

Community Minibus Association

Charity Number 1173818



Virtual Trustee Meeting

14th September 2020

11am – 12.30pm

Minutes

Attendees:

Heather Turner (Treasurer), Cathrine Gear (Secretary), Alex Dolby (Fleet Manager), Bob Francis (Trustee), Steve O'Dowd (Trustee & LC Billingshurst)

Apologies Received:

None

Item 1: Nominations for and appointment of Trustee to Chair This Meeting

1.1 AD was nominated and unanimously appointed to Chair this meeting.

Item 2: Minutes of Last Meeting

2.1 Attendees approved the minutes of the previous meeting held on 17th August 2020.

Item 3: Brief Update on Outstanding Actions arising from 17th August 2020

3.1 Reference Item 2

- AD to advise Jo Kenworth at WSCC of BH's resignation and give his details as ongoing contact.

3.2 Reference Item 4

- Meeting with Mark Berry on hold until service resumes.
- BF still endeavouring to obtain quotes for Cloud and SQL.
- Facebook account still unresolved. BF to give AD contact details for originator.

3.3 Reference Item 5

- PPE supplies purchased for 6 minibuses and available for collection from HT. AD to collect for Steyning. BF to collect and deliver remainder.

3.4 Reference Item 9

- JD continuing with Sharepoint exercise and has advised HT that no costs will be incurred. Trustees do not believe this to be the ultimate solution, preferring the Cloud and SQL alternative, but in the interim agreed to purchase a new PC for Storrington Office to use in place of the old server. BF to liaise with JD regarding the necessary specification for such to enable HT to purchase an appropriate model, which when installed must always be left on.

Item 4: Financials

4.1 Investment proposal circulated prior to meeting. It was agreed that HT would contact Hampshire Trust Bank to establish the procedure for investing in their 2-year bond and advise Trustees accordingly by email to enable a decision to be made following this meeting.

4.2 A £150 donation had been received from Wisborough Green. £250 has been saved following three minibuses being SORN.

4.3 BF to provide HT with contact details of a potential new Independent Examiner, Paul Marshall.

Sign:..... Date:.....

Item 5: Fleet Management

- 5.1 AD to sell the old Wisborough Green minibus and replace with the Ashington minibus.
- 5.2 The three SORN vehicles to remain mothballed until 2021.
- 5.3 Storrington Division have informally confirmed their willingness to pick up in Ashington should there be demand in the future.

Item 6: Recruitment of Chair/CEO

- 6.1 Dan Sneller had not responded to HT's email.
- 6.2 The opportunity is currently live on Reach and VAAC portals and awaiting confirmation from HDC that they have also posted it.
- 6.2 Feedback for all three organisations is that there is a dearth of volunteers willing to take on such roles at the moment. With that in mind CG to circulate to LCs and will contact PW to request she circulate the Job Spec to all on the database asking that they 'spread the word' amongst their contacts.

Item 7: 0330 Incoming Phone Number

- 7.1 It was agreed to open a new account and change the number on website and headed paper accordingly.
- 7.2 BF volunteered to have calls directed to him.

Item 8: Website Feedback

- 8.1 SO'D had circulated a great summary and it was agreed all Trustees would review the document and email their feedback to him by Friday 25th September 2020. This would enable a specification to be compiled against which providers could tender.

Item 9. Update on Receipt of Completed COVID Risk Assessments

- 9.1 Storrington Booking Office had submitted their risk assessment. They had omitted to complete the Summary of Services Section in sufficient detail. HT to progress this with JJ.

Item 10. Free and Life Membership

- 10.1 Point 11 of the Membership Rules is clear on this subject; *'For each year that a volunteer contributes to the charity they become eligible for one year of free Passenger Membership.'*
- 10.2 Point 12 of the same document deals with Life Membership; *'When the Charity was originally formed, some Village Groups offered Life Membership for the payment of a small fee. That option is currently not available to new Associate members.'*
- 10.3 CG to ask PW for a list of all remaining Life Members and those who have taken up the option of Free Membership.

Item 11 Any Other Business

- 11.1 SO'D reported that the response rate to his questionnaire has been around 50% and the feedback is being collated.
- 11.2 AD advised the new Wisborough Green minibus arrives tomorrow.

Item 12. Date of Next Meeting

- 12.1 Monday 26th October 2020 at 11am.

Sign:..... Date:.....

Summary of Agreed Actions Arising from Meeting

Reference	Action	Action By	Completion Date
3.1	Advise Jo Kenworth at WSCC of BH's resignation and give his details as ongoing contact	AD	
3.2	Obtain 3 quotes for Cloud and SQL Give AD contact details of Facebook account originator	BF AD	
3.3	Collect PPE for Steyning Collect and deliver PPE for other Divisions	AD BF	
3.4	Liaise with JD re appropriate specification for new PC, advise HT to enable purchase	BF/HT	
4.1	Contact Hampshire Trust Bank to establish procedure for investing in their 2-year bond and advise Trustees to enable investment decision by email to be made following meeting.	HT	
4.3	Provide HT with contact details of potential Independent Examiner, Paul Marshall.	BF	
5.1	Sell old Wisborough Green minibus and replace with Ashington Bus	AD	
6.3	Circulate Chair/CEO Job Spec to LC's and liaise with PW to circulate it to membership database	CG	
7.1	Open new 0300 account Change number on website and letterhead Direct calls to BF	HT BF	
8.1	Review SOD's website summary document and email feedback to him by Friday 25 th September	All Trustees	
9.1	Progress completion of Summary of Services section of Risk Assessment for Storrington Booking Office and resubmit to Trustees for approval	HT	
10.3	Ask PW for list of remaining Life Members and those volunteers who have taken up Free Membership	CG	

Sign:..... Date:.....