolved Share Holdings re-absorbed into surplus funds	£ 247.00
Surplus Carried Forward	£ 81,073.86
Total Liabilities:	£ 81,089.86

N.B. Deposit Account Opening Balance now correct
Deposit Account Interest to 31/05/2022 Included
Loan Scheme - £35 deposit being held from LCC towards
their next trip. Nothing owed to us at 31/08/2022
VAT inputs claimable at 31/08/2022 £46.61
Sundry includes £20 compensation from Lloyds

Extract from Office of Rail Regulation dated December 2011, Level Crossings: a Guide for Managers, Designers and Operators

2.48 Where the barriers are normally raised, the sequence of events to close the crossing to road traffic, once the lowering cycle has been initiated either manually or automatically, is:

- (a) the amber light on each of the road traffic light signals immediately shows and the audible warning begins. The amber lights should show for approximately 3 seconds (up to 5 seconds to suit road conditions);
- (b) immediately the amber lights are extinguished, the intermittent red lights should show;
- (c) approximately 4 to 6 seconds later the barriers should start to descend. Where pairs of barriers are provided, the right-hand side (see Appendix A) barriers should not begin to descend until the left-hand side (see Appendix A) barriers are fully down. The time for each barrier to reach the lowered position should normally be 6 to 10 seconds. At skew crossings, where the crossing distance is greater, barrier timings may need to be lengthened accordingly. The closure sequence should be monitored by the operator, particularly if queuing vehicles or heavy usage by pedestrians is likely to increase risk;
- (d) the audible warning for pedestrians should stop when all the barriers are fully lowered;
- (e) the intermittent red lights should continue to show; and
- (f) the crossing should be viewed carefully to ensure that there are no persons or obstructions present, before 'crossing clear' is confirmed and railway signals cleared for the passage of trains

2.49 The sequence of events to open the crossing to road traffic, once the raising cycle has been initiated either manually or automatically, is:

- (a) all the barriers begin to rise simultaneously and should normally rise in 4 to 10 seconds; and
- (b) the intermittent red lights should be extinguished as the barriers rise.

2.50 Where barriers lower automatically, they should not lower unless at least one red light in all the road traffic light signals is shown in each direction from which users may approach the crossing. If CCTV monitoring is provided, initiation of automatic lowering should switch on the CCTV monitor and give an audible indication at the control point.

2.51 Where automatic lowering is used, provide two barriers on each approach to avoid road users becoming trapped on the crossing.

2.52 Once the barriers have started to descend, the lowering cycle is completed in the normal sequence even if all the red road traffic light signals facing in one direction fail. The barriers may then be raised when it is safe to do so. Where, in these circumstances, the barriers have not started to descend, they should remain in the raised position.