

## **Lerryn Area Minibus Association (LAMA)**

Minutes of a LAMA Committee meeting held at the Lerryn Memorial Hall (LMH)  
on 6<sup>th</sup> March 2023

Those Present	Initials	Posts
Duncan Elliott	DE	Chair
Andy Reid <sup>1</sup>	AR	Maintenance Officer and Booking Clerk
David Platt	DP	Timetabling and Publicity Officer
Ann Henderson	AH	Fundraising Officer
Brian McClarin	BM	
Nick Warrick	NW	Outgoing Secretary and Incoming Treasurer

Item	Discussion	Action
1.	<p><b>Apologies for Absence and Declarations</b></p> <p>Apologies were received from Richard Halliday (RH, Training Officer and Outgoing Treasurer). The LAMA Committee Member Declaration document dated 7th March 2022 was reviewed by everyone present and no discrepancies were reported between members' personal circumstances and the requirements of the declaration statements. With 5 voting committee members present, the meeting was quorate.</p>	
2.	<p><b>Membership Changes</b></p> <p>There were no membership changes.</p>	
3.	<p><b>Minutes of Last Committee Meeting</b></p> <p>The minutes of the meeting held on 9<sup>th</sup> January 2023 were approved and signed.</p>	
4.	<p><b>Outstanding Actions and Matters Arising</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>a. <u>Jan 23 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.</li> <li>b. <u>Jan 23 Item 4b and 10a</u>. The maintenance officer had still to repair the front wheel cover on the LAMA minibus and rectify completely the sliding passenger door problem.</li> <li>c. <u>Jan 23 Item 4c</u>. DE and AH had visited Cowbridge and had determined that all previous LAMA contact with the home had been helpful and professional. The home apologised if the enthusiastic aspirations of one its newest staff members had been misinterpreted as criticism. The home was eager for its residents to enjoy short trips out in the minibus, but they recognised that they would need to take care in selecting people who were fit enough to travel and in providing an appropriate level of staff support for each trip. They were also keen that Meadowbrook residents should be allowed to travel as well. Given the complex needs and unpredictable</li> </ul>	<p>DP NW</p> <p>AR</p>

<sup>1</sup> Non-voting member (AGM meeting 6<sup>th</sup> March 2023 para 10 refers).

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	behaviour of some of the residents of these two homes, the LAMA committee recognised that these special trips should not be offered to other registered LAMA passengers and that drivers needed to be warned of what to expect. These trips did not need to be very long, but they would require at least 2 drivers to help with embarkation and disembarkation, and with ensuring passenger comfort and safety. It was agreed that: (1) DE and AH were to lead on trialling a special trip with Cowbridge and Meadowbrook residents in May 2023, possibly to Kit Hill and Duchy College Farm (ambitious), or to Par Beach (safer option).	DE AH
d.	<u>Jan 23 Item 4e and 4g.</u> The chair was to reconvene the minibus routes, trips and fares sub-group once the residential home requirement had been finalised. As part of its remit, the sub-group was also to consider the Lostwithiel rail crossing risks and recommend route changes if deemed appropriate.	DE
e.	<u>Jan 23 Item 4h.</u> DE and RH were to finalise the design for the LAMA parking bay notice board and arrange for its construction and installation.	DE RH
f.	<u>Jan 23 Item 4j and 4k.</u> The incoming secretary was to include a review of LAMA's online profile and minibus replacement planning as agenda items for the LAMA committee meeting in November 2023.	CE
g.	<u>Jan 23 Item 4o.</u> The outgoing treasurer was to arrange for the outgoing secretary to be paid £25 to cover secretarial expenses for 2022/23.	RH
h.	<u>Jan 23 Item 7a(2).</u> The incoming secretary was to include a review of minibus loan mileage rates as an agenda item for the LAMA committee meeting in January 2024.	CE
i.	<u>Jan 23 Item 15c.</u> The publicity officer was to investigate advertising LAMA trips at future Church Room and Lostwithiel Community Centre events.	DP
j.	<u>Jan 23 Item 16a.</u> The training officer was to release his latest update to drivers.	RH
5.	<b>Correspondence</b> It was noted that correspondence received by the outgoing 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> , but this repository was privately owned and would not be available indefinitely. Given that the role of the incoming secretary would be limited to that of minutes secretary <sup>2</sup> , it was agreed that:	
a.	Future correspondence recording should be limited to items of significant external correspondence only.	Policy
b.	The correspondence in the online repository should be copied to a USB stick and given to the incoming secretary for retention. The online repository could then be shut down.	NW

<sup>2</sup> The role of minutes secretary is expected to include receiving correspondence and forwarding as appropriate, issuing agendas and recording minutes. The outgoing secretary will continue to file online reports, maintain the forms library and update the webpage.

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
	<p>The meeting noted that the following items of significant external correspondence had been received by the outgoing secretary:</p> <ol style="list-style-type: none"> <li>Gov.uk confirmation that the minibus's tax was due on 1<sup>st</sup> January 2024 (road tax lost for a month on changeover of chair) and that its MOT would expire on 13<sup>th</sup> February 2024.</li> <li>Cornwall Council advice that its community transport grant for 2023/24 will be maintained at pre-COVID 2019/20 levels and that funding from April 2024 will be based on actual data submitted for 2023/24.</li> <li>Cornwall Council's grant funding letter of agreement and return forms for 2023/24 were given to the incoming treasurer for action.</li> <li>Disclosure and Barring Service (DBS) certificates for 12 LAMA drivers have been checked and recorded in a LAMA DBS Check Register.</li> </ol>	<b>NW</b>
6.	<p><b>Set LAMA COVID Risk Level for March to May 2023</b></p> <p>The committee accepted that COVID would remain a risk for some time yet. It was agreed that:</p> <ol style="list-style-type: none"> <li>The COVID risk level was to remain at "GREEN" for the time being.</li> </ol>	Policy
7.	<p><b>LAMA Procedure &amp; Document Revisions</b></p> <p>The following documents were approved for formal LAMA adoption. It was agreed that the outgoing secretary was to finalise and publish these documents.</p> <ol style="list-style-type: none"> <li>LAMA Serving the Community – A guide for passengers (1<sup>st</sup> Draft dated 19<sup>th</sup> February 2023).</li> <li>LAMA Serving the Community – A guide for loan organisations (3<sup>rd</sup> Draft dated 4<sup>th</sup> March 2023).</li> <li>LAMA Vehicle Loan Scheme Registration Form (4<sup>th</sup> Draft dated 4<sup>th</sup> March 2023).</li> </ol> <p>The meeting recognised that the new guide for loan organisations and the new loan scheme registration form covered only one aspect of cooperating with nearby volunteer community transport operators (CTOs). The other aspect involved providing cover for routine runs and special trips that were undertaken by the nearby CTOs themselves when, for example, their vehicle was off the road for major repair work or when a vehicle breaks down. Adopting each other's standard loan conditions for these routine runs and special trips could result in unequal charging arrangements where it cost more for one CTO to borrow the other's minibus than it did the other way around. An agreement was required to explain how participating CTOs might cooperate together. The meeting agreed that a "Memorandum of Understanding (MOU)" might be a useful vehicle for articulating this detail and thought that Cornwall Council would be best placed to help facilitate its development. The idea could possibly be presented for consideration at the next county CTO forum. It was agreed that:</p> <ol style="list-style-type: none"> <li>The chair would broach the idea with Cornwall Council for them to help in facilitating the creation of an MOU to enable</li> </ol>	<p><b>NW</b></p> <p><b>NW</b></p> <p><b>NW</b></p> <p><b>DE</b></p>

<u>Item</u>	<u>Discussion</u>	<u>Action</u>															
	volunteer CTOs within the county to cooperate together effectively.																
8.	<b>Treasurer's Report</b> A report from the outgoing treasurer is attached at Enclosure 1, together with a copy of the income and expenditure account for the period 1 <sup>st</sup> January to 20 <sup>th</sup> February 2023 and the balance sheet as at 20 <sup>th</sup> February 2023. The reported balances were as follows:																
	<table> <tr> <th>Account</th><th>31st December 2022</th><th>20th February 2023</th></tr> <tr> <td>Deposit A/c</td><td>£61,840.64</td><td>£61,840.64</td></tr> <tr> <td>Cash at Bank</td><td>£4,521.96</td><td>£4,236.20</td></tr> <tr> <td>Petty Cash</td><td>£26.00</td><td>£0.00</td></tr> <tr> <td><b>Totals</b></td><td><b>£66,388.60</b></td><td><b>£66,076.84</b></td></tr> </table>	Account	31st December 2022	20th February 2023	Deposit A/c	£61,840.64	£61,840.64	Cash at Bank	£4,521.96	£4,236.20	Petty Cash	£26.00	£0.00	<b>Totals</b>	<b>£66,388.60</b>	<b>£66,076.84</b>	
Account	31st December 2022	20th February 2023															
Deposit A/c	£61,840.64	£61,840.64															
Cash at Bank	£4,521.96	£4,236.20															
Petty Cash	£26.00	£0.00															
<b>Totals</b>	<b>£66,388.60</b>	<b>£66,076.84</b>															
9.	<b>Maintenance Officer's Report</b> The maintenance officer's report is at Enclosure 2.																
10.	<b>Booking Clerk's Report</b> The booking clerk's report is included with the maintenance officer's report at Enclosure 2.																
11.	<b>Special Trips and Timetabling Plan for April to June 2023</b> The timetabling officer's report is at Enclosure 3.																
12.	<b>Drivers Schedule Coordination Rota for May to November 2023</b> The Drivers Schedule Coordination Rota for the next 7 months was agreed as follows:																
	a. Brian McClarin was to coordinate the May 2023 schedule (list to be circulated in late March).	BM															
	b. Duncan Elliott was to coordinate the June 2023 schedule (list to be circulated in late April).	DE															
	c. Richard Halliday was to coordinate the July 2023 schedule (list to be circulated in late May).	RH															
	d. Nick Warrick was to coordinate the August 2023 schedule (list to be circulated in late June).	NW															
	e. Andy Reid was to coordinate the September 2023 schedule (list to be circulated in late July).	AR															
	f. David Platt was to coordinate the October 2023 schedule (list to be circulated in late August).	DP															
	g. Ann Henderson was to coordinate the November 2023 schedule (list to be circulated in late September).	AH															
13.	<b>Fundraising Officer's Report</b> The fundraising officer's report is at Enclosure 4.																
14.	<b>Publicity Officer's Report</b> The publicity officer's report is included with the timetabling officer's report at Enclosure 3.																

<u>Item</u>	<u>Discussion</u>	<u>Action</u>
15.	<b>Training Officer's Report</b> The training officer's report is included with the outgoing treasurer's report at Enclosure 1.	
16.	<b>Any Other Business</b> a. The meeting noted that someone looking to loan the minibus recently had commented that they could not easily find bank payment details on the LAMA webpage. There was also no mention of gift aid for anyone wishing to make a donation to LAMA. It was agreed that a "How to Pay" section should be included on the website, which Nick Warrick offered to create.	<b>NW</b>
17.	<b>Date of Next Meeting</b> The next meeting will be held in the Lerryn Memorial Hall on 22 <sup>nd</sup> May 2023 at 7:30pm.	

NICK WARRICK  
Secretary

DUNCAN ELLIOTT  
Chair

Enclosures:

1. Outgoing Treasurer's and Current Training Officer's Reports, Income and Expenditure Account for Period 1<sup>st</sup> January to 20<sup>th</sup> February 2023 and Balance Sheet as at 20<sup>th</sup> February 2023.
2. Maintenance Officer's and Booking Clerk's Reports.
3. Timetabling and Publicity Officer's Reports.
4. Fundraising Officer's Report.

ENCLOSURE 1 TO  
LAMA COMMITTEE MINUTES  
DATED 6<sup>TH</sup> MARCH 2023

**OUTGOING TREASURER'S AND CURRENT TRAINING OFFICER'S REPORTS,**  
**INCOME AND EXPENDITURE ACCOUNT FOR PERIOD 1<sup>ST</sup> JANUARY TO 20<sup>TH</sup>**  
**FEBRUARY 2023 AND BALANCE SHEET AS AT 20<sup>TH</sup> FEBRUARY 2023**

Dear All,

I hereby give my apologies for absences from the AGM and committee meetings on March 6th.

My resignation from the role of treasurer at the AGM previously communicated stands. Thank you for your trust and support in the 12 months that I have covered the role.

I am attaching the Accounts for the Year Ended 31/12/2022 which were presented at our January meeting and have since been scrutinised and found to be a fair representation of affairs. These have been presented with comparatives to the FCA. Commentary on these accounts from me is to point out that if one adjusts for depreciation we have an operating surplus of 3778.16, however £850 of that is the Grant we received from Cornwall Council, which brings that figure back down to £2918.16. The Community Loan Scheme is slowly gathering users, the figure for the first 41 days of 2023 being more than 1/3rd of the total for the previous 12 months.

I am attaching the Accounts for the period 01/01/2023 to 20/02/2023 (nearest I can get to the meeting as have compiled this tonight and will be away for 10 days from Wednesday). I have appended notes at the bottom of the Balance sheet for the committee meeting. Lloyds have at last enacted the change of address. I now have a mandate to hand that needs to be completed to remove obsolete operators of which there are 5! (unbeknown to me and presumably anyone else), and add our new treasurer after the AGM. I am fully prepared to remain as a signatory/payment authoriser as we need to bring the number of authorised card holders up to 3 minimum, ie Ann H, myself and the new treasurer.

Training Officer - I am willing to continue in post as the Training Officer.

Report:

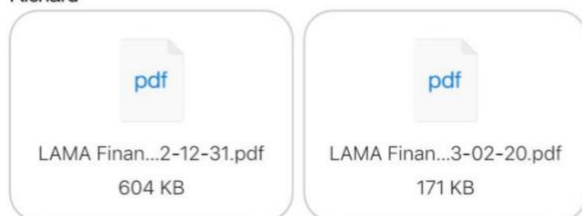
No MiDAS Training courses run this year. Two Driver Awareness Updates issued this year. Kevin Channer and Debbie Smith have joined the team of drivers.

I am awaiting a date for a MiDAS DAT Refresher course then will set up Standard Induction Training for Kevin Channer, Debbie Smith, Chris Lutey and John Walker. Safeguarding Training Level 2 needs to be undertaken and then salient points added into our MiDAS Training Offer along with the relevant aspect of Accessibility Training. No Accessible certificate will be awarded.

I think that's all; you'll probably think of something I've missed!

Kind regards,

Richard



**Income and Expenditure Account For The Period 1st January to 20th February 2023****Income:**

Bus Revenues - LAMA Organised Trips	£ 292.00
Bus Community Loan Scheme	£ 301.50
Fundraising	£ 603.00
Donations	£ -
Grants (Cornwall Council)	£ 250.00
Fuel Duty Rebate (BSOG)	£ -
VAT Rebate	£ 90.24
Sundry (Gift Aid)	£ -
<b>TOTAL</b>	<b>£ 1,536.74</b>

**Operating Expenses:**

Fuel	£ 159.30
MOT/Safety/Service/Road Tax	£ 388.16
Insurance	£ -
Events	£ 20.95
Accidents & Repairs	£ -
Admin Overheads & Sundry costs	£ 1,070.60
Driver Training	£ -
VAT Paid	£ 214.49
Depreciation on Minibus	£ 386.86
	<b>£ 2,240.36</b>
Operating Surplus/Deficit:	<b>-£ 703.62</b>
Interest Received:	£ -
Surplus/Deficit:	<b>-£ 703.62</b>

**Balance Sheet as at 20th February 2023****Fixed Assets:** Mercedes Sprinter Minibus DK66CGY

Opening Value at 01/01/2023	£ 13,776.00
Depreciation at 25% * 41/365ths	£ 386.86
Closing Value at 20/02/2023	<b>£ 13,389.14</b>

**Current Assets:**

Deposit Account	£ 61,840.64
Cash at Bank	£ 4,236.20
Petty Cash	£ -
<b>Total Current Assets:</b>	<b>£ 66,076.84</b>
<b>Total Assets:</b>	<b>£ 79,465.98</b>

**Capital and Reserves:**

£1 Shares	£ 23.00
-----------	---------

**Income & Expenditure Account:**

Surplus Brought Forward	£ 80,146.60
Surplus/Deficit for period	-£ 703.62
Disolved Share Holdings re-absorbed into surplus funds	£ -
Surplus Carried Forward	<b>£ 79,442.98</b>
<b>Total Liabilities:</b>	<b>£ 79,465.98</b>

**Notes:**

Maintenance includes £295 RFL

Admin/Overheads & sundry includes £900 to literacy & £150 for D1 Medicals

## **MAINTENANCE OFFICER'S AND BOOKING CLERK'S REPORTS**

### **Maintenance Report**

Reliable comfortable bus running very well having only covered 22,500 miles. Its computer still creates a red sign on the dash engine of oil excess, which can be immediately deleted on the steering wheel switch. Will be rectified at next service - booked in the next week.

Side opening door still, now very occasionally, not operating from the dash switch. This corrects itself. I believe it to be caused by the motor solenoid / actuator which might require attention. To be discussed at the service. After a wet lengthy trip, road grit can block the step mechanism. Hosing will correct this - forward splash plate which as previously mentioned I shall fabricate when my facilities are complete. Also repair to the front n/s wheel trim. MoT was passed Jan 16<sup>th</sup>.

### **Bookings Report**

Dauids Trip adverts are again very enticing

	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
<b>Bodmin</b>	1 <sup>st</sup> <b>11</b> Andy 8 <sup>th</sup> <b>7</b> Kevin 15 <sup>th</sup> <b>6</b> Chris 22 <sup>nd</sup> <b>9</b> Nick 29 <sup>th</sup> <b>13</b> Glenn	6 <sup>TH</sup> <b>9</b> Andy 13 <sup>th</sup> <b>canc</b> 20 <sup>th</sup> <b>6</b> John 24 <sup>th</sup> <b>5</b> Annie	3 <sup>rd</sup> <b>7</b> Andy 10 <sup>th</sup> <b>8</b> John 17 <sup>th</sup> <b>5</b> Kevin 28 <sup>th</sup> <b>9</b> John 31 <sup>st</sup> <b>8</b> Richard	7 <sup>th</sup> <b>3</b> Chris/Debbie 14 <sup>th</sup> <b>6</b> Annie 21 <sup>st</sup> <b>6</b> Glenn
<b>Truro</b>	11 <sup>th</sup> <b>16</b> David	9 <sup>th</sup> <b>12</b> Nick	13 <sup>th</sup> <b>6</b> Nick	10 <sup>th</sup> <b>9</b> Annie
<b>St Austell Par Mkt</b>		3 <sup>rd</sup> <b>7</b> Richard		
<b>Village Hall</b>	19 <sup>th</sup> <b>8</b> Nick	4 <sup>th</sup> <b>6</b> Richard	11 <sup>th</sup> <b>11</b> David	
<b>Lerryn School</b>		2 <sup>nd</sup> <b>Andy</b>	19 <sup>th</sup> <b>Mat</b>	
<b>Special Trips</b>	12 <sup>th</sup> <b>15</b> Andy/Dez	14 <sup>th</sup> <b>4</b> Andy	20 <sup>th</sup> <b>16</b> David	19 <sup>th</sup> <b>15</b> Andy
<b>Bus Loans</b>			8 <sup>th</sup> <b>U3A David</b>	23 <sup>rd</sup> <b>U3A Andy</b>



**TIMETABLING AND PUBLICITY OFFICER'S REPORTS**

LAMA Publicity & Timetabler report

Lostwithiel Newsletter were very accommodating & included no less than 4 articles in the February issue. This included Brian's "Llama" awareness article which I believed was well-received.

Ongoing monthly use of Lostwithiel Newsletter & *The Bridge* persists & our Special Trips continue to attract good passengers levels despite these being carried through the winter months for the first time. Attempts to obtain feedback have been patchy but I'm keen to find out what our passenger *want* which may not necessarily be what they are *given*!

We are trying a trip to *Trago Mills/Kernow Mill* this month &, again, I believe the response is good. A steadily increasing request for St A is now also being heard & there are a couple of "instigators" that I'd like to get "onside" as they will make this a viable trip - which perhaps could then operate on a Q basis alongside Trago?

A Special Trip has been launched to Trelissick in April & I'm considering Dartmoor in May (to include the prison museum) with perhaps Exeter in June but, as always, am open to suggestions. I still have in mind a cinema trip to Bodmin.

I intend to publicise LAMA activities in the Church Rooms & our Monthly trip & Special trip information will have been displayed by our meeting.

## **FUNDRAISING OFFICER'S REPORT**

### **Fundraising report**

Since last year's AGM, we have had 4 fundraising events:

<b>DATE</b>	<b>EVENT</b>	<b>£ INCOME</b>
30 July 2022	Cream teas in the Memorial Hall	306.50
22 October 22	Curry + Quiz in the Ship Inn	217.00
19 November 22	Coffee morning with hamper raffle	457.20
11 February 23	Spuds-n-Puds in the Memorial Hall	456.50

We would usually be in the middle of planning a Spring/Easter coffee morning in Lostwithiel Church Rooms about now, but this will not happen because sadly we don't have the personnel to do it. We have now lost Irene Turnbull's practical hard work and excellent cakes, as she and her husband have moved away from the area. Anne Day supports us from the side-lines, but can no longer make active contributions. Those who remain in the planning group (Jean Piper, Annie Singer, Anne Vipond and Sue Giles) accomplish amazing things, with the support during events of other committee members, but it's becoming hard work.

Sue and John Walker – relatively recent arrivals in the village – have been enormously helpful, despite being averse to committees, but we need more people – fewer and fewer fundraisers are working harder and harder, and the figures above show the success with which they have done it, but we are now in a very fragile situation. One bout of illness or family visit can rule out an event.

It's likely that our next event will be the late summer cream teas. It's sad that we seem to have 'lost' for the moment our only Lostwithiel-based event. Not only was it quite lucrative sometimes but it also served a PR function, establishing the bus more firmly in the consciousness of a place from which at the moment many of our passengers come.

In this respect, we must do better! However, the Lostwithiel contingent are always delighted to get a ride into Lerryn for a fundraising event, and an essential part of the fundraising scene is the kindness of the drivers who bring them here.