

Community Minibus Association

Charity Number 1173818

Virtual Trustee Meeting

23rd November 2020

10.30am – 12.20pm



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: Nominations for and appointment of Trustee to Chair This Meeting

1.1 GT was nominated to Chair this and future Trustee meetings.

Item 2: Minutes of Trustee Meetings held on 26th October 2020

2.1 Attendees approved the minutes of this meeting with one correction to Item 6 – Neville Clarke is not a Parish Councillor at Ashington.

Item 3: Brief Update on Outstanding Actions arising from meeting on 26th October 2020

3.1 All actions noted had been completed.

Item 4: Financials

- 4.1 Balance sheet and Income/Expenditure YTD circulated prior to meeting.
- 4.2 Draft budget for 2021 was circulated prior to meeting and after due consideration was approved by the Trustees, subject to two amendments - £2,000 to be allocated to Publicity and Advertising and cost of unused domain names to be removed. HT and BF to cancel subscription for domain names. The final budget is attached to these minutes.
- 4.3 GT and BF to work on application for Sussex Community Foundation grant. Deadline in January 2021.
- 4.4 Membership fees for 2021 were discussed and it was agreed they would remain at £8.00 per annum. Members to be accordingly, by whatever means Divisions felt appropriate during December/January, with wording to the effect that in light of the disruption to service in 2020 due to COVID 19 those who had paid the annual membership for 2020 would not be asked to pay again in 2021 conversely those who had not paid for 2020 would be asked to pay £8.00 for 2021. Anyone wishing to make an additional one-off donation to support the Charity in these times when our normal fund-raising activities and grants have been adversely impacted would be very welcome to do so. SO'D to draft a suitable communication to Local Co-ordinators.
- 4.5 The Charity had benefited from receipt of a £1,000 legacy.
- 4.6 GT to ask PW (cc HT and JJ) to email a reminder as soon as possible regarding the Amazon Smile scheme to those 97 members who had confirmed they were happy to be contacted regarding fund raising activities.
- 4.7 SO'D to draft a website post detailing latest news/plans, including a reminder about Amazon Smile scheme, for approval of Trustees and an email for PW to send to all members directing them to the website post. Trustees asked to approve SO'Ds draft within 24 hours of receipt. Going forward the intention is to post latest news/plans on the website once a quarter.

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

- 4.8 Billingham's request for a budget of £45 to send Christmas Cards, with newsletter enclosed, to members and volunteers was approved.
- 4.9 It was acknowledged that the unused Office 365 licenses would automatically expire on 30th November 2020.
- 4.10 A focus on fundraising is essential and all Trustees are asked to put forward ideas for discussion at the next meeting on 14th December 2020.

Item 5: Fleet Management

- 5.1 Wisborough Green old minibus should be ready to sell on in a couple of weeks. As it has only 35,000 miles on the clock and is a 60 plate it will be priced at £6,000 and a private buyer sought.
- 5.2 A decision as to whether to SORN more of the minibuses will be taken in January 2021.
- 5.3 Storrington minibus requires a new particulate filter which will be fitted when it is taken out of SORN.

Item 6: Resumption of Service

- 6.1 To be discussed at meeting on December 14th considering December 2nd announcement.

Item 7: Update on Ashington

- 7.1 It was confirmed that there is no intention to withdraw our service from Ashington. The Trustees are currently establishing with the assistance of the Parish Council what demand there is and will then decide how best to meet it. BF is liaising with Councillor Paul Lineham and agree a timescale with him.
- 7.2 BF to update WB on progress made to date and put a note on the Ashington page of the website for transparency.

Item 8: Recruitment of Secretary

- 8.1 No applications to date.
- 8.2 AD to post notice of vacancy on Spotted in Steyning, Spotted in Storrington and Spotted in Pulborough.

Item 9: Update from IT meeting held 29th October 2020

- 9.1 All proposals need to be put in a format that is fully costed, easy to understand and evaluate to enable a timely decision regarding an interim hosting solution to be made. BF to email JD (cc SO'D) explaining this and requesting his proposal(s) by latest 7th December 2020.

Item 10: Update on Website Next Steps

- 10.1 Several changes have been made. SEOs still to be done and images updated.
- 10.2 GT to provide info for bio to be published – 2 or 3 lines.
- 10.3 Anyone with recent photos that could be used please send to BF.
- 10.4 BF to organise chair@ email address for GT.
- 10.5 GT to ask a colleague to review website and suggest new ideas to stimulate our conversation,

Item 11: COVID 19 Risk Assessments

- 11.1 All divisions, except Ashington whose minibus has been SORNed, have completed COVID 19 Risk Assessment Part 3 – Maintenance and Refuelling.

Item 12: Email from Roger Moody

- 12.1 Matter has been dealt with and Roger Moody apologised for 'getting the wrong end of the stick'.

Item 13: Date of Next Meeting

- 13.1 The next meeting will be on Monday 14th December at 10.30am. GT to send out Zoom invite

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

13.2 Attached is a meeting schedule for 2021 as discussed.

Summary of Agreed Actions Arising from Meeting

Reference	Action	Action By	Completion Date
4.3	Make application to Sussex Community Foundation before end of January 2021 deadline	GT/BF	
4.4	Communicate the agreed 2021 Membership Policy to Local Co-ordinators	SO'D	
4.6	Email PW regarding Amazon Smile scheme reminder (cc JJ and HT)	GT	
4.7	Draft a post for website with latest news/plans for approval of Trustees Draft email for PW to send to all members, directing them to the website post	SO'D SO'D	
4.10	Ideas on how to approach fundraising, short and long term, to be presented at meeting on 14 th December 2020	ALL	
7.1	Agree timescale with Councillor Lineham and chase for info by that deadline	BF	
7.2	Update WB on actions being taken regarding Ashington	BF	
8.2	Post details of Secretary vacancy on Spotted Steyning, Storrington and Pulborough	AD	
9.1	Contact JD asking for his proposals by latest 7 th December. Present all proposals as fully costed and in an easy to understand and evaluate format.	BF	
10.2	Provide info for bio on website	GT	
10.3	Send recent photos to BF	ALL	
10.4	Organise chair@.. email address	BF	
10.5	Obtain outside view on website	GT	

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