

# Community Minibus Association

Charity Number 1173818



## Virtual Management Board Meeting Monday 25<sup>th</sup> January 2021 9.30am to 10:40am

### Minutes

#### Attendees:

Gerry Toner (Chair/CEO), Heather Turner (Treasurer), Alex Dolby (Fleet Manager), Bob Francis (Trustee), Steve O'Dowd (Trustee & LC Billingshurst), Brian David (LC Five Villages), Caroline Stoneman (LC Petworth), Jane Jeffery (LC Storrington), Gerald Batt (Pulborough), Pauline Whyley (Membership Secretary), Dave Wallace (LC Wisborough Green), David Coster (Training Manager)

#### Apologies Received:

Peter Povey (LC Steyning)

#### Absent:

Mark Berry (Pulborough), Wendy Bliss (LC Ashington)

#### 1. Approval of minutes from Management Board meeting held on 2<sup>nd</sup> December 2020 and review of outstanding actions

- 1.1 The minutes from the Management Board meeting held on 2<sup>nd</sup> December 2020 were approved by those present.
- 1.2 The risk assessment for Storrington transport for vaccinations (action 3.1) has now the required approvals. Action is closed.

#### 2. Local Coordinator Reports

- 2.1 **Five Villages (BD).** The bus is running OK. One of the sub-area coordinators is stepping back, and a replacement will be needed. They are very short of drivers – they are down to 2 drivers to cover regular trips – so recruitment will be needed. They have been approached to support transport for vaccinations, but have had to decline, as no drivers.
- 2.2 **Pulborough (GB).** There was little to report. The bus was having an MOT on the day of the meeting. They've had one new driver application, but there was no D1 on their licence, so would be unable to drive the bus. They noted an ex-driver had passed away due to covid. We noted our sympathies, and GB indicated he would explore if and how our condolences could be passed on to the relatives.
- 2.3 **Petworth (CS).** The bus is running OK. They have discussed vaccination transport with local health representatives, but at the moment this is being dealt with using car trips.
- 2.4 **Storrington (JJ).** Noted 19 passengers have lapsed, and they have 1 new prospective passenger. They have 17 drivers and 22 escorts, although more will be needed when services resume.  
The booking system / database had been moved to the new server. They had an occurrence of being 'kicked off' the server, and the incident reported to John Draper. The meeting

discussed licence coverage and expected limitations. HT indicated John Draper had provided her with a specification and she was asked to provide this to the trustees (action ref 2.4.1).

*Post meeting note: the trustees discussed this separately and BF will resolve with John Draper. This will include how many concurrent users can we have (believed to be 5) and what happens if this is exceeded, and the implications of having one shared login for all the LCs when more than 1 LC is attempting to be logged in. This action will be tracked in the trustee meetings and reported back to the management team as appropriate.*

Noted the West Chiltington bus needed a jump start but otherwise OK.

- 2.5 **Wisborough Green (DW).** There has been no activity. The new minibus has been delivered, is working well. They have found covered garage space for it. A risk assessment is in place for vaccination transport, but no requests have been received yet. It was noted that transport for vaccinations might be to Pulborough or Storrington. Storrington have made The Glebe an associate, to cover membership requirements. AD indicated that he has approval from HDC that our section 19 permit covers transport to The Glebe for all passengers (regardless of membership) for vaccinations. If requirements are for transport to other surgeries, LCs should contact AD who will follow up on extending our permit with HDC.
- 2.6 **Billingshurst (SO'D).** The bus is being taken out for regular maintenance runs and is OK. Christmas cards were sent to members and were well received. There's an expectation of reduction in numbers of volunteers when returning to service. Subscriptions will not be actively pursued until return to service is in prospect. A risk assessment has been submitted for vaccination transport but not yet fully approved – there has been no demand so far. The new server connection to the database has been successfully used and appears faster.
- 2.7 **Steyning (AD).** Christmas cards were sent to members. Noted that CTSussex had been suggested as provided of transport for vaccinations. SO'D reported that HDC had provided information that they were also an option for Billingshurst, but they've yet to respond to requests for information of what they can do. A donation of £180 had been received from Fiona Wright.

### 3. Officer Reports

- 3.1 **Fleet (AD).** We have 4 minibuses SORNed (2 Storrington, 1 Ashington, 1 old Wisborough Green). Cancelled fuel cards have now been replaced.
- 3.2 **Treasurer (HT).** We have secured a £10k award through WSCC Forum for Accessible Transport, money to be received in January. Not taking this into account, we had expected a £2.8k loss per month in 2021. We made a £23k loss in 2020. PW had emailed some questions to HT regarding 2021 budget and were partially discussed and noted.
- 3.3 **Membership (PW).** The actions required for Ashington members was raised. The trustees will discuss and provide clarity (action 3.3.1). The membership report is awaiting Division input and will be delivered by the end of next week, unless there are issues (action 3.3.2)
- 3.4 **Driver Training (DC).** There has been no activity. There is 1 overdue assessment (Storrington driver) and there is an expected lull until March.
- 3.5 **Trustee Vacancies (GT).** Vacancies exist for both secretary and LC trustees. There was discussion on the requirements of a trustee, and whether anything written was available. SO'D agreed to collate a short document covering this (action 3.5.1)

### 4. Donations

- 4.1 £180 had been received (Steyning) plus donations from Storrington.

### 5. Passenger Covid status at restart

- 5.1 It was noted some employers are requiring employees to be vaccinated. The meeting agreed that we would review when return to service was in sight. The prevailing public health and public transportation advice would act as guidance.

### 6. Update on recruitment of Secretary

- 6.1 No material progress was reported.

### 7. Any other business

7.1 No items were raised.

**8. Date of next meeting**

8.1 Monday 29<sup>th</sup> March 2021 at 9.30am

Summary of agreed actions arising from the meeting

Reference	Action	Action By	Completion Date
2.4.1	Specification from John Draper for new server operations to be provided to trustees	HT	
3.3.1	Provide clarity on how Ashington division should be managed	Trustees	
3.3.2	Provide membership report	PW	5-Feb-21
3.5.1	Create and distribute information regarding LC trustee role	SO'D	5-Feb-21