

RISBOROUGH AREA COMMUNITY BUS



MINUTES OF A MEETING OF THE RISBOROUGH AREA COMMUNITY BUS MANAGEMENT COMMITTEE HELD ON MONDAY 14 MARCH 2016

Present:	Mr P Johnson	Chairman
	Mrs P Priestley	Vice-Chairman
	Mr J Hughes	Secretary
	Mr M Maultby	Director
	Mr M Thomas	Director
	Mr D Hodgkinson	
	Mrs G Seels	
	Mrs B Willett	
	Mrs G Carlin	Co-ordinator
Apologies:	Dr A Maisey	Director
	Mr R Stevenson	
	Mr R Taylor	

The Chairman reported that following two strokes Mr Taylor was now in Wycombe Hospital. The Committee sent Mr Taylor their very best wishes for a very speedy recovery and signed a Get Well card to be sent to him.

ITEM 1. MINUTES OF THE LAST MEETING

The minutes of the meeting on 15 February 2016 were approved.

ITEM 2. MATTERS ARISING

Item 15 AOB. The meeting with Dr Flynn regarding a risk assessment for the bus is to take place on Wednesday 16 February 2016.

ITEM 3. TREASURER'S REPORT

In the Treasurer's absence there was no detailed report. The Mercedes Sprinter had been paid for and would be arriving on 15 March 2016. £10,000 had been received from the Local Area Forum. Mrs Priestley had written to thank Madeleine Howe at Bucks County Council for expediting the payment.

ITEM 4. COORDINATOR'S REPORT

The December statistics were as follows:

	Feb 16	Jan	Dec 15	Nov	Oct	Sept	Aug
Pax	1749 Rt 4-32 Rt 5-59 Rt 6-55	1610 Rt4-34 Rt5-37 Rt6-56	1805 Rt4-43 Rt5-45 Rt6-63	1871 Rt4-30 Rt5-28 Rt6-83	1944 Rt4-35 Rt5-35 Rt6-71	1869 Rt4-37 Rt5-37 Rt6-67	1750 Rt4-45 Rt5-46 Rt6-73
Fares	£33.00	£40.50	£29.50	£77.50	£74.00	£71.00	£73.00
Group Use	Nil	Nil	4 trips £235	53 pax approx 3 trips £135	24 pax 2 trips £125	2 trips £75	4 trips £230
Outings	26 pax 2 trips £113	40 pax 3 trips £156	20pax 2 trips £87	10pax 1 trip £100	25 pax 3 trips £255	23 pax 2 trips £136	3 trips £231
Approx Donations Red box	£282.75	£353	£443.03	£431	£414	£263.24	£424.66

The Chairman noted that passenger numbers were improving. Although there had been no recent group use, football group use would be starting shortly.

ITEM 5. DRIVER REPORT

The committee heard that we are now down to 23 drivers. Mr Maultby reported that 2 of the new drivers will undergo MIDAS training on the new bus on 19/20 March and the remaining 5 will do their training on 16/17 April. Existing drivers at their 2 year point will also attend. Mrs Seels reported that there may be one possible younger recruit, but a D1 licence would be needed.

Familiarisation training for existing drivers will take place during March.

When Mr Johnson e-mails drivers again, he will emphasise the need for everyone to attempt to do 1 am run/1 pm run and 1 tea break. It is proving difficult for the co-ordinator to find drivers wishing to do pm slots. Drivers will also be asked to check bus passes to see that they are all up to date, if there is time available. **Mr Johnson**

The trustees have decided to extend the drivers' age limit to 76. This has been agreed with the insurers in principle. Two drivers due to retire have agreed to continue.

ITEM 6. BUS REPORT

The bus has been serviceable in February and March so far except for a rear offside tyre, which deflated over the weekend 5/6 March. The problem was spotted early and Mr Taylor arranged for Tyre Team to change the wheel early on the Monday morning. By 8.45 the work had been completed and the Monday morning schedule started on time. Since then a rear indicator light has gone out and needs replacing. Mr Hodgkinson agreed to look into this. **Mr Hodgkinson**

ITEM 7. WEBMASTER'S REPORT

Mrs Willett reported that a QR code had been generated and is working. This will take users to the Home Page of RACB. It is hoped that the code can be put on the side of the new bus. This will be investigated, when the new bus arrives. It should also appear on the outings' poster and on the advertisement in Chiltern View. Mrs Willett will attend a workshop on Facebook on 31 March.

Mrs Willett

ITEM 8. DONATIONS

Mrs Seels had reported that £18.50 had been paid into RACB's account. There was nothing further to report on Gift Aid for donations.

ITEM 9. RACB ORGANISED OUTINGS

Mr Thomas reported that he was working on the outings for May/June. It was suggested that for the July/ August outings Odds Farm might be a popular destination for families with young children or the children's trail at Hughenden. The trip to Bradmoor Farm for Sunday lunch had been very successful. Mrs Willett would welcome any photos for the website.

Mr Thomas

ITEM 10. ACCIDENT, INCIDENT and INSURANCE UPDATE

Mr Hughes was disappointed to report that Simon Dent was unable to help with a quote for insurance for the new bus. He had therefore gone back to Gallaghers and the bus was insured with QBE. The Tucana is being insured on a monthly pro rata basis and is insured until the middle of May.

Mr Johnson is preparing a schedule of drivers over 70 or who have an accident for the insurers.

Mr Johnson

ITEM 11. UPDATE ON NEW BUS

The Chairman reported that the delivery date was 15 March. Mr Hodgkinson would take it to Reflex Signage that day, time permitting.

Mr Hodgkinson

Internal Signage EVM will fit the internal safety belt signs .Mr Johnson would prepare a sign to advertise fares.

Mr Johnson

Destination board This would need to be programmed for all routes. Mr Hodgkinson and Mr Hudson would do this.

Mr Hodgkinson

Ticket machine This had been delivered to EVM, who will fit it. The key and programming instructions will be included. Mr Hodgkinson and Mr Hudson will programme it.

Mr Hodgkinson

Donation box The old one will be transferred or a new one purchased.

Mr Johnson/Mr Hodgkinson

First Aid Kit Mrs Seels would check the first aid kit and replace any items as necessary.

Mrs Seels

Maintenance Hughes Motors in Aylesbury have accepted responsibility for maintaining the new bus and for the 10 week safety checks. This has enabled a Section 22 Permit to be obtained. A new fuel card has been obtained.

Cleaning the bus The carwash in Bell Street has been unable to clean the bus. Mr Johnson will ask drivers if they can help. **Mr Johnson**

Driver's handbook Mr Johnson reported that he and Mr Hodgkinson had produced an interim handbook. Bus specific information will be added. A printed version will be available eventually. Members asked that drivers should be advised that, because of the longer length of the bus extra care should be taken, especially on bends and corners. It would be helpful if a picture of the dashboard and controls could be e-mailed to drivers, to enable them to become familiar with them. Mrs Willett would put the handbook on the website.

Mr Johnson, Mr Hodgkinson, Mrs Willett

Parking The Sprinter will be parked at Hypnos with the kind agreement of Mr Keen. Ercol were unwilling to store the Tucana on their premises for a short period, but Mr Keen has offered to store it in the former parking area temporarily. The committee expressed its thanks to Mr Keen for making the space available.

Publicity campaign The May/June edition of Chiltern View will have a double page centre-page spread on RACB and also hopefully a photo on the front cover. It will enclose a copy of our new timetable and will be distributed to 8,000 homes in and around Risborough. The cost is £320+VAT.

Timetable 10,000 copies of the timetable will be printed once a picture of the new bus is available with a start date of 1 May. The cost will be around £995.

Mr Johnson

The Chairman and Mrs Willett will discuss appropriate messages and photos for the website. **Mr Johnson, Mrs Willett**

Inauguration A reception for 45 invited guests with canapes has been arranged, which will be held in the Chapter House at St Mary's Church on Friday 15th April from 17.00 to 19.00. This will include a blessing of the bus by Rev. David Williams. So far 32 acceptances have been received. Mrs Willett provided possible name badges with lanyards for the committee to approve. Details were agreed The Chairman would prepare a suitable display including our achievements over the past 6 years and photos of the new bus. **Mr Johnson, Mrs Priestley, Mrs Willett**

A Cream Tea is to be held on Saturday, 23rd April from 15.00 – 17.00 in the Chapter House for our loyal passengers. The event is being advertised on the bus. Drivers will collect the passengers. So far there have been 33 passengers who have accepted. Mrs Carlin will advise on routes for collection, when all the numbers are in. **Mr Johnson, Mrs Priestley**

Disposal of Tucana

The Princes Centre is no longer interested in buying the Tucana, as they are to receive £40,000 from Wycombe District Council to enable them to buy a new bus. At the moment there are two possible buyers, an emerging community bus service near Oxford and a taxi firm being asked to provide home to school transport. Mr Johnson will come back to the committee, if a firm offer is made. **Mr Johnson**

Talks to Local Organisations

Mr Johnson reported that he would shortly be giving a talk to U3A. Talks to other groups would need coordinating at a future date.

ITEM 12. New Committee Member

It was unanimously agreed to ask Mrs Carmichael to join the committee.

ITEM 13. AOB

It was agreed that children should travel free during the summer holidays up to the age of 16.

Mrs Carlin had received a request for the bus to collect passengers for a potential bingo club at the Whiteleaf Hall on a Friday afternoon and return them home. The committee agreed that they needed more information on numbers and timings before they could come to a decision.

Mrs Carlin asked if we could change the bus route for a passenger wishing to go to the station on a fairly regular basis. The committee agreed that this would not be feasible.

There being no further business the meeting ended at 16.05.

Please note that the next Management Committee meeting will be on:-

Monday 18 April at 2pm at Hypnos

P Johnson Chairman