

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
3.	Minutes of Last Committee Meeting The minutes of the meeting held on 17 th November 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. <u>Nov 22 Item 4a</u> . The Financial Conduct Authority (FCA) had still to process the Publicity Officer's association with the LAMA account in the FCA Mutuals Society Portal.	DP NW
	b. <u>Nov 22 Item 4d</u> . The maintenance officer had still to repair the front wheel cover on the LAMA minibus. He explained that, given his current workload at home and the difficulty he had in finding a suitable replacement, this damage was unlikely to be repaired anytime soon. <u>Secretary's Note</u> . The LAMA Minibus Damage Record has been updated to reflect this damage.	AR
	c. <u>Nov 22 Item 4e</u> . DE and AH were to investigate the allegations and manage future relations with Cowbridge, at least in the short term until the true situation could be established. It was also agreed that: (1) NW and AR were to provide DE and AH with copies of relevant correspondence pertaining to the enquiry.	DE AH NW AR
	d. <u>Nov 22 Item 4f</u> . BM had drafted a suitable article to celebrate LAMA's post COVID recovery and to appeal for drivers and fund-raising volunteers. It was agreed that: (1) The publicity officer was to arrange for BM's article to be published widely.	DP
	e. <u>Nov 22 Item 4g</u> . The chair was to reconvene the minibus routes, trips and fares sub-group once the residential home requirement had been clarified.	DE
	f. <u>Nov 22 Item 4h(1)</u> . The chair confirmed that he had forwarded the complete LAMA rule amendment to Gallaghers for their information.	
	g. <u>Nov 22 Item 5c(1)</u> . Once convened by DE, the minibus routes, trips and fares sub-group was to consider the Lostwithiel rail crossing risks and recommend route changes if deemed appropriate	DE
	h. <u>Nov 22 Item 7a(1)</u> . RH was to finalise the design for the LAMA parking bay notice board and, together with DE, arrange for its construction and installation. It was suggested that a good model for the new notice board might be the one recently set up at the Ship Inn.	RH DE
	i. <u>Nov 22 Item 7c(5)</u> . The secretary reported that he had a Zoom meeting with Literacy scheduled for 12 th January 2023 to discuss the implementation of the LAMA user database on Lerryn.net.	
	j. <u>Nov 22 Item 7c(6)</u> . The secretary was to include a review of LAMA's online profile as an agenda item for the LAMA committee meeting in November 2023.	NW

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k.	<u>Nov 22 Item 7d(1)</u> . The secretary was to include minibus replacement planning as an agenda item for the LAMA committee meeting in November 2023.	NW
l.	<u>Nov 22 Item 16a</u> . The Training Officer had drafted a Driver Awareness Update, but he did not wish to release it until the Driver Pack Update had appeared on Lerryn.net .	RH
m.	<u>Nov 22 Item 16b</u> . The Training Officer had conferred with Ann Lewis at Age UK Cornwall and Isles of Scilly, who was an experienced Minibus Driver Awareness Scheme (MiDAS) Driver Assessor Trainer (DAT). She too was of the view that people driving the LAMA minibus, which had limited accessibility capability, did not need to be given full accessibility training and undertake accessibility testing. Instead, appropriate accessibility training, tailored for the LAMA minibus, could be added to the normal MiDAS training programme, but drivers should only be required to pass the standard MiDAS test. The committee thought that the same approach could be applied to safeguarding training. It was agreed that: (1) The Training Officer was to tailor LAMA's MiDAS training to include appropriate accessibility and safeguarding training, but drivers would be required to pass only the standard MiDAS test.	RH
n.	<u>Nov 22 Item 17a(1)</u> . No volunteer had yet been found to take on the role of LAMA Treasurer. DE reported that his step daughter might be prepared to take on the role in a paid capacity if no volunteer was found. NW offered to take on the treasurer's role at the upcoming Annual General Meeting (AGM) if someone else would take on the LAMA Secretary role. It was suggested that, now that LAMA's operational procedures and policies had all been updated, the scope of the LAMA Secretary role could be reduced to minutes secretary and the processing of routine correspondence. It was agreed that (1) AH was to draft an advert for a new LAMA Secretary for publication in a number of local newsletters and on Lerryn.net .	AH
o.	<u>Nov 22 Item 17b(1)</u> . The treasurer was to arrange for the secretary to be paid £25 at the LAMA AGM on 6 th March 2023 to cover secretarial expenses.	RH
5.	Correspondence It was noted that correspondence received by the secretary was available at https://public.curryscloudbackup.co.uk/portal/public-shares/warrick . In particular, the items listed below had been received since the last meeting:	
a.	19 th November 2022 - LAMA coffee morning fundraising thanks.	
b.	23 rd November 2022 - Invite Lerryn.net committee to task Iteracy with Phase 1 of the LAMA Development Specification.	
c.	23 rd November 2022 - LAMA driver advice regarding DBS check result processing.	

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	d. 23 rd November 2022 - LAMA insurance renewal confirmation.	
	e. 23 rd November 2022 - LAMA insurance renewal invoice and remittance advice.	
	f. 24 th November 2022 - Advise Iteracy of changes required to Phase 1 of the LAMA Development Specification.	
	g. 26 th November 2022 - Advise Mercedes Recall Department of minibus change of address.	
	h. 28 th November 2022 - Commercial Insurance Policy Schedule.	
	i. 28 th November 2022 - Minibus Insurance Policy Schedule.	
	j. 11 th December 2022 - Report of pedestrian rail crossing incident in Lostwithiel.	
	k. 12 th December 2022 - Confirmation of LAMA trip cancellation due to severe weather conditions.	
	l. 12 th December 2022 - Cornwall Highways advice regarding salt bin replenishment.	
	m. 13 th December 2022 - Confirmation that weather conditions are safe for LAMA special trip to go ahead.	
	n. 13 th December 2022 - Maintenance Officer's advice to drivers about minibus passenger door operation.	
	o. 14 th December 2022 - Advice that passenger Rosie Slaney has passed away.	
	p. 28 th December 2022 - LAMA Bus Service Operators Grant Submission.	
	q. 28 th December 2022 - Reminder to drivers to present their DBS certificates for inspection.	
	r. 9 th January 2023 - Cornwall Council Community Bus Grant (CBG) 2022-23 quarter 3 return.	
6.	<p>Set LAMA COVID Risk Level for January to March 2023</p> <p>The committee noted that COVID remained a threat and that ventilation remained key in helping to reduce the spread of the virus. However, from passenger reports and driver experience, it was thought that keeping only one vent open was sufficient to maintain an adequate air flow through the passenger compartment during inclement weather. It was agreed that:</p> <p>a. The COVID risk level was to remain at "GREEN" for the time being, but at the driver's discretion, one of the passenger compartment vents could be closed during inclement weather.</p>	Policy
7.	<p>Agenda Items Carried Over from Previous Meetings</p> <p>a. <u>Review Minibus Loan Mileage Rates.</u> No one on the committee saw any good reason for changing the minibus loan mileage rates. It was agreed that:</p> <p>(1) The minibus loan mileage rates would remain at their current level (ie, £1.50 per mile and £35 per day minimum) for the time being.</p> <p>(2) The secretary was to include a review of minibus loan mileage rates as a LAMA committee agenda item in 12 months' time.</p>	Policy NW

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8. **LAMA Procedure & Document Revisions**

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.

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| a. | <u>LAMA Serving the Community - Passenger (Approved dated 17th November 2022)</u> . However, in the final bullet item, instead of contacting the publicity officer, people should contact the booking clerk for more information or help. Additionally, corresponding references on the Lerryn.net website should also be similarly changed. | NW |
| b. | <u>Driving Licences, Insurance and Health Checks (2nd Draft dated 3 Jan 23)</u> . However, the reduced examination fee on page 3 should be changed from £66 to £75. | NW |
| c. | <u>Disclosure and Barring Service (DBS) Checks (3rd Draft dated 3 Jan 23)</u> . | NW |

9. **Treasurer's Report**

The treasurer reported the following balances as at:

Account	16 th November 2022	31 st December 2022
Deposit A/c	£61,618.39	£61,840.64
Cash at Bank	£4,712.99	£4,521.96
Petty Cash	£758.75	£26.00
Totals	£67,090.13	£66,388.60

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

- a. If the £4592 minibus depreciation, £850 Cornwall Council grant and £823 interest are factored out, LAMA had an operating surplus of £2103 for 2022.
- b. The deposit account is currently accruing interest at 2.325%, up from 0.896% a year ago.
- c. LAMA's accounts are cash based, not accruals, so the year is now closed, but £67.50 is still due from Lerryn School for their minibus loan in December and repayments are expected from the Bus Service Operators Grant (BSOG) and Value Added Tax (VAT).
- d. The third quarter return for Cornwall Council's Community Bus Grant (CBG) has been submitted with the usual shopping trip entries, but for the first time it also includes well-being trips which offer opportunities for social interaction and rest & recuperation (previously referred to by us as special trips).
- e. The submission of the BSOG return for 1st April to 30th September 2022 had been delayed due to technical difficulties and was submitted by post at the end of the year, which hopefully will be received in time to meet His Majesty's Revenue and Customs' (HMRC) processing and payment conditions.

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	<p>f. The VAT return figures for quarter end 31st December 2022 have been prepared and passed to the secretary for submission.</p> <p>g. Reclaiming gift aid had been hampered by HMRC's £100 minimum claim requirement and the impact of COVID on donation giving. A claim will be submitted when we have enough accrued donation value, but there is a risk that HMRC might not accept some old donations.</p> <p>h. Lloyds Bank have still not implemented our change of address request, which is frustrating beyond belief!</p> <p>i. LAMA still needs to provide evidence of spend against Cornwall Council's £850 grant. It was noted that Iteracy had already undertaken considerable website development work that could be invoiced ahead of final project completion. It was agreed that:</p> <p>(1) The secretary was to invite Iteracy to bill for the website development work that they had already undertaken.</p>	NW
10.	<p>Maintenance Officer's Report</p> <p>The maintenance officer reported that the minibus recall for the driver's airbag had been fixed by Mercedes at Probus. In addition, the near side wiper blade had been replaced. However, the maintenance officer was unsure about how to deal with the ongoing sliding passenger door problem. The fault was intermittent and could often be overcome by opening the door using either the outside or inside door handles instead of the dashboard switch. Problems with the dashboard switch could also sometimes be corrected with positive (not forceful) selection. He noted that, although initiated by switch action, the opening of the door was controlled by a processor and so simply replacing a switch was unlikely to be the answer. He was confident that the problem was not due to muck or grit affecting the slide mechanism, although that itself created its own problems. He was worried that if he took the minibus into the garage again, they would recommend a very expensive strip and search, which he did not think was necessary. It was agreed that:</p> <p>a. The maintenance officer was to continue his investigations into the sliding passenger door problem.</p> <p><u>Secretary's Note.</u> The maintenance officer has subsequently reported that he occasionally used the phone in the minibus to make calls to prevent its automatic expiry. The phone currently had about £9 worth of call credit available. He also noted that when he eventually repairs the near side front hubcap, he also intended to reconstitute the near side front plastic bumper to its original profile and remove the deformity in the near side front wing.</p>	AR
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>November 2022:</u> Bodmin 11 7 6 8 13, Truro 14, Special Trip 15, Fundraising Event 11.</p>	

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	b. <u>December 2022</u> : Bodmin 9 6 (1 trip cancelled due to ice and no trip over Christmas/New Year), Truro 11, Special Trips 7 4 4, Minibus Loan 1 trip.	
12.	Special Trips and Timetabling Plan for March to August 2023 The timetabling officer reported that a special trip to Trago Mills was planned for March 2023 and to Bodmin Cinema in April 2023. He was still undecided as to what trips to put on over the summer, but ideas included: a National Trust site in Devon (possibly Buckland Abbey or Castle Drogo), the Roseland peninsula, Dartmoor (possibly including Kit Hill and Dartmoor Prison Museum) and Plymouth (including the Barbican and Cremyll Ferry). The Bodmin and Truro shopping trips would continue as normal. It was also suggested that an occasional trip to Par Market on a Saturday might be popular. It was agreed that:	
	a. The timetabling officer was to incorporate his ideas into the summer programme as he saw fit.	DP
13.	Drivers Schedule Coordination Rota for March to September 2023 The Drivers Schedule Coordination Rota for the next 7 months was agreed as follows:	
	a. David Platt was to coordinate the March 2023 schedule (list to be circulated in late January).	DP
	b. Ann Henderson was to coordinate the April 2023 schedule (list to be circulated in late February).	AH
	c. Brian McClarin was to coordinate the May 2023 schedule (list to be circulated in late March).	BM
	d. Duncan Elliott was to coordinate the June 2023 schedule (list to be circulated in late April).	DE
	e. Richard Halliday was to coordinate the July 2023 schedule (list to be circulated in late May).	RH
	f. Nick Warrick was to coordinate the August 2023 schedule (list to be circulated in late June).	NW
	g. Andy Reid was to coordinate the September 2023 schedule (list to be circulated in late July).	AR
14.	Fundraising Officer's Report The fundraising officer reported that a Spuds & Puds lunch was planned for Saturday 11 th February 2023. The committee noted that 2022 had been an excellent fund-raising year and AH was greatly praised for her individual efforts and for the help given by her diminishing, yet perfectly formed, sub-committee.	
15.	Publicity Officer's Report The publicity officer reported that his publicity material appeared to be well received by regular passengers, which kept them informed of all that LAMA had to offer. He wondered, however, about getting LAMA's message across to people who were unfamiliar with the minibus and so he welcomed the article that had been produced by BM, which offered a slightly different perspective. It was noted that the coffee morning/lunch that was	

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	held in the Lostwithiel Church Rooms on Fridays was well attended by LAMA's demographic. It was agreed that:	
	a. The publicity officer would continue to advertise trips as he had been doing, with support from the secretary to maintain LAMA's presence on Lerryn.net and from the Training Officer in delivering leaflets and sending out email messages.	DP NW RH
	b. The publicity officer would seek to publish BM's article in local newsletters and send a copy to the secretary to publish on Lerryn.net .	DP NW
	c. The publicity officer would investigate the possibility of advertising LAMA at future Church Rooms Friday events.	DP
16.	Training Officer's Report The training officer reported on his latest drivers update, which was warmly received by the committee. It was agreed that:	
	a. The training officer was to release his latest update to drivers as soon as the secretary had published the new driver pack changes on Lerryn.net .	RH
	<u>Secretary's Note.</u> Lerryn.net was updated with the new drivers pack changes on 10 th January 2023.	
17.	Any Other Business	
	a. <u>Annual General Meeting.</u> LAMA Committee members were asked whether they would be prepared to continue in their respective roles after the next AGM. Everyone said they would.	
18.	Date of Next Meeting The LAMA AGM would be held on Monday 6 th 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 ELLIOTT
Chair

Enclosures:

1. Income and Expenditure Account for Period 1st January to 31st December 2022 and Balance Sheet as at 31st December 2022.

INCOME AND EXPENDITURE ACCOUNT FOR PERIOD 1ST JANUARY TO 31ST DECEMBER 2022 AND BALANCE SHEET AS AT 31ST DECEMBER 2022

Income and Expenditure Account For The Year Ended 31st December 2022

Income:

Bus Revenues - LAMA Organised Trips	£ 2,964.59
Bus Community Loan Scheme	£ 1,016.50
Fundraising	£ 1,437.20
Donations	£ 82.00
Grants (Cornwall Council)	£ 1,850.00
Fuel Duty Rebate (BSOG)	£ 265.18
VAT Rebate	£ 631.66
Sundry (Gift Aid)	£ 20.00
TOTAL	£ 8,267.13

Operating Expenses:

Fuel	£ 1,239.01
MOT/Safety/Service/Road Tax	£ 961.48
Insurance	£ 1,628.12
Events	£ 117.00
Accidents & Repairs	£ 334.17
Admin Overheads & Sundry costs	£ 318.93
Driver Training	£ 47.37
VAT Paid	£ 667.73
Depreciation on Minibus	£ 4,592.00
	£ 9,905.81
Operating Surplus/Deficit:	-£ 1,638.68

Interest Received: £ 824.84

Surplus/Deficit: -£ 813.84

Balance Sheet as at 31st December 2022

Fixed Assets: Mercedes Sprinter Minibus DK66CGY

Opening Value at 01/01/2022	£ 18,368.00
Depreciation at 25%	£ 4,592.00
Closing Value at 31/12/2022	£ 13,776.00

Current Assets:

Deposit Account	£ 61,840.64
Cash at Bank	£ 4,521.96
Petty Cash	£ 26.00
Total Current Assets:	£ 66,388.60
Total Assets:	£ 80,164.60

Capital and Reserves:

£1 Shares £ 18.00

Income & Expenditure Account:

Surplus Brought Forward	£ 80,713.44
Surplus/Deficit for period	-£ 813.84
Disolved Share Holdings re-absorbed into surplus funds	£ 247.00
Surplus Carried Forward	£ 80,146.60
Total Liabilities:	£ 80,164.60