



<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	Cowbridge, at least in the short term until the true situation could be established	
f.	<u>Item 7b(2)</u> . 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.	<b>BM</b>
g.	<u>Item 7b(3)</u> . The chair was to reconvene the minibus routes, trips and fares sub-group once the residential home requirement had been clarified.	<b>DE</b>
h.	<u>Item 16a(2)</u> . The meeting noted that this action had been completed, but recognised that many agencies were reluctant to confirm agreements in writing. To overcome this, the treasurer had emailed Gallaghers with a summary of what had been agreed verbally, thereby placing an onus on the broker to respond if the summary was incorrect. As a result of that correspondence, the meeting agreed that:	
	(1) The chair, as the primary point of contact for insurance matters, was to forward a copy of the FCA approved complete amendment to the LAMA Rules to Gallaghers.	<b>DE</b>
	(2) The secretary was to provide a finalised copy of the rules amendment to the chair.	<b>NW</b>
<b>5.</b>	<b>Correspondence</b>	
	It was noted that correspondence received by the secretary was available at <a href="https://public.curryscloudbackup.co.uk/portal/public-shares/warrick">https://public.curryscloudbackup.co.uk/portal/public-shares/warrick</a> . In particular, the items listed below had been received since the last meeting:	
a.	6th September 2022 - LAMA Drivers Meeting Invite to Discuss DBS Checking.	
b.	8th September 2022 - Bill Cole's LE12RYN Offer and LAMA's Declination.	
c.	8th September 2022 - LAMA Driver Awareness Update (Rail Crossings, Near Misses and Highway Code). The meeting noted that the risks associated with driving the minibus over the Lostwithiel rail crossing would increase when the crossing was automated sometime in the future. It was agreed that:	
	(1) The minibus routes, trips and fares sub-group was to consider the Lostwithiel rail crossing risks and recommend route changes if deemed appropriate.	<b>DE</b>
d.	10th September 2022 - Celtic Cross Academy Minibus Loan Registration Advice.	
e.	10th September 2022 - Inform Cornwall Council of LAMA DBS Check and Wellbeing Trip Intentions.	
f.	13th September 2022 - Request for Iteracy to Review and Cost LAMA Webpage Development Specification.	
g.	16th September 2022 - LAMA Webpage Development and Old Entry Retention Clarifications.	
h.	22nd September 2022 - Insurers Informed of Changes to Chair and Constitution.	
i.	26th September 2022 - Cornwall Council Trip Eligibility Clarification.	
j.	30th September 2022 - Age UK Agreement to Process LAMA DBS Check Applications.	

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	<ul style="list-style-type: none"> <li>k. 1st October 2022 - Planning Arrangements for LAMA Christmas Coffee Morning.</li> <li>l. 4th October 2022 - Minibus Parking Area Notice Board Report.</li> <li>m. 5th October 2022 - HMRC Reminder to Make Tax Digital for VAT Returns.</li> <li>n. 5th October 2022 - Iteracy Costing for LAMA Webpage Development.</li> <li>o. 10th October 2022 - Ex-Committee Approval to Restock Antimicrobial Spray.</li> <li>p. 11th October 2022 - Report of LAMA Minibus Reversing Into Lerryn Stores Canopy.</li> <li>q. 13th October 2022 - Votify Confirmation of LAMA's Making Tax Digital VAT Return.</li> <li>r. 17th October 2022 - Age UK Clarification of LAMA DBS Check Process.</li> <li>s. 20th October 2022 - LAMA Drivers Meeting Record and DBS Checking Requirements.</li> <li>t. 24th October 2022 - Cornwall Council Community Bus Grant (CBG) 2022-23 Quarter 2 Return.</li> <li>u. 31st October 2022 - Cornwall Community Transport Newsletter.</li> <li>v. 31st October 2022 - Peninsula Transport Business Plan 2022-23.</li> <li>w. 1st November 2022 - Invitation to Pre-register for Bus Fare Cap Grant.</li> <li>x. 3rd November 2022 - FCA Approval of LAMA Complete Rule Amendment.</li> <li>y. 9th November 2022 - Age UK Receipt of LAMA DBS Applications.</li> </ul>	
6.	<p><b>Set LAMA COVID Risk Level for November 2022 to January 2023</b></p> <p>The committee noted that new strains of COVID continued to occur and that Flu was also a viral hazard that needed to be considered. It was agreed that:</p> <ul style="list-style-type: none"> <li>a. The COVID risk level was to remain at "GREEN" for the time being.</li> </ul>	Policy
7.	<p><b>Agenda Items Carried Over from Previous Meetings</b></p> <ul style="list-style-type: none"> <li>a. <u>Notice Board by LAMA Parking Area</u>. The chair reported that John Pierre Quinet-Lacrosse (JP), who owned the building beside the LAMA parking bay, was happy for LAMA to erect a notice board beside the power pole, which was on his land, but he did not want it fixing to his building. The design for the construction of the notice board had been approved by JP, but more thought was needed about how to fix it to the ground. It was thought that around £250 would be needed for materials. It was agreed that: <ul style="list-style-type: none"> <li>(1) Richard Halliday was to finalise the design for the notice board and, together with Duncan Elliott, arrange for its construction and installation.</li> </ul> </li> <li>b. <u>DBS Checking</u>. The secretary reported that completed Disclosure and Barring Service (DBS) forms and identity</li> </ul>	RH DE

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verifications for 9 drivers had been sent off to Age UK for processing and forwarding to the DBS. Document sets for 3 more drivers had still to be completed, but certificates for the first 9 were now starting to be returned to drivers. However, the secretary was unsure as to whether copies of the certificates or a summary report would be sent to him by DBS via Age UK. Once that was known he would be able to collate the results. The meeting noted that there were strict rules on what DBS data could be recorded and for how long. It was agreed that:

- (1) The secretary was to confirm with Age UK what the process was for obtaining the results for each DBS check.
- (2) The secretary was to finalise the LAMA DBS check procedures and record outcomes as appropriate.
- (3) Secretary's Note: Age UK have confirmed that DBS certificates are provided only to the person being checked. No summary information would be provided to the organisation requesting the checks. Age UK also reported that, in the future, there would be a £10 administrative charge for each DBS form submitted through them.

NW

NW

c. Enhance LAMA's Online Profile and Passenger Interface. The committee noted the costing provided by Iteracy to develop LAMA's presence on Lerryn.net as follows:

- (1) Phase 1 to enable "existing Lerryn admin users assigned to LAMA" (LAMA Admin) to manage "LAMA registered passengers, members and drivers" (LAMA People) and produce appropriate reports. Estimated cost £1200+VAT.
- (2) Phase 2 to enable LAMA Admin to create LAMA journeys and generate website news items and events. Estimated cost £800+VAT.
- (3) Phase 3 to enable LAMA Admin to add LAMA People to journeys and produce appropriate reports. Estimated cost £400+VAT.
- (4) Phase 4 to enable LAMA People to manage their own personal data and journey bookings. Estimated cost £1600+VAT.

Although the committee recognised that Iteracy's estimated costs probably represented good value for the amount of work required, some members were alarmed at the total expenditure that would be needed, particularly given the limited IT skill set of most passengers who it was hoped might use the facility. Nevertheless, it was recognised that more and more passengers would present as computer literate in the future. A key benefit of enhancing the website was, however, to help circumvent two key single points of risk where only the secretary could maintain the passenger register and only the booking clerk could manage journey bookings. The meeting also noted that Cornwall Council had granted £850 that had to be spent on training and developments such as this. The committee accepted that online booking would, in the future, be expected by most people and that experience gained now

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	could help inform that development. The committee also recognised that Phase 1, in itself, was a viable standalone implementation. It was agreed that:	
	(5) The secretary was authorised to arrange for Phase 1 only to be implemented.	NW
	(6) The secretary was to include a review in 12 months' time of LAMA's online profile as a LAMA committee agenda item.	NW
d.	<u>Replacement Planning for the Current Minibus</u> . The chair reported that government plans called for the withdrawal of diesel vehicles from 2030, but current technology could only offer limited range 9 seat electric minibuses. With less than 20,000 miles on the clock, the chair could find no second-hand minibuses that were better than the one we already had. The meeting noted that it was not unreasonable to expect a quality minibus, such as ours, to clock 200,000 miles and last for 20 years. Until electric minibus technology develops, the chair recommended that, for the time being, we continue with our present minibus, probably for 5 or more years at least. This was accepted by the committee. It was agreed that:	
	(1) The secretary was to include minibus replacement planning as a LAMA committee agenda item for 12 months' time.	NW
8.	<b>LAMA Procedure &amp; Document Revisions</b> The meeting welcomed the approval by the Financial Conduct Authority (FCA) of the complete amendment to the LAMA Rules and noted that the new rules were available to all on the LAMA webpage on Lerryn.net and on the FCA's Mutuals Public Register ( <a href="https://mutuals.fca.org.uk/Search/Society/20730">https://mutuals.fca.org.uk/Search/Society/20730</a> ). It was not thought necessary, therefore, to provide printed copies to all LAMA members. The committee noted that LAMA's privacy policy called for an annual review of passenger details, the requirement for which arose early during the COVID recovery period when it was recognised that LAMA's list of passenger contact details was incomplete and inaccurate. Since then, the LAMA Members and Passenger Database had been developed by the secretary, which would soon be upgraded with the Phase 1 website development authorised at sub-paragraph 7c above. An annual data review was therefore no longer thought to be necessary, but the database printout offered by the secretary provided a suitable mechanism for undertaking occasional reviews, as and when required. 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.	
	a. LAMA Passenger Registration Form (1 <sup>st</sup> draft dated 17 <sup>th</sup> November 2022, amended as detailed in sub-paragraph 4c above). As a consequence, the LAMA Passenger Eligibility Form dated 11 <sup>th</sup> May 2022 was no longer required and was to be removed from the website.	NW
	b. LAMA Passenger Privacy Policy (1 <sup>st</sup> draft dated 17 <sup>th</sup> November 2022).	NW

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	c. LAMA Risk Assessment (2 <sup>nd</sup> Draft Dated 17 <sup>th</sup> November 2022).	NW
	d. Drivers Pack Welcome Leaflet (2 <sup>nd</sup> Draft Dated 17 Nov 22).	NW
	e. Drivers Pack DBS Checks Leaflet (2 <sup>nd</sup> Draft Dated 17 Nov 22).	NW

9. **Treasurer's Report**

The treasurer reported the following balances as at:

Account	31 <sup>st</sup> August 2022	16 <sup>th</sup> November 2022
Deposit A/c	£59,215.07	£61,618.39
Cash at Bank	£5,720.53	£4,712.99
Petty Cash	£843.40	£758.75

The income and expenditure account for the period 1<sup>st</sup> January to 16<sup>th</sup> November 2022 and the balance sheet as at 16<sup>th</sup> November 2022 are attached at Enclosure 1. It was noted that:

- a. The secretary has registered through Vatify (<https://vatify.pinion.services/>) for Making Tax Digital and had successfully submitted the online VAT return for quarter end 30<sup>th</sup> September 2022. The VAT reclaimable for the current quarter to date was £60.10.
- b. £2000 had been transferred to the deposit account, the interest rate for which was currently 2.03%.
- c. LAMA's insurance was due for renewal this month, which included separate policies for commercial cover (ie, employers, public/products, advertisers and hirers liability, legal defence, crisis management and personal accident) and the minibus itself, but the treasurer had only seen one invoice. It was agreed that:
  - (1) The chair, as LAMA lead for insurance matters, was to check with the broker that both policies were renewed and invoiced.

DE

10. **Maintenance Officer's Report**

The maintenance officer reported that the minibus was reliable and was running well. It required a new wiper blade on the near side and the computer still created a red sign on the dash indicating engine oil excess, but the warning notice could be removed using the steering wheel switch. These defects would be referred for rectification at the next service which was due in February. The side door step opening continued to fail from time to time, due to road grit blocking the mechanism. Hosing often worked to clear it, but a forward splash plate was required to protect it, which the maintenance officer hoped to fabricate one day when his workload allowed.

11. **Booking Clerk's Report**

The booking clerk reported passenger travelled figures for the last 2 months as follows:

- a. September: Bodmin 10 7 7 7, Truro 5, St Austell cancelled, Special Trip 14, Minibus Loan 2 trips.

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	b. <u>October</u> : Bodmin 8 7 8 7, Truro cancelled, St Austell 3, Special Trip 7, Minibus Loan 1 trip.	
12.	<p><b>Special Trips and Timetabling Plan for January to March 2023</b></p> <p>The timetabling officer reported that arranging special trips over the cold and wet winter months presented special challenges. His intention was to find single stop indoor destinations that were not too far from Lerryn so that only one driver would be required for each trip. This strategy was warmly endorsed by committee members. The special trip options he had considered included a January Sales visit to Kingsley Village, a Sunday lunch at St Breward, a garden centre visit to coincide with the arrival of Spring and an afternoon matinee at the Hall for Cornwall or Bodmin cinema. He envisaged that shopping trips would continue as normal. It was agreed that:</p>	
	a. The timetabling officer was to incorporate his ideas into the winter programme as he saw fit.	DP
13.	<p><b>Drivers Schedule Coordination Rota for January to June 2023</b></p> <p>The Drivers Schedule Coordination Rota for the next 6 months was agreed as follows:</p>	
	a. Nick Warrick was to coordinate the January 2023 schedule (list to be circulated in late November).	NW
	b. Andy Reid was to coordinate the February 2023 schedule (list to be circulated in late December).	AR
	c. David Platt was to coordinate the March 2023 schedule (list to be circulated in late January).	DP
	d. Ann Henderson was to coordinate the April 2023 schedule (list to be circulated in late February).	AH
	e. Brian McClarin was to coordinate the May 2023 schedule (list to be circulated in late March).	BM
	f. Duncan Elliott was to coordinate the June 2023 schedule (list to be circulated in late April).	DE
14.	<p><b>Fundraising Officer's Report</b></p> <p>The fundraising officer reported that her forthcoming events included a coffee morning in the LMH on Saturday 19<sup>th</sup> November 2022 and a Spuds &amp; Puds lunch on Saturday 11<sup>th</sup> February 2023. Her sub-committee, although enthusiastic, was sadly ageing and new members were urgently required so that she could start putting together a full fundraising programme for 2023. The meeting noted that successful fundraising events also provided excellent public relations opportunities.</p>	
15.	<p><b>Publicity Officer's Report</b></p> <p>The publicity officer reported that publicity was beginning to operate like clockwork, with a good advertising strategy, regular leaflet and email drops, and an effective poster campaign. With passenger numbers rising steadily, the committee congratulated him on the success of efforts. However, in order to reduce plastic pollution, the publicity officer was encouraged to use waterproof paper in preference to laminating. The meeting noted that LAMA did not make use of the calendar facility on Lerryn.net. It was agreed that:</p>	

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	a. The secretary was to investigate using the calendar facility on Lerryn.net.	NW
16.	<b>Training Officer's Report</b> The training officer reported that not all drivers were complying with basic admin requirements. Although transgressions were generally only minor, they could sometimes create difficulties for those following on behind. Given the limitations of the LAMA minibus, he also questioned the need to issue Minibus Driver Awareness Scheme (MiDAS) accessibility certificates. He was happy to continue to provide accessibility training appropriate to LAMA's needs, but he was unable to undertake full MiDAS accessibility training using only the LAMA minibus. It was agreed that:	
	a. The training officer would circulate a gentle reminder to all drivers on the importance of complying with basic admin requirements.	RH
	b. The training officer was to consult with the MiDAS training authority on the requirement for LAMA to issue accessibility certificates.	RH
17.	<b>Any Other Business</b>	
	a. The chair reminded everyone that Richard Halliday intended to stand down as treasurer at the next Annual General Meeting (AGM) so that he could properly concentrate on his training officer role. It was agreed that: (1) Everyone was to take active steps to find a LAMA treasurer to replace Richard at the AGM in March.	All
	b. The chair noted that the secretary was not claiming expenses. The secretary explained that it was just too time consuming for him to identify and claim expenses as they arose. It was suggested that an annual allowance might be a better way to deal with this. It was agreed that: (1) The secretary was to be paid an annual allowance of £25 at the AGM at the end of each year served as secretary.	RH
18.	<b>Date of Next Meeting</b> The next meeting would be held in the LMH on Monday 9th January 2023 at 7:30pm. The AGM would be held on Monday 6th March 2023 in the LMH at 7:30pm, which would be immediately followed by a meeting of the newly elected LAMA committee.	

NICK WARRICK  
Secretary

DUNCAN ELLIOT  
Chair

Enclosures:

1. Income and Expenditure Account for Period 1st January to 16th November 2022 and Balance Sheet as at 16th November 2022.

**INCOME AND EXPENDITURE ACCOUNT FOR PERIOD 1ST JANUARY TO 16TH NOVEMBER 2022 AND BALANCE SHEET AS AT 16TH NOVEMBER 2022**

**Income and Expenditure Account For The Period 1st January 2022 to 16th November 2022**

**Income:**

Bus Revenues - LAMA Organised Trips	£ 2,671.59
Bus Community Loan Scheme	£ 802.00
Fundraising	£ 980.00
Donations	£ 82.00
Grants (Cornwall Council)	£ 1,850.00
Fuel Duty Rebate (BSOG)	£ 265.18
VAT Rebate	£ 631.66
Sundry (Gift Aid)	£ 20.00
<b>TOTAL</b>	<b>£ 7,302.43</b>

**Operating Expenses:**

Fuel	£ 1,096.70
MOT/Safety/Service/Road Tax	£ 871.48
Insurance	£ 176.46
Events	£ 117.00
Accidents & Repairs	£ 334.17
Admin Overheads & Sundry costs	£ 142.56
Driver Training	£ 47.37
VAT Paid	£ 637.59
Depreciation on Minibus	£ 4,025.86
	<u>£ 7,449.19</u>
Operating Surplus/Deficit:	-£ 146.76
Interest Received to 31/10/2022:	£ 602.59
Surplus/Deficit:	£ 455.83

**Balance Sheet as at 16th November 2022**

**Fixed Assets:** Mercedes Sprinter Minibus DK66CGY

Opening Value at 01/01/2022	£ 18,368.00
Depreciation at 25% (320/365ths)	<u>£ 4,025.86</u>
Closing Value at 16/11/2022	£ 14,342.14

**Current Assets:**

Deposit Account	£ 61,618.39
Cash at Bank	£ 4,712.99
Petty Cash	<u>£ 758.75</u>
<b>Total Current Assets:</b>	<b>£ 67,090.13</b>
<b>Total Assets:</b>	<b>£ 81,432.27</b>

**Capital and Reserves:**

£1 Shares	£ 16.00
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**Income & Expenditure Account:**

Surplus Brought Forward	£ 80,713.44
Surplus/Deficit for period	£ 455.83
Disolved Share Holdings re-absorbed into surplus funds	£ 247.00
Surplus Carried Forward	<u>£ 81,416.27</u>
<b>Total Liabilities:</b>	<b>£ 81,432.27</b>