

Lerryn Area Minibus Association (LAMA)

Minutes of a LAMA General Meeting (GM) held at
the Lerryn Memorial Hall on 5th September 2022

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
1.	Those Present, Apologies for Absence and Quorum Determination The following LAMA members were in attendance: Duncan Elliot (DE), Richard Halliday (RH), Ann Henderson (AH), David Platt (DP) and Nick Warrick (NW). Apologies were received from Sandra Harris, Brian McClarin (BM), Jean Piper, Charlayne Platt, Annie Singer and Jo Warrick. With 5 LAMA members present, the meeting was quorate.	
2.	Election of Chairperson for Meeting Richard Halliday was elected to chair the meeting.	
3.	Membership Changes a. Applications. The following organisations and people had applied for LAMA membership with their membership being confirmed as shown: (1) Benefice of Lostwithiel Parishes, £1 share paid and membership confirmed. The meeting recognised that this organisation's membership included all the constituent churches within the benefice. (2) Lerryn History Society, £1 share paid and membership confirmed. (3) Lostwithiel Community Centre (Association), £1 share paid and membership confirmed. The meeting noted that this organisation was represented by Mrs S J Freeman. (4) Lostwithiel Town Council, £1 share paid and membership confirmed. The meeting noted that this organisation was represented by Sandra Harris. (5) Lostwithiel University of the Third Age, £1 share paid and membership confirmed. (6) Lostwithiel Women's Institute, £1 share paid and membership confirmed. (7) Susan Giles, £1 share paid and membership confirmed. (8) Sandra Harris, representative of Lostwithiel Town Council whose £1 share had been paid, membership confirmed. (9) Brian McClarin, £1 share paid and membership confirmed. (10) Charlayne Platt, £1 share paid and membership confirmed. (11) Jo Warrick, £1 share paid and membership confirmed. b. Terminations. There were no LAMA membership terminations. c. Quorum Adjustment. With 5 members present out of a total membership of 13, the meeting remained quorate.	
4.	Minutes of Last General Meeting and Matters Arising The minutes of the annual general meeting held on 7th March 2022 were approved and signed.	
5.	Report from Current/Outgoing Chair of the LAMA Committee The report from the current/outgoing chair of the LAMA committee, Richard Halliday, is attached as Enclosure 1.	

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6.	<p>Opportunities Arising from the Financial Conduct Authority's (FCA's) Approval of the Third Edition Amendment of the LAMA Rules</p> <p>The meeting welcomed the FCA's approval of the LAMA Rules to define the "Lerryn Area" and to broaden LAMA's objects. In particular, passenger eligibility now included everybody who resided within the Lerryn area, whom many assumed were already included. However, it was still thought necessary to maintain the current eligibility criteria in some form to help support future funding applications which were often targeted at vulnerable groups. The meeting recognised that LAMA now had the freedom to undertake a wide variety of regular and one-off trips that, again, many already assumed that LAMA already had. Of especial note was that LAMA, itself, could now better support small unregistered groups who provided benefit to the community but who were not properly eligible to register as an authorised organisation to loan the minibus themselves. However, undertaking such trips on their behalf would need to be considered carefully to ensure that any support offered was fair to all organisations.</p>	
7.	<p>Submit Fourth Edition Draft of the LAMA Rules to the FCA for Approval</p> <p>The meeting noted that the fourth edition draft of the LAMA Rules had been scrutinised and recommended for adoption by the LAMA committee. The meeting accepted that the draft included all the partial amendments that have already been approved by the FCA, together with legislative reference updates and FCA guidance changes, and that two new objects were included to include individuals who were temporarily resident with someone who resides within the Lerryn Area and to cooperate with nearby volunteer community transport operators to support one another in fulfilling each other's objects. The draft was adopted unanimously and the secretary was tasked to submit it to the FCA for approval.</p>	NW
8.	<p>Enhance LAMA's Online Profile and Passenger Interface</p> <p>The meeting wished to maintain the community spirit that LAMA already embraced and believed that human interaction was key to achieving this. However, the present system relied on two single points of contact (namely maintaining the passenger registration database and managing passenger bookings) where it was difficult for one person to cover for another. Although many LAMA passengers have no access to modern technology, the meeting recognised that, as time passes, more and more passengers were presenting as computer literate and they expected to be able to book trips online. The meeting therefore expressed its gratitude for the huge amount of work that the secretary had undertaken to produce a draft Lerryn.net Website LAMA Development Specification. Nevertheless, the meeting was adamant that passengers should be able to continue to use all LAMA services without having to have access to a computer. The meeting recognised that the online exposure of telephone numbers and home and email addresses increased the risk to committee members of their personal details being used fraudulently. The secretary's registration of www.lamaminibus.co.uk/ with www.names.co.uk/ and the creation of specific email addresses that</p>	

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	could be used in the public domain was therefore welcomed by the meeting. Although initial registration was free, the meeting noted that there would be a small annual fee to maintain it. The meeting also acknowledged the secretary's other proposal to obtain a virtual landline basic plan and office pack from www.virtuallandline.co.uk/ which could be used in the public domain, but was not convinced that the £8.95 per month cost warranted its immediate application. However, the idea was not rejected out-of-hand and, once online registration and trip bookings were rolled out in the future, the idea should be revisited. It was agreed that:	
	a. The draft Lerryn.net Website LAMA Development Specification (Version 1.5 dated 1 st September 2022) offered by the secretary provided a sound basis for developing LAMA's online profile.	Policy
	b. The specification should be developed to include: staged implementation, the importation of data from the existing registration spreadsheet, identifying disadvantaged passengers, providing for under-18s and assistance/service dogs, recording drivers' DBS status and DBS requirements for specific trips, and producing future trip and log-book reports.	NW
	c. The Lerryn.net committee (comprising Annie Singer chair, Richard Morris and Ann Henderson) should be invited to submit the revised specification to Iteracy for costing.	NW
	d. LAMA's webpages, documents and publicity should be updated to use the new ...@lamaminibus.co.uk email addresses wherever appropriate, as follows:	
	(1) chair@lamaminibus.co.uk which will automatically be forwarded to the chair of the LAMA committee (currently DE).	
	(2) secretary@lamaminibus.co.uk which will automatically be forwarded to the LAMA secretary (currently NW).	
	(3) treasurer@lamaminibus.co.uk which will automatically be forwarded to the LAMA treasurer (currently RH).	NW
	(4) trips@lamaminibus.co.uk which will automatically be forwarded to the LAMA special trips, timetabling and publicity officer (currently DP).	DP
	(5) members@lamaminibus.co.uk which will automatically be forwarded to the all members of LAMA (currently 13 people).	
	(6) committee@lamaminibus.co.uk which will automatically be forwarded to all LAMA committee members (currently 7 people).	
	(7) drivers@lamaminibus.co.uk which will automatically be forwarded to all LAMA drivers (currently 11 people).	
9.	Replacement Planning for the Current Minibus As there was no real urgency to replace the minibus soon, the meeting agreed that replacement planning could be deferred to a future meeting. DE agree to investigate various options for replacing the minibus and to bring proposals to the LAMA committee at its November meeting.	DE
10.	Election of Particular LAMA Committee Officers and Members <u>LAMA Treasurer</u> . As no offer had been received from anyone to take on the role of LAMA treasurer, Richard Halliday resigned as LAMA committee chair. The meeting was grateful for all that Richard had done as LAMA committee chair and for the very professional manner in which he had managed the very many and varied challenges he had faced.	RH

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	<p>The meeting was also delighted that Richard would continue in his roles as LAMA treasurer and LAMA training officer, both of which were significant roles in their own right.</p> <p><u>LAMA Committee Chair.</u> The meeting welcomed Duncan Elliot's offer to take over as LAMA committee chair. There were no other nominations. Duncan's nomination as LAMA committee chair was proposed, seconded and carried unanimously.</p> <p><u>LAMA Committee Member.</u> Brian McClarin's co-option onto the LAMA committee was warmly received by the meeting and confirmed.</p>	<p>DE</p> <p>BM</p>
13.	<p>Any Other Business</p> <p>a. Given the recent changes to the LAMA's rules, it was suggested that the word "eligibility" could be removed from much of LAMA's publicity. The meeting accepted this and the publicity officer agreed to modify future articles.</p>	DP
14.	<p>Date of Next General Meeting</p> <p>The next annual general meeting will be held in the Lerryn Memorial Hall on 6th March 2023 at 7:30pm.</p>	

NICK WARRICK
Secretary

RICHARD HALLIDAY
Outgoing Chair

Enclosures:

1. Report from the Current/Outgoing Chair of the LAMA Committee.

LAMA GM September 2022

Report from the Chair

In the 6 months since making my report to you in March 2022 on our activities in 2021 much has happened.

So, again, let's celebrate some of the things that have taken place in the 8 months of the year so far:

- Passenger registrations continue and we are seeing new people join our trips. Sadly too, there are those we no longer see on board due to great age, infirmity, having moved away and having well...moved on!
- We are beginning to see the numbers on the Bodmin shopping trip rise and the Special Trips have been either full or near full. We see familiar faces starting to use the bus again as well as new faces as people are working out how to do things 'post COVID'.
- Our publicity officer and I continue to ensure monthly distribution of Newsletters in poster and leaflet form to various public vantage points, registered passengers' and members' letterboxes and email inboxes. We have recently been joined by former committee member Rosemary Phillips and volunteer Pauline Hutchings who are poster and delivering individual leaflets respectively.
- We have had several fund-raising events which have provided social events in the village, an important part of what LAMA has done 'historically'. These have raised worthwhile amounts of money.
- Two new drivers, Debbie Smith and Kevin Channer have joined us.
- A working group has been formed to review our regular shopping trips, routes and fares
- Our secretary worked hard on a much-debated partial revision of our Constitution that has been accepted by the FCA, making absolutely clear what we are set up to do so that it back to backs with the Section 19 Permit. He has continued to work on a full revision proposal, a considerable investment of time and energy.
- The minibus is now parked in a new ample, wide parking bay beside the store on the green. We hope in time to be able to gain permission to have an advertising board on the store wall adjacent to the minibus.
- We have been pleased to see the reinvention of a Community Transport Forum for Cornwall which two of our committee members attended.
- Our secretary has started developing a proposal and design specification for our website which will be supported by the one-off additional grant we have received from Cornwall Council.
- We have been able to resume our pattern of bi-monthly committee meetings in the LMH Meeting room!
- Our secretary and I are collaborating on compliance with 'making tax digital' for HMRC VAT.

At the AGM I took on the Treasurer's role because we would have had to cease to function given that no one could be found to fulfil this role after 4 months of searching from the point when Pat Spencer gave his notice. It is less than ideal and indeed not appropriate, having chair, treasurer and training officer roles in one person. I quickly found I had far more than I could properly deal with and a domestic crisis joined the mix. Therefore, in March I gave notice that I would lay down either the chair or the treasurer role at our September GM, whichever could be filled first.

I am delighted that Duncan Elliott has agreed to be nominated as Chair. This is a good juncture at which to have a change of Chair as we move forward with maintaining, building and in some case re-building our services to the community. I will close by saying what I have often said. LAMA is nothing without its people; committee, fund raisers, drivers and the families of those of us involved who support us in what we do. Thank you all in all your capacities for the work that you do for LAMA and for the support you have given me in the Chair's role since March 2019.

Richard Halliday

Chair September 2022