

Community Minibus Association

Charity Number 1173818



Virtual Trustee Emergency Meeting

23rd September 2020

11am to 11.50 am

Agenda

Attendees

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

Apologies Received:

Cathrine Gear (Secretary)

Items for Discussion:

1. Review of policy on restarting / continuing services.
2. Any other business

Notes:

AD performed the role of chair for the meeting. SO'D acted as secretary.

Item 1 : Review of policy on restarting / continuing services.

1.1 The trustees considered the rising incidence of covid-19, and contrasted this with the situation at our last meeting in August.

- We agreed that we should not run any passenger services until otherwise reviewed by the trustees.
- We agreed to review restarting of services as an agenda item at each of next trustee meeting.
- We noted that any division activity should only take place once an approved risk assessment is in place and confirmed back to the division. This should include fuelling / maintenance tasks.
- SO'D will draft a communication for trustee review and adjustment, for distribution to all Local Coordinators. This will include points on suspending passenger journeys, and requirement for risk assessments, including a completed example.

Sign:.....

Date:.....

Item 2 : Any other business

2.1 The debate regarding the future of Ashington Division was discussed.

- HT will speak to Ashington Volunteers (Ian and Sue Farrington) to get more detail of his ideas and commitment to providing services for Ashington.
- AD will ask for this to be added to the Agenda for next Trustee meeting

2.2 It was noted that some information in the database is incorrect. We agreed the need to do period clean ups. The method and timing of this needs to be agreed. AD will ask for this to be added to the Agenda for next Trustee meeting

2.3 The background to enquiry from a prospective volunteer (Danielle Lock) was discussed. SO'D will contact Danielle to follow up.

Summary of Agreed Actions Arising from Meeting

Reference	Action	Action By	Completion Date
1.1	Request 'Restart of Services' to be added to next trustee meeting agenda	AD	
1.2	Draft note to all Local Coordinators, covering suspension of services and use of risk assessments.	SO'D	
1.2	All trustees to agree / adjust communication. SO'D or CG to send out	All	
2.1	Speak to Ian and Sue Farrington regarding Ashington operations	HT	
2.1	Request 'Ashington Division future' to be added to next trustee meeting agenda	AD	
2.2	Request 'Database clean-up' to be added to next trustee meeting agenda	AD	
2.3	Contact prospective volunteer (Danielle Lock)	SO'D	

Sign:.....

Date:.....