

Community Minibus Association

Charity Number 1173818

Virtual Trustee Meeting

14th December 2020

10.30am – 12.10pm



Minutes

Attendees:

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

Apologies Received:

None

Item 1: Minutes of Trustee Meeting held on 23rd November 2020

- 1.1 Attendees approved the minutes of this meeting with one correction to Item 4.4 – this action did not apply to Steyning or Storrington who were represented at the meeting.

Item 2: Brief Update on Outstanding Actions arising from meeting on 23rd November 2020

- 2.1 All actions noted had been completed.

Item 3: Financials

- 3.1 Accounts were circulated prior to the meeting and now showed a projected loss for the year of £21,123.
 3.2 All Divisions asked to bank any cash they were holding and to claim any outstanding expenses by year end.
 3.3 It was proposed and agreed that Bob Francis be added as a signatory to the bank account.
 3.4 The decision to allocate SORN vehicle depreciation was welcomed.

Item 4: Fleet Management

- 4.1 Wisborough Green old minibuses now advertised for sale in region of £6,000. We Buy Any Car.com offered £5,800 previously. Currently capacity has been reduced from 15 seats to 12 due to fitting of cage. This can be addressed at a cost if so required by a buyer. Matter to be reviewed if not sold by next meeting.
 4.2 There are 2 service/MOTs due in January.

Item 5: Resumption of Service

- 5.1 No plans for resumption of 'normal' service under current COVID 19 restrictions. Keep under review.
 5.2 Storrington Health Centre is acting as the hub for Storrington, Steyning and Billingshurst. They have approached those Divisions requesting assistance in transporting patients otherwise unable to get to the surgery for vaccinations. It was agreed that the Divisions could assist, subject to COVID risk assessments being approved and assurances regarding our volunteers not having DBS checks, companions for those patients in need of assistance and reasonable notice and grouping of appointments. SO'D to draft a suitably worded email for approval by Trustees.
 5.3 AD has ordered 3 permit 19s from WSCC to cover license requirements for the three minibuses. 'Passengers of Storrington' to be put on each permit.

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

Item 6: Update on Ashington

- 6.1 A service will continue to be provided for residents of Ashington and there will be a discussion as to how to manage the logistics of such when COVID 19 restrictions have eased sufficiently.

Item 7: Recruitment of Secretary

- 7.1 No applications to date.
7.2 Secretary files to be handed over to GT on a memory stick.

Item 8: Website Development

- 8.1 BF and SO'D continue to update and improve pages. More copy, particularly photos needed.
8.2 The addition of a 'donate now' button was agreed to be a good idea but the level of traffic to the site would need to significantly increase. For example, the cost of 'Just Giving' is £15 per month plus a small fee to process monies.
8.3 Website to be encompassed in the Strategy Review process.
8.4 BF had enquired of Neville what charges he was suggesting for the future hosting of the website. To date no reply has been forthcoming.
8.5 SO'D and BF to investigate the ease of making a copy of the website as a matter of prudence.

Item 9: Database Project

- 9.1 Subject to no minimum notice period, it was agreed to progress the quotation from Rococo as an interim solution. BF to liaise with JD.
9.2 Funds to be sought for the longer-term solution previously discussed.

Item 10: Process for Managing Strategy

- 10.1 GT shared a presentation on this matter. It was agreed that all Trustees would complete the 9-box model, which GT will circulate in Word format, for discussion at the next meeting.

Item 11: Fundraising

- 11.1 Projects likely to attract funding and a fundraising schedule will come out of the Strategy review process.
11.2 SCF application is underway, the deadline is 8th January 2020.
11.3 AD to follow up progress on WSCC Community Transport Grant with Jo Kenworthy.

Item 12: Any Other Business

- 12.1 The Strategy review to consider the number and skill set of Trustees.
12.2 A vote of thanks to the Secretary was proposed.

Item 13: Date of Next Meeting

- 13.1 Monday 25th January 2021 at 10.30.

Summary of Agreed Actions Arising from Meeting

Reference	Action	Action By	Completion Date
3.3	Add BF as signatory to bank account	HT	
4.1	If WG minibus not sold by next meeting review sales tactics	AD	
5.2	Draft suitably worded email for Storrington Surgery re transporting of patients for COVID vaccine	SO'D	

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

7.2	Handover Secretary files on memory stick to GT by end of December	CG	
8.5	Investigate ease of making a copy of website	BF/SO'D	
9.1	Progress quotation from Rococo in liaison with JD	BF	
10.1	Circulate 9 Box Model for completion by Trustees by next meeting	GT	
11.2	Complete SCF application and submit by deadline of 8 th January 2021	GT/BF	
11.3	Follow up progress of WSCC Community Transport Grant with Jo Kenworthy	AD	

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